



**The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, January 19, 2016  
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 – December 15, 2015

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

10. **Communications**

a) H.S. Hughes, Mayor – Township of Oro Medonte

**Re:** Request for Support – Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) – Update to Fees

**Reference:** Motion under New Business

b) Beth Hanna, Chief Executive Officer – Ontario Heritage Trust

**Re:** 2016 Doors Open Ontario Program

**Reference:** Received for Information

c) John Pitcher, Ontario Lead – Community Relations, Energy East Pipeline

**Re:** Energy East Pipeline Project Update

**Reference:** Received for Information

- d) Kate Manson-Smith, Assistant Deputy Minister – Ministry of Municipal Affairs and Housing  
**Re:** The Smart Growth for Our Communities Act, 2015 – Bill 73  
**Reference:** Referred to Senior Management
  
- e) Paul Ouimette, Director of Operations & Christy Maring, CEO - NEOnet  
**Re:** Establishment of a Regional Innovation Centre (RIC)  
**Reference:** Referred to Mayor Kidd
  
- f) Financial Indicator Review – Ministry of Municipal Affairs and Housing  
**Re:** Temiskaming Shores – Based on 2014 Financial Information Return  
**Reference:** Received for Information
  
- g) John Lieou, Assistant Deputy Minister – Policy and Planning Division – Ministry of Transportation  
**Re:** Climate Change Strategy Funding – Electric Vehicle Charging Stations  
**Reference:** Temiskaming Shores and Area Chamber of Commerce
  
- h) Neil Brady - Schooley Mitchell Telecom  
**Re:** Proposal – Risk-free review of telecommunications services  
**Reference:** Information Technology (IT) Administrator
  
- i) Carman Kidd, Mayor – City of Temiskaming Shores  
**Re:** Draft Letter of Support for New Liskeard Non-Profit Housing Corporation – CMHC Seed Funding  
**Reference:** Motion under New Business

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

**Re:** Invitation to submit application under second intake – Build Canada Fund – Small Communities Fund (SCF) – Phase I Temiskaming Shores Infrastructure Upgrades (Gray Rd Pumping Station)

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

- k) Honourable Michael Gravelle, Minister of Northern Development and Mines

**Re:** NOHFC File No. 8100166 - \$1,000,000 in funding – *Temiskaming Shores Commercial Strip Infrastructure Upgrades*

**Reference:** Received for information

- l) Lynn Buckham, Regional Director – Ministry of Municipal Affairs and Housing

**Re:** Delegation of Authority to City of Temiskaming Shores – Official Plan Amendments, Subdivision and Condominium approval, foreclosures, power of sale approval, and issuance of validation certificates.

**Reference:** Referred to Planner for a Report

- m) Melanie Ducharme, Municipal Clerk – West Nipissing

**Re:** Request for Support – Expansion of Natural Gas Services

**Reference:** Motion under New Business

- n) Melanie Ducharme, Municipal Clerk – West Nipissing

**Re:** Request for Support – Re-classification of Winter Highway Classes

**Reference:** Motion under New Business

- o) Melanie Ducharme, Municipal Clerk – West Nipissing  
**Re:** Request for Support – Amendment to Northern Health Travel Grant  
**Reference:** Motion under New Business
  
- p) Sid Vader Veen, Drainage Coordinator – Ministry of Agriculture, Food and Rural Affairs  
**Re:** Agricultural Drainage Infrastructure Program – Claiming of Grants  
**Reference:** Referred to the Municipal Clerk
  
- q) Georgette Saxton, Chair – Temiskaming Hospital Foundation  
**Re:** Request for Sponsorship – 2<sup>nd</sup> Annual Valentine’s Day Radiothon  
**Reference:** Received for information
  
- r) Shelly Loach, President – Temiskaming Pleasure Horse Club  
**Re:** Charitable Sponsorship – Walmart matching Funds  
**Reference:** Motion under New Business
  
- s) Doug Reycraft, Chair - Municipal Employer Pension Centre Ontario  
**Re:** Request for Continued Support  
**Reference:** Received for Information

Draft Motion

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. s) 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 Committee of Adjustment meeting held on October 28, 2015;
- b) Minutes of the Temiskaming Shores Public Library Board meeting held on November 18, 2015;
- c) Minutes of the Timiskaming Board of Health meeting held on November 4, 2015;
- d) Minutes of the Earleton-Timiskaming Regional Airport Municipal Services Board meeting held on November 19, 2015 and the November 2015 Airport Report;
- e) Minutes of the New Liskeard Business Improvement Area Board meeting held on December 7, 2015;
- f) Minutes of the New Liskeard Business Improvement Area Board meeting held on January 5, 2016;
- g) Minutes of the District of Timiskaming Social Services Administration Board meeting held on September 16, 2015;
- h) Minutes of the District of Timiskaming Social Services Administration Board meeting held on October 21, 2015;
- i) Minutes of the District of Timiskaming Social Services Administration Board meeting held on November 25, 2015;
- j) Minutes of the Ontario Clean Water Agency consultation meeting held on November 24, 2015; and
- k) 2015 Northern Ontario Tourism Summit Report – submitted by Graham Gambles.

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

Draft Motion

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

- a) Minutes of the Public Works Committee meeting held on December 11, 2015; and

- b) Minutes of the Building Maintenance Committee meeting held on November 25, 2015.

**13. Reports by Members of Council**

**14. Notice of Motions**

**15. New Business**

- a) **Notice of Motion – Amendments to Procedural By-law – Distribution of Council Package**

*Draft Motion*

Whereas Council for the City of Temiskaming Shores receives their Council package in the afternoon on the Friday prior to a Regular Council meeting on a Tuesday; and

Whereas Council members are not afforded an ample amount of time to review the Council package and/or seek clarification from staff on various matters contained in the agenda; and

Whereas a model that provides more transparent, timely and effective communication would permit Councillors to make well informed decisions;

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to amend Procedural By-law No. 2008-160 to require that Council packages be prepared and circulated to Council on the Wednesday prior to a Regular Council meeting.

- b) **Memo No. 000-2016-CS – Amendment to By-law No. 2015-200 Performance Management and Appraisal Policy – AODA requirements**

*Draft Motion*

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2016-CS;

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-200 to incorporate necessary provisions in the *Performance Management & Appraisal Policy* as required under Ontario Regulation 191/11 the Integrated Accessibility Standards Regulation developed under the Accessibility for Ontarians with Disabilities Act.

**c) New Liskeard Non-Profit Housing Corporation – CMHC Seed Funding – Letter of Support**

*Draft Motion*

Whereas the New Liskeard Non-Profit Housing Corporation has applied to the Canadian Mortgage and Housing Corporation (CMHC) for seed funding for the development of a business plan for a new housing unit; and

Whereas Council recognizes there is a waiting list of more than 80 residents seeking residency and 105 Market Street; and

Whereas Council has approximately four (4) acres of available land adjacent to the existing facility that may be donated provided this housing project is operated as a non-profit entity;

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby supports the New Liskeard Non-Profit Housing Corporation's application to CMHC for seed funding.

**d) West Nipissing – Support – Expansion of Natural Gas Services**

*Draft Motion*

Whereas Council acknowledges the request for support from the Municipality of West Nipissing for expansion of Natural gas Services; and

Whereas rural and Northern Ontario residents and businesses are experiencing increasing hydro rates resulting in financial hardship; and

Whereas it is important that all residents have equal opportunity to access varied sources for heating; and



Whereas many northern municipalities are unable to access natural gas services due to distribution expansion restraints and regulatory requirements; and

Whereas The Federation of Northern Ontario Municipality (FONOM) sent a letter, dated May 21, 2014, to the Ministry of Energy echoing the same statements and also offering to work with the Ministry on the expansion of natural gas services to Northern Ontario communities and accessible to all residents;

Now therefore be it hereby resolved that Council for the City of Temiskaming Shores supports the Municipality of West Nipissing and urges the Minister of Energy to consider expanding the accessibility to natural gas services in northern Ontario communities in order to provide similar financial saving opportunities to all northern residents and businesses; and

Further be it resolved that a copy of this resolution be sent to the Minister of Energy, to the National Energy Board, to the Association of Municipalities of Ontario (AMO) and to the Federation of Northern Ontario Municipalities (FONOM).

**e) West Nipissing – Support – Re-classification of Winter Highway Classes**

*Draft Motion*

Whereas Council acknowledges the request for support from the Municipality of West Nipissing for Re-classification of Winter Highway Classes; and

Whereas the Provincial Highways Management Division of the Ministry of Transportation released a ***Winter Highway Maintenance Action Plan*** in June 2015 in response to the recommendations of the Auditor General's review in April 2015; and

Whereas the Provincial Highways Management Division is responsible for maintaining and repairing the King's Highways under the Public Transportation and Highway Improvement Act and they are also stewards of Ontario's provincial highway network, managing the engineering, construction, operations and maintenance activities performed for the network's upkeep and expansion;

Now therefore be it hereby resolved that Council for the City of Temiskaming Shores supports the Municipality of West Nipissing and urges the Ministry of Transportation to expedite its re-classification of all winter highway classes in Northern Ontario to ensure that each one receives the appropriate level of

maintenance required during the winter months thus ensuring the safety and security of all northern travelers; and

Further be it resolved that a copy of this resolution be sent to the Minister of Transportation, to the Association of Municipalities of Ontario (AMO) and the Federation of Northern Ontario Municipalities (FONOM)

**f) West Nipissing – Support – Amendment to the Northern Health Travel Grant**

Draft Motion

Whereas Council acknowledges the request for support from the Municipality of West Nipissing for Re-classification of Winter Highway Classes; and

Whereas the Ministry of Health and Long-Term Care manages the Northern Health Travel Grant program which provides funding assistance to patients travelling more than 100 km one-way for specialized health care services outside of their local regions; and

Whereas it is important that all northern residents have equal opportunity to access specialized health care services in Ontario without incurring any financial hardship and that more residents travelling to receive specialized health care services should be permitted to apply for the Northern Health Travel Grant;

Now therefore be it hereby resolved that Council for the City of Temiskaming Shores supports the Municipality of West Nipissing and urges the Minister of Health and Long-Term Care to amend the criteria for funding assistance for access to specialized health care services for northern residents having to travel more than 100 km round trip to be eligible for the Northern Health Travel Grant

Further be it resolved that a copy of this resolution be sent to the Minister of Health and Long-Term Care, to the Association of Municipalities of Ontario (AMO) and the Federation of Northern Ontario Municipalities (FONOM).

**g) Administrative Report No. CS-001-2016 – Sailing School Lease Agreement – Haileybury Service Marina**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-001-2016; and

That Council directs staff to prepare the necessary by-law to enter into a 3 year agreement with the Temiskaming Shores Sailing School for use of the former service marina in Haileybury in the amount of \$1,500/year for consideration at the January 19, 2016 Regular Council meeting.

**h) Municipal Freedom of Information and Protection of Privacy Act – Support for Township of Oro Medonte**

Draft Motion

Whereas, pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the City of Temiskaming Shores along with all other municipalities has an obligation to provide a right of access to the public to information under its control; and

Whereas Ontario Regulation 823 issued under MFIPPA sets out the fees that may be charged to and collected from those persons making a request for access to records; and

Whereas the fee structure was established over 20 years ago and such fees do not cover actual costs incurred in responding to requests for information;

Now therefore the Council for The Corporation of the City of Temiskaming Shores hereby supports the Township of Oro Medonte's resolution and petitions the Minister of Municipal Affairs and Housing to review and update the fee provisions in MFIPPA and in Ontario Regulation 823 to ensure that they are more reflective of current and actual costs incurred in responding to requests for access to requested records and to ensure they include provisions for the collection of all or part of the costs involved in preparing fees estimates for requesters.

**i) Memo No. 000-2016-PPP – Outdoor Boilers**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 000-2016-PPP;

That Council hereby repeals Resolution CGP-042-2015; and

That the Zoning By-law for the City of Temiskaming Shores be amended to restrict the installation of these types of heating appliances/outdoor boilers to

the Rural areas only, and to establish setbacks from property lines where they may be installed.

**j) Memo No. 001-2016-PW – Funding Application – Continuous Improvement Fund (CIF)**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2016-PW; and

That Council directs staff to prepare the necessary by-law to enter into a Grant Agreement with Waste Diversion Ontario through the Continuous Improvement Fund (CIF) for the completion of a Cart Program Residue Management Plan and Toolkit for consideration at the January 19, 2016 Regular Council meeting.

**k) Memo No. 002-2016-PW – Amendment to By-law No. 2014-135 Processing Agreement with R&D Recycling Agreement – CPI Increase**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2016-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2014-135 being a by-law to enter into a Recyclables Acceptance Agreement with R & D Recycling to modify the wording for Consumer Price Index increases for consideration at the January 19, 2016 Regular Council meeting.

**l) Administrative Report No. PW-001-2016 – Internal/External Audit and Management Review - DWQMS**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-001-2016;

That Council acknowledges completion of the Internal Audit and Management Review (2015) in accordance to Section 12 *Communications* of the Operational Plan as well as receipt of the on-site re-accreditation report done by SAI Global; and

That Council directs staff to make the necessary changes within the Drinking Water Quality Management Standard (DWQMS) in accordance with the results of these audits.

**m) Administrative Report No. PW-002-2016 – North Cobalt Water Stabilization – Engineering Services Award**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-002-2016;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the contract to EXP Services Inc. to proceed with the detailed engineering design for the proposed North Cobalt Water Stabilization Project (Request for Proposal PW-RFP-011-2015) for a total upset limit of \$39,550.00 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for the said contract for consideration at the January 19, 2016 Regular Council meeting.

**n) Administrative Report No. PW-003-2016 – Community Safety Zones**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-003-2016; and

That Council approves the changes to the City's Traffic By-law and directs staff to prepare the necessary by-law to amend By-law 2012-101 for consideration at the February 2, 2016 Regular Council meeting.

**o) Memo No. 001-2016-RS – Support for Funding Application to Local Health Integration Network by Timiskaming Home Support**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2016-RS; and

That Council hereby supports an application by Timiskaming Home Support for a funding application to the Local Health Integration Network to fund a 1-800 service in support of the Age Friendly Community Plan.

**p) Memo No. 002-2016-RS – Appointment of members to the Age Friendly Committee**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2016-RS; and

That Council directs staff to prepare the necessary by-law to appoint community representatives to the Age Friendly Committee.

**q) Administrative Report No. RS-001-2016 – Age Friendly Community Funding Opportunity**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-001-2016; and

That Council direct staff to submit an application to the Ontario Sport and Recreation Community (OSRC) Fund in the amount of \$120,000 for a two year project to include the coordination, development and implementation of an activity program to increase the number of older adults participating in recreation activities, with the City's contribution of \$5,065 cash and \$3,600 in-kind (provision of facility use for programming) in 2016 and \$6,950 cash and \$4,800 in-kind (provision of facility use for programming) in 2017.

**r) Administrative Report No. RS-002-2016 – Municipal Concussion Prevention and Management Policy**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-002-2016; and

That Council directs staff to prepare the necessary by-law to adopt a Municipal Concussion Prevention and Management Policy for consideration at the January 19, 2016 Regular Council meeting.

**s) Administrative Report No. RS-003-2016 – Recreation Volunteer Screening and Training Policy**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-003-2016; and

That Council directs staff to prepare the necessary by-law to adopt a Municipal Recreation Services Volunteer Screening and Training Policy to be considered at January 19, 2016 Regular Council meeting.

- t) **Memo No. 003-2016-CGP – Economic Developers Association of Canada (EDAC) – 2015 Marketing Canada Award**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo No. 003-2016-CGP; and

Further that Council acknowledges that the City of Temiskaming Shores' promotional event **Northern Ontario Mining Showcase** at the Prospectors and Developers Association of Canada event in Toronto was the recipient of a 2015 Marketing Award from the Economic Developers Association of Canada.

- u) **Administrative Report No. CGP-001-2016 – Certified Site Program Extension – Dymond Industrial Park**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-001-2016; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-174 being an agreement with P.A. Blackburn Limited for the preparation of a Certified Site Program Designation for the Dymond Industrial Park to March 31, 2016 for consideration at the January 19, 2016 Regular Council meeting.

- v) **Administrative Report No. CGP-002-2016 – Northeast Community Network Membership**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-002-2016; and

That Council agrees to join the Northeast Community Network at a cost of \$500 for 2016 and appoints the Economic Development Officer as the City's representative on the committee.

**w) Administrative Report No. CGP-003-2016 – CJTT Lifestyles and Earleton Farm Show**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-003-2016;

That Council directs staff to register to exhibit at the Earleton Farm Show, April 15 & 16, 2016, to provide information on programs and activities that support agriculture in our area and authorizes the donation of a golf shirt and baseball hat as a draw prize; and

That Council directs staff to register to exhibit at the CJTT Lifestyles event, April 29 & 30, 2016, to provide information on City programs and activities as well as selling fire permits and animal tags at \$10 off the regular rate and authorizes the donation of a six-month gym membership to the Waterfront Pool & Fitness Centre as a draw prize.

**x) Walmart local matching Grants Program – Request for Application Sponsor – Temiskaming Pleasure Horse Club**

Draft Motion

Whereas the Temiskaming Pleasure Horse Club (TPHC) requires a registered charitable organization to sponsor their application to the *Walmart – Local Matching Grants* program for funding to assist in the overall club fundraising strategies to assist in the operation of the 2015 TPHC functions.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the Temiskaming Pleasure Horse Club's funding application to the *Walmart – Local Matching Grants* program.

**16. By-laws**



Draft Motion

Be it resolved that:

By-law No. 2016-001 Being a by-law to provide for an Interim Tax Levy for the payment of taxes and to establish penalty and interest charges

By-law No. 2016-002 Being a by-law to authorize a Funding Agreement with Waste Diversion Ontario through the Continuous Improvement Fund for a Cart Residue Management Plan and Toolkit (CIF Project No. 932)

By-law No. 2016-003 Being a by-law to enter into a Funding Agreement with Ontario Trillium Foundation to extend the STATO multi-use trail system (Application ID No. CP1936)

By-law No. 2016-004 Being a by-law to enter into an agreement with EXP Services Inc. for the provision of Engineering Services (North Cobalt Water Stabilization Project)

By-law No. 2016-005 Being a by-law to amend By-law No. 2015-035 (MNR Forest Fire Management Agreement)

By-law No. 2016-006 Being a by-law to amend By-law No. 2015-200 (Performance Management and Appraisal Policy)

By-law No. 2016-007 Being a by-law to adopt a Municipal Concussion Prevention and Management Policy for the City of Temiskaming Shores

By-law No. 2016-008 Being a by-law to adopt a Recreation Services Volunteer Screening and Training Policy

By-law No. 2016-009 Being a by-law to amend By-law No. 2015-030  
(Appointments to Age Friendly Committee)

By-law No. 2016-010 Being a by-law to enter into an Agreement with the  
Temiskaming Sailing School for the lease of the  
Haileybury Service Marina

By-law No. 2016-011 Being a by-law to amend By-law No. 2015-174  
(Preparation of a Certified Site Program Designation for  
the Dymond Industrial Park)

By-law No. 2016-012 Being a by-law to amend By-law No. 2014-135  
(Agreement with R & D Recycling to accept and process  
recyclable materials)

be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that:

By-law No. 2016-001;

By-law No. 2016-002;

By-law No. 2016-003;

By-law No. 2016-004;

By-law No. 2016-005;

By-law No. 2016-006;

By-law No. 2016-007;

By-law No. 2016-008;

By-law No. 2016-009;

By-law No. 2016-010;

By-law No. 2016-011;

By-law No. 2016-012;

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

**17. Schedule of Council Meetings**

- a) Regular – Tuesday, February 2, 2016 at 6:00 p.m.
- b) Regular – Tuesday, February 16, 2016 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 December 15, 2015 – Closed Session Minutes;
- b) Under Section 239 (2) (a) of the Municipal Act, 2001 – Security of the property of the Municipality – Timiskaming Municipal Building Association
- c) Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual
- d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Pending Disposition of land – Senior’s Housing Project – Confidential Memo No. 001-2016-CGP
- e) Under Section 239 (2) (c) of the Municipal Act, 2001 – Pending Disposition of land – Seton Street – Confidential Memo No. 002-2016-CGP
- f) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Human Resources Update

**20. Confirming By-law**

Draft Motion

Be it resolved that By-law No. 2016-013 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held on **January 19, 2016** be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2016-013 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**21. Adjournment**

Draft Motion

Be it resolved that City Council adjourns at \_\_\_\_\_ pm.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen



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

**2. Roll Call**

Present: Mayor Carman Kidd, Councillors Jesse Foley, Doug Jelly, Patricia Hewitt, 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  
Tim Uttley, Fire Chief

Regrets:

Media: Bill Buchberger, CJTT  
Diane Johnston, Temiskaming Speaker

Members of the Public Present: 1

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

Additions:

**Under Item 15 – New Business add:**

- q) Memo No. 021-2015- PW – Contract Change Order No. 1 – D.F. Elliott Consulting Engineers Ltd. – Rockley Road Reconstruction

**4. Approval of Agenda**

Resolution No. 2015-700

Moved by: Councillor Jelly  
Seconded by: Councillor Foley

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

**Carried**

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

None

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

Resolution No. 2015-701

Moved by: Councillor Whalen  
Seconded by: Councillor Laferriere

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

- a) Regular Meeting of Council – December 1, 2015
- b) Special Budget Meeting of Council – December 8, 2015

**Carried**

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

7.1. *Amendments to Procedural By-law No. 2008-160*

**Purpose:** To consider proposed amendments to Procedural By-law No. 2008-160.

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to proposed amendments to the Procedural By-law and that the meeting also allows the public to provide comments on the proposed changes prior to Council making a decision.

I now declare this to be an open public meeting and request the Municipal Clerk, Dave Treen to outline the details of the proposed amendments.

Municipal Clerk, Dave Treen utilizing a powerpoint presentation outlined that staff reviewed and identified proposed amendments to Procedural By-law No. 2008-160 and reviewed these amendments with the Corporate Services Committee on October 13, 2015. Council considered Administrative Report CS-034-2015 at the November 3, 2015 Regular Council meeting and directed staff to provide public notice as Council would consider the amendments at the December 15, 2015 Regular Council meeting.

Mr. Treen indicated that two (2) letters were received recommending various additional amendments and that Council had considered these proposals at the December 1, 2015 Regular Council meeting through Administrative Report CS-034-01-2015. Council adopted Resolution No. 2015-669 declining the recommendations and that the individuals were sent letters of Council's decision.

The public notice indicated that copies of the proposed amendments could be obtained through the Clerk's office and that there were no inquiries to date on this matter. Mr. Treen concluded by recommending that Council adopt the draft by-law to amend By-law No. 2008-160.

Mayor Kidd thanked Mr. Treen for the presentation and inquired if there were any members of the public present that would like to speak to the issue. With no one approaching the podium, Mayor Kidd inquired if there were any members of Council that would like to speak to the issue. With no further comments Mayor Kidd declared that the public meeting is closed and Council will give due consideration to this matter.

**8. Question and Answer Period**

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

Mr. Lafleur spoke to the adoption of the 2016 Budget and clarification on the assessment used 2015 or 2016 to determine the tax levy. City Manager, Chris Oslund responded that the proposed 2016 assessment was used; Mr. Lafleur commented that it appeared that staff and Council worked hard to complete the budget.

**9. Presentations / Delegations**

None

**10. Communications**

a) G. Douglas Walsh, Director of Public Works – City of Temiskaming Shores

**Re:** Response to Mrs. Mary Boyd – Sidewalk condition (Church Street)

**Reference:** Received for information

b) Heads Up Alert – Ontario Good Roads Association

**Re:** Provincial Government denies local land transfer tax to cities outside Toronto

**Reference:** Received for information

c) Linda Williamson, Director of Communications – Office of the Ombudsman of Ontario

**Re:** Expansion of Ombudsman's jurisdiction to municipalities

**Reference:** Received for information

d) Mayor Carman Kidd – City of Temiskaming Shores



**Re:** Response to Rate Payers Association – Presentation at November 3, 2015 Regular Council meeting

**Reference:** Received for information

e) Mayor Carman Kidd – City of Temiskaming Shores

**Re:** Letter to Ministry of Natural Resources & Forestry – Spring Bear Hunt

**Reference:** Received for information

f) Mark Cripps – Minister’s Office – Ministry of Municipal Affairs and Housing

**Re:** Ontario Passes Legislation to Promote Smart Community Growth

**Reference:** Referred to Senior Staff

g) The Honourable Bob Chiarelli – Minister of Energy

**Re:** The Energy Statute Law Amendment Act, 2015 (Bill 135)

**Reference:** Received for information

h) Janice Dupuis, Deputy Clerk – Municipality of West Nipissing

**Re:** Request for Support – Stabilizing Hydro Rates

**Reference:** Motion under New Business

i) Nancy Plumridge, President - LAS

**Re:** LAS Natural Gas Program – 2013/14 Reserve Fund Rebate

**Reference:** Received for Information

j) Linda Horn, Area Coordinator – Heart & Stroke Foundation

**Re:** Big Bike Fundraising Program – Temiskaming Shores – May 3, 2016

**Reference:** Referred to Senior Staff / Recreation Committee

k) Gus Charpentier & Mavis Smith – Barking Barn Boarding and Rescue

**Re:** Request for Donation – Surplus Building – Murray Daniels Park

**Reference:** Referred to Manager of Physical Assets

Resolution No. 2015-702

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

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

**Carried**

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

Resolution No. 2015-703

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

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

a) Minutes of the Temiskaming Shores Police Services Board meeting held on December 7, 2015.

**Carried**

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

Resolution No. 2015-704

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

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

a) Minutes of the Recreation Services Committee meeting held on November 10, 2015.

**Carried**

**13. Reports by Members of Council**

Councillor Hewitt outlined that a new BIA Coordinator, Stephanie Lamothe was hired and hopes to have some momentum moving forward.

**14. Notice of Motions**

Councillor Hewitt put forward the following Notice of Motion:

**Whereas** Council for the City of Temiskaming Shores receives their Council package in the afternoon on the Friday prior to a Regular Council meeting on a Tuesday; and

**Whereas** Council members are not afforded an ample amount of time to review the Council package and/or seek clarification from staff on various matters contained in the agenda; and

**Whereas** a model that provides more transparent, timely and effective communication would permit councillors to make well informed decisions;

**Therefore** hereby be it resolved that Council for the City of Temiskaming Shores directs staff to amend Procedural By-law No. 2008-160 to require that Council packages be prepared and circulated to Council on the Wednesday prior to a Regular Council meeting.

**15. New Business**

**a) Administrative Report No. PPP-018-2015 – Emergency Management Program – Status Report**

Resolution No. 2015-705

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-018-2015; and

That the Annual Emergency Management Program Statement of Completion form be signed by the Head of Council and submitted along with the Annual Municipal Maintenance Checklist by the Community Emergency Management Coordinator to the Office of the Fire Marshal and Emergency

Management (OFMEM) confirming the City of Temiskaming Shores 2015 Emergency Management Program maintenance requirements.

**Carried**

**b) Administrative Report No. PW-057-2015 – Demolition of Matabanick Hotel**

Resolution No. 2015-706

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that the Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-057-2015;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of a contract to Priestly Demolition Inc. for the demolition of the former Matabanick Hotel, as detailed in Request for Proposal PW-RFP-009-2015 for a total upset limit of \$307,929 plus applicable taxes; and

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

**Carried**

**c) Administrative Report No. PW-058-2015 – Equipment Rental - Excavator**

Resolution No. 2015-707

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-058-2015;

That as outlined in Section 3.5 of the City's Purchasing Policy, Council approves the award of the Equipment Rental – Excavator complete with Operator for Water Breaks and repairs to *Pedersen Construction (2013) Inc.* at the following rental rates;

Float to Site = **\$80/event**

Excavator Working Time = **\$110/hr**

plus HST as applicable; and

Excavation with Breaker = **\$160/hr**

Float from Site = **\$80/event**

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

**Carried**

**d) Administrative Report No. RS-010-2015 – Age Friendly Committee**

Resolution No. 2015-708

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-010-2015;

That Council directs staff to prepare the necessary by-law to adopt the Age Friendly Committee as a Committee of Council; and

That Council directs staff to prepare the necessary by-law for the adoption of Terms of Reference for the Age Friendly Committee for consideration at the December 15, 2015 Regular Council meeting.

**Carried**

**e) Appointment of Council Representative to Committee of Adjustment**

Resolution No. 2015-709

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas, in accordance to the Planning Act, the appointment of Council's representative to the Committee of Adjustment must be done annually.

Now therefore be it resolved that **Mayor Carman Kidd** is hereby appointed to the Committee of Adjustment for the year 2016.

**Carried**

**f) Request for Support – Stabilizing Hydro Rates – Municipality of West Nipissing**

Resolution No. 2015-710

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Whereas the Council of the Municipality of West Nipissing discussed the recent hydro rate increases imposed by Hydro One during its meeting held on November 10, 2015; and

Whereas the Municipality of West Nipissing called upon the provincial government to recognize the plight of Northern and Rural Ontario residents who are directly impacted by the rate increases and the economic ramifications on rural communities as residents are forced to leave their homes and close their businesses due to unsustainable hydro rate increases;

Now therefore be it resolved that the Council for the City of Temiskaming Shores hereby supports the Municipality of West Nipissing and requests that the provincial government address the financial burden faced by residents and businesses in Northern and Rural Ontario due to increasing hydro rates; and

Further be it resolved that a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Energy and the Municipality of West Nipissing.

**Carried**

**g) Administrative Report No. CGP-045-2015 – Enterprise Temiskaming – Starter Company / Summer Company**

Resolution No. 2015-711

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-045-2015;

That Council directs staff to prepare the necessary by-law to amend By-law No. 2014-029 being a by-law to enter into an agreement with the Ministry of Economic, Development Trade and Employment Small Business Enterprise – **Starter Company** for consideration at the December 15, 2015 Regular Council meeting; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with the Ministry of Economic, Development Trade and Employment Small Business Enterprise – **Summer Company** for consideration at the December 15, 2015 Regular Council meeting.

**Carried**

**h) Approval of transfer surplus funds to Doctor Recruitment Reserve**

Resolution No. 2015-712

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores hereby directs staff to transfer any surplus budget in 2015 for Doctor Recruitment to the Doctor Recruitment Reserve.

**Carried**

**i) Approval of transfer surplus/deficit funds to/from Municipal Transit Reserve**

Resolution No. 2015-713

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby directs staff to transfer any surplus/deficit budget in 2015 for Transit to/from the Municipal Transit Reserve.

**Carried**

**j) Approval of transfer surplus/deficit funds to/from Cemetery Reserve**

Resolution No. 2015-714

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby directs staff to transfer any surplus/deficit budget in 2015 for Cemetery to/from the Cemetery Reserve.

**Carried**

**k) Approval of transfer current year surplus/deficit funds to/from Working Fund Reserve**

Resolution No. 2015-715

Moved by: Councillor Jelly  
Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby agrees that any surplus or deficit from the 2015 Municipal Budget General Operations be transferred to or transferred from the Working Fund Reserve account.

Further be it resolved that Council for The Corporation of the City of Temiskaming Shores hereby agrees that any surplus or deficit from the 2015 Municipal Budget Environmental Operations be transferred to or transferred from the Environmental Water Working Fund Reserve and/or Environmental Sewer Working Fund Reserve accounts.

**Carried**

**l) December 2015 Capital Report**

Resolution No. 2015-716

Moved by: Councillor Laferriere  
Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of the December Capital Report for information purposes.

**Carried**



**m) Budget Reallocation – General Capital**Resolution No. 2015-717

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby approves the following 2015 General Capital Budget Reallocations:

<b>Project</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Net Change</b>
Capital Contingency Fund	\$ 100,000	\$ 48,727	- \$ 51,273
Computer Hardware	50,740	62,585	11,845
NL Community Hall Engineering	10,000	0	-10,000
Pool Dehumidification Upgrades	25,000	32,069	7,069
Hlby Arena Roof Replacement	92,000	100,731	8,731
Hlby Arena Entrance Engineering	10,000	0	-10,000
PFC Accessible Entrance Upgrades	125,000	121,080	-3,920
NL Library Stabilization	30,000	7,515	-22,485
Firefighting Equipment	30,500	27,040	-3,460
Uno Park Bridge	220,000	206,804	-13,196
182 Pine St W Emergency Repair	0	63,804	63,804
Pick Up	0	27,061	27,061
PFC Weight Room Floor	24,000	18,853	-5,147
Floor Machine	7,500	5,640	-1,860
Hlby Beach Mushroom	8,000	10,831	2,831
	<b>\$ 732,740</b>	<b>\$ 732,740</b>	<b>-</b>

**Carried****n) Budget Reallocation – Environmental Capital**Resolution No. 2015-718

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby approves the following 2015 Capital Budget Reallocations:

<b>Project</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Net Change</b>
Beach Garden Trunk Sanitary	\$ 450,000	\$ 126,855	- \$ 323,145

Gray Road Lift Station	4,164,953	1,929,424	- 2,235,529
NL/Dym Water Linking Project	1,634,525	3,870,054	2,235,529
Communications Upgrades NL/Dym	325,000	407,500	82,500
Vehicle Replacements	100,000	94,528	- 5,472
Rebecca Street Emergency Repairs	0	105,200	105,200
McDonough Heights Emerg Repairs	0	80,518	80,518
Lakeshore Rd Emergency Repairs	0	59,486	59,486
Hlby WTP Roof Replacement	167,500	168,413	913
	<u>6,841,978</u>	<u>6,841,978</u>	<u>- 0</u>

**Carried**

**o) 2016 Municipal Operating Budget**

Resolution No. 2015-719

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Whereas Council adopted Resolution No. 2015-697 at its December 8, 2015 Special meeting directing staff to prepare the necessary resolution to adopt the 2016 Municipal Budget in principal for consideration at the December 15, 2015 Regular Council meeting utilizing a 1% increase to the Municipal Levy.

Now therefore be it resolved that Council hereby adopts, in principal, the 2016 General Operating Budget estimates as follows:

Department	Net Budget Estimates
General Government	\$ 567,977
Policing	2,257,837
Health & Social Services	2,816,933
Fire & Emergency Management	559,555
Corporate Services	(14,374,752)
Community Growth & Planning	722,531
Recreation	1,324,000
Public Works	5,129,136
Libraries	<u>358,693</u>
Net Transfer to General Capital	(\$ 638,090)

And further that Council adopts, in principal, the 2016 Environmental Operating Budget estimates as follows:

Department	Net Budget Estimates
Environmental Services	<u>(\$ 522,258)</u>
Net Transfer to Environmental Capital	(\$ 522,258)

**Carried**

**p) 2016 Municipal Capital Budget**

Resolution No. 2015-720

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas Council adopted Resolution No. 2015-697 at its December 8, 2015 Special meeting directing staff to prepare the necessary resolution to adopt the 2016 Municipal Budget in principal for consideration at the December 15, 2015 Regular Council meeting utilizing a 1% increase to the Municipal Levy.

Now therefore be it resolved that Council hereby adopts, in principal, the 2016 General Capital Budget estimates as follows:

Department	Net Budget Estimates
Public Works	\$ 980,500
Recreation	734,250
Waterfront Development Project	470,900
Property Maintenance	703,000
Fleet	801,000
Transit	<u>90,000</u>
General Capital Project Total	\$ 3,779,650

And further that Council adopts, in principal, the 2016 Environmental Capital Budget estimates as follows:

Department	Net Budget Estimates
Environmental Project	\$ <u>6,870,735</u>
Environmental Capital Project Total	\$ 6,870,735

**Carried**

**q) Memo No. 021-2015-PW – Contract Change Order No. 1 – D.F. Elliott Consulting Engineers Ltd. – Rockley Road Reconstruction**

Resolution No. 2015-721

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 021-2015-PW; and

That Council approves Contract Change Order No. 1 to By-law No. 2014-166, being an agreement with D.F. Elliott Consulting Engineers Ltd. for detailed Engineering Design for the proposed Reconstruction of Rockley Road from Highway 11 westerly for approximately 1.1 km, in the amount of **\$11,000.00** plus applicable taxes.

**Carried**

**16. By-laws**

Resolution No. 2015-722

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2015-231 Being a by-law to amend the By-law No. 2008-160 (Procedural By-law)

By-law No. 2015-232 Being a by-law to amend By-law No. 2009-023 (Off-Road Vehicles)

By-law No. 2015-233 Being a by-law to authorize Borrowing from time to time to meet current Expenditures during the Fiscal Year ending December 31, 2016

By-law No. 2015-234 Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the rental of an Excavator with an Operator for Water Break Repairs at various locations within the City of Temiskaming Shores

By-law No. 2015-235 Being a by-law to amend By-law No. 2014-029 (Small Business Enterprise – **Starter Company Program**)

By-law No. 2015-236 Being a by-law to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure – Small Business Enterprise – **Summer Company**

By-law No. 2015-237 Being a by-law to amend By-law No. 2015-001 (Appointment of Councillor Hewitt to the Public Works Committee)

By-law No. 2015-238 Being a by-law to enter into an agreement with Priestly Demolition Inc. for the Demolition of the Matabanick Hotel

By-law No. 2015-239 Being a by-law to amend By-law No. 2015-001 (Appointment of Councillor Hewitt to the Age Friendly Committee)

By-law No. 2015-240 Being a by-law to adopt Terms of Reference for the Age Friendly Committee

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2015-723

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2015-231;  
By-law No. 2015-232;  
By-law No. 2015-233;  
By-law No. 2015-234;  
By-law No. 2015-235;  
By-law No. 2015-236;  
By-law No. 2015-237;  
By-law No. 2015-238;  
By-law No. 2015-239;  
By-law No. 2015-240

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

**Carried**

**17. Schedule of Council Meetings**

- a) Regular – Tuesday, January 19, 2016 at 6:00 p.m.
- b) Regular – Tuesday, February 2, 2016 at 6:00 p.m.

**18. Question and Answer Period**

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

Mr. Lafleur asked for clarification as to what the *Age Friendly Community* program was about. The Director of Recreation, Tammie Caldwell outlined that it is a province wide program that brings seniors and service providers to come together and review eight (8) specific areas to prepare a plan that would allow them to be more age friendly in the design of our environment.

Mr. Lafleur inquired as to the status of the LED street light program and the rationale for the delay. It was noted there was a delay in the delivery of some of the higher wattage lights.

**19. Closed Session**

None

**20. Confirming By-law**

Resolution No. 2015-724

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that By-law No. 2015-241 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Special Meeting held on **December 8, 2015** and its Regular Meeting held on **December 15, 2015** be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2015-725

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2015-241 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**21. Adjournment**

Resolution No. 2015-726

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that City Council adjourns at 6:40 p.m.

**Carried**

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Mayor – Carman Kidd

---

Clerk – David B. Treen



December 14, 2015

Municipal Affairs and Housing  
777 Bay Street, 17th Floor  
Toronto, ON M5G 2E5

**Attention: The Honourable Ted McMeekin, Minister**

Dear Minister McMeekin,

**Re: Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).**

The Council of the Township of Oro-Medonte, at its Council meeting held on December 9, 2015, passed the following motion with respect to the above-noted matter:

“Whereas the Council of The Corporation of the Township of Oro-Medonte recognizes that pursuant to the Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”), it has an obligation to provide a right of access to the public to information under its control, with limited and specific exemptions and to protect the privacy of individuals with respect to their personal information held by the Township;

And Whereas Ontario Regulation 823 issued under MFIPPA sets out the fees that may be charged to and collected from those persons making a request for access to records;

And Whereas the amount of the fees set out in Ontario Regulation 823 were established over 20 years ago and have not been updated and do not reflect anywhere near the actual costs incurred;

And Whereas such fees do not cover the actual costs incurred in responding to requests for information and for providing access to records in accordance with the provisions of MFIPPA;

And Whereas in the last year the Township has incurred almost \$60,000 in net costs, including for computer forensic assistance and for legal advice, in responding to requests and in simply issuing fee estimates for access to requested records;

And Whereas after considerable staff time and costs incurred to issue various fee estimates for access to requested records, 3 fee estimates were appealed to the Information and Privacy Commissioner of Ontario, pursuant to MFIPPA, and the requester subsequently chose not to proceed with the appeals and chose to not proceed with any of the 3 requests;



**Re: Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).**  
**Page 2**

And Whereas in such situations there is no mechanism in MFIPPA or in Ontario Regulation 823 that would allow the Township to recover any of the substantial fees incurred, leaving such costs as a burden to the Township's taxpayers;

Now Therefore, the Council of The Corporation of the Township of Oro-Medonte resolves that correspondence, under the Mayor's signature, be forwarded to the Minister of Municipal Affairs and Housing to request a review and update of the fees provisions in MFIPPA and in Ontario Regulation 823 to ensure that they are more reflective of current and actual costs incurred in responding to requests for access to requested records and to ensure they include provisions for the collection of all or part of the costs involved in preparing fee estimates for requesters;

And Further That such letter be circulated to County of Simcoe, Cities of Barrie and Orillia, Simcoe County Municipalities, all other Ontario Municipalities, Patrick Brown, Simcoe North MPP, the Association of Municipalities of Ontario and the Association of Municipal Managers, Clerks and Treasurers of Ontario for their support."

Sincerely,

A handwritten signature in black ink, appearing to read 'H.S. Hughes', written in a cursive style.

H.S. Hughes, Mayor

/mjb



An agency of the Government of Ontario

10 Adelaide Street East  
Toronto, Ontario M5C 1J3

Telephone : 416-325-5000  
Fax : 416-325-5071  
[www.heritagetrust.on.ca](http://www.heritagetrust.on.ca)

December 7, 2015

Greetings,

Since 2002, the Ontario Heritage Trust's Doors Open Ontario program has created excitement about, and access and awareness to, the province's rich and diverse heritage. The 2015 season featured 44 events involving 76 municipalities, and provided the public with access to over 1,030 heritage sites. Province wide, Doors Open Ontario generates more than 500,000 visits each year and adds over \$5 million annually to local economies.

Doors Open Ontario also plays an important role in helping communities to identify and celebrate their heritage, strengthen and encourage local partnerships, bolster local volunteers, and stimulate tourism and local economies.

The 2016 Doors Open Ontario season marks the 15<sup>th</sup> anniversary of the program! We hope you will consider hosting an event in your community or region. For 2016, the Trust is asking participating communities to join us in exploring the theme of medical science and innovation in Ontario. Through Doors Open Ontario, we will showcase the people, places and events that have been influential in the history and impact of medical science, innovation and ingenuity, and build pride in Ontario's achievements.

Community registration information is available on the Doors Open Ontario website ([www.doorsopenontario.on.ca/Host-an-event/Register-your-community.aspx](http://www.doorsopenontario.on.ca/Host-an-event/Register-your-community.aspx)). If you have any questions or require more information about Doors Open Ontario, please contact Dawson Bridger, Community Programs Officer, by telephone at 416-314-3586 or by email at [dawson.bridger@heritagetrust.on.ca](mailto:dawson.bridger@heritagetrust.on.ca).

We hope that you and your community will join us as we celebrate the 15<sup>th</sup> anniversary season of Doors Open Ontario in 2016!

Yours sincerely,

A handwritten signature in black ink that reads "Beth Hanna". The signature is written in a cursive, flowing style.

Beth Hanna  
Chief Executive Officer

December 16, 2015

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

Energy East Pipeline  
Royal Bank Plaza South Tower  
200 Bay Street, 24<sup>th</sup> Floor  
Toronto, ON M5J 2J1

**Tel** 416-869-2137

**Fax** 416 869-2056

**web** [www.energyeastpipeline.com](http://www.energyeastpipeline.com)

Delivered by email: [ckidd@temiskamingshores.ca](mailto:ckidd@temiskamingshores.ca)

## **Re: Energy East Pipeline Project Update**

Dear Mayor Kidd and Council,

It has been a busy year for our team at TransCanada, and I wanted to take the opportunity to provide an update on key milestones reached this year, as well as to highlight what to expect in 2016 regarding the Energy East Pipeline project.

### ***Protecting Water & Shut-Off Valve Placement***

From our first conversations in your community, there has been a great deal of interest in how we will ensure the safe operation of Energy East. Over the course of this past year, TransCanada has worked with independent, third-party experts on a rigorous scientific review to determine the placement of shut-off valves to best protect water crossings and sensitive areas.

This detailed scientific analysis looked at every metre of the pipeline, including over 2,800 different water crossings, ranging from dry drainage ditches to large rivers.

Later this week, we will be filing supplemental information with the National Energy Board (NEB) that details the proposed location of shut-off valves and the major water crossings along the route. As a result of our engineering analysis, we have added 22 additional shut-off valves in Ontario, compared to our initial estimate included in our application to the NEB in October 2014. Each valve location was based on proximity to sensitive areas, the protection of water, and takes into careful consideration local elevation and geographic features.

I am hoping we will have an opportunity to set up a meeting with you early in 2016 to fully detail our scientific process for the siting of specific valves, explain the numbers you will see in the filing, as well as to get input from you regarding the proposed sites. These discussions will be very important for us and I look forward to being in touch early in the New Year to set up a meeting.

### ***Change in Routing & Scope***

In 2015 we announced that we would no longer be pursuing a deep water port in Cacouna, Quebec due to concerns over the local beluga whale habitat. This change resulted in our engineering team having to adjust facilities all along the route. These routing and scope changes will be made public in our amendment filing to the NEB later this week. With this change being filed officially with the NEB, we are looking forward to the NEB hearing process to get underway in 2016. I will keep you updated as to the status of our application with the NEB as well as any timelines or schedules as they are finalized by the NEB in the coming year. If you wish you can follow the NEB decisions here (<https://www.neb-one.gc.ca/pplctnflng/mjrpp/nrgyst/index-eng.html>).

### ***Emergency Response & Safety***

Moving forward with TransCanada's emergency response preparation was a big focus for 2015. Earlier this year, we began our planning by sending a survey to First Responders all along the pipeline route. This survey was the next step in engaging local community partners in the work that will continue for the next few years in building a comprehensive response plan. We received tremendous feedback from this early outreach and have met with many first responders along the route to begin the planning process. Developing emergency response plans takes time and will continue over the next few years in order to ensure that in the event of an emergency, we have a solid plan in place to protect people, communities, and the environment along the Energy East route.

As part of our 2015 outreach, we also held seven Safety and Emergency Response Days across Ontario. In these meetings, we invited mayors, municipal and indigenous emergency planning personnel, conservation authorities, police and fire chiefs, as well as the public to learn about our approach to emergency preparedness. These sessions presented why and how we build our plans, our safeguards in place to protect our pipeline, how we deal with sensitive areas, as well how our control room operates to monitor the pipeline 24/7 to keep it safe. Initial feedback from these sessions was extremely positive along the route and you can expect to see further engagement in 2016.

I would like to thank you for your continued interest in Energy East. I look forward to meeting with you, your staff and others in your community to discuss the project. I would encourage you to send this email to your council and staff, and any others who you feel should be involved in the project.

Finally, thank you for all the questions and comments that you shared in 2015. I truly believe that the best way to ensure that this project is in the best interest Canada is to listen carefully and work closely with those communities the project affects.

Wishing you a wonderful holiday season and all the best in 2016.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pitcher", with a long horizontal flourish extending to the right.

Jon Pitcher  
Ontario Lead – Community Relations, Energy East Pipeline

cc: Christopher W. Oslund, CAO ([coslund@temiskamingshores.ca](mailto:coslund@temiskamingshores.ca))

Local Government and Planning Policy Division  
777 Bay Street, 13th Floor  
Toronto ON M5G 2E5

Division des administrations locales et des politiques d'aménagement  
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December 18, 2015

Dear: Chief Administrative Officer

**RE: The Smart Growth for Our Communities Act, 2015**

The Smart Growth for Our Communities Act, 2015, which makes a number of changes to the Development Charges Act, 1997, and the Planning Act, passed in the Ontario legislature and received Royal Assent on December 3, 2015.

The majority of changes to both the Development Charges Act, 1997, and the Planning Act will come into force on a day to be named by proclamation. However, the following provisions relating to the Planning Act have already come into force through Royal Assent.

- Subsection 1(2) of the Planning Act has been amended to restrict the ability of ministries other than the Ministry of Municipal Affairs and Housing to be added as a party to an Ontario Municipal Board appeal.
- Subsection 3(10) of the Planning Act has been amended to extend the review cycle of the Provincial Policy Statement from 5 to 10 years.
- Subsections 4(1) and 4(2) of the Planning Act have been amended to remove the references to “referral”, as the Minister does not have delegation powers for site plan.
- Subsection 22.1 has been added to the Planning Act to provide certainty that when new policies or laws come into effect, applications for official plan amendments are subject to the previous policies or laws only if the required supporting material (i.e. complete application) has been submitted prior to the transition date.

This legislation provides for enhanced tools and processes for communities and residents to determine how their neighbourhoods grow, and to plan and pay for growth. The legislation aims to help municipalities recover more costs for growth-related infrastructure, give residents more say in how their communities grow, protect and promote greenspaces, enhance transparency and accountability, set clearer

rules for land use planning, give municipalities more independence to make local decisions and make it easier to resolve disputes.

Some examples of important improvements to the development charges and planning systems introduced by the new Act include:

**Increasing Funding for Growth-Related Infrastructure** by:

- removing the mandatory 10 per cent discount required when levying a charge for transit services
- creating an authority to identify services for which a planned service level calculation would replace the historic 10 year average service level
- creating an authority to identify ineligible services exclusively through regulation (a commitment to bring forward regulatory changes to make waste diversion as a service for which development charges can be collected has already been announced)

**Enhancing Municipal Transparency** by:

- requiring detailed reporting for municipal collection of density bonusing and parkland fees
- changing the alternative parkland dedication rate for cash-in-lieu payments to incent the acquisition of physical parkland
- requiring some municipalities, in consultation with school boards and the public, to prepare parks plans to help plan for parkland, greenspace, and park facilities
- requiring municipalities to reflect capital projects funded through development charges in a detailed report
- strengthening the language in relation to 'voluntary payments', not permitted under the Development Charges Act

**Increasing Predictability and Accountability** by:

- linking development charge background studies to municipal asset management planning
- requiring development charges for individual buildings to be set as of the date an initial building permit is issued, and for development charges to be payable on that date (there is an exception for multi-phase developments)

**Enhancing Citizen Engagement** by:

- requiring explanation of how public input affected a municipal planning decision
- ensuring consideration of public input at the municipal level by approval authorities and the Ontario Municipal Board
- requiring locally designed public consultation policies
- facilitating the modernization of the giving of notice through additional methods (e.g. email)
- increasing use and ensuring citizen membership on planning advisory committees

**Increasing Certainty, Stability and Reducing Costs by:**

- limiting requests for amendments to new official plans and/or new comprehensive zoning by-laws for 2 years after documents are approved, unless council authorizes the application(s) to proceed
- providing regulation-making authority to limit requests for amendments to the renamed community planning permit system policy (official plan) and by-law for 5 years after documents are approved, unless council authorizes the application(s) to proceed
- removing the ability to apply for a minor variance for 2 years after a site specific rezoning, unless council authorize the application(s) to proceed
- limiting approvals and appeals of lower-tier official plans, unless in conformity with upper-tier plans
- removing requirements to review employment land policies

**Resolving Disputes, Improving Local Decision-Making and Accountability by:**

- allowing time to be added to planning decision timelines to resolve disputes prior to appeals (90-day “timeout”)
- restricting appeals of specific provincially-approved matters (e.g. Ministry of the Environment and Climate Change approved source water protection boundaries)
- removing appeal of second unit residential policies at official plan updates
- requiring clearer reasons for appeals
- removing the ability to appeal entire new official plans
- providing enhanced opportunities for alternative dispute resolution

A copy of the Smart Growth for Our Communities Act, 2015 can be viewed online at: [http://www.ontla.on.ca/web/bills/bills\\_detail.do?BillID=3176](http://www.ontla.on.ca/web/bills/bills_detail.do?BillID=3176).

Please visit the Ministry of Municipal Affairs and Housing’s website periodically for further updates: [ontario.ca/municipalaffairsandhousing](http://ontario.ca/municipalaffairsandhousing).

If you have any questions related to the Planning Act, please contact Luke Fraser at (416) 585-6088 or send an e-mail to [PlanningConsultation@ontario.ca](mailto:PlanningConsultation@ontario.ca).

If you have any questions related to the Development Charges Act, 1997, please contact John Ballantine at (416) 585-6348 or send an e-mail to [DCAConsultation@ontario.ca](mailto:DCAConsultation@ontario.ca).

I would also like to take this opportunity to thank municipalities for your efforts, input and advice in helping us to reform the land use planning system.

Sincerely,



Kate Manson-Smith  
Assistant Deputy Minister

cc. Association of Municipalities of Ontario

Association of Municipal Clerks and Treasurers of Ontario  
Municipal Finance Officers' Association of Ontario  
Municipal Clerk, Municipal Treasurer, Municipal Planning Official





November 30, 2015

Mayor Carman Kidd  
City of Temiskaming Shores  
P.O. Box 2050  
325 Far Drive  
Haileybury, ON P0J 1K0

Dear Mayor Kidd,

The North Eastern Ontario Communications Network (NEOnet) and our partner the Timmins Economic Development Corporation request your vocal support toward our goal of establishing a Regional Innovation Centre (RIC) in Timmins to serve northeastern Ontario businesses and entrepreneurs. We need to work with regional mayors and others with strong provincial political clout to garner the recognition and support from Provincial Minister Brad Duguid of the Ministry of Economic Development, Employment and Infrastructure (MEDEI) and Minister Reza Moridi of the Ministry of Research & Innovation (MRI). Ministers Duguid and Moridi are the principle decision-makers that would approve recognition and ongoing funding support for our proposed RIC.

Our region, identified as "Region 18" by MEDEI and MRI, is the only Region in the province that does not receive operational funding as a RIC. Under the current provincial RIC system, NORCAT in Sudbury is the RIC designated to service our regional businesses and entrepreneurs, which includes those in Kapuskasing, Hearst and the James Bay Coast. This does not make sense for our businesses from a geographical, cost and travel-time perspective. Further, discussions that TEDC representatives have had with NORCAT management indicate that over several years NORCAT has made very few trips to our region and has only had a handful of clients.

As you are aware NEOnet and the TEDC are implementing the Productivity & Innovation Centre project with FedNor and NOHFC funding support. This three-year pilot project approved in late 2013 was the accumulation of collaboration and work completed since 2010 by regional partners, including Northern College, Timmins Chamber of Commerce, and the Material Joining Innovation Centre. This project has had a number of successes to date, including assisting over 20 small and medium-sized businesses to secure funding, achieve operational efficiencies, and start and implement innovative strategies.



NEOnet, the TEDC, and project partners have a goal of establishing a permanent RIC before the PIC project funding ends March 2017. The formation and sustainability of our RIC is fully dependent on receiving ongoing annual funding from the MEDEI/MRI to cover operational and programming costs. As such, we are reaching out to you, along with others of influence, to assist us with lobbying support at the provincial level.

Enclosed is an outline of work completed to this point, and our objectives and vision of how our RIC would assist businesses and entrepreneurs and result in economic and business growth across our region. NEOnet representatives are willing to meet with you and others to discuss this RIC initiative further and create a strategy for lobbying efforts. Please contact me at your earliest convenience to discuss this further, 705-360-1353 x32 or [pouimette@neonet.on.ca](mailto:pouimette@neonet.on.ca)

Sincerely,

A handwritten signature in blue ink that reads "Paul Ouimette".

Paul Ouimette

Director of Operations

North Eastern Ontario  
Communications Network Inc.

A handwritten signature in blue ink that reads "Christy Marinig".

Christy Marinig

CEO

Timmins Economic  
Development Corporation

cc. Ana Blouin, Project Development Manager, Productivity & Innovation Centre

# Establishing a Regional Innovation Centre for Northeastern Ontario

---

## OBJECTIVE

Productivity & Innovation Centre (PIC) recognized as the Regional Innovation Centre (RIC) for our region by the Ministry of Economic Development, Employment and Infrastructure (MEDEI) and the Ministry of Research & Innovation (MRI). To accomplish this objective we need to utilize our network and political connections to influence Minister Brad Duguid and Minister Reza Moridi, and put forward our business case for establishing a RIC in northeastern Ontario. A strong political connection to both ministers is Minister Michael Gravelle of the Ministry of Northern Development and Mines (MNDM). Significant MEDEI/MRI funding for northern Ontario programming is funneled through MNDM.

## STEPS TO RECOGNITION OF REGIONAL INNOVATION CENTRE

1. *Q4 2015 and Q1 2016.* Work with key influential municipal representatives across our region to develop a lobbying strategy. This strategy aims to raise awareness with Minister Duguid, Minister Moridi, Deputy Ministers, Minister Gravelle and other key provincial government officials about the accomplishments of the Productivity & Innovation Centre. Our goal to become provincially-recognized RIC, and how our accomplishments and goals complement MEDEI and MRI mandates.
2. *Q4 2015 and Q1 2016.* NEOnet and the Timmins Economic Development Corporation will submit the final business proposal to MEDEI and MRI.
3. *Q2 2016.* Targeted timeframe to realize recognition. The Productivity & Innovation Centre project funding will carry us through to Q1 2017, and we need provincial operational funding by this time or prior to Q1 2017.

## BACKGROUND

NEOnet and the TEDC have made significant progress since we started implementing the PIC project in late 2013. Here are some of the key developments that position us well to secure RIC recognition:

- ✓ Launch of the Productivity & Innovation Centre in April 2014. Since the launch we have assisted over 20 SMEs across the region with productivity assessments and innovation services.

- ✓ Inclusion as part of the ONE (Ontario Network of Entrepreneurs). The ONE members include the RICs, Small Business Enterprise Centres (SBECs) and other organizations funded by MEDEI to deliver entrepreneurial and business programming across Ontario.
- ✓ Meetings and discussions with MEDEI and Ministry of Innovation (MRI) representatives that oversee the provincial RICs. We have received strong support and continue to work with representatives close to Deputy Minister and Minister Duguid in development of our business proposal to become a RIC.
- ✓ Participation in events and meetings with RIC and ONE members. Since inclusion as member of ONE, the Productivity & Innovation Centre has been the acting RIC for Region 18.
- ✓ The Productivity & Innovation Centre is fully bilingual, and while other RIC's can provide some bilingual services our RIC is the only one capable of delivering bilingual programming.
- ✓ Acknowledged relative strength compared to other RICs in collaborating with multiple organizations to assist regional business clients.

Recognition and inclusion as a RIC will establish a permanent organization in our region to deliver innovation programming to entrepreneurs and businesses. Our RIC would receive significant operational dollars from the province. Based on previous MEDEI agreements with Ontario RICs, our RIC would receive operational funding for 3-5 years with this recognition. The RIC would have at least three full-time staff delivering innovation, applied research and commercialization programming to assist entrepreneurs and businesses during all stages of the business development cycle. RIC funding will also assist with the sustainability of NEOnet.

## **REGIONAL INNOVATION CENTRE SERVICES**

Our RIC will develop and deliver programming currently not offered to clients in the region. The RIC will be located at Northern College in South Porcupine. The region our RIC will service covers a vast geographic area 200,000 square kilometres that includes the James Bay Coast, Hearst, Kapuskasing, Temiskaming Shores, Timmins and Chapleau. A key resource the RIC can help our businesses and entrepreneurs access is programming through the provincial innovation centre MaRS in Toronto. MaRS focuses on driving innovation and entrepreneurialism in key sectors such as Information & Communication Technology, Health Sciences and Cleantech. MaRS can assist with helping start-up ventures grow and scale, link them to venture capitalists and other funding, and develop high-level entrepreneurial skills to maximize entrepreneurs' knowledge and competitiveness. Our RIC will also help clients' access additional resources and funding from organizations such as NRC-IRAP, Canadian Manufacturers & Exporters, Ontario Centres of Excellence, Northern Ontario Angels, NOHFC, and FedNor.

#### RIC Services:

- 1. *Productivity Assessments.*** This program is currently being delivered by the Productivity & Innovation Centre and will continue as a RIC service. Through this two-stage program SMEs in targeted sectors first have their operations assessed by qualified RIC consultants, and secondly are assisted to address issues impeding on operations and growth. PIC provides SMEs with up to \$9,000 at 80% funding support to go through the program. PIC has been offering this program since early 2015 and is working with over 20 clients who are at different stages in the process.
- 2. *Innovation and Commercialization.*** We will work with clients to get innovative ideas off the ground, research and development, applied research, and commercialization. In addition to MaRS our RIC will continue collaboration with the TEDC, Northern Office of Applied Research (NOARI), and College Boreal located in and operated by Northern College, to assist clients in these areas. NOARI assists businesses with utilizing post-secondary students for applied research projects.

# FINANCIAL INDICATOR REVIEW

(Based on 2014 Financial Information Return)

## Temiskaming Shores C

### NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

#### ***Additional Notes on what Financial Indicators may indicate:***

**Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees** - *How much tax and fee revenue is servicing debt?*

**Reserves and Reserve Funds as a % of Operating Expenses** - *How much money is set aside for future needs / contingencies?*

**Debt Charges as a % of Total Operating Revenue** - *How much of each dollar raised is spent on debt?*

**Total Taxes Receivable less Allowance for Uncollectables as a % of Total Taxes Levied** - *High percentages may indicate collection challenges.*

**Total Cash and Cash Equivalents as a % of Operating Expenses** - *How much cash and liquid investments could be available to cover operating expenses?*

**Net Working Capital as a % of Total Municipal Operating Expenses** - *How much cash, receivables and inventory less short-term debt could be available to cover operating expenses?*

**Net Book Value of Capital Assets as a % of Cost of Capital Assets** - *Remaining life / value of infrastructure; high percentage may indicate "new" assets while a low percentage may indicate "used up" assets that may need repair / replacement soon.*

# FINANCIAL INDICATOR REVIEW

(Based on 2014 Financial Information Return)

## Temiskaming Shores C

Date Prepared:	02-Oct-15	Tier:	Single Tier
MSO Office:	Northeast Ontario	MAH Code:	90101
Prepared By:	Bryan Searle	MUNID:	54010
		REV Code:	5418

## FINANCIAL INDICATORS

Indicator	Ranges	Actuals	North - Population > 10000		Level of Challenge	
			Median	Average		
Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees	Low: > -50% Mod: -50% to -100% High: < -100%	2010	-12.3%	8.9%	9.2%	LOW
		2011	-3.9%	12.0%	10.7%	LOW
		2012	5.2%	12.3%	10.9%	LOW
		2013	2.4%	2.4%	7.1%	LOW
		2014	-3.2%	9.1%	7.4%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Operating Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2010	5.3%	16.4%	19.9%	HIGH
		2011	6.9%	15.9%	22.3%	HIGH
		2012	29.4%	21.4%	26.2%	LOW
		2013	23.0%	21.0%	24.7%	LOW
		2014	18.2%	18.8%	25.2%	MODERATE
Debt Servicing Cost as a % of Total Operating Revenue	Low: < 5% Mod: 5% to 10% High: > 10%	2010	2.7%	2.3%	3.3%	LOW
		2011	2.7%	1.8%	3.0%	LOW
		2012	4.1%	1.9%	3.1%	LOW
		2013	3.0%	1.6%	3.0%	LOW
		2014	2.8%	1.5%	2.9%	LOW
Total Taxes Receivable less Allowance for Uncollectables as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2010	6.2%	5.1%	5.9%	LOW
		2011	6.0%	4.4%	5.4%	LOW
		2012	5.0%	4.1%	5.1%	LOW
		2013	5.4%	5.4%	5.9%	LOW
		2014	4.3%	4.9%	6.0%	LOW
Total Cash and Cash Equivalents as a % of Operating Expenses	Low: > 10% Mod: 5% to 10% High: < 5%	2010	16.8%	16.8%	17.0%	LOW
		2011	28.9%	21.1%	23.2%	LOW
		2012	34.2%	13.4%	21.8%	LOW
		2013	31.2%	15.5%	20.7%	LOW
		2014	20.4%	19.4%	20.1%	LOW
Net Working Capital as a % of Total Municipal Operating Expenses	Low: > 10% Mod: 10% to -10% High: < -10%	2010	25.7%	21.6%	21.5%	LOW
		2011	36.3%	24.5%	24.1%	LOW
		2012	41.4%	17.1%	21.9%	LOW
		2013	26.7%	14.4%	18.9%	LOW
		2014	28.5%	19.5%	19.1%	LOW
Net Book Value of Capital Assets as a % of Cost of Capital Assets	Low: > 50% Mod: 35% to 50% High: < 35%	2010	53.3%	56.9%	56.0%	LOW
		2011	55.1%	58.0%	54.9%	LOW
		2012	54.0%	60.0%	54.5%	LOW
		2013	56.3%	59.6%	54.5%	LOW
		2014	55.4%	55.4%	53.5%	LOW

**Ministry of Transportation**

**Assistant Deputy Minister's Office  
Policy and Planning Division**

**3rd Floor, Ferguson Block  
77 Wellesley Street West  
Toronto ON M7A 1Z8  
Tel.: 416-327-8521  
Fax: 416-327-8748**

**Ministère des Transports**

**Bureau du Sous-ministre adjoint  
Division des politiques et de la  
planification**

**Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley Ouest  
Toronto ON M7A 1Z8  
Tél. : 416-327-8521  
Télééc. : 416-327-8748**



**Ministry of the Environment  
and Climate Change**

**Assistant Deputy Minister's Office  
Environmental Programs Division**

**14<sup>th</sup> Floor  
135 St. Clair Avenue West  
Toronto ON M4V 1P8  
Telephone: 416-314-9530  
Facsimile: 416-327-8777**

**Ministère de l'Environnement  
et de l'Action en matière de  
changement climatique**

**Bureau du Sous-ministre adjoint  
Division des programmes  
environnementaux**

**14<sup>e</sup> étage  
135, av. St Clair Ouest  
Toronto ON M4V 1P8  
Tél. : 416-314-9530  
Télééc. : 416-327-8777**

**December 21, 2015**

**Dear valued partners,**

**We are writing to tell you about an exciting opportunity to be part of the action plan to fight climate change and secure Ontario's healthy, clean and prosperous low-carbon future.**

**As announced on December 8, 2015, the province is putting its new Climate Change Strategy into action by investing \$20 million this year from the Ontario Green Investment Fund to support the build-out of a network of public electric vehicle (EV) charging stations across Ontario.**

**Through the \$20 million Electric Vehicle Chargers Ontario grant program (EVCO), the province is seeking public and private sector partners to create a network of EV fast-charging stations in cities, along highways and at workplaces, apartments, condominiums, and public places across Ontario. This network of optimally distributed public stations will enable EV drivers to travel between and within cities.**

**EVCO is a one-time, competitive, application-based grant program designed to cover the purchase and installation cost of public fast-charging stations along major inter-city transportation corridors and in urban centres across the province.**

**We are looking to you, our public and private sector partners, to propose projects that support inter-city and/or in-city fast-charging stations that can be implemented at select locations or that could create a broader charging network.**



Applications to EVCO will be accepted from December 21, 2015 to February 12, 2016.

To learn more about EVCO and how to apply please visit our website and refer to the Program Guide and Application Form:

- [Electric Vehicle Chargers Ontario Program Website](#)
- [Electric Vehicle Chargers Ontario Program Guide and Application Form \(PDF\)](#)

A shift to low- and zero-emission vehicles is vital to the fight against climate change and achieving Ontario's greenhouse gas pollution reduction target of 80 per cent below 1990 levels by 2050.

Ontario's new \$325 million Green Investment Fund commits money for projects that fight climate change. These investments are part of the government's plan for securing a healthy, clean and prosperous low-carbon future by transforming the way we live, move, work and adapt to our environment while ensuring strong, sustainable communities.

We encourage you to consider how you can support this shift and help develop Ontario's public EV fast-charging network. We look forward to hearing from you.

Sincerely,



**John Lieou**  
Assistant Deputy Minister  
Policy and Planning Division  
Ministry of Transportation



Tom Kaszas P.Eng. for

**Jim Whitestone**  
Assistant Deputy Minister  
Environmental Programs Division  
Ministry of the Environment  
and Climate Change



SCHOOLEY  
MITCHELL

Neil Brady

Adam Stauffer

Tel: 855-572-SMTC (7682)  
[www.schooleymitchell.com/sb](http://www.schooleymitchell.com/sb)

City of Temiskaming Shores



**SCHOOLEY  
MITCHELL**

## YOU INCUR NO EXPENSES AND MAKE NO INVESTMENT

- ▶ Schooley Mitchell does all of the work, yet you always remain in control when deciding whether to accept or decline our recommendations. If you accept our recommendations, we manage the implementation at no cost to you
- ▶ Analysis is provided on a contingency basis: Schooley Mitchell's fees are self-funded out of the savings generated from reduced telecom expenses
- ▶ Specialized Software – Benchmarking Tools – Best in Class Pricing Databases
- ▶ Share in the savings 50/50 over the specified time period – and then you receive all of the savings. Results are tracked on a quarterly basis over the life of the agreement ... your share is PURE PROFIT
- ▶ We are vigilant in our review of your invoices to help you control your ongoing costs and measure the savings we generate for you
- ▶ You take no risk – we will either save you money and self-fund our fees or give you a no-cost validation that you are receiving the best overall value for your existing services

## CLIENT SUCCESSES AT A GLANCE

### Ryerson Township – 2013

- ▶ Reduced telecom costs by 22% with no vendor change
- ▶ Supplemental recommendation in 2015 resulted in 48% savings on Internet while increasing speed 5x
- ▶ Corrected billing issue

### Town of Penetanguishene – 2012

- ▶ Reduced telecom costs by 23%
- ▶ Savings delivered at all 15 of its physical locations
- ▶ Consolidated local & long distance for simplicity & savings

### Township of Strong – 2015

- ▶ Reduced telecom costs by 15% with no vendor change

### Town of Tillsonburg – 2015

- ▶ Reduced telecom costs by 30%
- ▶ Identified & eliminated redundancies for 100% savings
- ▶ Consolidated local & long distance for simplicity & savings

### Township of Machar – 2013

- ▶ Reduced telecom costs by 36% by negotiating mid-contract reductions
- ▶ Improved cellular services

### Municipality of North Perth – 2013

- ▶ Reduced telecom costs by 37% after initial audit
- ▶ 42% savings realized after one year

Schooley Mitchell is the largest independent telecom consulting organization in North America, delivering expertise in all areas of telecom. Neil Brady and Adam Stauffer are municipal telecom experts, dedicated to providing objective advice and analysis to ensure you are receiving superior telecommunications services at the best price. We have worked with nearly 50 Ontario lower, upper and single-tier governments to date.

Our risk-free review identifies the challenges you face and provides practical, cost-savings solutions. **If we don't find savings for you, there is no fee for our services.** Municipalities have used the savings produced by Schooley Mitchell to upgrade existing equipment, purchase new devices or to simply add money back into their budgets.

## WE HELP YOU BY:

- ▶ Decreasing telecom costs & increasing quality of service
- ▶ Negotiating lower rates with your current providers
- ▶ Identifying & recovering billing errors
- ▶ Implementing service & technology upgrades
- ▶ Conducting ongoing monitoring to ensure services remain optimized

## OUR REPORTS INCLUDE THE ANALYSIS OF THE FOLLOWING SERVICES:

- ▶ Local Service
- ▶ Internet
- ▶ Wireless
- ▶ Conferencing
- ▶ Long Distance
- ▶ Electronic Payment Processing
- ▶ Data Connectivity
- ▶ Other Telecom Expenditures





SCHOOLEY  
MITCHELL

# EASY AS 1-2-3

STEP

1

- A) A signed service agreement gets us started.
- B) A signed letter of authorization lets us get information we need from vendors.
- C) Current invoices for Telecom and Merchant Services – or online access.

This step will likely take less than 30 minutes for someone in accounts payable.

STEP

2

- A) 4-6 weeks is our average to dig into the details and prepare our analysis.
- B) We may need to hold a 10-15 minute call during this time frame to ensure we have everything we need and to inform you of our progress.

STEP

3

- A) 30-60 minutes to share our findings and our Value Report with you.
- B) We implement recommendations approved by you.
- C) We can become a single point of contact for complete Telecom and Merchant Services management going forward.

**TOTAL COMMITMENT IS UNDER 2 HOURS FOR WHAT COULD BE A SIGNIFICANT COST REDUCTION - AND A LONG-TERM TIME SAVER!**

**16,000+ CLIENTS  
AVERAGE SAVINGS IS 28%**





[www.northperth.ca](http://www.northperth.ca)

**Municipality of North Perth**  
330 Wallace Ave. N., Listowel, ON N4W 1L3 Phone: 519-291-2950 Toll Free: 888-714-1993

October 3<sup>rd</sup>, 2013

Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, Ontario L3X 2C8

To whom it may concern:

In January of 2012, we moved forward with Schooley Mitchell's recommendations to help reduce our telecom spend. This was projected to save us 37% annually on our various telecom services. After one year of savings it was actually closer to 42% which has exceeded our expectations.

We use Adam Stauffer and Neil Brady as a secondary point of contact to address any issues that come up with each of our service providers. They are able to offer impartial advice free of any vendor bias which allows us to make the best decisions on behalf of the Municipality.

The entire process for conducting the audit was extremely painless and tied up next to none of the Municipalities resources which allowed us to stay focused on our communities needs.

I would recommend Schooley Mitchell to anyone who is looking to reduce costs without tying up any internal resources.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Bauer'.

**Eric Bauer**  
Technology Services Coordinator  
Municipality of North Perth



June 2012

Neil Brady & Adam Stauffer  
Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, ON. L3X2C8

To whom it may concern:

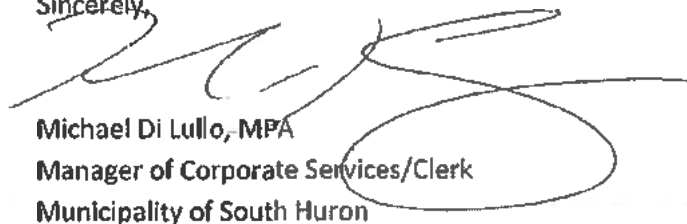
We engaged the services of Neil Brady and Adam Stauffer from Schooley Mitchell Telecom Consultants for a complete review of our Telecom systems and services.

This included a line by line review of our local services at multiple locations to identify and eliminate any redundant services. Schooley Mitchell also analyzed our wireless usage and plans to look for additional cost-savings. Through their analysis, vendor negotiations and audit process, our yearly Telecom spend has now been reduced by 21%.

The audit was provided on a contingency basis and Neil and Adam looked after the implementation of all our new rates. No time investment was required by the Municipality other than providing copies of Telecom bills and a meeting to review the findings.

I would highly recommend Schooley Mitchell to any Town / Municipality / Township that is looking to lower their Telecom expenditures.

Sincerely,



Michael Di Lullo, MPA  
Manager of Corporate Services/Clerk  
Municipality of South Huron



# THE DISTRICT MUNICIPALITY OF MUSKOKA

CORPORATE AND EMERGENCY SERVICES DEPARTMENT  
70 PINE STREET, BRACEBRIDGE, ONTARIO P1L 1N3  
Telephone (705) 645-2231 Fax (705) 645-5319 1-800-461-4210 (705 area code)  
[www.muskoka.on.ca](http://www.muskoka.on.ca)

To whom it may concern:

The District of Muskoka's past Commissioner of Corporate and Emergency Services retained Schooley Mitchell in 2013 to conduct a thorough review of our telecommunications expenditures. The purpose of this exercise was to help reduce our overall telecommunications spend.

While working closely with our IT Services department, Schooley Mitchell reviewed all of our current services and brought forth realistic recommendations to help reduce costs, and in some cases improve service levels. They worked with all of our current vendors in a professional manner to secure best pricing.

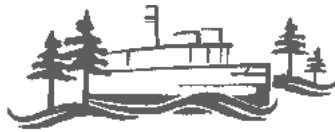
Upon acceptance of their recommendations, they undertook all efforts to work with our vendors to implement the changes. This process worked well in the fact that IT Services did not have to invest large amounts of resources to manage and complete this project.

This was a positive experience that saved the District money over the course of three years. I would recommend them to any government agency looking to reduce telecommunication expenses as they have a solid understanding of our unique requirements.

Regards,

Chantelle Denstedt  
Director, IT Services  
(705) 645-2100 Ext. 248

*Managing Our Legacy Together*



## GRAVENHURST

GATEWAY TO MUSKOKA

June 26<sup>th</sup>, 2012

Neil Brady & Adam Stauffer  
Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, ON. L3X2C8

**To Whom It May Concern:**

Schooley Mitchell Telecom Consultants conducted a comprehensive review of our local services, long distance and cellular accounts to offer any potential cost-savings and increased efficiencies for the Town of Gravenhurst.

The results of the Telecom audit included identification and correction of a few cellular billing errors along with reductions on our local services and long distance rates. The Town of Gravenhurst already receives Government pricing on our Telecom services so we were pleasantly surprised that any additional savings were uncovered.

Neil Brady and Adam Stauffer acted in a professional manner and implementation of savings was transparent to all employees within the Town.

I would highly recommend Schooley Mitchell to any Government agency interested in saving time and money.

Sincerely,

*Candace*

Candace Thwaites, AMCT, CMMIII  
Clerk, Town of Gravenhurst  
(705) 687-3412  
e-mail: [cthwaites@gravenhurst.ca](mailto:cthwaites@gravenhurst.ca)





THE CORPORATION OF THE  
TOWN OF MIDLAND

575 Dominion Avenue  
Midland, ON L4R 1R2  
Phone: 705-526-4275  
Fax: 705-526-9971  
info@midland.ca

October 3, 2013

Adam Stauffer | Neil Brady  
Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, Ontario L3X 2C8

To Whom It May Concern:

Schooley Mitchell Telecom Consultants conducted a comprehensive review of our local services, long distance and cellular accounts to offer any potential cost-savings and increased efficiencies for the Town of Midland.

The results of the Telecom audit included identification and correction of a few long distance errors along with reductions on our local services line rates and optimization of cellular features. The Town of Midland already receives Government pricing on our Telecom services so we were pleasantly surprised that any additional savings were uncovered.

Adam Stauffer and Neil Brady acted in a professional manner and implementation of savings was transparent to all employees within the Town.

I would highly recommend Schooley Mitchell to any Government agency interested in saving time and money.

Sincerely,

Marc Villeneuve, CPA, CA  
Director of Finance/Treasurer  
Town of Midland



June 2012

Neil Brady & Adam Stauffer  
Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, ON. L3X2C8

To whom it may concern:

We engaged the services of Neil Brady and Adam Stauffer from Schooley Mitchell Telecom Consultants for a complete review of our Telecom systems and services.

This included a line by line analysis of our local services at 15 different locations to identify and eliminate any redundant services. The savings provided across our various Telecom accounts is close to 23% in yearly savings for the Town of Penetanguishene.

The audit was provided on a contingency basis and Neil and Adam looked after the implementation of all our new rates. No time investment was required by the Town other than providing copies of Telecom bills and a meeting to review the findings.

I would highly recommend Schooley Mitchell to any Town / Municipality / Township that is looking to lower their Telecom spend.

Sincerely,

  
Jim Schaefer  
Treasurer  
Town of Penetanguishene





May 19, 2015

Neil Brady / Adam Stauffer  
Schooley Mitchell Consultants  
320 Rushbrook Drive  
Newmarket, ON. L3X2C8

To whom it may concern:

Neil Brady and Adam Stauffer from Schooley Mitchell were referred to us from Oxford County where they had recently completed an independent and objective telecommunications review. We are always open to cost-savings so we decided to move forward with the project for the Town of Tillsonburg.

After meeting with Neil and assisting his team collect our account info and invoices, Schooley Mitchell did the rest behind the scenes.

About 8 weeks later we went through the findings and were pleased to see recommendations for annual savings close to 30%. This also included consolidation of our Local Services and Long Distance from two vendors down to one. They also identified some unused OPX circuits which we were able to cancel for 100% savings.

Schooley Mitchell is currently monitoring our Telco costs and providing post-audits each quarter and through this on-going monitoring we have seen further savings on our Cellular services.

I would highly recommend Schooley Mitchell to any Town / Municipality / Township that is looking to lower their Telecom spend.

Sincerely,

Darrell Eddington  
Director of Finance  
Town of Tillsonburg  
200 Broadway, 2nd Floor, Suite 204  
Tillsonburg, ON N4G 5A7  
Phone: 519-688-3009 Ext. 3251

[www.Tillsonburg.ca](http://www.Tillsonburg.ca)  
[www.DiscoverTillsonburg.ca](http://www.DiscoverTillsonburg.ca)  
[www.Facebook.com/TillsonburgON](http://www.Facebook.com/TillsonburgON)

8 Trunk Road  
P.O. Box 70  
Spanish, Ontario  
POP 2A0



Tel.: (705) 844-2300  
Fax.: (705) 844-2622  
E-Mail: [info@town.spanish.on.ca](mailto:info@town.spanish.on.ca)  
Web Site: [www.town.spanish.on.ca](http://www.town.spanish.on.ca)

May 12, 2015

Schooley Mitchell  
320 Rushbrook Drive  
Newmarket, ON. L3X2C8

To whom it may concern:

We engaged Schooley Mitchell to conduct an independent and objective review of our existing Telecom systems and to provide recommendations on improving these services.

Schooley Mitchell was able to provide us with significant cost-savings without having to change any vendors. We also now have someone to call for all things Telecom related, who takes the time and has the resources to ensure our communications stay optimized.

We would recommend their services to any company looking to reduce their Telecom related costs.

Sincerely yours,



Pam Lortie  
CAO/Clerk-Treasurer

/pl

*"A Progressive Community"*



TOWNSHIP OF MACHAR

September 2013

Neil Brady | Adam Stauffer  
Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, Ontario L3X 2C8

To whom it may concern:

In January 2013, we worked with Schooley Mitchell in a consulting capacity to review all our Telecom expenditures.

Due to our geographic location, we have limited vendor choices and Schooley Mitchell worked with our existing vendors to secure us the best rates possible. Their audit covered our Local Services, Long Distance and Cellular accounts and reduced our annual spend by 36%. This also included some mid-contract reductions and improvement of our Cellular services.

This is a great cost-savings exercise and perfect for any Government agency that has mandates to reduce costs. Schooley Mitchell worked behind the scenes with no resources required from our end other than providing access to phone bills. I would highly recommend them.

Sincerely,

Angela Edison  
Treasurer Deputy-Clerk  
Township of Machar

# Township of McKellar

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

February 7, 2013

TO WHOM IT MAY CONCERN:

**Re: Schooley Mitchell Telecom Consultants**

We engaged the services of Neil Brady & Adam Stauffer from Schooley Mitchell to conduct an independent audit of our Telecom services for cost-savings. This included a detailed review of our local services, long distance, internet and cellular accounts. The audit was provided on a contingency basis and Schooley Mitchell's fees were self-funded out of the savings provided. We were very pleased to see a 28% yearly reduction on our Telecom spend.

The only work from our end was to provide our various account numbers and Schooley Mitchell looked after all the rest including the implementation of our new rates and discounts.

We would recommend Schooley Mitchell to any organization interested in saving money on Telecom.

Sincerely,



Shawn Boggs, AMCT  
Clerk Administrator  
Township of McKellar



28 MUNICIPAL LANE (705) 384-5819  
P.O. BOX 1120, SUNDRIDGE, ON P0A 1Z0 FAX (705) 384-5892

---

February 2013

Neil Brady | Adam Stauffer  
Schooley Mitchell Telecom Consultants  
320 Rushbrook Drive  
Newmarket, Ontario L3X 2C8

To whom it may concern:

We were referred to Neil Brady and Schooley Mitchell through a neighbouring Municipality who benefited with cost-savings after their Telecom audit.

We have a relatively small Telecom budget along with geographical restrictions and limited available vendors. Neil and his team were able to deliver a 19% reduction in our yearly Telecom costs. This included some mid-contract reductions on our Cellular account which not only lowered the costs but also improved upon our services.

Our office saved time and money working with Schooley Mitchell and would recommend any Municipality to participate in this cost saving exercise. You will be pleased with the results.

Sincerely,

Linda Maurer  
Clerk/Treasurer  
Township of Strong

325 Fort Drive  
P.O. Box 2050  
Holleybury, Ontario P0J 1K0



Tel: (705) 672-3343  
Fax: (705) 672-3200  
www.temiskamingshores.ca

New Liskeard Non-Profit Housing Corporation  
105 Market Street, P.O. Box 1564  
New Liskeard, ON P0J 1P0

To whom it may concern

The City of Temiskaming Shores appreciates the services provided by the NLNPHC, for our seniors, and supports this application to CMHC for Seed Funding, to develop a business plan for a new housing unit in New Liskeard.

The need is great in this area, with waiting lists of more than 80 applicants, vying for space in their existing building. This means that people may have to wait for as much as ten years, to obtain residency, under current conditions.

The City has approximately four acres of available space, next to the existing building, which council has discussed donating it to this housing project, provided that it is operated as a non-profit entity, and assisting with the necessary infrastructure requirements, needed for this new building.

I hope that you will favorably consider this application.

Sincerely

Carman Kidd  
Mayor

**DRAFT**



**Ministry of Agriculture,  
Food and Rural Affairs**

**Ministère de l'Agriculture, de  
l'Alimentation et  
des Affaires rurales**



4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 1-877-424-1300  
Fax: 519 826-3398

4<sup>e</sup> étage  
1 Stone Road West  
Guelph (Ontario) N1G 4Y2  
Tél. : 1-877-424-1300  
Télec. : 519 826-3398

## **Rural Programs Branch**

January 4, 2016

Our File: SCF-0523

Christopher Oslund, City Manager  
Corporation of the City of Temiskaming Shores  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0  
coslund@temiskamingshores.ca

Dear Christopher Oslund:

### **Re: Invitation to submit application under the second intake of the Building Canada Fund - Small Communities Fund (SCF)**

Thank you for your Expression of Interest under the second intake of the SCF.

We are pleased to inform you that your project proposal was selected to move forward to the application phase.

Note that an invitation to the application phase does not guarantee approval of funding.

The application form is attached. You will have until Friday, February 12, 2016 at 5:00 p.m. (EST) to complete the application form and return it, quoting your file number, SCF-0523, in the subject line. The completed application must be accompanied, by the appropriate documentation noted below:

- All proponents must include a copy of the application and appropriate technical schedule(s).
- Municipalities or local services boards must supply a copy of their comprehensive asset management plan (including projects submitted by a private sector body if the municipality is providing financial support). Please note, these documents are not required if they were previously submitted for the formula-based component of the Ontario Community Infrastructure Fund.
- Private Sector Bodies (for profit and not-for profit) and First Nation applicants must include a council resolution from a local municipality (or municipalities) in support of the project in order for the application to be considered complete.



Good Things  
Grow in Ontario  
À bonne terre,  
bons produits



- Any other relevant or requested supporting documentation that provides evidence of technical merit and/or economic benefit (i.e., economic sustainability plans, etc.).

<b>Small Communities Fund Timelines</b>	
Application submission deadline	February 12, 2016
Ontario to nominate a final project list to the federal government.	April 2016 (estimated)
Federal review and funding decisions.	April-May 2016 (estimated)

Applicants that are successful at the application stage should note the following:

- Any required aboriginal consultations on the project should be done prior to the start of the project. Applicants will be asked to submit preliminary information on ongoing or possible aboriginal consultations.
- Municipalities and local services boards will be required to obtain a council/board resolution or municipal by-law to execute the project level contribution agreement (CA) with the province.
- A program objective is for approved projects to be completed within five years. This will be outlined in the contribution agreement, based on project description and construction schedules.
- The breakdown of costs by fiscal year and the dates you provide in section 5 of the application will be used to populate your CA. For this reason, it is very important that the information is accurate.

Should you have any questions, please do not hesitate to call the contact centre at 1-877-424-1300 or email [SCF@ontario.ca](mailto:SCF@ontario.ca).

Sincerely,



Joel Locklin  
Manager, Program Operations

Attachment: application template



Northern Ontario Heritage  
Fund Corporation  
Société de gestion du Fonds  
du patrimoine du Nord  
de l'Ontario

Honourable Michael Gravelle - Chair

**RECEIVED**  
DEC 17 2015

NOHFC File # 8100168

Board of Directors

David Sinclair  
Vice Chair

Lorraine Irvine  
Vice Chair

Murray Scott

Robert Fontaine

Victoria Hanson

Geordi Kakepetum

Sharon Hacio

Robert Norris

Michelle Brown

Michael Fox

Ella-Jean Richter

Carolyn Lane-Rock

James Caicco

John Simperl

Jason Corbett

James Beatty

DEC 11 2015

Mr. James Franks  
Economic Development and Funding Coordinator  
Corporation of the City of Temiskaming Shores  
325 Farr Drive  
PO Box 2050  
Haileybury ON P0J 1K0

Dear Mr. Franks:

I am pleased to advise that the Northern Ontario Heritage Fund Corporation (NOHFC) has approved a conditional contribution in an amount not to exceed one million dollars (\$1,000,000) to assist with the development of your project – *Temiskaming Shores Commercial Strip Infrastructure Upgrades*.

*This funding is conditional upon meeting NOHFC's legal and contractual requirements. NOHFC staff will contact you in the near future regarding those matters.*

Ministry staff will contact you in the near future to arrange the details for the official announcement. Until then, we ask that you refrain from publicly referencing or announcing your project approval.

On behalf of the Board of Directors and area members Lorraine Irvine and Robert Norris, please accept my best wishes.

Sincerely,

Michael Gravelle, MPP  
Chair, Northern Ontario Heritage Fund  
Minister of Northern Development and Mines

**Ministry of  
Municipal Affairs  
and Housing**

Municipal Services Office  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Telephone: 705 564-0120  
Toll Free: 1 800-461-1193  
Fax: 705 564-6863

**Ministère des  
Affaires municipales  
et du Logement**

Bureau des services aux municipalités  
du Nord (Sudbury)  
159, rue Cedar, bureau 401  
Sudbury ON P3E 6A5  
Téléphone : 705 564-0120  
Sans frais : 1 800 461-1193  
Télécopieur : 705 564-6863



December 21, 2015

Christopher Oslund, City Manager  
City of Temiskaming Shores  
P.O. Box 2050, 325 Farr Drive  
Haileybury, ON P0J 1K0

**RECEIVED**

**DEC 30 2015**

Dear Mr. Oslund,

**Subject: Regulation 433/15 Exemption from Approval (Official Plan Amendments)  
Regulation 432/15 Approval Authority - Plans of Subdivision  
Regulation 431/15 Consent Granting Authority  
Regulation 434/15 Delegation of Authority – City of Temiskaming Shores  
Regulation 435/15 Delegation of Authority of Minister to Give Consents**

As recently discussed with MSO-North planning staff, please find enclosed a copy of Ontario Regulation 433/15 which amended O. Reg. 525/97 under the *Planning Act* to grant an exemption from MMAH approval for all amendments to your official plan except those made under section 26 of the Act. Please also find enclosed a copy of Ontario Regulation 432/15 which amended O. Reg. 353/02 to provide your council with the authority to approve subdivision and condominium applications. Please also find enclosed copies of Ontario Regulation 431/15, 434/15 and 435/15 which amend O. Reg. 354/02, O. Reg. 2/04 and O. Reg. 136/95 respectively to provide your council with the authority to approve foreclosures, exercise powers of sale, and issue validation certificates.

These regulations come into force on January 1, 2016. Once the consolidated versions of O. Reg. 525/97, O. Reg. 353/02, O. Reg. 354/02, and O. Reg. 136/95 are available on [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) we will forward you the links.

We will be working closely with you to ensure a seamless transition to your new role, including offering formal training sessions in the coming months.

In the meantime, if you have any questions please do not hesitate to contact Wendy Kaufman, Manager (A), Community Planning and Development, at 1-800-461-1193 x46802 or at [wendy.kaufman@ontario.ca](mailto:wendy.kaufman@ontario.ca).

Sincerely,



Lynn Buckham  
Regional Director

encl.

Français

**ONTARIO REGULATION 431/15**

made under the

**PLANNING ACT**

Made: December 16, 2015

Filed: December 18, 2015

Published on e-Laws: December 18, 2015

Printed in *The Ontario Gazette*: January 2, 2016

Amending O. Reg. 354/02

(CONSENT GRANTING AUTHORITY)

**1. Section 1 of Ontario Regulation 354/02 is amended by adding the following paragraphs:**

6.1 City of Temiskaming Shores.

. . . . .

14.1 Township of Bonfield.

**Commencement**

**2. This Regulation comes into force on the later of January 1, 2016 and the day it is filed.**

Made by:

Pris par :

*Le ministre des Affaires municipales et du Logement,*

**TED McMEEKIN**  
*Minister of Municipal Affairs and Housing*

Date made: December 16, 2015.

Pris le : 16 décembre 2015.

Français

Back to top

Français

**ONTARIO REGULATION 432/15**

made under the

**PLANNING ACT**

Made: December 16, 2015

Filed: December 18, 2015

Published on e-Laws: December 18, 2015

Printed in *The Ontario Gazette*: January 2, 2016

Amending O. Reg. 353/02

(APPROVAL AUTHORITY - PLANS OF SUBDIVISION)

**1. Schedule 3 to Ontario Regulation 353/02 is amended by adding the following paragraphs:**

6.1 City of Temiskaming Shores.

. . . . .

17.1 Township of Bonfield.

. . . . .

27.3 Township of The North Shore.

**Commencement**

**2. This Regulation comes into force on the later of January 1, 2016 and the day it is filed.**

Made by:

Pris par :

*Le ministre des Affaires municipales et du Logement,*

**TED McMEEKIN**  
*Minister of Municipal Affairs and Housing*

Date made: December 16, 2015.

Pris le : 16 décembre 2015.

Français

Back to top

Français

**ONTARIO REGULATION 433/15**

made under the

**PLANNING ACT**

Made: December 16, 2015

Filed: December 18, 2015

Published on e-Laws: December 18, 2015

Printed in *The Ontario Gazette*: January 2, 2016

Amending O. Reg. 525/97

(EXEMPTION FROM APPROVAL (OFFICIAL PLAN AMENDMENTS))

**1. The Schedule to Ontario Regulation 525/97 is amended by adding the following items:**

23.1	City of Temiskaming Shores	January 1, 2016
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. . . . .

54.0.1	Town of Blind River	January 1, 2016
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. . . . .

68.1	Township of Bonfield	January 1, 2016
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. . . . .

84.2	Township of The North Shore	January 1, 2016
------	-----------------------------	-----------------

**Commencement**

**2. This Regulation comes into force on the later of January 1, 2016 and the day it is filed.**

Made by:  
Pris par :

*Le ministre des Affaires municipales et du Logement,*

**TED McMEEKIN**  
*Minister of Municipal Affairs and Housing*

Date made: December 16, 2015.  
Pris le : 16 décembre 2015.

Français

Back to top



**ONTARIO REGULATION 434/15**

made under the

**PLANNING ACT**

Made: December 16, 2015

Filed: December 18, 2015

Published on e-Laws: December 18, 2015

Printed in *The Ontario Gazette*: January 2, 2016

Revoking O. Reg. 2/04

(DELEGATION OF AUTHORITY - CITY OF TEMISKAMING SHORES)

**Revocation**

- 1. Ontario Regulation 2/04 is revoked.**

**Commencement**

- 2. This Regulation comes into force on the later of January 1, 2016 and the day it is filed.**

Made by:

**TED McMEEKIN**  
*Minister of Municipal Affairs and Housing*

Date made: December 16, 2015.

[Back to top](#)

**ONTARIO REGULATION 435/15**

made under the

**PLANNING ACT**

Made: December 16, 2015

Filed: December 18, 2015

Published on e-Laws: December 18, 2015

Printed in *The Ontario Gazette*: January 2, 2016

Amending O. Reg. 136/95

(DELEGATION OF AUTHORITY OF MINISTER TO GIVE CONSENTS)

1. Paragraphs 4, 8, 9 and 11 of Schedule 1 to Ontario Regulation 136/95 are revoked.

**Commencement**

2. This Regulation comes into force on the later of January 1, 2016 and the day it is filed.

Made by:

**TED MCMEEKIN**  
*Minister of Municipal Affairs and Housing*

Date made: December 16, 2015.

[Back to top](#)



West Nipissing Ovest

Joie de vivre

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

RECEIVED

DEC 29 2015

December 22, 2015

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

Dear Sir / Madam;

**Re: SUPPORT FOR EXPANSION OF NATURAL GAS SERVICES**

At a meeting of Council for the Municipality of West Nipissing held on Tuesday, December 15<sup>th</sup>, 2015, resolution no. **2015/506** was passed requesting the Minister of Energy to expand natural gas services in all of northern Ontario.

As a result of constant rising hydro rates creating a financial burden for residents and businesses in Northern Ontario, the Council for the Municipality of West Nipissing is urging your assistance to expand natural gas services in Northern Ontario communities in order to offer an equal opportunity to all residents and businesses alike to enjoy energy savings by having access to an alternate sources for heating.

**RESOLUTION NO. 2015/506 READS AS FOLLOWS:**

« **WHEREAS** rural and northern Ontario residents and businesses are experiencing increasing hydro rates resulting in financial hardship;

**AND WHEREAS** customers having access to natural gas as their primary heating source report significant savings over other heating alternatives;

**AND WHEREAS** it is important that all residents have equal opportunity to access varied sources for heating;

**AND WHEREAS** many northern municipalities are unable to access natural gas services due to distribution expansion restraints and regulatory requirements;

**AND WHEREAS** The Federation of Northern Ontario Municipalities (FONOM) sent a letter, dated May 21, 2014, to the Ministry of Energy echoing the same statements and also offering to work with the Ministry on the expansion of natural gas services to northern Ontario communities and accessible to all residents;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing urges the Minister of Energy to consider expanding the accessibility to natural gas services in northern Ontario communities in order to provide a similar financial saving opportunity to all northern residents and businesses;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be sent to the Minister of Energy, to the National Energy Board, to all northern Ontario municipalities, to the Association of Municipalities of Ontario (AMO) and to the Federation of Northern Ontario Municipalities (FONOM) requesting their support in this important initiative. »

We look forward to receiving a favourable response in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melanie Ducharme', with a long horizontal flourish extending to the right.

**Melanie Ducharme**  
**Municipal Clerk**

/ Encl.

cc: National Energy Board  
Association of Municipalities of Ontario (AMO)  
Federation of Northern Ontario Municipalities (FONOM)  
Northern Ontario Municipalities (all)



West Nipissing Ouest



Joie de vivre

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ouest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

December 23, 2015

City of Temiskaming Shores  
Clerk  
P.O. Box 2050,, 325 Farr Drive  
Haileybury, ON  
POJ 1K0

Dear Sir / Madam;

**Re: RE-CLASSIFICATION OF WINTER HIGHWAY CLASSES**

At a meeting of Council for the Municipality of West Nipissing held on Tuesday, December 15<sup>th</sup>, 2015, resolution no. **2015/507** was passed requesting the Minister of Transportation to expedite its re-classification of all Northern Ontario highways as per the **Winter Highway Maintenance Action Plan**. This re-classification will ensure that maintenance will be tailored to each individual highway thus ensuring the safety and security of all northern travellers.

**RESOLUTION NO. 2015/507 READS AS FOLLOWS:**

« **WHEREAS** the Auditor General of Ontario released a review of winter highway maintenance in April 2015; wherein the Minister of Transportation was directed to develop and deliver an action plan to address the Auditor General's recommendations;

**AND WHEREAS** the Provincial Highways Management Division of the Ministry of Transportation released the **Winter Highway Maintenance Action Plan** in June 2015; wherein highway maintenance will be tailored to the individual highways based on their classification;

**AND WHEREAS** the Provincial Highways Management Division is responsible for maintaining and repairing the King's Highways under the Public Transportation and Highway Improvement Act and they are also stewards of Ontario's provincial highway network, managing the engineering, construction, operations and maintenance activities performed for the network's upkeep and expansion;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing urges the Ministry of Transportation to expedite its re-classification of all winter highway classes in Northern Ontario to ensure that each one receives the appropriate level of maintenance required during the winter months thus ensuring the safety and security of all northern travellers;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be sent to the Minister of Transportation, to Northern Ontario municipalities, to the Association of Municipalities of Ontario (AMO) and to the Federation of Northern Ontario Municipalities (FONOM) requesting their support in this important matter. »

We look forward to receiving a favourable response in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melanie Ducharme', with a long horizontal flourish extending to the right.

Melanie Ducharme  
Municipal Clerk

/ Encl.

cc: Association of Municipalities of Ontario (AMO)  
Federation of Northern Ontario Municipalities (FONOM)  
Northern Ontario Municipalities



**West Nipissing Ovest**

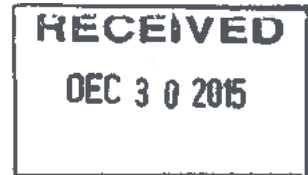
**Joie de vivre**

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

December 23, 2015

City of Temiskaming Shores  
Clerk  
P.O. Box 2050,, 325 Farr Drive  
Haileybury, ON POJ 1K0



Dear Sir / Madam;

**Re: AMENDMENT TO THE NORTHERN HEALTH TRAVEL GRANT**

At a meeting of Council for the Municipality of West Nipissing held on Tuesday, December 15<sup>th</sup>, 2015, resolution no. **2015/508** was passed requesting the Minister of Health and Long-Term Care to consider amending the qualifying criteria for the Northern Health Travel Grant; wherein all roundtrips exceeding 100 km be eligible for reimbursement.

**RESOLUTION NO. 2015/508 READS AS FOLLOWS:**

« **WHEREAS** the Ministry of Health and Long-Term Care funds the Northern Health Travel Grant which provides financial assistance to patients requiring specialized health care services outside of their local region;

**AND WHEREAS** many northern patients travel less than the minimum 100 km one-way distance to receive their specialized health care services or lifesaving treatment and may also pay an additional parking fee per visit and do not qualify to receive any financial assistance under the current grant stipulations;

**AND WHEREAS** it is important that all northern residents have equal opportunity to access specialized health care services in Ontario without incurring any financial hardship and that all residents travelling to receive required health care services should be permitted to apply for the Northern Health Travel Grant regardless of the distance travelled;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing urges the Minister of Health and Long-Term Care to consider amending the qualifying criteria so that all roundtrips exceeding 100 km in total travelled distance be eligible for the Northern Health Travel Grant thus ensuring fair and equitable reimbursement for all Ontario residents who must travel outside of their community for specialized health care services;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be sent to the Minister of Health and Long-Term Care, to all Northern Ontario municipalities, to the Association of Municipalities of Ontario (AMO) and to the Federation of Northern Ontario Municipalities (FONOM) requesting their support in this important initiative. »

We look forward to receiving a favourable response in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melanie Ducharme', with a long horizontal line extending to the right.

Melanie Ducharme  
Municipal Clerk

cc: Association of Municipalities of Ontario (AMO)  
Federation of Northern Ontario Municipalities (FONOM)  
Northern Ontario Municipalities

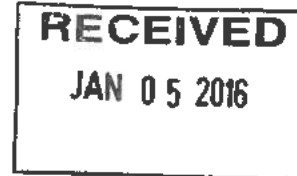


Ministry of Agriculture,  
Food and Rural Affairs

3rd Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: (519) 826-3552  
Fax: (519) 826-3259

Ministère de l'Agriculture,  
de l'Alimentation et  
des Affaires rurales

3<sup>e</sup> étage  
1, rue Stone ouest  
Guelph (Ontario) N1G 4Y2  
Tél.: (519) 826-3552  
Télééc.: (519) 826-3259



**Environmental Management Branch**

Date: December 23, 2015  
To: Council, Clerk and Drainage Superintendent  
From: Sid Vander Veen, Drainage Coordinator

---

Subject: **Agricultural Drainage Infrastructure Program**

---

**Please ensure that all those named above are made aware of this letter.**

**Agricultural Drainage Infrastructure Program (ADIP):**

*a) Claiming Grants for 2015/16 activities:*

The provision of grants for Drainage Act activities are governed by the Drainage Act and by the policies of the Agricultural Drainage Infrastructure Program (ADIP). These documents can be accessed through the OMAFRA website: [www.ontario.ca/drainage](http://www.ontario.ca/drainage)

The following is an overview of the requirements for claiming these grants:

<i>Grant Type</i>	<i>Submission Deadline</i>	<i>For Information on Claiming Grant</i>
Cost of Employing a Drainage Superintendent	Jan. 29, 2016 @ 5:00 p.m.	See Attachment 1: "Claiming Grants for Cost of Employing a Drainage Superintendent"
Drain Construction or Improvement	Feb. 15, 2016 @ 5:00 p.m.	See Attachment 2: "Claiming Grants for Drain Construction or Improvement Projects"
Drain Maintenance or Repair	April 29, 2016 @5:00 p.m.	See Attachment 3: "Claiming Grants for Drain Maintenance"

Attachment 4 provides a summary of the requirements for all three components of the program.

**b) *Planning for the 2016/2017 Drainage Act Grants Program***

i) Grants for the Cost of Employing a Drainage Superintendent: If your municipality employs an approved drainage superintendent and intends to make use of the superintendent grants in the upcoming fiscal year, please complete the attached form entitled "Grant Allocation Request Form - Fiscal Year 2016/17". Your allocation request must be received by our ministry on or before February 29, 2016. You are advised to read ADIP policy 4.1 prior to completing the form.

ii) Construction/Improvement Projects: Please read Section 2.7 of the ADIP policies. Once your municipality has given third reading to a by-law adopting an engineer's report for the construction or improvement of a municipal drain, you are encouraged to complete and submit a "Drain Queue Notification" form. Please note that if your project is confirmed for funding in one fiscal year and you do not proceed with the project, you must notify the Ministry to maintain your place in the queue.

**INQUIRIES TO OMAFRA**

Please direct inquiries about grant eligibility, interpretation of the ADIP policies or the Drainage Act to me at 519-826-3552 or [sid.vanderveen@ontario.ca](mailto:sid.vanderveen@ontario.ca). Inquires about specific grant applications should be directed to Andy Kester at 519-826-3551 or [andy.kester@ontario.ca](mailto:andy.kester@ontario.ca).

Yours truly,



Sid Vander Veen, P. Eng.  
Drainage Coordinator

**Attachments:**

- 1) Claiming Grants for the Cost of Employing a Drainage Superintendent
- 2) Claiming Grants for Drain Maintenance
- 3) Claiming Grants For Drain Construction Or Improvement Projects
- 4) Agricultural Drainage Infrastructure Program (ADIP) Policy Summary
- 5) Queue Notification form
- 6) 2016/17 Drainage Superintendent Budget Allocation Request form



**TEMISKAMING  
HOSPITAL**  
**HÔPITAL  
TEMISKAMING**

Cancer Care Ontario &  
Ontario Renal Network  
Human Touch Award  
2014



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2012-2016

421 SHEPHERDSON ROAD  
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P0J 1P0

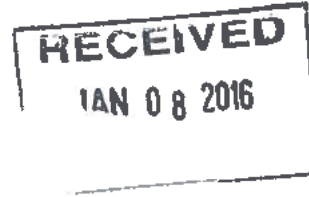
TEL: 705.647.8121  
BUS. LINE: 705.647.1088  
FAX: 705.647.5800

421, CHEMIN  
SHEPHERDSON  
NEW LISKEARD, ON  
P0J 1P0

TÉL: 705.647.8121  
LIGNE D'AFFAIRES:  
705.647.1088  
TÉLÉC: 705.647.5800

temihosp.on.ca

10 a)



January 5, 2016

City of Temiskaming Shores  
Mr. Carmen Kidd  
Mayor  
451 Farr St.,  
P.O. Box 2050,  
Haileybury, ON P0J 1K0

Dear Mr. Kidd:

Temiskaming Hospital Foundation is preparing for its 2<sup>nd</sup> Annual Valentine's Day Radiothon to be held on Saturday, February 13<sup>th</sup>, 2016 from 9:00 am to 4:00 pm.

Donations will assist in the purchase of an ultrasound machine which is vital to providing quality best practice care close to home.

Temiskaming Hospital's Radiology Department performs more than 4,000 ultrasound exams annually. The new machine will enable rapid patient testing and diagnosis.

**"The new ultrasound machine will enable us to detect subtle pathology, decreasing the need for other tests." ~ Dr. Khaled Elgadi, Surgeon and Chief of Staff, Temiskaming Hospital**

Please make a donation on the enclosed sponsorship form. Your donation will receive recognition on air at CJTT during the broadcasting of the Radiothon. The recognition levels are Platinum \$1,000 (twice per hour), Gold \$500 (once per hour), Silver \$250 (twice per day), and Bronze \$100 (once per day).

Thank you for your donation.

Sincerely,

Georgette Saxton  
Hospital Foundation Chair

Encl.

Jan 19/16



I experienced infertility for a few years. When I finally got pregnant in December 2014, my doctor was able to care for both baby and I with the help of several ultrasounds done throughout the entire pregnancy at the Temiskaming Hospital. I was able to carry my baby full term at 39 weeks. In August of 2015, my dream came true and I became the mother of a healthy baby boy.

Vanessa MacPherson

Temiskaming Hospital Foundation  
2<sup>nd</sup> Annual Valentine's Day Radiothon  
Saturday, February 13<sup>th</sup>, 2016 from 9:00 am - 4:00 pm

Yes, we would like to support the Temiskaming Hospital Foundation  
Valentine's Day Radiothon

Business name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Challenge Others: \_\_\_\_\_

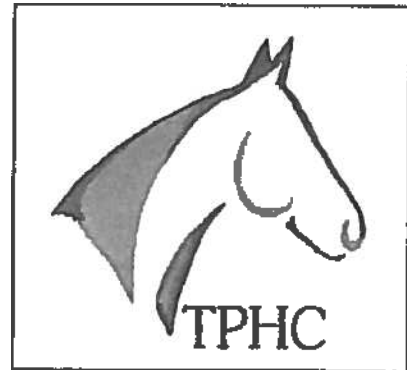
Enclosed is a donation of:

- \$1,000 PLATINUM** (radio recognition twice per hour)
- \$500 GOLD** (radio recognition once per hour)
- \$250 SILVER** (radio recognition twice during radiothon)
- \$100 BRONZE** (radio recognition once during radiothon)
- Other \$ \_\_\_\_\_

Please make cheques payable to:  
**Temiskaming Hospital Foundation**  
Cheques may be mailed or dropped off at:  
421 Shepherdson Road, New Liskeard, ON P0J 1P0



**Mayor and Council**  
**City of Temiskaming Shores**  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0



**RE: Walmart – Charitable Sponsoring Organization Request**

Dear Mayor and Council:

The Temiskaming Pleasure Horse Club (TPHC) is a Not-For-Profit Sports Club in South Temiskaming since 1969. The club encourages regular physical activities for all ages, spirit of comradeship, social goodwill among members and guest, and a sense of responsibility to our community and businesses.

TPHC is in the process of preparing an application to the *Walmart – Local Matching Grants* program for funding to assistance in the overall club fundraising strategies to assist in the operation of the 2015 TPHC yearly functions. As the TPHC is not a registered charitable organization which Walmart requires, we are seeking to obtain a Charitable Sponsoring Organization as a part of the application process.

I respectfully submit a request for the City of Temiskaming Shores to be the Charitable Sponsoring Organization on behalf of the Temiskaming Pleasure Horse Club for the *Walmart – Local Matching Grants* application.

Thank you in advance for your consideration in helping our area to stay active. Should you have any questions regarding our activities or require additional information please feel free to contact me at 705-622-2459.

Sincerely,

**Shelly Loach**  
**President**



January 11, 2016

Heads of Council:

A sustainable OMERS Plan benefits all OMERS employer sponsors and plan members, and is an important factor in retirement security and in attracting and retaining an effective workforce. Market volatility, changing plan assumptions and developments in the broader pension environment are converging to pose continuing challenges to OMERS Plan sustainability and funding. OMERS municipal employers have been strong advocates of moving away from the historical approach of simply increasing contribution rates to manage sustainability challenges, because of the need to balance increasing OMERS expenditures with other financial pressures in the delivery of core municipal services.

Our strongest assets are the AMO appointed representatives on each of the OMERS Administration Corporation (OAC) and Sponsors Corporation (SC) Boards. It is essential that these four representatives have the strategic and technical tools, legal and actuarial research and advice to advance municipal interests. Municipal sector contributions to MEPCO make this possible. Plan design decisions at the SC Board are the products of negotiations and compromise and in order for municipal employers to have the greatest impact in these discussions, other plan sponsors need to clearly understand municipal constraints and perspectives. MEPCO's work and advice were important to the adoption of the OMERS Funding Management Strategy (FMS), an improvement on the initial plan design strategy.

New complex challenges regarding the impacts of the proposed Ontario Retirement Pension Plan (ORPP) and CPP expansion on the OMERS Plan are on the horizon. The FMS describes what will happen to benefits and contributions when the OMERS Plan moves through periods of funding deficit or surplus. The strategy offers employers and employees more predictability, sets out a cap on contribution rates and provides for a reserve fund. The 2014 MEPCO Annual Report, available at [www.mepco.ca](http://www.mepco.ca) provides more FMS information, as well as an update on recent MEPCO activities.

Every OMERS municipal employer benefits from MEPCO's work. We are asking you to renew your support for MEPCO so that the Centre can continue to do its work in representing the municipal governments of Ontario on pension matters. If you have any questions, please do not hesitate to Bruce McLeod, MEPCO Coordinator, 416-971-9856 ext. 350.

Yours truly,

MEPCO Board Chair

Cc: CAOs, DSSABs

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

**Meeting Minutes**

Wednesday, October 28, 2015

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**Present:** Chair: Carman Kidd  
Members: Florent Heroux; Maria McLean

**Regrets:** Robert Dodge; Angela Hunter; Suzanne Othmer; Voula Zafiris

**Also Present:** Jennifer Pye, Secretary-Treasurer  
Karen Beauchamp – Recording Secretary

**Public:** Genevieve Morin-Rivard, 82 Zetta Court  
Lise Rivard, 296 Crystal Crescent

---

**1. Opening of Meeting**

*Resolution No. 2015-29*

Moved By: Florent Heroux

Seconded By: Maria McLean

Be it resolved that the Committee of Adjustment meeting be opened at 1:30 p.m.

**Carried**

**2. Adoption of Agenda**

*Resolution No. 2015-30*

Moved By: Maria McLean

Seconded By: Florent Heroux

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

**Carried**

**3. Declaration of Pecuniary Interest**

None

**4. Adoption of Minutes**

*Resolution No. 2015-31*

Moved By: Florent Heroux

Seconded By: Maria McLean

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the July 29 2015 Committee of Adjustment Meeting.

**Carried**

**5. Public Hearings**

Chairman Carman Kidd advised that this afternoon a public hearing is scheduled for nine (9) minor variance applications.

The Planning Act requires that a public hearing be held before the Committee of Adjustment decides whether to approve such applications. The public hearing serves two purposes: first, to present to the Committee and the public the details and background to the proposed applications and, second, to receive comments from the public and agencies before a decision is made.

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

**Meeting Minutes**

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**5.1 Minor Variance Applications**

<b>File #</b>	<b>Owner</b>	<b>Property Address</b>	<b>Plan 54M-360</b>
A-2015-06(D)	Lad and Georgina Shaba	106 Driftwood Drive	Lot 16
A-2015-07(D)	Trevor and Donna Dollmaier	108 Driftwood Drive	Lot 17
A-2015-08(D)	Eric and Amanda Meunier	110 Driftwood Drive	Lot 18
A-2015-09(D)	Pierre and Kara Rivard	118 Driftwood Drive	Lot 21
A-2015-10(D)	Femi Olokodana	267 Crystal Crescent	Lot 22
A-2015-11(D)	Femi Olokodana	265 Crystal Crescent	Lot 23
A-2015-12(D)	Dwayne and Lynn Charland	268 Crystal Crescent	Lot 25
A-2015-13(D)	FPT Holdings	87 Driftwood Drive	Lot 36
A-2015-14(D)	Renee Taylor	291 Crystal Crescent	Lot 50

The Chair declared that the Minor Variance Applications would all be heard at the same time because they were similar. The Chair declared the public hearing to be open.

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

**Subject land:** Various properties on Driftwood Drive and Crystal Crescent in the Driftwood Subdivision Plan 54M-360 as shown in the above Chart.

**Purpose of the application:** The applicants are seeking relief from the requirements of Zoning By-law 984 as follows:

<b>Provision</b>	<b>Zoning By-law 984</b>	<b>File #</b>	<b>Existing</b>
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-06(D)	21.897m
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-07(D)	21.294m
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-08(D)	21.297m
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-09(D)	21.34m
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-10(D)	21.64m
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-11(D)	21.775m
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-12(D)	21.677m
Section 5(2)(a) Lot Area (minimum)	900m <sup>2</sup>	A-2015-13(D)	839.7m <sup>2</sup>
Section 5(2)(b) Lot Frontage (minimum)	22m	A-2015-14(D)	20.699m

Through a previous minor variance application it was identified to the City that some of the lots on subdivision Plan 54M-360 (Driftwood Drive and Crystal Crescent extension) may not meet the minimum lot frontage and lot area requirements of the Township of Dymond Zoning By-law 984. The subdivision received draft approval in 1993 which is after the Zoning By-law came into force, so any



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

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deficiencies in lot frontage or lot area should have been identified by the Township of Dymond and corrected by the developer prior to approval of the subdivision. The City has filed these nine minor variance applications on behalf of the affected property owners, at no cost to them, in order to correct these deficiencies.

**Statutory public notice:** The application was received on July 9, 2015 and was circulated to City staff. Notice of a complete application and notice of a public hearing was advertised in the Temiskaming Speaker on July 15, 2015 in accordance with the requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

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

Chairman Carman Kidd asked if any members of the public wished to speak to the applications.

Genevieve Morin-Rivard, owner of 82 Zetta Court asked if her lot frontage was also undersized. Jennifer Pye, Planner advised that she would check to see when the subdivision was approved, to determine if the lot may be legal non-conforming.

Genevieve Morin-Rivard also requested a copy of the Planning Report. Jennifer Pye advised that she would send the report.

Lise Rivard, owner of 295 Crystal Crescent questioned why, in the past, there have been minor variance requests for newly built houses that do not meet the setbacks. Karen Beauchamp explained that in some cases the lots are an odd size and shape and the contractor thinks they are meeting the setbacks, but when the Surveyor's Real Property Report is submitted to the City after the foundation is constructed, it is apparent that the setbacks have not been met, and a Minor Variance is required to correct this.

Lise Rivard also asked why her backyard neighbour was permitted to construct his house such that it encroaches onto the easement that the City has for stormwater management. Karen Beauchamp advised that staff would review the documents in the Building Permit file and provide information to her.

Lise Rivard questioned why the Committee of Adjustment meetings were held in the afternoon as opposed to the evening when more people would be available. Members of the committee commented that the committee chose to hold the meetings in the afternoon because they are all volunteers and this schedule works for them, as well as the availability of City staff to provide technical information regarding the applications. Most people make an effort to attend the meeting if it is important to them, and some applicants are represented by lawyers who are available during the day.

Chairman Carman Kidd asked if there was any further discussion regarding the applications.

The committee considered the following resolution:

Resolution No. 2015-32

Moved By: Florent Heroux

Seconded By: Maria McLean

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

**Meeting Minutes**

Wednesday, October 28, 2015

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**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-06(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 106 Driftwood Drive; Plan 54M360, Lot 16; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.897m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-06(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.897m;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-33

Moved By: Maria McLean

Seconded By: Florent Heroux

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-07(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 108 Driftwood Drive; Plan 54M360, Lot 17; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.294m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

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

**Meeting Minutes**

Wednesday, October 28, 2015

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**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-07(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.294m;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-34

Moved By: Maria McLean

Seconded By: Florent Heroux

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-08(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 110 Driftwood Drive; Plan 54M360, Lot 18; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.297m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-08(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.297m;

**For the following reasons:**

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;

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

**Meeting Minutes**

Wednesday, October 28, 2015

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

**Carried**

Resolution No. 2015-35

Moved By: Florent Heroux

Seconded By: Maria McLean

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-09(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 118 Driftwood Drive; Plan 54M360, Lot 21; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.34m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-09(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.34m;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-36

Moved By: Maria McLean

Seconded By: Florent Heroux

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-10(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 267 Crystal Crescent; Plan 54M360, Lot 22; Township of Dymond;

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

**Meeting Minutes**

Wednesday, October 28, 2015

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.64m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-10(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.64m;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-37

Moved By: Florent Heroux

Seconded By: Maria McLean

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-11(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 265 Crystal Crescent; Plan 54M360, Lot 23; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.775m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-11(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.775m;

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

**Meeting Minutes**

Wednesday, October 28, 2015

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**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-38

Moved By: Maria McLean  
Seconded By: Florent Heroux

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-12(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 268 Crystal Crescent; Plan 54M360, Lot 25; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 21.677m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-12(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 21.677m;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-39

Moved By: Florent Heroux  
Seconded By: Maria McLean

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

**Meeting Minutes**

Wednesday, October 28, 2015

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**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-13(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 87 Driftwood Drive; Plan 54M360, Lot 36; Township of Dymond;

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

- 1) Section 5(2)(a) requires a minimum lot area of 900m<sup>2</sup>. The applicant is requesting to legalize the existing lot area of 839.7m<sup>2</sup>;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-13(D).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(a) of Zoning By-law 984 to permit a minimum lot area of 839.7m<sup>2</sup>;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

Resolution No. 2015-40

Moved By: Maria McLean

Seconded By: Florent Heroux

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2015-14(D) as submitted by the Corporation of the City of Temiskaming Shores for the following lands: 291 Crystal Crescent; Plan 54M360, Lot 50; Township of Dymond;

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

- 1) Section 5(2)(b) requires a minimum lot frontage of 22m. The applicant is requesting to legalize the existing lot frontage of 20.699m;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 23, 2015 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2015-14(D).

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

**Meeting Minutes**

Wednesday, October 28, 2015

---

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 5(2)(b) of Zoning By-law 984 to permit a minimum lot frontage of 20.699m;

**For the following reasons:**

In the opinion of the Committee:

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

**Carried**

The Chair declared the public hearing for the Minor Variance Applications to be closed.

**6. New Business**

None

**7. Unfinished Business**

None

**8. Applications for Next Meeting**

Next meeting: Wednesday, November 25 2015

**9. Adjournment**

Resolution 2015-41

Moved By: Florent Heroux

Seconded By: Maria McLean

Be it resolved that the Committee of Adjustment meeting be closed at 2:08 pm.

**Carried**

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Carman Kidd  
Chair

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Jennifer Pye  
Secretary-Treasurer



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## **Temiskaming Shores Public Library Board**

Meeting Minutes  
Wednesday, November 18, 2015  
7:00 p.m. at the New Liskeard Branch

### **1. Call to Order**

Meeting called to order by Chair Donald Bisson at 6:55 p.m.

### **2. Roll Call**

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

Regrets: Theresa McGrory

Leave of absence: Cam Locke

Members of the Public: 0

### **3. Adoption of the Agenda**

**Moved by:** Jeff Laferriere

**Seconded by:** Robert Dodge

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

**Carried.**

**Additions to Agenda:**

**Correspondence g.:** From TDSS

### **4. Adoption of the Minutes**

**Moved by:** Carman Kidd

**Seconded by:** Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Thursday, October 22, 2015 as presented.

**Carried.**

**5. Business arising from Minutes**

- a. Date of the ACFO Annual General Meeting. Carman Kidd inquired about the date of the meeting, which occurred in late October.

**6. Correspondence**

- a. To Colleen Spence, Chair—Hudson Township Library

**Re:** Letter regarding changes to Block Loans policy.

**Reference:** Information. Robert Dodge asked if there had been a response. The CEO relayed that there was an email conversation in which the Hudson Library Board said they would discuss the matter at their next meeting and let Temiskaming Shores Library know if they would continue with the program.

- b. From Theresa McGrory, Board Member—Temiskaming Shores Public Library

**Re:** Absent for the next few months.

**Reference:** The Board granted Theresa the leave of absence. Quorum is adjusted.

- c. To Shelley Rowland, Library CEO—Temagami Public Library

**Re:** Reciprocal borrowing agreement discontinuation.

**Reference:** Information. The CEO left the amount the former reciprocal patrons would have to pay as non-residents blank as it will be discussed at this meeting.

- d. To Kendra Lacarte, Library CEO—Cobalt Public Library

**Re:** Reciprocal borrowing agreement discontinuation.

**Reference:** Information. The CEO left the amount the former reciprocal patrons would have to pay as non-residents blank as it will be discussed at this meeting.

- e. To former reciprocal Library Users—of the Temiskaming Shores Public Library

**Re:** Reciprocal borrowing agreement discontinuation.

**Reference:** Information. The CEO left the amount the former reciprocal patrons would have to pay as non-residents blank as it will be discussed at this meeting.

- f. From Stephen Abrams, Executive Director—Federation of Ontario Public Libraries (FOPL)

**Re:** Annual membership.

**Reference:** Information. The Board directed the CEO to renew the membership.

- g. From Sheila Siermachesky, Vice Principal—Timiskaming District Secondary School

**Re:** Thank you and receipt for May Ball bursary.

**Reference:** Information.

## 7. Secretary–Treasurer’s Report

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

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

### **Buildings and Equipment:**

**Fire safety checks** were conducted in October in Haileybury and early November in the New Liskeard building.

### **Business:**

**Northern Lights Library Network Meeting:** I attended a meeting in Matheson on October 26. The next meeting will be held on April 11, 2016 in New Liskeard.

**Library staff meeting:** A staff meeting was held on November 10.

**Volunteer Orientations:** Anna Turner has developed a volunteer program to train and schedule high school volunteers. She will do two intakes a year, once in the fall and once in the spring. The first session to train volunteers using the new volunteer handbook will take place at the end of November.

**Giant Book Sale:** The library will have a giant book sale at Riverside Place during March Break 2016, on Tuesday, March 15 and Wednesday, March 16.

**Programming:**

**Visits to the Nursing Homes to exchange books are ongoing**

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

First Tuesday of the month.

**Adult Colouring at the Library**

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

**Gadget Helper at both branches of the Library**

Tuesdays and Thursdays, call to book a one-on-one time.

**Beginning Crochet Class at the New Liskeard Branch**

Wednesday evenings for four weeks starting November 25

**Village Noel at the New Liskeard Branch November 26-28**

Storytimes on Thursday, BIA Pictures with Santa upstairs and a craft activity downstairs on Saturday

**Finances and Statistics**

The Board reviewed the financial and statistical reports provided by the CEO. Jeff Laferriere commented that the usage statistics were down from the previous year. The weather may be a factor. The CEO identified an error in the budget forecast numbers for Salaries and Wages that has created a large variance, caused by the miscalculation of an additional pay period in the month of October. The additional pay period should be in the

Month of December. The CEO circulated a Scotiabank statement, and requested signors on the cheque to transfer the Public Library Operating Grant to the library's revenues.

## 8. Committee Reports

- a. **Finance and Property Committee:** Nothing to report
- b. **Planning, Personnel, Policy and Publicity Committee:** Nothing to report.
- c. **Building Committee:** Report on the November 12 meeting.

There were no minutes of the meeting but Donald Bisson, Carman Kidd, Robert Dodge and Roger Oblin reported the discussion at the meeting. The wording of the recommendation was read to the board, and the Board agreed with the recommendation. The Board also agreed with the Committee's request to hire an engineer to assess the building and suggest how to best proceed with repairs to the structure and the building envelope of the New Liskeard branch. Carman Kidd mentioned that he is going to a meeting in Sudbury on December 16 on the Provincial Hubs initiative, and that he will report back to the Board. Robert Dodge mentioned that the municipality will prioritize the list of repairs from the building audit and inform the Board.

### **Motion #2015-30**

**Moved by:** Brenda Morissette  
**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board supports the recommendation put forth by the Building Committee at its November 12 meeting.

**Carried.**

## 9. New Business

### a. **Membership Policy Circ-2.**

There was discussion on the non-resident fee. It was agreed that the fee for the non-resident membership should be raised to \$75/year (from the current \$50) to bring it closer to what a taxpayer in the municipality is paying for library services. The temporary membership fee will be raised to \$50/year (from the current \$30).

**Motion #2015-31**

**Moved by:** Jeff Laferriere  
**Seconded by:** Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board accepts policy Circ-2 as amended by the Board, effective January 1, 2016.

**Carried.**

**b. E-book Fair Pricing.**

The CEO outlined the difficulties libraries, especially small libraries, face when purchasing e-books that often are three or four times the price of regular hardcover books and have usage caps requiring the library to re-purchase the book after it has been downloaded a certain number of times. The Canadian Library Association and provincial library associations are lobbying the federal and provincial governments to try to regulate e-book prices for libraries.

**Motion #2015-32**

**Moved by:** Roger Oblin  
**Seconded by:** Carman Kidd

Be it resolved that the Temiskaming Shores Public Library Board supports the efforts of the eBook Pricing Fairness Campaign and joins the *Canadian Public Libraries for Fair E-book Pricing* organization to advocate for fair pricing models for e-books.

**Carried.**

**c. E-resource funding cuts.**

The CEO outlined the advocacy the Federation of Ontario Public Libraries is doing in the face of the E-resource funding cuts that are in effect as of December 31, 2015.

FOPL has suggested library board might write a letter and make a motion protesting the funding reductions.

**Motion #2015-33**

**Moved by:** Brenda Morissette  
**Seconded by:** Roger Oblin

WHEREAS The Ontario Government's Ministry of Tourism, Culture and Sport has announced they will be sunsetting the public library e-resources funding (\$2 million+) as of Dec. 31, 2015; and

WHEREAS No alternative source of funding has been identified or provided to Ontario's public libraries to serve students and the public; and

WHEREAS Ontario's public libraries are facing increasing budgetary pressure to increase the levels of eServices as well as traditional services; and

WHEREAS many school boards are cutting library budgets and staff bringing more learners into the public library at night and on weekends for homework help, as well as inequitable access in between rural, remote and urban/areas;

BE IT RESOLVED that the Temiskaming Shores Public Library Board requests that the Ministry of Tourism, Culture and Sport and the Ministry of Education make a sustainable funding source available to Ontario's public libraries, learners and residents so they can continue to invest in 21<sup>st</sup> Century service that support and benefit all Ontarians.

**Carried.**

**d. Report LIB-022-2015 Close early on Christmas and New Year's Eve.**

The report was reviewed.

**Motion #2015-34**

**Moved by:** Carman Kidd  
**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board closes the library early on Christmas Eve and New Year's Eve in the following manner: December 24 and 31 the library will be open from 10:00 a.m. until 2:00 p.m. as in past years.

**Carried.**

**e. Board member photos on the website.**

The Board discussed putting their photos on the website.

**f. Report LIB-023-2015 Near North Mobile Media Lab Trillium application.**

The report was reviewed.

**Motion #2015-35**

**Moved by:** Robert Dodge

**Seconded by:** Carman Kidd

Be it resolved that the Temiskaming Shores Public Library Board supports the Near North Mobile Media Lab's Digital Creator North project and grant applications for the creation of Digital Media Arts Centres in select Northern Ontario communities in partnership with northern public libraries, and would be interested in participating as a partner library upon successful funding of this project.

**Carried.**

**g. Report LIB-024-2015 Healthy Kids Community Challenge partnerships.**

The CEO outlined how the library will partner with the Healthy Kids Community Challenge initiative. The library can easily incorporate the themes of Run. Jump. Play., healthy eating and screen time into its children's programming and has met with the HKCC coordinator to discuss.



## 10. Plan, Policy and Bylaw Review

### a. Policy review: Patron Exclusion and Appeal

The policy was reviewed.

#### **Motion #2015-36**

**Moved by:** Roger Oblin

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts policy Patron Exclusion and Appeal, Facilities 7 as reviewed by the Board.

**Carried.**

## 11. Adjournment

Motion to adjourn by Roger Oblin at 8:00 p.m.

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Chair – Donald Bisson



## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on November 4, 2015 at 6:30 P.M.

Timiskaming Health Unit - Kirkland Lake Boardroom

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1. The meeting was called to order at 6:30 p.m.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Tony Antoniazzi	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Mike McArthur	Municipal Appointee for Temiskaming Shores
Sherri Louttit	Provincial Appointee
Jesse Foley	Municipal Appointee for Temiskaming Shores
Jean-Guy Chamailard	Municipal Appointee for Town of Kirkland Lake
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman

**Regrets**

Vacant	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Maria Overton	Provincial Appointee
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe

**Timiskaming Health Unit Staff Members**

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

3. **APPROVAL OF AGENDA**

**MOTION #71R-2015**

Moved by: Tony Antoniazzi

Seconded by: Sue Cote

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on November 4, 2015, as presented.

CARRIED

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

None.

5. **APPROVAL OF MINUTES**

**MOTION #72R-2015**

Moved by: Sue Cote

Seconded by: Jesse Foley

Be it resolved that the Board of Health approves the minutes of its regular meeting held on October 7, 2015, as presented.

CARRIED

Note: Dr. Spruyt noted the error made with the Client Survey Report. One of the questions was coded incorrectly, therefore the lowest score of the questionnaire was not for sensitive to culture and language but for service being provided that was timely and accessible.

6. **BUSINESS ARISING**

None

7. **FINANCE SUB-COMMITTEE REPORT**

Minutes of September 24, 2015 were circulated for information.

Received an email notification that THU received some funding for Panorama for year 2015 to March 2016.

The Elk Lake Nursing Station budget has been approved for same amount as previous years. The (2) Nurse Practitioners presently working at the station will remain in place until THU is able to recruit (1) full-time NP.

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

**MOTION #73R-2015**

Moved by: Sherri Louttit

Seconded by: Sue Cote

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

CARRIED

9. **MANAGEMENT REPORT**

a. Q3 Board Report

Q3 report distributed for information.

**10. NEW BUSINESS**

Nothing to report.

**11. CORRESPONDENCE****MOTION #74R-2015**

Moved by: Mike McArthur

Seconded by: Jesse Foley

The Board of Health acknowledges receipt of the correspondence for information purposes;

- Regional Municipality of Durham
  - Letter sent to the Premier to support the Sudbury & District's Health Unit to urge the Ontario government to fully fund all program costs related to HBHC, including all staffing, operating and administrative costs.
  - Letter sent to the Premier to support the Sudbury & District's Health Unit to urge the Ontario government to require health care providers to report to the local MOH, all immunizations administered to patients under 18 years of age through a common electronic.
- The Premier of Ontario: Letter sent to the Premier to support the Peterborough County-City Health Unit to address the ongoing lack of resources and infrastructure to ensure the safe, efficient and effective temporary evacuation/relocation of First Nations communities in Northwestern Ontario.

CARRIED

**12. IN-CAMERA****MOTION #75R-2015**

Moved by: Jean-Guy Chamaillard

Seconded by: Sue Cote

Be it resolved that the Board of Health agrees to move in-camera at 7:28 p.m. to discuss the following matter under section 239 (2):

- a. In-Camera Minutes (October 7, 2015)

CARRIED

**13. RISE AND REPORT****MOTION #76R-2015**

Moved by: Mike McArthur

Seconded by: Tony Antoniazzi

Be it resolved that the Board of Health agrees to rise without report at 7:36 p.m.

**In-Camera Minutes****MOTION #77R-2015**

Moved by: Jesse Foley

Seconded by: Kimberly Gauthier

Be it resolved that the Board of Health approves the in-camera minutes of meeting held on October 7, 2015 as presented.

CARRIED

14. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on December 9, 2015 at 6:30 p.m. in New Liskeard.

15. **ADJOURNMENT**

**MOTION #78R-2015**

Moved by: Tony Antoniazzi

Seconded by: Sue Cote

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:38 p.m.

CARRIED

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Carman Kidd, Board Chair

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Rachelle Leveille, Recorder

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

Thursday, November 19th, 2015  
Council Chambers, Township of Armstrong  
Earlton, Ontario

**Attendance:** Pauline Archambault, Morgan Carson, Marc Robillard,  
Doug Metson, Robert Ethier, Barbara Beachey, Debbie Veerman, Ken Laffrenier,  
Charlie Codd, Dominique Nackers(Armstrong Twp.), Harold Cameron, Sheila Randell

**Guests :** Jean Marc Boileau, George Daviau, Kevin Leveille, Claude Daviau, Peggy Harrison,  
Darlene Wroe

**Regrets :** Bryan McNair, Danny Whalen, Ron Vottero

**Absent :** Representatives from Cobalt and James

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

Moved by: Doug Metson

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "the meeting of November 19th, 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: Barbara Beachey

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: Barbara Beachey

BE IT RESOLVED THAT "the Minutes of the meeting held September 17th, 2015,  
be adopted as presented."

Carried

**5. Errors or Omissions**

There were no errors or omissions.

**6. Business Arising from the Minutes**

TRACC representatives Claude Daviau and Peggy Harrison were given time to bring forth their presentation requesting use of the Airport for the 2016 Drag Races. They advised that they had 146 racers in 2015. Peggy has been in touch with ORNGE and has been advised by their Compliance Officer that using runway 16/34 would not be an issue.

However, Harold advised TRACC that this is at the discretion of ORNGE Operations and the pilot at the time.

Discussion was held on security at the Airport while under TRACC's agreement, and that no one should be on the runway or premises unless authorized.

Claude questioned the possibility of closing the fuel pumps during drag race weekend, and he was advised that this cannot be done due to emergency services (OPP, MNR, Hydro One needing 24 hour access.)

Harold pointed out that at the Consultants meeting on Nov. 16, 2015, it was emphasized that having the drag races at the airport would speed up the degradation of the runway, which is in a very bad state of deterioration. He also pointed out that there are also insurance liability issues.

It was decided amongst the MSB members in attendance, that it was too premature to make a decision regarding the Drag Races for 2016, and that they would try to have an answer by Dec. or Jan. TRACC would like an answer ASAP so they can advertise. MSB will contact TRACC with a decision as soon as one has been made.

**7. Closed Session**

Moved to the end of the meeting.

**8. Committee Reports**

**(i) Finance Committee**

Moved by: Barbara Beachey

Seconded by: Doug Metson

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

Carried

Finance Committee

Moved by: Ken Laffrenier

Seconded by: Charlie Codd

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

Carried

- (ii) **Property and Maintenance Committee Report**  
Doug Metson advised the Board that we have a 6,000' runway which needs gravel along both sides (along edge of pavement). We would need approximately 122 loads of granular A gravel, at a cost of \$45,000. He suggested that this be added to the budget for 2016.

Moved by: Ken Laffrenier

Seconded by: Charlie Codd

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

Carried

- (iii) **Human Resources Committee**  
Moved to end of meeting in closed session.

**9. Correspondence**

Moved by: Dominique Nackers

Seconded by: Morgan Carson

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

Carried

Moved by: Morgan Carson

Seconded by: Dominique Nackers

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

Carried

**10. Manager's Report**

Moved by: Morgan Carson

Seconded by: Dominique Nackers

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

Carried

Moved by: Charlie Codd

Seconded by: Barbara Beachey

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

Carried

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

No Report



**12. Any Other Business:**

Robert Ethier advised that the Airport just "happens to be in Armstrong Twp." It was forced on them by the government during the war, and that they were thinking of the whole of Temiskaming when they agreed to take the Airport over in 1994. He asks that people please be more considerate on what Armstrong Twp. does. He said it seems that smaller municipalities are always left out when it comes to reporting articles in the newspapers.

Before the raise of the per capita this past year, Armstrong Twp. was contributing the largest amount to the ongoing finances of the Airport. He calculates that with their per capita contribution, plus the agricultural land rental, that Armstrong is actually contributing \$39.57 per capita, plus all the extra that they do, including payroll, use of their boardroom, overhead projector, and laptop. He said they are "getting on the edge...to be very upset" hearing or reading that we do not do our fair share for the Airport. That extra money given to MSB could be used for other projects in the municipality. And to add to it all, it is a real "blow to him and his council" that they still owe an outstanding invoice for work Harold performed to clean up water in the hangar. Robert also asked MSB if Harold had the right to give information concerning Airport business to the municipalities, and MSB members agreed that he could do so.

WHEREAS there is an outstanding invoice for work performed in hangar;

Moved by : Doug Metson

Seconded by : Morgan Carson

BE IT RESOLVED THAT "the MSB credit invoice #6072 to Twp. of Armstrong in the amount of \$1,869.84."

Carried

On another note, Robert Ethier advised that he attended a supper in Notre Dame du Nord on Tuesday night, and spoke with Terrence McBride, who was inquiring as to when the study would be done. Terrence would like to be notified when the study is completed.

Robert also advised the MSB that commencing with next meeting, Dominique Nackers will be representing Armstrong Twp. on the MSB. (he will have vote for Armstrong)

**Closed Session:**

Moved by : Debbie Veerman

Seconded by : Ken Laffrenier

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

Carried.

Moved by : Doug Metson

Seconded by : Morgan Carson

BE IT RESOLVED THAT "the MSB approve to close in-camera session with report".

Carried.

"WHEREAS Cara West is working at summer-student wages";

Moved by : Morgan Carson

Seconded by : Doug Metson

BE IT RESOLVED THAT "Cara West be hired permanent-part time starting December 1, 2015, with 3 months probation".

Carried

Moved by : Ken Laffrenier

Seconded by : Charlie Codd

BE IT RESOLVED THAT "the report for the Human Resources Committee be adopted as presented and attached hereto forming part of these Minutes."

Carried

**13. Adjournment**

Moved by: Doug Metson

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "this meeting be adjourned - 8:55 p.m. The next meeting will be held December 17th, 2015 at 7:00 p.m. at Armstrong Council Chambers.

Carried



Chair



Secretary

**EARLTON-TIMISKAMING REGIONAL  
AIRPORT  
NOVEMBER 2015**

**REVENUE**

	<b><u>ACTUAL</u></b>	<b><u>YTD</u></b>
Fuel	\$5,013	\$108,199
Operations	\$42,717	\$287,850
	<hr/> \$47,730	<hr/> \$396,049

**EXPENSES**

Fuel	\$2,282	\$75,037
Operations	\$22,407	\$222,663
Capital Expenses		\$2,033
	<hr/> \$24,689	<hr/> \$299,733

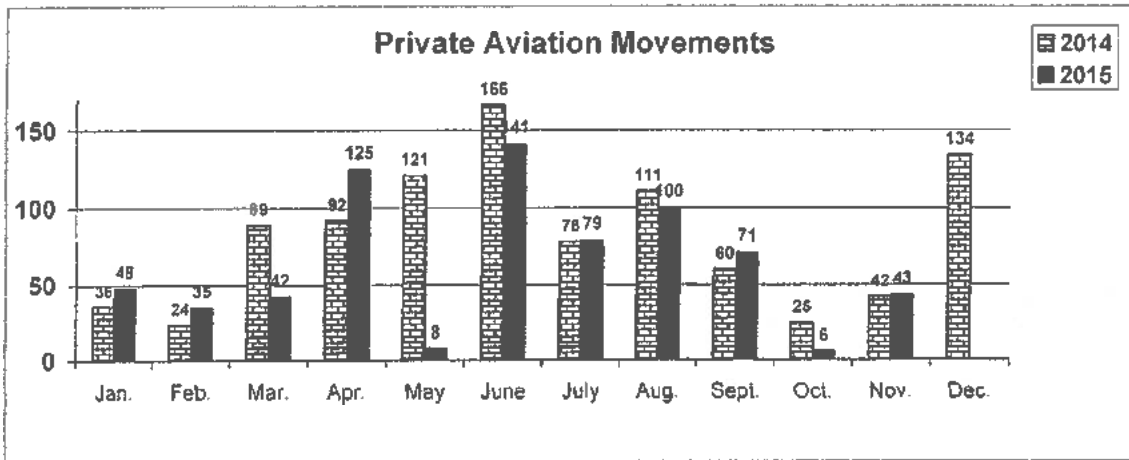
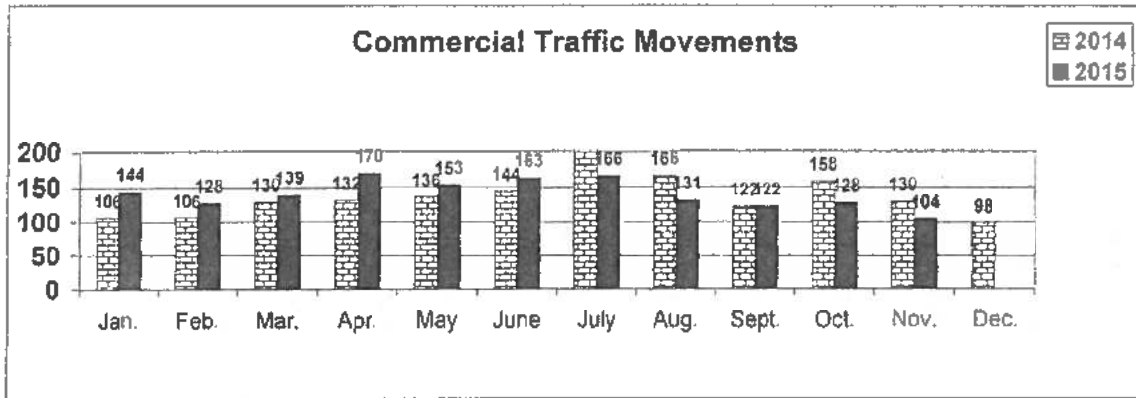
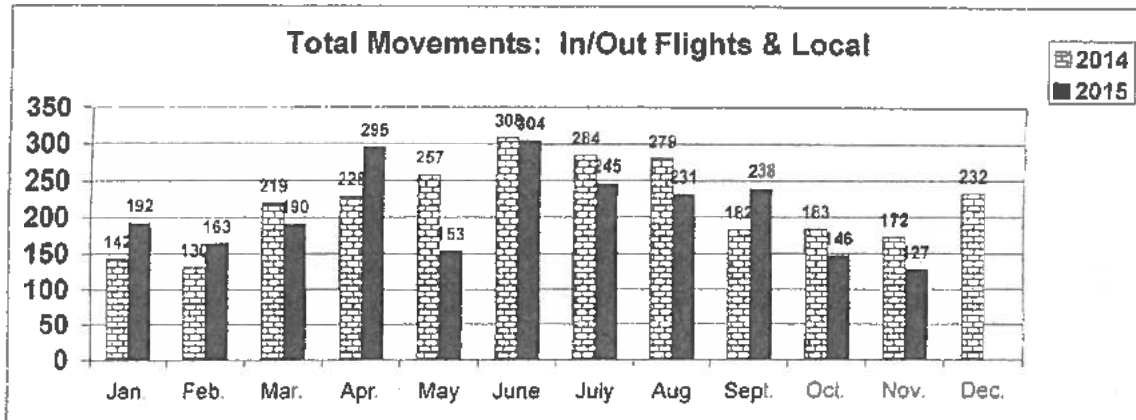
**NET PROFIT/LOSS**

Fuel	\$2,731	\$33,162
Operations	\$20,310	\$65,187
Capital Expenses		-\$2,033
	<hr/> \$23,041	<hr/> \$96,316

<b><u>FUEL INVENTORY - JET A1</u></b>	\$ 3,142
<b><u>FUEL INVENTORY - AVGAS</u></b>	\$ 3,297
<b><u>FUEL INVENTORY - DIESEL</u></b>	\$ 3,380

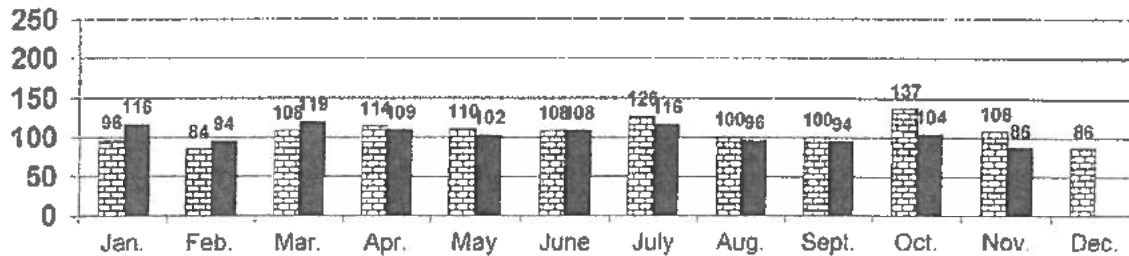
# ANNUAL AIRCRAFT MOVEMENTS

AS OF NOVEMBER 30, 2015



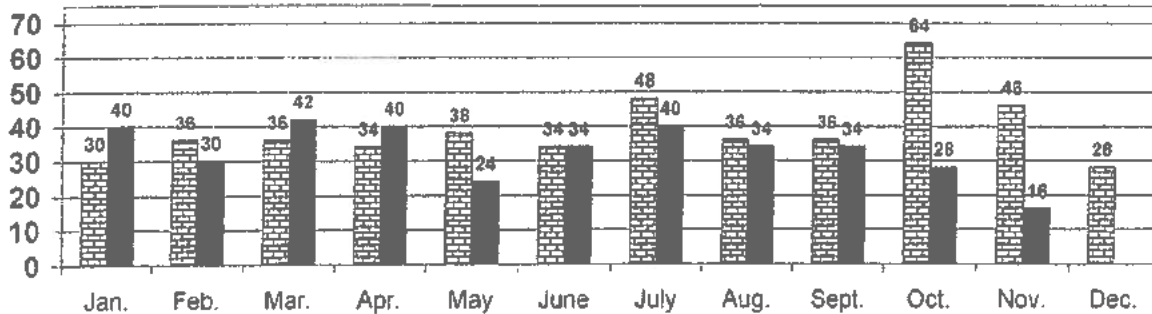
### Air Carriers Movements

2014  
2015



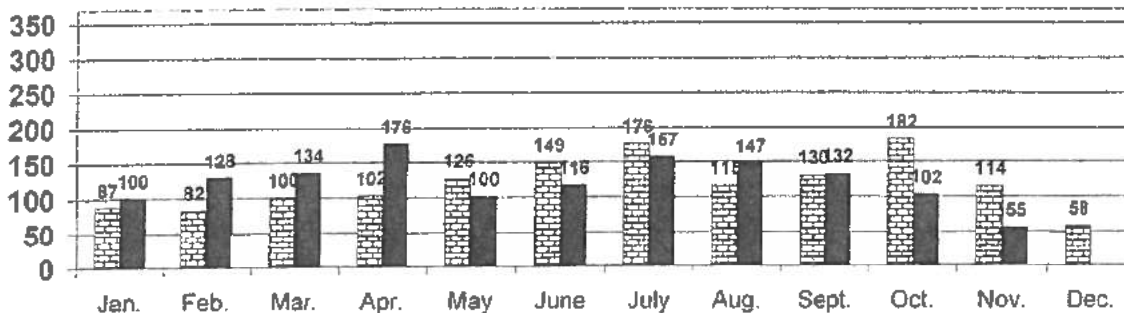
### Air Ambulance Movements

2014  
2015



### # Pgrs. via Air Charter

2014  
2015



## MANAGER'S REPORT NOVEMBER 2015

### Drag Races at Airport

#### Risk vs. Reward

##### Risk:

"Lastly, one hidden cost is not accounted for in the operating budget and it is related to the Drag Race activity. Drag racing generate \$4,000 in annual revenue but the impact it has on the airport infrastructure is not accounted for in the operating budget neither in the balance sheet. It will be worthwhile to evaluate the impact the activity has on the airport – **runway deterioration and damage, closure of the airport during the event, potential liability in case of accident** -- and analyze if the amount paid for the utilization of the airport facility covers those hidden costs. Based on the study's conclusions, the local community will have a better portrait of the situation and this analysis could serve as the baseline for future contract renewal negotiation. The study will provide the rationale to take informed decisions and decide if such activities fall under the airport's mandate and future growth plans."

Taken from the preliminary report 16 Nov. 2015 for the Development of a Strategic Business Plan for the Earlton-Timiskaming Regional Airport.

##### Reward:

A contribution of money from TRACC that is not accounted for.

Harold Cameron  
Earlton-Timiskaming Regional Airport Manager

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

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

**Donation**

Kerns	349	\$2,775	
<b>Total Contributions</b>		<b>\$147,608</b>	<b>\$144,835</b>

As of December 11, 2015



New Liskeard BIA  
Box 2050  
Haileybury, ON P0J 1K0  
Ph: (705) 672-3363 Ext: 4224  
Fax: (705) 647-8688  
[bianewliskeard@gmail.com](mailto:bianewliskeard@gmail.com)

## NEW LISKEARD BIA

### REGULAR MEETING OF DIRECTORS

Monday, December 7th, 2015 - 6:00 P.M.

Pool/Fitness Center

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### MINUTES

#### 1. CALL TO ORDER

Meeting called to order at: 18:05

Moved by: Janet Spencer

Seconded by: Tammy Penner

#### 2. ROLL CALL

MEMBERS:

Janet Spencer     Tammy Penner     Bea Demarce     Devon Teeple

Andy Ringuette     Michele Lamoureux

Patricia Hewitt (Councillor)

SUPPORT STAFF

Jennifer Brazeau, Business Development Coordinator

James Franks, Economic Development Officer

GUESTS: None



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

None

**3.1 REVIEW OF AMENDMENTS FROM PAST MEETING MINUTES**

None

**4. APPROVAL OF AGENDA**

Moved by: Andy Ringuette

Seconded by: Michele Lamoureux

Be it resolved that:

The agenda for the December 7th New Liskeard Business Improvement Area Board meeting be approved as printed/amended.

CARRIED

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

- None

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

Moved by: Devon Teeple

Seconded by: Bea Demarce

\*\* Tammy Penner brought to James Franks' attention that the current minute format will be unclear and confusing in the future when past information is needed.

Be it resolved that:

The Minutes for the November 4th, 2015 New Liskeard Business Improvement Area (BIA) Board meeting be approved as printed.

CARRIED

**7. TRESURERS REPORT**

Moved by: Andy Ringuette

Seconded by: Michele Lamoureux

**7.1 Village Noel Expenses**

Total funds spent since last meeting:

1. Supplies for Cookies (Lighting of the Lights) \$101.95
2. Santa Services by Gary Johnson \$200.00
3. Plan It Events (Santa Photography) \$565.00
4. Gaetan Cauchon (Wagon Rides) \$750.00
5. Iceculture (Ice Sculpture Demos) \$6,307.66

**Total spent: \$7,924.61**

Pending Invoices:

1. Candy Canes (Lighting of the Lights and Santa Pictures) \$33.90
2. Cardstock for Cookie Tags \$11.56

**Total Pending: \$45.46**

## **7.2 Miscellaneous Expenses**

Total miscellaneous funds spent since last meeting:

1. Swags purchased at Amber's \$1,354.64
2. Tie wraps to secure swags \$37.15

**Total Misc: \$1,391.79**

CARRIED

## **8. UNFINISHED BUSINESS**

### **8.1 Village Noel/Lighting of the Lights**

- Discussion/follow up to the Lighting of the Lights and Village Noel.
- Jennifer brought feedback received from business owners. It was mostly positive feedback however, one negative was hosting Village Noël on Black Friday.
- Constructive criticism included: more lights and "bling" at the cenotaph as it is the perfect venue to host things like the ice sculptures, etc.
- Additional thoughts on potential sponsorship to build on the ice sculptures.
- Overall, Village Noël was a success and well-received.

### **8.2 Beautification funding in collaboration with the City of Temiskaming shores.**

The BIA board has decided to put forward a maximum of \$15,000 towards funding through the Northern Ontario Heritage Fund if funding is approved.

Discussion to be held amongst the BIA board to decide what projects should be completed within the downtown in 2016. Quotes to be collected from contractors once projects are determined, and bring this information to the next meeting.

- Discussed pricing for new festive lighting. Costs will be approximately 1000\$ per fixture (as per Janet Spencer via lightbook) and 2000\$ per pole (as per Mitch Lafrenière). Potential cost savings could be accomplished by hiring students from a TDSS welding class or a local shop welder.
- Tammy Penner received quotes from Leis Landscaping Yard for trees, planters and hanging baskets (see appendix A).

### **8.3 Summerfest**

Discussion to take place about Summerfest 2016.

- New coordinator project for 2016 includes surveying businesses via email/online survey and store visits to collect opinions on changes and/or improvements for Summerfest 2016.

### **8.4 Fashion show**

Updates from Janet Spencer regarding the Spring Fashion Show:

- The BIA supports the idea but feels that it cannot be accomplished due to various limitations. Businesses would be willing to participate but it should be taken on by another organization.

## **9. QUESTION PERIOD**

- Board asked how interviews went. Michele informed the board of a potential candidate for the coordinator position and there were no objections to the selection.
- Michele asked what the board's thoughts were on strategic planning. Board agreed that it would be a good idea.

## **10. REPORTS BY COORDINATOR OR COMMITTEE MEMBERS**

- Jennifer Brazeau's last day is Friday, December 11<sup>th</sup>, 2015.

## **11. SCHEDULING OF MEETINGS**

- The BIA Board agrees to meet:

On January 4<sup>th</sup>, 2016 at 18:00 at the PFC boardroom.

## **12. ITEMS FOR FUTURE MEETINGS**

- Downtown beautification funding and Summerfest

## **13. ADJOURNMENT**

Moved by: Tammy Penner

Seconded by: Bea Demarce

Be it resolved that:

The New Liskeard BIA Board adjourns at 19:30.

CARRIED

**APPENDIX A.**

**Quote From Leis Landscaping Yard**

**Att: Tammy Penner**

From: Leis Landscaping Yard  
Located at Northern Feed Property  
c/o Andrea Leis and Jason Leis  
RR#1  
Cobalt Ontario  
POJ 1C0  
705 648 0194

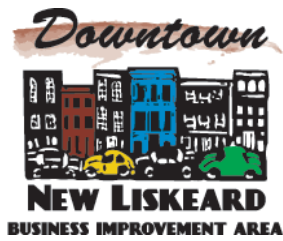
Product	Quantity	Cost per unit	Total
Well Reservoir 18" Garden Steel Hanging Basket (complete unit) Commercial grade	30	\$ 150.00	\$ 4500.00
Trees	6	\$ 110.00	\$ 660.00
Wellington Tall Planter No water reservoir	10	\$ 136.49	\$ 1364.90
Nantucket Patio Planter 16" No water reservoir	10	\$ 123.99	\$ 1239.99
Mirage Self watering planter 16"	10	\$ 50.49	\$ 504.90
Cape Cod Tapered Planter 24 X 24 X18 PVC Composite Material Durable, commercial grade	10	\$ 817.00	\$ 8170.00

We are able to quote on a various selection of plants, perennials, annuals, garden decor products, mulch, soil, decorative rock and wood decor products. Different prices ranges available.

Thank you for the opportunity to quote

Andrea Leis

Leis Landscaping Yard  
705 648 0194



New Liskeard BIA  
Box 2050  
Haileybury, ON P0J 1K0  
Ph: (705) 672-3363 Ext: 4224  
Fax: (705) 647-8688  
[bianewliskeard@gmail.com](mailto:bianewliskeard@gmail.com)

## NEW LISKEARD BIA

### REGULAR MEETING OF DIRECTORS

Tuesday, January 5<sup>th</sup>, 2016 - 6:00 P.M.

Pool/Fitness Center

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### MINUTES

#### 1. CALL TO ORDER

Meeting called to order at 18:20

Moved by: Janet Spencer

Seconded by: Tammy Penner

#### 2. ROLL CALL

MEMBERS:

Janet Spencer     Tammy Penner     Bea Demarce     Devon Teeple

Andy Ringuette     Michele Lamoureux

Patricia Hewitt (Councillor)

SUPPORT STAFF

Stéphanie Lamothe, Business Development Coordinator

James Franks, Economic Development Officer

GUESTS: None

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

None

4. **REVIEW OF AMENDMENTS FROM PAST MEETING MINUTES**

None

5. **APPROVAL OF AGENDA**

Moved by: Tammy Penner

Seconded by: Janet Spencer

Be it resolved that:

The agenda for the January 5<sup>th</sup>, 2016 New Liskeard Business Improvement Area Board meeting be approved as printed.

CARRIED

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

Moved by: Tammy Penner

Seconded by: Janet Spencer

Be it resolved that:

The Minutes for the December 7<sup>th</sup>, 2015 New Liskeard Business Improvement Area (BIA) Board meeting be approved as printed.

CARRIED

7. **TRESURERS REPORT**

Moved by: Janet Spencer

Seconded by: Patricia Hewitt

7.1 **Village Noël Expenses**

1. Econo Lodge Accommodation for Iceculture \$246.88

**Total spent: \$246.88**

CARRIED

## **8. UNFINISHED BUSINESS**

### **8.1 Village Noël/Lighting of the Lights**

Final brief discussion/follow up to the Lighting of the Lights and Village Noël – last comments and thoughts from end-of-year meeting on December 15<sup>th</sup>, 2015.

VNT conducted survey and calculated a 76% approval/satisfaction rate for the event, the dates (weekend chosen), etc.

The BIA received a lot of positive feedback and comments from own email survey.

Discussion of sponsorship for ice sculptures for next year – bigger and better as they were a big hit/crowd pleaser.

Axe throwing was very successful as a fundraiser (with line-ups!) and was a unique addition to the VNT event.

Discussion of Moonlight Madness/Black Friday sales tied into event – need to be careful to not have too many competing events on the same weekend. Therefore, we should collectively decide on a sale “name”.

Brief discussion on planning and safety of event and parade. Overall, satisfied with presence of security and layout – perhaps a few tweaks.

Commented that the BIA should enter a float into the parade as well.

### **8.2 Beautification funding in collaboration with the City of Temiskaming Shores.**

The BIA board has decided to put forward a maximum of \$15,000 towards funding through the Northern Ontario Heritage Fund if funding is approved.

Discussion to be held amongst the BIA board to decide what projects should be completed within the downtown in 2016. Quotes to be collected from contractors once projects are determined, and bring this information to the next meeting.

Waiting on confirmation of funding via James Franks.

The BIA will use funding to purchase hardware such as raw materials, lights, planters, benches, etc. (ie. long-term investments).

The BIA would like to use the TDSS welding program to build new lighting installations as it is a great way to engage our teenage demographic and is a cost-saving alternative to purchasing finished products.

Need to verify the load capacity of existing lamp-post brackets for new self-watering hanging baskets and whether they need reinforcement.

### **8.3 Summerfest 2016**

Discussion to take place about Summerfest 2016

BIA Coordinator to survey stores, ask for opinions and feedback, etc. on how to ameliorate the Summerfest event with the goal to engage creativity in planning, and event programming and offerings moving forward.

Some quick ideas include: sports tournaments (3-on-3 basketball, roller hockey), product demo/competition with Howey Bros, keeping vs. revamping sidewalk sale, food vendors (international food festival?).

### **8.4 Strategic planning**

Discussion to take place about strategic planning.

Michele was absent (her proposal from last meeting).

Brief discussion on long-term beautification vision to include bistro sets/more seating (utilize large sidewalk corners, unused alleys) and decorations (plants, trees, community gardens, etc.)

## **9. QUESTION PERIOD**

Stéphanie brought a few new ideas to the table as projects to work on for 2016 including:

- creating an online version of the old illustrated “Shopper’s Guide” to downtown New Liskeard to add to our website (need to gain access to our current website or build a new one);
- creating an Instagram account for the BIA;
- creating and hosting a social media workshop for various members and business owners of the BIA (Facebook, Twitter, IG) including setting up accounts, linking them, product photography and basic editing, hashtags, frequency and consistency, etc.;
- creating a “downtown discount” for downtown employees (similar to West 4<sup>th</sup>’s street discount in Kitsilano).

Brief discussion on involving Rona, Findlay’s and Chartrand’s more thoroughly for Summerfest 2016 to create a more cohesive and inclusive event, in addition to fostering a better relationship – tents, BBQ, garden sale, etc.

## **10. REPORTS BY COORDINATOR OR COMMITTEE MEMBERS**

None

## **11. SCHEDULING OF MEETINGS**



The BIA Board agrees to meet: Monday, February 1<sup>st</sup>, 2016

**12. ITEMS FOR FUTURE MEETINGS**

None

**13. ADJOURNMENT**

Moved by: Janet Spencer

Seconded by: Tammy Penner

Be it resolved that:

The New Liskeard BIA Board adjourns at 19:45

CARRIED



*District of Timiskaming Social Services Administration Board*  
*Conseil d'administration des services sociaux du district de Timiskaming*

**Minutes of the Regular Meeting of the Board**

**held on Wednesday, September 16, 2015**

in the Boardroom of the City of Temiskaming Shores Municipal Office,  
325 Farr Drive, Haileybury

**PRESENT:** Jim Whipple – Chair; Doug Jelly – Vice-Chair; Karen Gerrard; Patricia Hewitt; Clermont Lapointe; Norm Mino; Todd Morgan; Tina Sartoretto; Don Studholme, CAO

**REGRETS:** Fred Deacon

**STAFF:** Kelly Black, Social Housing Manager  
Dani Grenier-Ducharme, Children's Services Manager  
Janice Loranger, Director of Finance  
Mike Trodd, EMS Chief

**MEDIA:** Darlene Wroe, Temiskaming Speaker

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

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

None.

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

Resolution # 2015-76 MOVED by Karen Gerrard and SECONDED by Todd Morgan:

**THAT the agenda of the regular Board meeting held on September 16, 2015, be accepted as presented.**

CARRIED

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2015-77 MOVED by Doug Jelly and SECONDED by Norm Mino:

**THAT the minutes of the regular Board meeting held on July 15, 2015 be approved as presented.**

CARRIED

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nothing to report.

## **6.0 OTHER BUSINESS**

### **6.1 Social Housing – Maximum Rent Increases for 2016**

Kelly Black, Social Housing Manager, presented this item to the Board for approval.

Resolution # 2015-78 MOVED by Clermont Lapointe and SECONDED by Todd Morgan:

**THAT the Board approve to increase the maximum rents for all family units and single units the full 2.0% allowed as per the 2016 Market Rent Control Guidelines set by the Ministry effective January 1, 2016. The exception to this would be the 4 bedroom units in Kirkland Lake would see a 1.25% increase and the 5 bedroom units in Kirkland Lake would see a 1.28% increase.**

CARRIED

### **6.2 Social Housing – 2015 Capital Funds**

Kelly Black, Social Housing Manager, presented this item to the Board for approval.

Resolution # 2015-79 MOVED by Karen Gerrard and SECONDED by Patricia Hewitt:

**THAT the Board approve the allocation of surplus capital dollars in the amount of \$12,358 plus HST to create a new capital job for replacement of the hot water tank at 390 Lakeview in North Cobalt.**

CARRIED

### **6.3 Social Housing – Fraser House**

Kelly Black, Social Housing Manager, presented this item to the Board for information.

### **6.4 South EMS Base Construction Project – Budget Review**

Mike Trodd, EMS Chief, presented this item to the Board for information and for approval.

Resolution # 2015-80 MOVED by Clermont Lapointe and SECONDED by Doug Jelly:

**THAT the Board approve the amount of \$26,203 be allowed to remain in the EMS building reserve to cover future capital expenditures to the south EMS base.**

CARRIED

### **6.5 Best Start Network Capital Project – Follow-Up**

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

The contract for the Best Start Network Capital Project was reviewed by both parties and their lawyers. Payments of 60% will be forwarded upon signature of the contract, 20% at mid-point and the final 20% upon completion of the entire project. NEOFACS will manage the project.

### **6.6 Best Start - Timiskaming Community Profile**

Dani Grenier-Ducharme, Children's Services Manager, presented this item to the Board for approval.

Resolution # 2015-81 MOVED by Karen Gerrard and SECONDED by Patricia Hewitt:

**THAT the Board approve the Timiskaming Best Start Community Profile as presented and THAT the Board approve the distribution of the profile to the municipalities for their information.**

CARRIED

### **6.7 Q2 Finance Report**

D Janice Loranger, Director of Finance, presented this item to the Board for information.

At 6:30 p.m., Karen Giroux left the meeting room.

**6.8 Insurance Renewal**

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

Resolution # 2015-82 MOVED by Clermont Lapointe and SECONDED by Tina Sartoretto:

**THAT the Board approve the renewal of our general insurance package with Frank Cowan Company at a price of \$67,063 plus applicable taxes.**

CARRIED

**6.9 NOSDA – Federal Election Press Release**

D. Studholme, CAO, presented this item to the Board for information.

**7.0 IN CAMERA SESSION**

Resolution # 2015-83 MOVED by Doug Jelly and SECONDED by Todd Morgan:

**THAT the Board move into closed session to discuss three Human Resources matters.**

CARRIED

**8.0 RETURN TO REGULAR MEETING**

Resolution # 2015-86 MOVED by Tina Sartoretto and SECONDED by Norm Mino:

**THAT the Board resolve to rise from the in camera session and reconvene with the regular meeting of the Board without report at 7:27 p.m.**

**10.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2015-87 MOVED by Patricia Hewitt and SECONDED by Clermont Lapointe:

**RESOLVED THAT the Board meeting be hereby adjourned at 7:28 p.m.**

**AND that the next meeting be held on October 21, 2015, in Englehart or at the call of the Chair.**

CARRIED

Minutes signed as approved by the Board:

  
Board Chair

Oct 21, 2015  
Date

Recorder: Lise Gauvreau



**Minutes of the Regular Meeting of the Board**  
**held on Wednesday, October 21, 2015**  
at the NEOFACS Boardroom – 40 Third Street, Englehart

**PRESENT:** Jim Whipple – Chair; Doug Jelly – Vice-Chair; Clermont Lapointe; Patricia Hewitt;  
Norm Mino; Todd Morgan; Don Studholme, CAO

**REGRETS:** Fred Deacon; Tina Sartoretto; Karen Gerrard

**MEDIA:** Darlene Wroe, Temiskaming Speaker

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

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

None.

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

Resolution # 2015-88 MOVED by Doug Jelly and SECONDED by Clermont Lapointe:

**THAT the agenda of the regular Board meeting held on October 21, 2015, be accepted with one addition: Item 6.8 – Third Quarter Finance Report.**

CARRIED

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2015-89 MOVED by Patricia Hewitt and SECONDED by Todd Morgan:

**THAT the minutes of the regular Board meeting held on September 16, 2015 be approved as presented.**

CARRIED

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

**6.0 OTHER BUSINESS**

**6.1 Board Member Request for Leave of Absence**

Don Studholme, CAO, presented this item to the Board for approval.

Resolution # 2015-90 MOVED by Clermont Lapointe and SECONDED by Doug Jelly:

**THAT the Board grant a three month leave of absence to Fred Deacon to allow him to recover from medical issues.**

CARRIED

**6.2 Social Housing Manager**

D. Studholme, CAO, presented this item to the Board for information. Kelly Black, Social Housing Manager, will be returning to her position on November 2, 2015.

**6.3 Social Housing Insurance Renewal**

D. Studholme, CAO, presented this item to the Board for discussion and for approval.

Resolution # 2015-91 MOVED by Doug Jelly and SECONDED by Todd Morgan:

**THAT the Board approve to renew the insurance for the DTSSAB public housing portfolio with a \$10,000 deductible for property and the boiler with Marsh Canada through Housing Services Corporation at a total cost of \$100,206.48.**

CARRIED

**6.4 Appliance Tender**

D. Studholme, CAO, presented this item to the Board for discussion and for approval.

Resolution # 2015-92 MOVED by Clermont Lapointe and SECONDED by Patricia Hewitt:

**THAT the Board award the tender for the replacement of fridges and stoves at our following buildings:**

**25A Tweedsmuir, Kirkland Lake by The Brick at a cost of \$46,769.50;**

**42 Churchill Drive, Kirkland Lake by The Brick at a cost of \$28,015.60;**

**45 Tenth Avenue, Englehart by The Brick at a cost of \$11,231.40.**

CARRIED

**6.5 2016 Budget**

D. Studholme, CAO, presented this item to the Board for information.

The budget presentations will be in the same format as in previous years with managers presenting their budget to the Board. The budget presentations will start in November.

**6.6 2015 Q3 CAO Operational Overview Board Report**

D. Studholme, CAO, presented this item to the Board for information.

**6.7 Organizational Recruitment Policy**

D. Studholme, CAO, presented this item to the Board for approval.

Resolution # 2015-93 MOVED by Doug Jelly and SECONDED by Norm Mino:

**THAT the Board approve the revised Organizational Recruitment Policy (HR-27).**

CARRIED

**6.8 2015 Q3 Finance Review**

D. Studholme, CAO, presented this item to the Board for information and discussion.

**8.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2015-94 MOVED by Todd Morgan and SECONDED by Doug Jelly:

**RESOLVED THAT the Board meeting be hereby adjourned at 6:05 p.m.**

**AND that the next meeting be held on November 18, 2015, in Englehart, or at the call of the Chair.**

CARRIED

Minutes signed as approved by the Board:

  
\_\_\_\_\_  
Board Chair

25 Nov, 2015  
Date

Recorder: Lise Gauvreau



*District of Timiskaming Social Services Administration Board*  
*Conseil d'administration des services sociaux du district de Timiskaming*

**Minutes of the Regular Meeting of the Board**  
**held on Wednesday, November 25, 2015**  
at the NEOFACS Boardroom – 40 Third Street, Englehart

**PRESENT:** Jim Whipple – Chair; Doug Jelly – Vice-Chair; Cliff Fielder; Clermont Lapointe; Patricia Hewitt; Norm Mino; Todd Morgan; Tina Sartoretto; Don Studholme, CAO

**STAFF:** Dani Grenier-Ducharme, Children's Services Manager; Janice Loranger, Director of Finance; Mike Trodd, EMS Chief

**MEDIA:** Darlene Wroe, Temiskaming Speaker

**REGRETS:** Fred Deacon, Clermont Lapointe

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

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

None.

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

Resolution # 2015-104 MOVED by and SECONDED by :

**THAT the agenda of the regular Board meeting held on December 16, 2015, be accepted as presented.**

CARRIED

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2015-105 MOVED by and SECONDED by :

**THAT the minutes of the regular Board meeting held on November 25., 2015 be approved as presented.**

CARRIED

**5.0 Correspondence**

**5.1 Letter from the Ministry of Municipal Affairs and Housing dated December 9, 2015  
re: Updated Regulation 370/11**

Don Studhome, CAO, presented this item to the Board for information.

Resolution # 2015-106 MOVED by and SECONDED by:

**THAT the Board receives the ccorrespondence as presented, for information.**

CARRIED



**6.0 OTHER BUSINESS**

**6.1 Appointment of Area 5 Representative**

Jim Whipple, Chair, welcomed Mr. Cliff Fielder to the Board as the new Area 5 Representative, replacing Karen Gerrard who resigned in October.

Resolution # 2015-97 MOVED by Doug Jelly and SECONDED by Todd Morgan:

**THAT Cliff Fielder be appointed by the Board to be the representative of Area 5 representing the Townships of James, Matachewan, Armstrong, Hilliard, Brethour, Harley and Casey; Village of Thornloe.**

CARRIED

**6.2 Ontario Works 2016 Budget**

Mark Stewart, Director of Client Services, presented this item to the Board for information and for discussion.

**6.3 Social Housing 2016 Budget**

On behalf of Kelly Black, Social Housing Manager, Don Studhome, CAO, presented this item to the Board for information and for discussion.

Emile Boulley, Social Housing Maintenance Supervisor, provided information to the Board regarding the 2016 capital projects.

**6.4 Social Housing 2015/2016 Insurance Renewal**

Don Studholme, CAO, presented this item to the Board for approval.

Resolution # 2015-98 MOVED by Doug Jelly and SECONDED by Todd Morgan:

**THAT the Board approve to renew the property and liability insurance for the DTSSAB public housing portfolio at a total cost to the DTSSAB of \$89,524.39.**

CARRIED

**6.5 Kirkland Lake Non-Profit Housing**

Don Studholme, CAO, presented this item to the Board for information and for discussion.

**6.6 Program Support / Board 2016 Budget**

Don Studholme, CAO, presented this item to the Board for information and for discussion.

**6.7 CAO Report**

Don Studholme, CAO, presented this item to the Board for information.

**6.8 Board Member Resignation**

Don Studholme, CAO, presented this item to the Board for information.

**6.9 Timiskaming Municipal Association**

Jim Whipple, Chair, discussed this item with the Board for information and for discussion.

**7.0 IN CAMERA SESSION**

Resolution # 2015-99 MOVED by Cliff Fielder and SECONDED by Patricia Hewitt:

**THAT the Board move into closed session to discuss one Human Resources matter.**

CARRIED

**8.0 RETURN TO REGULAR MEETING**

Resolution # 2015-102 MOVED by Todd Morgan and SECONDED by Norm Mino:

**THAT the Board resolve to rise from the in camera session and reconvene with the regular meeting of the Board without report at 7:52 p.m.**

**8.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2015-103 MOVED by Doug Jelly and SECONDED by Patricia Hewitt:

**RESOLVED THAT the Board meeting be hereby adjourned at 7:53 p.m.**

**AND that the next meeting be held on December 16, 2016, in Englehart or at the call of the Chair.**

CARRIED

Minutes signed as approved by the Board:

  
\_\_\_\_\_  
Board Chair

Dec 16, 2015  
Date

Recorder: Lise Gauvreau

**1. Call to Order**

The meeting was called to order at 9:03 AM

**2. Roll Call**

PRESENT:	Carman Kidd, Mayor; Doug Jelly, Councillor; Doug Walsh, Director of Public Works, Mike Del Monte, Cluster Manager – OCWA; Steve Burnett – Technical and Environmental Compliance Coordinator; Eddie Hillman, OCWA and Kelly Conlin, Executive Assistant
REGRETS:	Robert Beaudoin, Environmental Superintendent

**3. Review of Previous Minutes**

The minutes of the October 27, 2015, Contract Consultation Meeting with Operating Authority were reviewed by the committee.

**4. Unfinished Business**

**FACILITIES**

**4.1 North Cobalt Wastewater Lagoon – 543083 Proctors Road**

***Vegetation Issues***

Previous Discussion:

OCWA is recommending that the City consider acquiring a high hoe in order to remove the vegetation. Upon a site visit, OCWA has discovered that capacity is being affected because of the vegetation and extensive work is required.

Discussion:

A request has been made as part of the 2016 operations for Council’s consideration to incorporate the cost of addressing the vegetation.

**4.2 Station St. Sanitary Lift Station**

Discussion:

No update

#### **4.3 Groom Drive**

Previous Discussion:

The portable generator at this facility is malfunctioning and parts have been ordered for repairs. A rental unit was placed at the facility for the scheduled power outage on October 25<sup>th</sup>

Discussion:

The repairs to the generator are now complete. OCWA has also discovered an issue with the block heater and will be sending it for repairs.

#### **4.4 Haileybury Mechanical Wastewater Plant – 275 View St**

##### **Grinder**

Previous Discussion:

The grinder has not arrived as of yet but is expected within the next couple of weeks. Currently, OCWA staff is still dealing with the issues with the chlorine pumps, but believe the issue may be resolved by adding a direct chlorine line.

Discussion:

The grinder has arrived and will be installed within the next couple weeks. The chlorine pumps have been replaced.

##### **Sludge**

Previous Discussion:

OCWA is still working on obtaining quotes for the sludge hauling. Once received, OCWA will forward them to Steve Burnett for consideration.

Discussion:

The sludge haul is now complete. Mike Del Monte will inquire as to cost break down for the amount of cubic metres hauled.

##### **Fencing**

Previous Discussion:

On going

Discussion:

Steve Burnett and Mitch Lafreniere will investigate a temporary solution for the winter. A permanent fix will be completed in the Spring.

**Other**

Discussion:

Mike Del Monte requested that the sidewalk and steps be repaired at the facility. Steve Burnett indicated that it would be addressed in the Spring of 2016.

**4.5 Farr Drive Pumping Station**

Previous Discussion

OCWA reported that one pump is installed and running well, with the second pump being installed within the next week.

Discussion:

Both pumps have been installed; however, the pumps are missing leak detection and overheating detection sensors. After contacting the supplier, the sensors were sent at no charge.

OCWA has notified staff that one of the pumps had plugged with a rag and needed to be pulled to unplug.

The supplier has also been contacted to ensure contra blocks have been installed.

**4.6 Haileybury Water Treatment Plant – 322 Browning St**

**High Lift Pump – New**

Previous Discussion:

The high lift pump will be considered within the 2016 budget along with the replacement of the remaining low lift pumps.

Discussion:

2016 Budget Consideration

**Security**

Previous Discussion:

Work is ongoing.

Discussion:

No update

**Parking Lot**

Discussion:

OCWA inquired as to whether or not City staff could remove the old fence that is between the building and the parking lot. The fence is falling down, and removing it completely would also create better access to the building. OCWA suggested perhaps jersey barriers could be used.

### ***Inspection Note***

#### *Discussion:*

OCWA noted that during a recent MOE inspection, it was requested that the hatches at the facility be repaired to secure access points as they will no longer close properly.

### **4.7 Haileybury Reservoir – Niven St.**

#### *Previous Discussion:*

OCWA has requested that landscaping work be completed at this facility in 2016.

#### *Discussion:*

No update

### **4.8 New Liskeard/Dymond Waste Water Lagoon – 177304 Bedard Rd.**

#### ***MOECC Inspection Notes***

##### *Previous Discussion*

Steve Burnett has been contacted by EXP in regards to the two potential files being opened by the Ministry of Environment for the ECA at the lagoon.

##### *Discussion:*

After further discussion with MOECC, there was only one ECA file open for the New Liskeard lagoon and was declined due to lack of design. EXP is working with the Ministry on a new ECA.

#### ***Annual Maintenance***

##### *Previous Discussion:*

Steve Burnett will be following up with Nelson Environmental regarding the status of a report of the work completed.

##### *Discussion:*

Steve Burnett has been in contact with Nelson Environmental and has received a report on the work completed. The report recommended that the aeration on the cells occur regularly, however there was no reference to the amount of sludge that was removed

#### ***Environment Canada***

##### *Discussion:*

OCWA is working towards a solution for compliance with the toxicity issue in the samples. OCWA will be lowering the lagoons for the winter and taking a sample at the end of the first quarter in 2016.

### ***Snow Removal***

Discussion:

Steve Burnett has received two quotes and is waiting on a third.

### ***4.9 Montgomery Sanitary Lift Station***

Previous Discussion:

No update

Discussion:

No update

### ***4.10 Cedar St. Sanitary Lift Station***

#### ***Control Panel Replacement***

Previous Discussion:

City staff is anticipating being on site with a backhoe next week.

Discussion:

On going

#### ***Grease***

Previous Discussion:

The grit channels have been cleaned and according to OCWA, were not as full as previous cleanings.

Discussion:

On going

#### ***Other:***

Discussion:

Steve Burnett brought forward a recent event at the lift station where a high level alarm went off due to a large quantity of water entering the station. This was a result of a valve at the Pool Fitness Centre that was mistakenly left open. City staff is currently working toward a solution to ensure that these types of errors are minimized.

#### **4.11 Goodman Sanitary Lift Station – 132 Jaffray St.**

Previous Discussion:

No update

Discussion:

No update

#### **4.12 New Liskeard Water Treatment Plant – 305 McCamus Ave.**

##### ***Upgrades for Looping Project***

Previous Discussion:

OCWA reported that two pumps have been installed after repairs to both pumps were required for vibrations. OCWA is hopeful the VFD drives will arrive and be installed within the next couple weeks, at which time; the singer valves can be removed.

Discussion:

The VFDs have arrived in North Bay. Once they arrive on site, the check valves will be installed. OCWA also noted that the integrator will be arriving in December.

#### **4.13 New Liskeard Water Reservoir-177102 Shepherdson Rd.**

##### ***Reservoir Shutdown***

Discussion:

OCWA will be completing additional upgrades in where a partial shutdown will be required. OCWA and City staff have had discussions with the Timiskaming Health Unit and it was determined that a second Boil Water Advisory would not be required if proper notification and sampling was done

Discussion:

Steve Burnett and OCWA discussed the work that will be completed tonight that results in a shutdown at the reservoir. Work will start late in the evening to ensure minimal disruption, as well as, less likely to have a large demand of water through the night. Notifications have been issued. OCWA updated the Committee on the work being done.



#### **4.14 Dymond Water Treatment Plant – 286 Raymond St**

##### **Plant Upgrades**

###### Discussion:

OCWA reported that the internal piping as part of the looping project is being plumbed this week and should take approximately two days.

###### Discussion:

There is a meeting scheduled with December 2, 2015 with representatives from St. Michel (school) to discuss the necessary plant upgrades required for their fire suppression.

#### **4.15 Gray Road Sanitary Lift Station – 783495 Gray Rd**

##### Previous Discussion:

Ongoing. Doug Walsh did inform the Committee that the Ministry has requested further information.

##### Discussion:

No update

#### **4.16 Niven St Pumping Station – New Liskeard**

##### Previous Discussion:

No update

##### Discussion:

No update

#### **4.17 Whitewood Pumping Station – New Liskeard**

##### Discussion:

OCWA reported that there was a call in last week at the Whitewood Station for high levels. OCWA determined that was from the Wabi River was feeding through the pumps due to a faulty check valve. This check valve will need to be replaced prior to Spring 2016.

### **5. MOE Compliance Issues**

**This section reviews a number of issues based on the binder compiled and kept at the Public Works Office (Engineering). The numbers are based on the system established within the binder.**

#### **TS-012/TS-027/TS-134/TS-146: Inspection and cleaning of reservoirs**

Mike Del Monte forwarded information from an inspection company to Dave Treen and they are interested in providing a presentation on their products to various municipalities in the area.

Perhaps a demonstration could be provided at the Haileybury reservoir and Steve Burnett will follow-up with Dave Treen as to when the presentation could be held.

Dave Treen created and will implement an operating procedure regarding the inspection and cleaning of reservoirs. The Committee discussed incorporating the procedure into the Drinking Water Quality Management System (DWQMS), and Mike Del Monte recommended referencing the procedure on an “as needed” basis. It is anticipated that the reservoirs will be cleaned this year. **On-going**

### ***Water Works By-Law***

#### ***Previous Discussion:***

Many unresolved MOE Compliance issues are related to administrative features associated with the various water distribution systems which will be alleviated upon adoption of a water works by-law. A water leakage program was discussed and the use of a leak detection device. It was noted that work on this by-law is in draft form, and is on-going and will likely move forward after the asset management plan is completed. **On-going**

### **6. *Communications Upgrades***

#### ***Previous Discussion***

Phase 2/3 is now complete. Phase 3 work will commence in 2016.

#### ***Discussion:***

OCWA will send an invoice to the City for work completed as part of Phase 2.

### **7. *Schedule of Meetings***

The next scheduled contract meeting with OCWA is will be on December 15, 2015 at 9:00 AM

### **8. *Adjournment***

The Contract Consultation Meeting with Operating Authority – OCWA meeting is adjourned at 10:02 AM

## NORTHERN ONTARIO TOURISM SUMMIT

Sault Ste. Marie, November 16-18, 2015

Attended by Graham Gambles, President, Rockwalk Park Inc., as an all expenses paid representative of the City of Temiskaming Shores.

### EXECUTIVE SUMMARY

This event, was very informative and highly educational to anyone involved in the culture/tourism industry. It provided info on where the industry has been, what its current status is, and most importantly, where it should be going tomorrow. This data can help direct the development of tourism in Temiskaming over the next decade.

Although N. Ontario is divided up into eastern, western, and central primary regions for the purpose of GENERAL tourist attraction, it was made clear that it is essential to develop BRANDING for smaller districts within these regions. It was pointed out that although the larger cities, like Sudbury, Thunder Bay, and the Soo are large enough to be a "brand" in their own right, it is essential that smaller communities must link together to form distinct units that can be seen as a specific tourism destination under one distinctive "BRAND".

It is equally important to determine who could be our best client. It was suggested that tourism in the north east region focus on developing fully bilingual activities to attract the 33 million French speaking residents of North America. (Global spin-off potential.)

It was pointed out that all of northern Ontario is loosing its global tourism market share, even if total numbers of tourists visiting the area stays the same. World population is expanding, and many of the new tourists want GREEN adventures. They want to participate in active tourism such as canoeing and kayaking, scenic trail hiking, cycling, and even educational and arts opportunities. They are not so much interested in traditional hunting or even fishing, and are rejecting motor sports such as snowmobiles and ATV's.

A great number of future tourists will be looking for a cultural experience, such as food tourism, understanding an areas cultural identity through education and training activities, and participating in activities that leave a low impact on nature.

One of the biggest opportunities is the expansion of the cycling routes through the north. In the next couple of years, MTO will be building cycling trails from the South Bay ferry port on Manitoulin, and follow Hwy.#6 to Espanola, then diverge to link both Sault Ste. Marie and Sudbury. There is a proposed trail from North Bay to Mattawa being developed now.

To date, there has been no proposal for the Temiskaming District. The region, as a whole, and in cooperation with Velo Quebec needs to develop a plan for the development of cycling trails in our area that will link with the rest of Ontario and north-western Quebec, complete with the necessary attributes, about every 100 KM.

## REPORTS ON INDIVIDUAL SPEAKERS

Karen Peacock: Tourism Excellence North (TEN)

TEN is a new organization for the north, officially open for business as of Nov. 01, 2015. It provides web-based services to communities (municipalities), regions, “destinations”, and private tourism operators. It is a “group learning opportunity” for fee-paying participants.

For example, a community may select SEVERAL community members to participate in the early stages of a tourism development. The project would be evaluated on a 10 KEY FACTOR check list, in order to develop an understanding of the available tourism assets and capacity to become a SUSTAINABLE tourism destination. This would be followed up by case studies of “examples of excellence”. An opportunity for multi day group learning is available to experience and learn from “Best in Class” working trips.

Similarly, independent tourist operators can evaluate 10 key factors that measure the quality of the visitor experience and their particular site, and learn from a collection of examples. This is followed by an intense assessment of visitor appeal for the individual operation. Successful participants can then enroll in a group learning program that involves a 2 day workshop hosted by TEN. Ultimately, a 3 to 5 day workshop will allow participants to experience “Best in Class” facilities to support personal product development.

Personalized coaching, including an on-site visit by an independent expert can be arranged.

All participants must be recommended by a TEN facilitator.

Contact TEN at <[www.tourismexcellencenorth.ca](http://www.tourismexcellencenorth.ca)>

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David McLaughlin, President, Tourism Northern Ontario

Since 1929, the acronym “NOTO” has stood for the Northern Ontario Tourist Outfitters Association. It is the collective voice of northern tourism operators in the attempt to be heard by government politicians and agencies.

In 2000, NOTO was given the “additional operating name” of “Nature and Outdoor Tourism in Ontario” to reflect the fact that NOTO is provincial in nature, and is a singular advocate to the Ontario government.

Any person or business who wants the nature and outdoor tourism industry to have a strong voice in Ontario can become a member in 1 of 4 categories.

Contact Laurie Marcil at 705-472-5552 x24 or email [laurie@noto.net](mailto:laurie@noto.net)

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## Max Valiquette (Keynote Speaker): TRENDS WITH BENEFITS

Currently, MILLENNIALS are the single most important demographic cohort to pay attention to. This is your prime tourism customer of today and tomorrow. For ANY product that you are developing and selling, you must learn to relate to this generation for success.

Millennial make their career choices in grade 9, but do not graduate the educational system until their late 20's. They have a prolonged period of pre-adulthood where an interest in travel can start early. Note that virtually all of them are connected to social media that is used daily, and often to excess. As a tourism provider, you must connect to the millennial via the social media interface.

As a group, Millennials will be defined by the need to create travel experiences that reflect what they want, and they will want to set the agenda from the choices that are offered via the technology medium. Every experience needs a picture and the picture must be shared. The whole travel experience will be shared as a social component to a network of friends AND family.

Note that "Boomers" are influenced by Millennials. Boomers are willing to share in this new technology that Millennials were born into. It is an essential technological component for older family members to use, in order to stay in touch with the offspring. Boomers "stay young" by participating in the Millennial trends, including social connectedness.

SHARING is a trend that will stay and grow. Millennials do not have the money to purchase all the things that they want to use, (for short periods) and certainly have no place to store them. They are "Asset-light". A rented car in the city is the best example, when expensive city parking spots limit the viability of owning a car. In another example, the 'Smart Phone' provides all telecommunication and social needs, so there is no requirement for owning a TV, wired telephone, desk computer, camera, photo albums, record/CD player, etc. Without "stuff", the Millennial can afford to downsize expensive apartment square footage.

In travel plans, the Millennial may splurge on air fare to far off places, but does not carry much with him. Tourist operators need to recognize that their clients will want to rent/share the necessary clothing/equipment to enjoy the experience. (This is a replay of the bowling alley experience. The shoes and the ball come with the cover charge!) The Millennial only brings his smart camera and a toothbrush. He is willing to rent the rest. Note that Millennials may not carry much cash. They pay for products through the technological interface. Prepare your business for this reality of modern commerce and promote your connectivity!

Sharing extends to accommodations. Hotels are expensive. Home/apartment owners are willing to share facilities and a bed for a much lower price. The Millennial travels light and is willing to couch-surf.

Millennials do not collect brochures of potential travel destinations. They use social media to gather info and use services such as "Trip Advisor" to plan travels. They make use of

“Apps” or reference bar codes. Travel providers must make themselves known in a high tech manner. If your operation is large enough, develop an App for potential customers (and your own associates). Alternatively, integrate what you do into existing Apps.

RATINGS are increasingly important as part of the social connection. Similar to a University Professor, you as a tourism provider will be continually rated on both the quality of the experience and as a personal contact. Fact of Life. Prepare for it!

Note that Facebook and Twitter are being increasingly seen as “old” technology and are being replaced by more “targeted” micro-social networks. We are at just the beginning of this trend, but only change is constant. New formats such as “Instagram”, “Tumblr”, and many others are relatively untapped as workplace tools right now. It is believed that they have great potential for activities such as HR pre-recruiting efforts.

INTERNET connectivity is changing. It is now possible to take a picture of a bridge, a building, or a geological landscape such as Niagara Falls, and the internet search engine will provide connection to all the literary data that you might ever require on that “thing”. At some point, every museum might have the full written record of its every individual collection ready to be detailed at the click of a finger, similar to the service of a QR or barcode on a can of beans. And that info will be available in a multitude of languages.

TRAVEL WIFI is available in the major cities worldwide, but is relatively costly. However, it is essential for international tourism by Millennials, who prefer to be in continual contact with friends and family via social media. Isolated lodges and travel providers will need to evaluate the potential for linking their destination to satellite services in order to attract the demanding connected traveller. This is already available (at a significant price) on south seas cruise ships that are often positioned far away from a land based social communications link.

Regional BRANDS are essential to marketing success. For example, the name “NAPA VALLEY” commonly brings forth a vision of wine and dine adventures in this opulent agricultural region of California. The name Saint John, Newfoundland, brings forth a similar well marketed vision of colorful houses on steep rocky hillsides, where a population known for exuberant times resides. Similarly, the Big Nickle represents Sudbury with a more positive face for marketing purposes than the INCO “Superstack” does.

And if you can BRAND a PROMISE, you really have got it made. Every Ontario child knows that “Everyone Loves Marineland”, found just down the road from Niagara Falls. That musical slogan is an echo of the original promise of Walt Disney World – internationally known as the place “Where Dreams Come True”!

Pay attention to what is arriving next as a “Disrupter” and be the first to embrace “CHANGE”.

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Beth Potter: Tourism Industry Association of Ontario (TIAO)

Globally, tourism accounts for 9% of the GDP of the average country. In Canada, due to the prevalence of other economic opportunities, tourism represents 4% of the Canadian GDP. The aim of TIAO is to grow the Ontario tourism industry by 5% per year over the next decade. This reflects the stated goal of the new federal liberal government to grow the ECO-tourism industry and CREATE JOBS.

Millennials are the future of the travel industry. They want to see technological change in the way that the tourism product is delivered and in the form that the tourism product is offered.

As tourism is an economic driver and job creator in Ontario, "NEW PRODUCTS" must be developed for the tourist industry to attract the attention of the Millennial Generation, who are known to be willing to spend significant amounts of money to get the type of tourism experience that they want. Federal funding can assist in the development of these products.

Contact TIAO at [www.tiaontario.ca](http://www.tiaontario.ca)

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Debbie Mann: Festivals and Events Ontario

This organization will have its 2017 Annual Conference for TIAO in Sault Ste. Marie.

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Jane Karhi: FEDNOR

Over the last few years, there have been annual tourism receipts of over \$2 Billion in northern Ontario, represented by 21,000 jobs. The FEDNOR strategic initiative is to provide support to northern Ontario not-for-profit groups in the development of NEW tourism products. Examples of this initiative are;

- 1 – Lake Superior Marine Conservation Area (Red Rock Interpretation Centre)
- 2 – "Group of Seven" painting site identification in the Algoma District.
- 3 – "Wayfinding" project of developing standardized signage to attractions

FEDNOR recognizes the need for Northern Ontario to BRAND in order to stand out and innovate in order to maintain its place (or grow) in the Canadian tourism industry, as a favoured location for Millennial / social tourism

FEDNOR also recognizes that FRANCOPHONE projects are needed.

FEDNOR will have upcoming announcements on the 2017 federal Canada 150 celebrations.

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Jean-Gilles Lamieux: Ministry of Northern Development and Mines

A “Growth Plan” for the next 2 decades (to 2036) has been developed to help diversify the northern economy. Tourism is a major component of that plan. 95% of the northern Ontario population have agreed in surveys that tourism is important to the northern economy. The direction of the Growth Plan for tourism is based on FEDERAL strategies.

MNDM will support projects that identify NICHE tourism opportunities, attract local and INTERNATIONAL tourism, promote UNIQUE projects, and respond to local LABOR market needs.

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Bruce Strapp, Executive Director, Northern Ontario Heritage Fund Corporation

Under the Strategic Economic Infrastructure Program (SEIP), NOHFC can provide up to 50% of projects that have a direct and demonstrable positive economic effect on a REGION or Community. SEIP will support PARTNERSHIPS that could include Municipalities, First Nations, Aboriginal Organizations, Local Service Boards, Not-For-Profit Corporations, Educational Institutions, and the private sector.

SEIP will support projects (for the next 3 years – 2018) that will advance tourism opportunities and support KEY tourism attractions, including ARTS and CULTURE projects that are identified within a municipal or similar First Nations cultural plan. SEIP will also support SPORT and EVENT tourism, as well as the development of municipal docks that are tied to tourism plans.

Note that “TEN” is funded by NOHFC, as is the “East Algoma Local Food Festival”, plus many other projects recently developed.

Contact NOHFC at 1-800-461-8329 ([nohfc.ndm@ontario.ca](mailto:nohfc.ndm@ontario.ca))

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Stacie Fiddler; The Labour Market Group (LMG) : BUILDING A TOURISM WORKFORCE

The LMG compared 10 northern regions (including Temiskaming) under a number of statistically related factors for the years 2006 to 2011. Across the north, well over 90% of visits were personal in nature, as opposed to business oriented.

Temiskaming was poorly reflected in most comparisons, with the exception that it received dominant ranking in the category of over-night, at-home visits from friends and relations. This is the regions current strength – “family bonds”.

Due to the family focus in Temiskaming tourism, there are a resultant fewer jobs within the tourism industry locally, than in any other northern region, with the exception of DINING.



However, the LMG identifies the recruitment of qualified chefs, cooks, and kitchen staff to be one of the most limiting factors to expansion of tourism in the north at this point in time. This is due to 1 - Lack of applicants, 2- Lack of required skills and work ethic in applicants, and 3 – lack of required experience.

LMG similarly notes that RETENTION of qualified employees is equally significant due to the lack of career development opportunities, as well as overwork by current staff, primarily due to the lack of sufficient team members. Job competition from other more economically competitive industries also draws qualified staff away from tourism.

The round table discussions suggested that the future workforce is dependent on the development of appropriate high school programs that can introduce students to this sector. This must be linked by training at the community level, with appropriate funding. It is up to employers to make the jobs more attractive as a long term career, rather than as a fill-in for tough economic times for individuals.

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## PRODUCT DEVELOPMENT SYMPOSIUM

Featuring Juanita Keel-Ryan from Newfoundland

Atlantic Canada has had many recent successes with tourism. Keel-Ryan focussed on the recent development of FOGO ISLAND as a primary tourist destination. She observed that each traveller has a specific PASSION, as an individual, and he will seek out locations where he can experience it. Similarly, success in TOURISM PRODUCT DEVELOPMENT starts with the passion of an individual who is fueled by a VISION.

The VISION may be owned by an individual, but it can only be achieved by the population of a community or a region who ADOPT the vision. On Fogo Island, a unique building was constructed to specifically attract artists (and wealthy individuals seeking a unique experience). As such, in addition to unique lodgings, the food served must also be unique, using top quality and LOCAL ingredients. Similarly, the entertainment and attractions must also be unique. “FRINGE” events today will become the mainstay of tourism tomorrow.

The EMOTIONS created by the place (and by the people who manage it) will tie the traveller to the destination. The satisfied traveller is your best promoter. For example, beyond Fogo Island, the East Coast Trail (along the Atlantic shore line) ties communities together, and this is a connection that many travellers seek. The adventures (and misadventures) that have successful conclusions may be what a traveller remembers most..

To achieve success in tourism, a community has to be willing to CHANGE. Look at the potential of a region from the EYES of the TRAVELLER. Develop multi-season events to lengthen the tourist season and provide economic stability for individuals and businesses involved. Hire front-line staff who are tied to the community and capable of telling the stories of the community. Provide the equipment (boats, kayaks, skis, skidoos, guides) that tourists need to fulfill their adventure. Be willing to CHARGE for a QUALITY experience!

Daniel Levine: (Keynote Speaker) What Travellers Want & How To Give It To Them

Always remember that a Trend is NOT a Fad. (The use of Cats-eye Glasses was a fad. The move to using Contact Lenses was a Trend.) “Social trends” are shared changes in sentiment, by a significant sector of the population, in any measurable direction.

Today, it is expected that a business should Embrace Transparency. This might be represented by listing all the ingredients of a food product either on the label, or in even more detail by way of a QR code. Amazon supplies an APP for QR code reading.

A prominent business policy is to “make it simple and make it quick”. We are in an era of information overload. A “WIKItravel” App can be used to promote a community. Run an executive summary of the primary tourist points and follow up with links to more detailed descriptions of the community. This is a trend that comes from our current use of Smart Phones. We expect fast and correct answers to our questions.

Customize and personalize the event as much as possible. Chefs know that the customer appreciates their making of personal, artistic dishes. Customers take pictures of the meal and forward the shots on to their friends. Great advertising for future customers!

A trend is forming from the Global Warming crisis. There is a concept being developed that suggests that the PUBLIC has a need to develop a society that is “Green and Good”. An example of this movement is the tracing of food sources back to the farmer that grew the product. This has benefitted marketing. The Royal York Hotel makes much ado about the fact that they source their honey from their own bees that they keep on the Hotel roof!

There is a trend toward helping people foster connections. It may be the bar where “Everyone Knows Your Name”! However, Hotels are developing public areas where individuals can gather, not to drink alcohol, but to work together. When away from the home office, many people do not want to work alone. Similarly, the traditional “Singles Bar” is being replaced by a coffee shop where the Barista can act as a match-maker. After all, she is the one who is in control of the seating.

How do we turn trends into action?

1. Be transparent about the value you offer.
2. Know who rates you online.
3. Transparency engenders trust.
4. Sell simplicity – YOU take care of the problems.
5. Remove pain points for your customers.
6. Customize as much as possible.
7. How can you make an experience more meaningful?
8. If you are Green/Good, let the customer know.



J.R. Pierman: Lucidia

Lucidia has done a complete digital statistical analysis of the tourist industry economics in northern Ontario. They have concluded that we need to BRAND the North as a whole, and that people within the tourism industry (and out clients) must learn to LOVE OUR BRAND. (Love = Satisfied Customers.)

Having said that, it is also important to recognize that Northern Ontario is a BIG area, and it is important to create a BRAND for smaller groups of communities that are working together. Common local goals will pull small communities together.

Remember that travellers are just individuals like the rest of us...looking for a personal experience offered by a tourism adventure. They are looking for an honest story and to learn how we in our communities are personally affected. This will supply them with a unique, memorable tourism activity that is worth the effort and cash dedicated to achieving this experience. The STORY itself relates directly to the BRAND.

It is up to each group of communities to identify their own sustainable, competitive advantage in order to make tourism more attractive in our own region within northern Ontario.

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Kevin Eshkawkogan: Great Spirit Circle Trail (Manitoulin District)

In 1997, the tour was only an idea. The goal was to develop a way to tell a local STORY that is historically CORRECT, all from the native point of view. It was essential to avoid myths and mis-information.

The Aboriginal community was willing to work as partners in growing the economy of their Manitoulin communities. In 2014, the great spirit Circle Trail was named Tourist Champion of the Year.

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Alejandra Ycaza: Expedia Lodging Partner Services

From television ads, we are familiar with “Hotels.com”, which happens to be an EXPEDIA company. What they have done to support the hotel industry through the “Power of Partnership” on an international basis, they are now trying to replicate for small lodging facilities of 1 to 20 rooms in rural communities across Canada

They have social media links throughout the globe, and intend to use these connections to promote northern Ontario tourism world-wide. View their “Roadtripper” promotions.

Contact Expedia at [aycaza@expedia.com](mailto:aycaza@expedia.com)

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Fran Hohol & Rebecca Godfrey (CBRE Tourism and Leisure;) Public Private Partnerships

“P-3” are large scale partnerships, the likes of the public North Bay Waterfront renewal project, that is linked to the private Georgian Bay Cruise operation of the Chief Commanda tour boat. The redevelopment of the Thunder Bay waterfront and the renewal of the Agawa canyon tour train are other example of P-3 endeavours. They usually take many years in the development stage.

The goal is to develop a “Creative alliance or collaboration between the private and public entities to fulfill a long term goal” ...usually related to the survival of local jobs and maintain or enhance local economies.

Traditionally, there are 3 stages to the Tourism Life Cycle of a typical tourism project. These are Inception, Building, and eventual Stagnation. At the final stage, demolition is possible without major financial support for a new vision. However, Public support can enhance the viability of a project at all 3 stages of the tourism life cycle.

Note that “Public Art” is a common component of public participation, used in order to attract the local public (and tourists) to the upgraded venue, and enhance the opportunities for visual artists in Canada.

\*\*\*\*\*

Alan Rosadiuk: (The New Business) Advanced Analytics and Metrics for Tourism

Organizations that make the change from traditional paper based promotion to electronic/digital marketing must recognize that there is more to glean from the visitor response than just the number of hits/visits/sessions that the promotion attracts.

By adding a piece of “code” to a third party website, an electronic data analyst can determine what a potential client is doing after they leave the site. The starting point is to determine if the viewer has just glanced at the cover page or has he actually read the page. Has he gone on to a second page or made a link to an associated website? Don’t be impressed by the number of hits that you receive. Determine the depth of communication that you are providing. Identify those potential customers who are “deeply engaged” in your electronic communication.

Recognize that there are professional analysts available who can interpret the digital information that a potential customer is creating. Recognize that each individual visit is your connection to a real, live, potential customer. Recognize that your marketing budget does not just include the cost of setting up your electronic promotion. It MUST also include the evaluation of the individual visit. Does your promotion only attract internet surfers or do you attract serious potential clients? You have to know these things before you consider upgrades to your website-otherwise you are only flailing in the electronic darkness.

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Ronald Holgerson (Keynote Speaker) Ontario Tourism Marketing Partnership Corp.

Change is a constant, even in the tourist industry. As individuals and populations age, and as one generation is replaced by another, it should not be unusual to see a change in interests over time. At a certain point in the process, the tourist industry will have to undergo a major transformation. In Ontario, 2020 has been set for the transformation.

The GOAL of the OTMPC is to position Ontario as a preferred GLOBAL (year-round) tourist destination. The MISSION is to stimulate increased consumer visits AND spending (from all sources) in order to contribute to Provincial economic prosperity through impactful marketing and results oriented investment partnerships.

Internationally, we have been investing in marketing primarily to the American citizen. In the future, about half of the international effort will be focussed on USA, with the other half directed globally (primarily to China, Japan, Germany, France and the UK). Note that while Americans like to harvest the wildlife resources, Europeans and Asians have little interest in hunting and fishing, but prefer their wildlife to remain alive for observation and photos.

Nationally, there will be an increased effort to attract tourists with a French speaking heritage. Note that with Quebec included, there are 33 million people who speak French in North America. Ontario tourism operators must take that into account. Attracting global French speaking tourists – such as from France itself- would be the extra gravy that makes a bilingualism focussed tourist effort viable.

To this end, a new tourism product focusing on French heritage has been added to the Ontario portfolio in the past couple of years. The “Circuit Champlain” road tour has been developed to honor the 400 year anniversary of Champlain’s original expeditions to what is now central Ontario. This new BRAND focuses on Hwy #17/417 from kilometer zero on the Quebec border, northward to Mattawa and west to Sudbury. It then circles down to Manitoulin and across to the Bruce Peninsula and includes the French outpost of Penetanguishine. The circuit is completed by a route East through Algonquin Park and back to the starting point. There is a bilingual connecting route to Toronto as well, to act as an alternative starting point.

Given that the primarily bilingual communities in the Districts of Cochrane, Temiskaming, and Nipissing border on the province of Quebec, it would be logical to TRANSFORM the focus of tourism from the traditional American base to the more accessible Quebec base.

However, north-eastern Ontario must recognize that the region has resources that would attract a GLOBAL traveller. Europeans and Asians both want to enjoy an ABORIGINAL experience while they discover the northern wilderness. Therefore the region must BRAND itself as a multi-lingual experience, with English, French, and Aboriginal languages presiding equally, but ALSO with access to European and Oriental languages. Fortunately, new electronic translation devices may soon enhance this ability, in addition to live translators who may be gleaned from the foreign student population based in Ontario.

\*\*\*\*\*

Mike Wozny, (North Channel Trail) Phil Hutton, (MTO) Marlaine Koehler (Waterfront Regeneration Trust): Exciting Trail Developments for (Cycling) Tourism

Based on the outstanding success of Quebec in developing cycling trails that link that province from Gaspé to Rouyn-Noranda, the Ontario government has recently invested in the development of cycling trails across southern Ontario, from the Quebec border to the Windsor area.

Keeping to the St. Lawrence-Great Lakes shoreline, the WATERFRONT trail will eventually reach Tobermory in the next few years. Note that Velo-Quebec will extend their trail to Ville Marie in the same time period, and finish uncompleted sections between Val D'Or and Montreal as well. This Velo-Quebec route is dead-ended at the Ontario border.

Planning for the "Lake Huron North Channel Waterfront Trail" began as an informal study in 2013, and construction will take place in 2017/18. This cycling trail runs from Sudbury to Sault Ste. Marie. There will be an eventual link to Tobermory via Hwy#6 through Manitoulin. An Eastern extension will link Sudbury to Mattawa, and eventually Ottawa.

Construction of these northern trails has become a product development pillar of Tourism Northern Ontario. Following the success of the initial 2013 study, a working group with a hired project manager began a detailed study in 2014. All communities and their representatives along the proposed route were invited to participate, and from those encounters, a route was chosen. MTO was heavily involved in the study, insisting that viable routes that are NOT adjacent to Trans Canada Hwy.#17 be used as a priority, in order to reduce car-bike accidents. Fortunately, there are many low use original roadways in this area that have been maintained since the construction of Hwy.#17.

MTO wants to work with initiatives by local groups throughout northern Ontario, in order to extend the Ontario trail system. This is a goal set by the Ontario government as a whole. The primary focus will be on further westward expansions of the route, but all northern communities are eligible to become involved in this Provincially mandated effort.

Private discussion with Phil Hutton of MTO at the end of the day evaluated some specifics for the trail potential in the Temiskaming region. Recognizing that there is a cycling trail in Temiskaming Shores, and that Velo-Quebec has a dead-ended trail currently as far as Rouyn - Noranda, it was recognized that there is a potential to link the two systems in an interprovincial effort. Such a project would have to be initiated by community members.

A trail could follow Hwy#66 from the Quebec border to Kirkland Lake, then south on #112, linking to #573 running to Charlton, and eventually linking to #65 West near Temiskaming Shores. A link along #65 East to Notre Dame du Nord would link with Velo Quebec in that area. It is possible that Velo Quebec may eventually continue their route to Temiskaming Quebec, where a link to the Ontario system would extend the route to North Bay via Hwy. #63. Quebec cyclists could then span the area between Mattawa and Pembroke, before returning to the Velo Quebec trails. Riders from Temiskaming could access both Provinces.

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## 1.0 CALL TO ORDER

The meeting was called to order at 9:05 AM

## 2.0 ROLL CALL

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

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

### **Addition of Closed Session (10.0)**

Legal Opinion  
HR Update

### **Addition under New Business (9.25)**

Stato Trail Line Painting

## 4.0 APPROVAL OF AGENDA

### Recommendation PW-2015-060

Moved by: Mayor Carman Kidd

Be it recommended that:

The Public Works Committee agenda for the November 25, 2015 meeting be approved as amended.

**Carried**

## 5.0 Disclosure of Pecuniary Interest and General Nature

- None

## **6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES**

### Recommendation PW-2015-061

Moved by: Councillor Doug Jelly

Be it recommended that:

The Public Works Committee minutes for the October 29, 2015 regular meeting be adopted as printed.

**Carried**

## **7.0 CORRESPONDENCE**

### 7.1 Winter Road Conditions (Email) – Stock Transportation

#### **Discussion:**

Mitch Lafreniere received an email from the General Manager, Luc Charlebois, of Stock Transportation regarding the road conditions during a recent snow storm event and requested that more salting and sanding occur during these snow storms, specifically on the transit route.

Mitch noted that he requested specific information from Luc in regards to the location or specific streets that were an issue as a majority of the transit route is on the Public Works priority route for winter maintenance, however, Luc was unable to provide that detail for the meeting.

Chris Oslund suggested that the hills on Haileybury are likely the issue and perhaps staff need to evaluate the route and cleaning schedule.

Carman Kidd suggested that the transit drivers should be driving according to the conditions and should not be concerned about making the exact times on the schedule, as with a storm event, the riders should expect there could be a delay.

## **8.0 PUBLIC PRESENTATIONS**

- None



## **9.0 UNFINISHED BUSINESS**

### **9.1 Grant Drive at Hwy 65E**

#### **Previous Discussion:**

Discussion on this item will occur in Closed Session.

#### **Discussion:**

Doug Walsh advised that the easement agreement for the new water line is currently being drafted.

### **9.2 Asset Management**

#### **Previous Discussion:**

As part of the Asset Management Plan financials, staff has drafted a proposed fleet replacement schedule that will be presented in the Building Maintenance Committee meeting. Work continues on the other sections. Chris Oslund anticipates a presentation of the draft plan by January 2016.

#### **Discussion:**

Work on the financial component continues.

### **9.3 Wilson/Armstrong Property – Drainage**

#### **Previous Discussion:**

The follow up letter has been drafted and sent. Staff will also follow up with a phone call.

#### **Discussion:**

Doug Walsh confirmed that the property owner has provided consent to proceed with an easement.

### **9.4 LED Street Lighting**

#### **Previous Discussion:**

Mitch Lafreniere reported that there has been a delay in the second shipment of lights and it should arrive by the week of November 6<sup>th</sup>. Mitch has confirmed with Millers that this should not result in a delay in the overall completion of the project.

#### **Discussion:**

Mitch Lafreniere informed the Committee that there has been another delay in getting the second shipment of lights. Mitch will be requesting an extension from Save on Energy.

### **9.5**    AMEC – New Waste Management Capacity

#### **Previous Discussion:**

Steve Burnett reported that the draft EA is now complete. There was a Waste Advisory Committee meeting held recently to determine the next steps in moving forward with the landfill. Staff will now review the draft EA and send comments and revisions back to AMEC. Once AMEC has made the changes as requested, it will be sent to the Ministry of Environment for comment. This will likely take place in July 2016.

#### **Discussion:**

Steve Burnett has provided all the City's comments to AMEC, who will incorporate them into the submission to the Ministry.

### **9.6**    Access Control Policy – Entrance Permits

#### **Previous Discussion**

Steve Burnett reported that all of the Grant Farm entrances have been identified with their GPS. Those coordinates will be sent to Steve for the City's database. There are some of the existing entrances that may require signage, and that would be at a cost to Grant Farms.

#### **Discussion:**

The coordinates have not yet been received from Grant Farms. Steve Burnett will follow up. Steve will also inquire with Dave Treen, Municipal Clerk on the managing of the 911 numbers that will be associated with the entrances.

### **9.7**    Dymond Business Park – Rockley Road Reconstruction

#### **Previous Discussion**

Doug Walsh reported that the left turning lane is now complete; staff is waiting on final invoicing from the Ministry of Transportation. Final inspection of the entry on Rockley Road will be completed today.

#### **Discussion:**

Doug Walsh reported that an invoice from the Ministry of Transportation should be received today. Following the arrival of that invoice, this project is now completed and will be removed from future agendas.

### **9.8** Lorne St. and FPT 26 lot Subdivision Update

#### **Previous Discussion**

The developer of the 26 lot subdivision anticipates that selling of lots will begin in early 2016, as well as, the paving of Lorne St. in the summer months.

#### **Discussion:**

Doug Walsh confirmed that all utilities, with the exception of natural gas, have been installed. Work is expected to cease during the winter months.

### **9.9** Public Works Staff Training

#### **Previous Discussion**

Doug Walsh highlighted the following staff training items:

- Operator in Training preparation continues for 3 members of the PW staff. The exam will take place on December 10<sup>th</sup> in North Bay.
- Several members of the PW staff will be taking Fall Arrest training later this week. (2 sessions)

#### **Discussion:**

Doug Walsh reported that the three staff members who will be writing their Operator in Training Certification are nearing the completion of their preparation education courses and will be writing their exams in North Bay on December 10<sup>th</sup>. Doug also informed the Committee of the completion of Fall Arrest Training by several members of the Public Works staff.

### **9.10** Public Works Department Update

#### **Previous Discussion**

Doug Walsh reported that the Temporary Seasonal position has been filled. The position is based on 32 hours/week.

#### **Discussion:**

No update

### **9.11 Build Canada Fund**

#### **Previous Discussion**

Doug Walsh reported that more information regarding the project has been requested from the Ministry.

#### **Discussion:**

No update

### **9.12 Traffic Detours**

#### **Previous Discussion:**

Doug Walsh has had a follow up discussion with the Ministry of Transportation and will be arranging a meeting with the local contractor who has the road maintenance contract. (IMOS)

#### **Discussion:**

No update

### **9.13 2016 Roads Program (changed from 2015)**

#### **Previous Discussion:**

Doug Walsh reported that the final change work order was recently approved by Council. Staff is waiting on final invoices and work on the 2016 draft program is underway.

#### **Discussion:**

Completed, discussion item will now be renamed to 2016 Roads Program.

### **9.14 Full Solid Waste Management Program**

#### **Previous Discussion**

Landfill- Staff is still working on finalizing the agreement with the Town of Cobalt.

Curbside Collection – Staff is recommending that all the current agreements with various surrounding townships increase by 2%. Steve Burnett will have a memo for Council's information at the next Council meeting.

#### **Discussion:**

Chris Oslund and Steve Burnett have met with the Town of Cobalt and will be moving forward with a landfill agreement that will be presented to Council for the Town of Cobalt. The agreement will be based on 15% usage by the Town of Cobalt and will be billed based on 15% of gross costs for landfill operations.

### **9.15** Drainage issues - Peter's Road

**Previous Discussion:**

Doug Walsh reported that the petition will be moving forward and will take approximately 2 years to get underway.

**Discussion:**

No update

### **9.16** Speed Limit on Lakeshore Road

**Previous Discussion:**

There will be a report going to the next Council meeting recommending that the current speed limits and zones remain in effect. Staff is also recommending that signage be placed in advance of the entrance at New Liskeard Sheet Metal to alert drivers of trucks and transports turning.

**Discussion:**

Council has accepted staff's recommendations. This discussion is now complete and will be removed from future agendas.

### **9.17** Dymond Looping Project

**Previous Discussion:**

Work on the looping project is ongoing. Installation of the line on Roland Road that will connect to Raymond St. is complete, and work continues on the line from Highway 65E to Paddon Crescent.

Work in the sanitary line from Grey Road to McDonalds will continue once Northern Telephone relocates underground telephone lines.

**Discussion:**

All underground piping for the first section of the project is now in place. Pedersen Construction continues to work on the underground piping from Grey Rd. to McDonalds. Reservoir work on Shepherdson Road and in Dymond Township is nearing completion.

### **9.18** Development – Groom Drive

**Previous Discussion:**

Doug Walsh reported that both Hydro One and Union Gas will be on site next week to install hydro and gas lines.

**Discussion:**

Doug Walsh stated that there are still easements to be obtained for Hydro One.

**9.19 Closed Roads**

**Previous Discussion:**

Chris Oslund has been in contact with the Snow Travelers organization and has come up with a solution for the concern of the one section of unmaintained road that is used as part of the local snow traveler trail system.

Chris has suggested that for liability reasons, the City should assume old roads and have them properly signed as “unmaintained”. Staff will have to determine what may already be in existence for signage, as well; determine the locations of such roads.

**Discussion:**

Chris Oslund will follow up with Snow Travelers organization in regards to their concern with a section of the trail.

**9.20 Relocation of Storm Sewer – Haliburton Street**

**Previous Discussion:**

No update

**Discussion:**

More information will be provided in closed session.

**9.21 Storm Sewer – Smallmans Drugstore**

**Previous Discussion:**

Doug Walsh reported that work has started on the storm sewer and will continue for the next couple days. Once completed, staff will return to repair the damaged asphalt. Doug will ensure that an easement is obtained for any future work.

**Discussion:**

This project is now complete and staff will be working towards obtaining an easement for any future access to the property that may be required.

**9.22 Storm Sewer – Bolger Ave**

**Previous Discussion:**

Pedersen Construction recently repaired two sags in the storm sewer at this location. Repairs to the residents interlocking stone will take place once the stones have settled.

**Discussion:**

This item of discussion is now complete and will be removed from future agendas.

### **9.23** 2016 Budget

#### **Previous Discussion:**

Doug Walsh presented the draft 2016 Public Works Capital Budget to the Committee, highlighting any necessary carryovers from 2015. Doug also provided a breakdown of work that is proposed to be completed along Lakeshore Road as part of the 2016 Roads Program, which includes a possible relocation to the existing route of the STATO trail.

Steve Burnett provided the Committee with the draft budget for Environmental Capital Projects for 2016.

The draft budgets will be presented in their entirety at an upcoming Corporate Services Committee meeting prior to being presented to all of Council in late November.

#### **Discussion:**

The first presentation of the 2016 Budget was made last night at a Council meeting. Ongoing

### **9.24** Audible Pedestrian Signals

#### **Previous Discussion:**

The Committee acknowledged a report received from the Temiskaming Shores Accessibility Advisory Committee regarding concerns with the Audible Pedestrian Signals located at the crosswalks in downtown New Liskeard. The report contained several recommendations including relocation of the signals, the hiring of a traffic engineer to provide guidance on the flow of traffic, public education programs for use of the signals and increased testing of the audible signals by a trained contractor. The group also had concerns in regards to the location of the seasonal BIA decorations covering the signals on the poles.

The Committee agreed that minor modifications could be made for the time being with the volume of the signals and location of BIA decorations. Cost to cover the items such as a traffic engineer could be considered as part of the 2016 budget process; however, relocation of the poles will not take place until such time there is considerable infrastructure work completed in the area.

#### **Discussion:**

Mayor Carman Kidd will be discussing the audible pedestrian signals with the TSAAC Committee; this item will be removed from future agendas.

## **10.0 NEW BUSINESS**

### **10.1 STATO Line Painting**

#### **Discussion:**

Councillor Doug Jelly brought forward a concern in regards to the curb lane portion of the STATO trail being opened, as the line that divides the STATO trail and the driving lane is a solid white line and legally should be a dashed white line if that lane will be used for traffic when the STATO trail is closed.

Doug Walsh confirmed that in 2016, the solid white like will be covered and repainted with a dashed line.

## **11.0 ADMINISTRATIVE REPORTS**

- RFP – Cutting Edges
- 3<sup>rd</sup> Reading of the Asset Management Plan

## **12.0 CLOSED SESSION**

### **Recommendation PW-2015-062**

Moved by: Mayor Carman Kidd

Be it recommended that:

The Public Works Committee convenes into Closed Session at 10:30 a.m. to discuss:

- Advise that is subject to solicitor-client privilege, including communications necessary for that purpose under Section 239 (2) (f) of the Municipal Act, 2001
- Labour Relations or employee negotiations under Section 239 (2) (d) of the Municipal Act, 2001 – HR Update

**CARRIED**

### **Recommendation PW-2015-063**

Moved by: Councillor Doug Jelly

Be it recommended that:

The Public Works Committee rise without report at 10:54 AM noon.

**CARRIED**



### **13.0 NEXT MEETING**

The next meeting of the Public Works Committee is scheduled for January 14, 2016 in the New Liskeard Board Room (325 Farr Drive – City Hall) to commence at 9:00 AM.

### **14.0 ADJOURNMENT**

Recommendation PW-2015-064

Moved by:

Be it recommended that:

The Public Works Committee meeting is adjourned at\_10:57 AM

**Carried**

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**COMMITTEE CHAIR – D. JELLY**

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**RECORDING SECRETARY**

## 1.0 CALL TO ORDER

The meeting was called to order at 11:13 AM

## 2.0 ROLL CALL

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

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- None

## 4.0 ADOPTION OF AGENDA

Recommendation PW-BL-2015-043

Moved by: Councillor Doug Jelly

Be it recommended that:

The November 25, 2015 Building Maintenance Committee Meeting Agenda be adopted as printed.

Carried

## 5.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2015-044

Moved by: Councillor Doug Jelly

Be it recommended that:

The Building Committee Meeting minutes of October 29, 2015, be adopted as printed.

Carried

## 6.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

## 7.0 DELEGATIONS/PUBLIC PRESENTATIONS

- None

## 8.0 UNFINISHED BUSINESS

### 8.1 Municipal Data Works (changed from MarMak)

**Previous Discussion:**

On going

**Discussion:**

On going

### 8.2 PFC

**Previous Discussion:**

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

**Discussion:**

Work at the Pool Fitness Center is frequent and ongoing. Staff will be considering a request for the 2017 budget of the MCC panel replacement due continuous erosion from the humidity.

### 8.3 Building Division Staff Update

**Previous Discussion:**

No update

**Discussion:**

No update

### 8.4 Engineering survey for Shoring of Waterfront

**Previous Discussion:**

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

**Discussion:**

Project is on going. The contractors experienced some delay due to high water levels, however, docks are nearing completion and the overall project will be under budget.

8.5 Implementation of Fleet maintenance management software

**Previous Discussion:**

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

**Discussion:**

Mitch Lafreniere reported that the software has been purchased and appears to be simple and easy to understand. There will be some training required for the staff once the program is underway, likely in early 2016.

8.6 Library Services Review

**Previous Discussion:**

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

**Discussion:**

The first meeting of the subcommittee was held on November 12, 2015. Kelly Conlin will forward the minutes to Councillors Whalen and Jelly.

8.7 DFO / City property off Main street, Haileybury

**Previous Discussion:**

No update

**Discussion:**

A follow up letter has been sent to the Department of Fisheries and Oceans.

8.8 Murray Daniels Park, Leisure Services

**Previous Discussion:**

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

**Discussion:**

The recreation staff continues to remove the fence. Approximately 40 feet of the fence was taken and placed at Pete's Dam.

8.9 285 Whitewood

**Previous Discussion:**

No update

**Discussion:**

The purchasers of the building are still awaiting a record of site condition for the Ministry of Environment. There will be another request coming forward to Council for an extension on the purchase date until such report is received.

8.10 Green Energy Plan

**Previous Discussion:**

No update – on going

**Discussion:**

Mitch Lafreniere reported that the rough draft of the Green Energy Plan has been completed. The Committee will have an opportunity to review the plan prior to it being brought forward for Council's review.

8.11 Fleet Replacement Plan

**Previous Discussion:**

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

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

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

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

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

**Discussion:**

The draft fleet replacement plan was recently been presented to Council.

8.12 Farmer's Market

**Previous Discussion:**

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

**Discussion:**

No update

8.13 Entrance Signs - Follow-up

**Previous Discussion:**

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

**Discussion:**

Repairs to the signs have been completed.

8.14 Building Audit

**Previous Discussion:**

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

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

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

**Recommendation PW-2015-040**

Moved by: Councillor Danny Whalen

Be it recommended that:

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

**CARRIED**

**Discussion:**

No update

8.15 Backup Generator - CJTT

**Previous Discussion:**

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

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

**Recommendation PW-2015-041**

Moved by: Mayor Carman Kidd

Be it recommended that:

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

**CARRIED**

**Discussion:**

Mitch Lafreniere reported that CJTT has decided to investigate their options independently. Mitch clarified however, that any work done on the building has to be approved by the City.

8.16 Generator Backup – 200 Lakeshore Road

**Previous Discussion:**

The backup generator installation will be completed next week.

**Discussion:**

Mitch Lafreniere stated that there is one remaining connection to be completed.

8.17 Public Works Energy Upgrades

**Previous Discussion:**

On going

**Discussion:**

Project is now complete. This discussion item will be removed from future agendas.

**8.18 Building Condition Audit – Haileybury Fire Station**

**Previous Discussion:**

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

**Discussion:**

Fire Chief Tim Uttley is currently working with Mitchell Architects on the report.

**8.19 Capital Project Updates – 2015**

**Previous Discussion:**

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

**Discussion:**

Mitch Lafreniere informed the Committee of the completed 2015 Capital projects. The LED street lighting project will have to be carried forward into 2016.

**8.20 2016 Budget**

**Previous Discussion:**

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

**Discussion:**

The first of two budget presentations was made to Council last night.

**9.0 NEW BUSINESS**

**10.0 ADMINISTRATIVE REPORTS**

**11.0 CLOSED SESSION**

**Recommendation PW-2015-045**

Moved by: Councillor Doug Jelly

Be it recommended that:

The Building Committee Meeting convene in closed session at 11:35 AM to discuss the following matters under Section 239 – 2 c) of the Municipal Act

- A proposed or pending acquisition or disposition of land by the municipality or local board

Carried



Recommendation PW-2015-046

Moved by: Mayor Carman Kidd

Be it recommended that:

The Building Committee Meeting rise with/without report at 11:57 AM

Carried

**12.0 NEXT MEETING**

The next meeting of the Building Maintenance Committee will be scheduled for: January 14, 2016 at 1:00 PM

**13.0 ADJOURNMENT**

Recommendation PW-BL-2015-047

Moved by: Councillor Doug Jelly

Be it recommended that:

The Building Maintenance Committee, be hereby adjourned at 11:59 AM

Carried

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COMMITTEE CHAIR

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RECORDING SECRETARY

# Memo

**To:** Mayor and Council  
**From:** David B. Treen, Municipal Clerk  
**Date:** January 19, 2016  
**Subject:** Amendment to By-Law No. 2015-200 Performance Management and Appraisal Policy – AODA requirements  
**Attachments:** Appendix 01 – **Draft amending By-law**

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Mayor and Council,

Council adopted By-law No. 2015-200 at the November 3, 2015 Regular Council meeting, being a by-law to adopt a Performance Management and Appraisal Policy. By-law No. 2015-200 also repealed the previous policy being By-law No. 2012-145, as amended.

By-law No. 2012-145 was amended by By-law No. 2014-062 incorporating various modifications in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) more specifically the Integrated Accessibility Standards Regulation – Ontario Regulation 191/11.

At the time By-law No. 2015-200 was prepared By-law No. 2012-145 was utilized as a template; however the AODA provisions included through 2014-062 were not incorporated into the new policy. Therefore it is necessary to amend By-law No. 2015-200 to include these required modifications.

**Appendix 02 – Draft amending by-law** outlines the necessary amendments.

It is recommended that Council direct staff to prepare the necessary by-law to amend By-law No. 2015-200 to incorporate necessary provisions as required under Ontario Regulation 191/11 the Integrated Accessibility Standards Regulation developed under the Accessibility for Ontarians with Disabilities Act.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

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David B. Treen  
Municipal Clerk

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Christopher W. Oslund

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

**By-law No. 2016-000**

**Being a by-law to amend By-law No. 2015-200, as amended  
being a by-law to adopt a Performance Management  
and Appraisal Policy**

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

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

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

**And whereas** Council considered Administrative Report No. CS-035-2015 resulting in the adoption of By-law No. 2015-200 being a Performance Management and Appraisal Policy on November 3, 2015;

**And whereas** Council considered Memo No. 001-2016-CS at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-200 to include statements required under the Accessibility for Ontarians with Disabilities Act and the Integrated Accessibility Standards Regulation.

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

1. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding the following statement to the ***Policy Statement and Purpose*** section:

**Performance Management Activities will assess and improve employee performance, productivity and effectiveness, with the goal of facilitating employee success, as well as take into account the accessibility needs of employees with disabilities.**

2. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding the following statement to the ***Responsibilities*** for the City Manager, the Directors and the Superintendents:

**If applicable, review and consider individual accommodation plans or accessibility needs prior to a performance management session, to ensure that all relevant accommodations are implemented in the session and taken into account in the assessment and discussion.**

3. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding the following statement to the **Responsibilities** for Employees:

**If applicable, engage in discussions with the employer about your individual accommodation plan. Discuss how the plan was implemented and any improvements that could be made.**

4. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding **Appendix 01 – Accessible Performance Appraisal Meeting Checklist**, a copy hereto attached as Schedule "A" and forming part of this by-law.
5. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen

**Appendix 01**  
**Accessible Performance Appraisal Meeting Checklist**

- Preparation for the Meeting** - Was the employee with a disability given adequate time to prepare for the meeting? Example: Some individuals with learning disabilities need extra time to prepare their thoughts prior to the meeting.
- Location of the Meeting** - Can an employee with a disability access the facility? Example: Is your office accessible to an individual who uses a mobility aid (e.g., a walker or wheelchair)? If not, consider having the meeting at an alternative location.
- Room set-up** - Is your meeting room set up in an accessible fashion? Example: An individual with hearing loss may require a brightly lit room (in order to lip-read, if necessary) or one that is quiet (to minimize distractions) so she can perform at her best.
- Meeting timelines** - Can an individual with a disability perform, in the meeting, within the timelines expected? Example: A health issue can sometimes make it difficult for a person with a disability to perform successfully during short, timed meetings, which can involve a considerable amount of stress. Consider stretching out your timelines for individual meetings, or extending the time between meeting rounds.
- Paperwork** - Can the individual fill out any paperwork that is required? Example: An individual with vision loss or a learning disability may have trouble filling out a written form. Consider having a staff member available to assist the applicant in filling out any required forms.

**Subject:** Sailing School Lease Agreement  
Haileybury Service Marina

**Report No.:** CS-001-2016  
**Agenda Date:** January 19, 2016

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## **Attachments**

**Appendix 01:** Draft Agreement

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-001-2016; and
2. That Council directs staff to prepare the necessary by-law to enter into a 3 year agreement with the Temiskaming Shores Sailing School for use of the former service marina in Haileybury in the amount of \$1,500/year for consideration at the January 19, 2016 Regular Council meeting.

## **Background**

The Temiskaming Shores Sailing School has been utilizing the space at the former service marina in Haileybury since 2008. Since then, the sailing school has been offering an affordable summer recreation program for the youth in our community.

The current agreement, By-Law No. 2012-046, expired on December 31, 2015. In said agreement, the sailing school paid \$1,000/month for May, June and July of each year. The intent of the agreement is to ensure that only the City's operating costs for the facility are covered.

For the renewal of the agreement, the Temiskaming Shores Sailing School has requested a reduction in the rental rate to \$1,500/year, payable over 3 months.

## **Analysis**

The space occupied by the sailing school remains vacant, but utilities such as hydro, gas and water are used during the summer months when the school is operational.

In the spring of 2015, the City's Building Maintenance staff permanently removed the hot water tank from the facility as it was not required by the sailing school and it was accounting for higher hydro costs. Since then, the City has recognized a savings in the monthly hydro costs.

Further, as the sailing school is only in full operation for the months of July and August, it was determined that the Building Maintenance staff will request the permanent removal of the natural gas service to the building, resulting in further savings in utility costs.

The 2015 utility cost for the building were as follows (January –November)

Hydro One	\$ 736.64
Union Gas	<u>\$ 1,028.31</u>
Total	\$ 1,764.95

It is recommended that Council enter into an agreement with the Sailing School for a term of three (3) years at a rate of \$1,500/year. A copy of the draft agreement is attached hereto as **Appendix 01**.

**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

\$3,000 in revenue was incorporated into the 2016 budget. With the approval of the agreement at the lower rate, the difference of \$1,500 will be balanced by the savings on utility cost.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
 Council’s consideration by:

“Original signed by”

“Original signed by”

\_\_\_\_\_  
 Kelly Conlin  
 Executive Assistant

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

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

**By-law No. 2016-000**

**Being a by-law to authorize the entering into an  
Agreement with the Temiskaming Shores Sailing School  
for lease of the Haileybury Service Marina**

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

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

**And whereas** Council considered Administrative Report No. CS-001-2016 at the January 19, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Temiskaming Sailing School for the lease of the Haileybury Service Marina facility for consideration at the January 19, 2016 Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to execute an agreement with the Temiskaming Shores Sailing School for a three (3) year lease of the Haileybury Service Marina, known municipally as 305 Farr Drive, commencing January 1, 2016 and terminating December 31, 2018 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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen





Schedule "A" to

**By-law No. 2016-000**

Agreement between

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

and

**Temiskaming Shores Sailing School**

for the rental of the Haileybury Service Marina for the  
operation of a Sailing School

This Agreement made on the 19<sup>th</sup> day of January, 2016;

Between:

**The Corporation of the City of Temiskaming Shores**  
(herein referred to as “the City”)

And:

**Temiskaming Sailing School**  
(herein referred to as “the Tenant”)

**Witnesses that in consideration** of the rents reserved and the covenants and provisos herein contained on the part of the Tenant, the Landlord hereby leases to the Tenant those certain Lands situated in the City of Temiskaming Shores, in the District of Timiskaming, being Part of Lot 13, Concession 3, Bucke Township as registered in the Registry Office for the District of Timiskaming, known municipally as 305 Farr Drive as indicated on Appendix 1 to this agreement, hereinafter referred to as the “Lands”. To hold the Lands for a term **commencing on the 1<sup>st</sup> day of January, 2016 and ending on the 31<sup>st</sup> day of December, 2018.** The rent in respect of the Lands shall be the sum of **\$1,500.00+ HST**, annually payable on the 1<sup>st</sup> day of April. Rental payments shall be made to The Corporation of the City of Temiskaming Shores, or as otherwise directed by the Landlord.

It is acknowledged that the Subject Lands include the following: a one storey wood frame structure, 1,120 square feet, commonly know as the Office/Display Area and Repair Area, having an entrance off of Farr Drive (hereinafter referred to as “the building”)

**Section One – Tenant’s Covenants:**

The Tenant covenants with the Landlord as follows;

- (a) **To pay rent** – to pay rent in the amount of \$1,500 + HST; payable in three equal installments of \$500 plus HST on May 1<sup>st</sup>, June 1<sup>st</sup> and July 1<sup>st</sup> of each year
- (b) **Compliance with by-laws** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time to time in force during the term of this agreement, and any extension thereof, affecting the condition, maintenance, use or occupation of the Lands or the Building; and in so doing the Tenant shall make the necessary alterations, repair, or addition to or deletion from any part of the Building or any equipment or other facility used in connection with or appurtenant to the Lands provided that the use of any part of the Lands as a non-conforming use under the applicable zoning by-law is not a violation of the provisions of this paragraph.
- (c) **Maintenance and Repairs** – during the term of the lease, and any extension

thereof, to keep the said Lands and Building, including windows, fixtures and fittings therein, in good repair; reasonable wear and tear, damage by fire, lightning, tempest, flood, explosion, act of God or the Queen’s enemies, riot, civil commotion, insurrection, structural defects and other causes not the fault or responsibility of the Tenant or any of its employees only, excepted; and to deliver them upon such condition on the termination of the lease.

- (d) **Maintenance of adjacent areas** – during the term of the lease and any extension thereof to keep and maintain the sidewalks, area ways and rights of way adjacent to the buildings clean and free from rubbish, ice and snow.
- (e) **Waste** – not to suffer any waste or injury to the Lands, or any part thereof, and not to use or occupy the Lands, or any part thereof, or permit them to be used or occupied for an unlawful purpose.
- (f) **Insurance** – not to use the Lands or permit items to be used for any purpose which may render the insurance on the building void and if the rate of insurance is increased as a result of anything done upon the Lands by the Tenant, the Tenant will pay to the Landlord as additional rent the amount by which the insurance premiums are so increased. In addition, and in any event, the Tenant, shall during the term of the lease and any renewals, at its sole costs and expense, keep in full force and effect, in the names of the Landlord and the Tenant, public liability insurance applying to all operations of the Tenant, which include bodily injury liability and property damage liability. Such policy or policies shall be for not less than \$5,000,000.00 per occurrence. The Tenant shall produce to the Landlord a Certificate of Insurance confirming the above coverage. The Tenant shall not be responsible for environmental liability relative to the gasoline pumps and tanks situated on the Lands, but shall be responsible for environmental liabilities arising from its own negligence, carelessness or willful acts and those of its employees, agents and officers.
- (g) **Alterations, new structures** – except as herein provided, not to make or permit to be made any major structural alteration, addition, change or improvement to the Lands without obtaining the prior written approval of the Landlord, which approval shall not be unreasonably withheld provided the Tenant has fully complied with the terms, covenants and conditions of the lease.
- (h) **Replacement of damaged building** – in the event that the complete destruction of or damage to the Building, or partial damage to the Building, results in the Tenant’s inability to reasonably carry on his business therein the Tenant is permitted to terminate this lease by providing notice to the Landlord within fifteen (15) days of the happening of the damage or destruction. If the Tenant chooses not to terminate the lease within fifteen (15) days from the damage or destruction, the Landlord shall begin the repair or replacement thereof and with due diligence, repair or reconstruct the Building or replace the Building with another building of the same type and character and of equal value. After completing the repair, reconstruction or replacement, the balance of any insurance proceeds or other

proceeds available by reason thereof belong absolutely to the Landlord.

- (i) **View state of repair** – to permit the Landlord at all reasonable times to enter and view the state of repair of the Building.
- (j) **Surrender** – at the expiry of the term, or the extension thereof, or sooner termination, to quit the Lands and the Building and surrender in good order and condition, the Building and other improvements which belong to the Landlord.
- (k) **Nuisance** – not to do or permit a nuisance.
- (l) **Construction liens** - to procure the prompt discharge, at the Tenant’s expense, of all construction liens claimed in respect of the Lands and resulting from construction undertaken by the Tenant and for which the Tenant is responsible.
- (m) **Assignment** - not to sublet the Lands or any part thereof.
- (n) **Indemnities** – to indemnify the Landlord against all liabilities, damages, costs, claims, loss or actions arising out of:
  - (i) a breach, violation or non-performance of a covenant, condition or agreement in this lease on the part of the Tenant to be observed or performed;
  - (ii) damage to the property of the Tenant, or subtenant or licensee of the Tenant and persons claiming through the Tenant, or damage to other property except where the damage has been caused by the negligence of the Landlord; and
  - (iii) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the Landlord.
- (o) **Distress** – subject to the rights of the first leasehold mortgage, all goods, chattels and property of the Tenant, from time to time on the Lands or in the Building, are subject to distress.
- (p) **Use of Building** – not to permit the Building to be used for any purpose other than to carry on the business of a Sailing School and not to carry on or permit to be carried on therein any other trade or business without the consent in writing of the Landlord; provided that the Tenant shall be entitled to operate a small engine repair shop on the site in conjunction with one of the other uses specified herein.
- (q) **Name of Building** – not to name the Building or permit it to be named without the consent of the Landlord; such approval shall not be unreasonable withheld.
- (r) **Signs** – not to use the outer walls or windows of the Building for any notice or name plate except as approved by the Landlord; such approval shall not be unreasonable withheld.

## Section Two – Landlord’s Covenants

The Landlord covenants with the Tenant as follows:

- (a) **Easements** – that if its consent is required in connection with the granting of easements for water, gas, steam, electricity, telephone and sewers or storm drains, consent will not be unreasonably withheld.
- (b) **Lands** – to offer up the Lands at the commencement of the term of this lease and at the commencement of any term of renewal in a state of good repair and to allow the Tenant to examine such Lands to confirm such state of repair at the commencement of this term and any renewal.
- (c) **Boat Slips/Main Dock** – The Landlord shall be responsible to repair and maintain or replace any or all of the slips, main dock, electrical power, lighting or water service.
- (d) **Fuel Pumps and Tanks** – The Landlord will assume ownership of fuel pump and tanks.
- (e) **Breakwater Maintenance** – The Landlord will be responsible for reasonable upkeep and maintenance of the existing breakwater.
- (f) **Snow Removal** – The Landlord will be responsible for clearing snow in the parking area in front of the Building as per the City’s regular winter maintenance schedule.

## Section Three – Provisos

- (a) **Renovating of fixtures** – At the expiry or earlier termination of the lease or any extension thereof, the Tenant may remove its fixtures and the fixtures of its subtenants and licensees and any persons claiming through them as long as the Tenant either compensates the Landlord for or repairs the damage resulting from the installation or removal of the fixtures.
- (b) **Monthly tenancy** – If upon the termination of this lease, or any extension thereof, the Landlord permits the Tenant to remain in possession of the Lands and accepts rent, a tenancy from year to year is not created by implication of law and the Tenant is deemed to be a monthly tenant only, subject to all the terms and conditions of this lease as to duration.
- (c) **Non-waiver** – Any condoning, excusing or overlooking by the Landlord of any default, breach or non-observance by the Tenant of any covenant, proviso or condition herein contained does not constitute a waiver of the Landlord’s rights hereunder in respect of any continuing or subsequent default, breach or non-observance and does not defeat or affect in any way the rights of the Landlord hereunder in respect of any continuing or subsequent default, breach or non-observance. All rights and remedies herein contained on the part of the Landlord

are deemed to be cumulative and not alternative.

- (d) **Surrender** – No surrender of the lease by the Tenant is valid unless accepted in writing by the Landlord. A thirty day notice is required to be given by the Tenant and the Landlord before such termination of the lease.
- (e) **Default provisions** – Whenever;
  - (i) The Tenant defaults in the payment of any installment of rent, or of any other sum payable hereunder, and the default continues for thirty (30) days; or
  - (ii) The Tenant fails to perform or observe any of the covenants, agreements or provisions, conditions or provisos contained in this lease on the part of the Tenant (other than the payment of rent or other sums of money) and the failure continues for, or is not remedied within thirty (30) days next after the giving of written notice by the Landlord to the Tenant, or if the term hereby granted is taken in execution or attachment, it is lawful for the Landlord to enter upon the Lands or any part thereof in the name of the whole and this shall be at the option of the Landlord and with or without entry may terminate the lease and all the rights of the Tenant with respect to the Lands shall be absolutely forfeited. If the condition complained of reasonably requires more time to cure than the thirty day period aforesaid, the Tenant is deemed to have complied with the remedying thereof if the Tenant has commenced remedying or curing the condition within the thirty day period and diligently thereafter completes the same. Upon termination of the lease, the Landlord shall not disturb the possession of any subtenant of the Building pursuant to a sublease, or an agreement to sublease, as long as the subtenant is not in default in the performance of his obligation under the sublease or agreement to sublease.
- (f) **Bankruptcy of tenant** – The bankruptcy, insolvency or reorganization of the Tenant under any laws then applicable, or the appointment of a trustee for the benefit of creditors or a receiver, shall not be deemed a breach of this lease as long as the provisions of this lease are otherwise complied with.
- (g) **Mortgage and disposition of reversion** – Nothing in this lease precludes the Landlord from mortgaging or disposing of the reversion in the Lands.
- (h) **Right of termination by the Landlord** - The Landlord shall have the right to terminate this lease forthwith by leaving upon the premises, or sent by ordinary mail to his usual place of business, thirty (30) days notice in writing of its intention, and thereupon any payments owing to the Tenant under this lease shall be computed, apportioned and paid in full to the date of such termination, and the Tenant shall immediately deliver up possession of the Premises to the Landlord, and the Landlord may re-enter and take possession of the premises.
- (i) **Notices** – All notices given pursuant to this lease are sufficiently given if mailed,

prepaid and registered, in the case of the Landlord, addressed as follows:

**City of Temiskaming Shores**  
P.O. Box 2050  
Haileybury, Ontario  
P0J 1K0

and in the case of the Tenant addressed to the Tenant at:

**Temiskaming Shores Sailing School**  
c/o P.O. Box 2694  
New Liskeard, Ontario  
P0J 1P0

unless either party gives notice to the other of a change of address by registered mail. The date of receipt of any notice is deemed to be seven days after mailing.

- (j) **Amendment** – This lease may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.
- (k) **Binding Effect** – The terms and provisions of this lease extend to, are binding upon and ensure to the benefit of the parties, their successors and assigns and shall be interpreted according to the laws of the Province of Ontario.
- (l) **Captions** – The captions appearing at the headings of the paragraphs in this lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope of meaning of this lease or any of its provisions.
- (m) **Right of Renewal** – The Tenant shall have the right, if not otherwise in default, of renewing the lease. Terms and conditions to be negotiated at signing. The Tenant shall be required to give written notice of his intention to renew the lease on or before the 1<sup>st</sup> day of May prior to the commencement of the renewal term.

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

Signed and Sealed in )  
the presence of )

**Temiskaming Sailing School**

\_\_\_\_\_  
Steve Goddard

\_\_\_\_\_  
Witness  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen



# Memo

**To:** Mayor and Council  
**From:** Timothy H. Uttley, Fire Chief/CEMC  
**Date:** January 19, 2016  
**Subject:** Outdoor Boilers – Proposed By-law  
**Attachments:** None

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Mayor and Council:

On November 3, 2015 Council passed Resolution # 001-2015 in regards to a proposed by-law to regulate Outdoor Boilers in the City of Temiskaming Shores.

Subsequently the City Manager requested that a review of this proposed by-law be conducted by the Fire Chief and any recommendations resulting from that review be presented to Council for consideration.

I have reviewed Administrative Report CGP-042-2015 and the Draft Outdoor Boiler By-law and have consulted with the Acting CBO, Planner, Fire Prevention Officer, as well as a local contractor for the installation of these types of heating appliances. Based on these discussions and that these types of heating appliances are required to be installed as designed and certified, and are in part regulated under the Ontario Building Code (OBC), the following is being recommended:

1. That Resolution CGP-042-2015 be repealed; and
2. That the Zoning By-law for the City of Temiskaming Shores be amended to restrict the installation of these types of heating appliances/outdoor boilers to the Rural areas only, and to establish setbacks from property lines where they may be installed.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

*"Original signed by"*

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Timothy H. Uttley  
Fire Chief/CEMC

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Christopher W. Oslund  
City Manager

# Memo

**To:** Mayor and Council  
**From:** Steve Burnett, Technical and Environmental Compliance Coordinator  
**Date:** January 19, 2016  
**Subject:** Funding Application – Continuous Improvement Fund  
**Attachments:** Draft Grant Agreement

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Mayor and Council:

At the Regular Meeting of Council held on May 5, 2015, Administrative Report PW-023-2015 – Submission of Application for Funding - Continuous Improvement Fund (CIF), was presented to Council resulting in Resolution No. 2015-311 which reads as follows:

*Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-023-2015; and*

*That Council authorizes staff to submit an Expression of Interest / Application for Phase 2 of the City's Promotion and Education Campaign related to the Enhanced Recycling Program to the Continuous Improvement Fund (CIF).*

The City has been successful with the application for funding to the Continuous Improvement Fund (CIF). The project will focus on the development of an enhanced residue management strategy aimed at reducing residue rates within our recycling. The project is broken into 2 phases, with phase 1 focusing on recycling audits and promotional/educational campaigns and phase 2 focusing on the development of a tool kit to address residue in recycling. The City's contribution toward the completion of this project is \$ 5,000.00 which has been included in the 2016 operating budget.

It is recommended that Council direct staff to prepare the necessary By-law to enter into the Grant Agreement with Waste Diversion Ontario through the CIF program for consideration at the January 19, 2016 Regular Council meeting. Attached is the draft grant agreement outlining the details of the project.

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council's consideration by:
"Original signed by"	"Original signed by"	"Original signed by"
<hr/> Steve Burnett Technical and Environmental Compliance Coordinator	<hr/> G. Douglas Walsh Director of Public Works	<hr/> Christopher W. Oslund City Manager

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**CIF Project Number 932 - Cart Program Residue Management Plan & Toolkit**

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DATE: December 31, 2015

TO: City of Temiskaming Shores (the “Recipient”)

WHEREAS:

- A. Waste Diversion Ontario, a corporation incorporated by the *Waste Diversion Act, 2002* (Ontario) (“WDO”), maintains a fund known as the Continuous Improvement Fund, that funds improvements in recycling practices by Ontario municipalities, comprised of a portion of the fees paid to municipalities by stewards under the Blue Box Program Plan.
- B. The Continuous Improvement Fund (“CIF”) is a committee of Waste Diversion Ontario, and has been established through an agreement among the Associations of Municipalities of Ontario, the City of Toronto, Stewardship Ontario and WDO under the Blue Box Program Plan.
- C. Stewardship Ontario, a corporation continued under the *Waste Diversion Act, 2002* (Ontario), acts as custodian of the CIF monies and is to provide funding to the Recipient.
- D. The Recipient made an application to the CIF for a grant to assist in the cost of their project entitled: **Cart Program Residue Management Plan & Toolkit** (the “Project”). A copy of this application is attached hereto as Schedule “A” (the “Application”).
- E. The CIF has agreed to provide the grant to the Recipient to assist in financing the cost of the Project as set out below:

- 1. **Grant**

Phase 1: Audits, Focus Group, Promotion & Education Campaign

Based on the Application, WDO and Stewardship Ontario hereby agree to provide a grant from the CIF to the Recipient in the aggregate amount of 72% of the blue box related Project costs up to a maximum of \$12,771, inclusive of any applicable taxes, government levies or governmental imposts of any kind (the “Grant”), to be applied by the Recipient toward the cost of the Project.

## Phase 2: Residue Management through By-Law Tool Kit

Based on the Application, WDO and Stewardship Ontario hereby agree to provide a grant from the CIF to the Recipient in the aggregate amount of 100% of the blue box related Project costs up to a maximum of \$12,204, inclusive of any applicable taxes, government levies or governmental imposts of any kind (the "Grant"), to be applied by the Recipient toward the cost of the Project.

Phase 1 of the Project shall be carried out by the Recipient in consultation with the CIF Managing Director.

Phase 2 will be 100% funded and lead by CIF. Temiskaming Shores will provide relevant data and information, participate in teleconferences and provide opportunities to do on-site visits as requested to support the completion of the Tool-Kit.

The Recipient shall devote a sufficient amount of staff time and other resources to carry out both phases of the Project in accordance with the timelines, budget and other contingencies set out in the appendices hereto. The Recipient shall act in accordance with any policy established by the CIF related to the completion of project grants.

### 2. **Budget**

The Grant is based upon the budget for the development and implementation of the Project set out in Schedule "B" hereto.

### 3. **Disbursement of Grant**

The Grant will be disbursed by the CIF to the Recipient as the Project progresses, in accordance with the schedule set out in Schedule "C" hereto. The Recipient shall invoice the CIF for each disbursement of a portion of the Grant and will provide such documentation to substantiate any such request, as the CIF may reasonably require. Disbursement requests are to be addressed to the CIF Managing Director at the addresses (mail or email) noted below. Satisfactory completion of the Project report and final disbursement shall be at the sole discretion of the CIF acting reasonably.

### 4. **No Transfer or Encumbrance of the Project**

The Recipient shall not sell, assign or transfer the Project to a third party nor mortgage, charge or otherwise encumber the Project without the prior written approval of the CIF or repayment of the Grant.

### 5. **Repayment of Grant**

In the event of any material breach by the Recipient of the terms of the Application or this Agreement which is not remedied within thirty (30) days following written notice by the CIF to the Recipient or any failure by the Recipient to carry out the Project in accordance with the timetable set out in the Application or in this Agreement (subject to any delay which may be acceptable to CIF acting reasonably), the Recipient shall repay

all amounts received on account of the Grant and WDO and Stewardship Ontario shall be relieved of any obligation to disburse any remaining unutilised portions of the Grant.

**6. Notices**

All notices, requests, demands or other communications (collectively “Notices”) by the terms hereof required or permitted to be given by one party to any other party, or to any other person shall be given in writing by personal delivery or registered mail (postage prepaid), by facsimile transmission, or by email to such other party as follows:

Waste Diversion Ontario  
4711 Yonge Street, Suite 1102  
Toronto, ON M2N 6K8  
Attention: Michael Scott, Chief Executive Officer  
Tel: 416-226-5113 Email: michaelscott@wdo.ca

With a copy to:

Continuous Improvement Fund  
132 Commerce Park Dr., Unit K, Ste. 511  
Barrie, ON L4N 0Z7  
Attention: Mike Birett, Managing Director  
Tel: 905-936-5661 Email: mbirett@wdo.ca

To Stewardship Ontario at:

Stewardship Ontario  
1 St. Clair Avenue West, Suite 700  
Toronto, On M4V 1K6  
Attention: David Pearce, Supply Chain Officer  
Tel: 416-323-0101 ext. 183 Email: dpearce@stewardshipontario.ca

To the Recipient at:

City of Temiskaming Shores  
P O Box 2050, 315 Farr Dr.  
Halleybury, ON P0J 1P0  
Attention: Steve Burnett, Technical & Environmental Compliance Coordinator  
Tel: 705-672-3363 ext. 4132 Email: sburnett@temiskamingshores.ca

Or at such other address as may be given by any such person to the other Parties hereto in writing from time to time.

**7. General**

- (a) The Parties recognize the importance of making information about the Project available for public use. The Recipient shall cooperate fully in providing information which is not of a commercially confidential nature on the Project, as

requested by the CIF Managing Director, for publication by the CIF on websites, at conferences and in newsletters.

- (b) The Recipient shall, at their own cost, present the results and learnings from their project at a public event organized by the CIF within 12 months of submission of their project report if so requested by the CIF Managing Director. The CIF may elect to provide financial assistance to remote municipalities toward the cost of such presentations.
- (c) The Recipient shall recognize and state in an appropriate manner, as approved by the CIF Managing Director, the support offered by CIF, WDO and Stewardship Ontario under this Grant. Unless the Recipient has received written notice to the contrary from the CIF Managing Director, the following shall be incorporated into the reports and other documents produced by the Recipient and any sub-contractor in connection with the Project:

*This Project has been delivered with the assistance of the Continuous Improvement Fund, a fund financed by Ontario municipalities and stewards of blue box waste in Ontario. Notwithstanding this support, the views expressed are the views of the author(s), and CIF, Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.*

- (d) It is understood and agreed that neither WDO nor Stewardship Ontario has any ownership interest in the Project and neither WDO nor Stewardship Ontario has any responsibility for or liability with respect to the operations of the Project.
- (e) There is no relationship of partnership, agency, joint venture or independent contractor between or among WDO, Stewardship Ontario and/or the Recipient and none of them has any right to bind any of the others to any contractual obligation.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2016

**CONTINUOUS IMPROVEMENT FUND**

By: \_\_\_\_\_  
Name: Michael J. Birett  
Title: Managing Director

**ACKNOWLEDGEMENT AND AGREEMENT**

The undersigned hereby acknowledges and accepts the Grant on the terms set out above. The undersigned further agrees to indemnify and hold WDO and Stewardship Ontario harmless in respect of any losses, costs, claims, damages or expenses incurred by either of them in respect of the funding or operation of the Project save to the extent caused by WDO's or Stewardship Ontario's negligence or wilful misconduct.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2016

**City of Temiskaming Shores**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

# SCHEDULE "A" APPLICATION FOR GRANT

Forms for 2015 Request for Expressions of Interest for CIF Funding for Priority Projects

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## 5.1 Applicant General Information

**FORM INSTRUCTIONS:** To use this form, place your cursor/text tool in the first text box. The boxes will expand as necessary to accommodate the information. Use your tab key to jump to the next text box.

### FORM 1: Applicant General Information (Mandatory)

Municipality or Program Name:	City of Temiskaming Shores
Project Contact (name and title):	Steve Burnett, Technical & Environmental Compliance Coordinator
Mailing Address:	P.O. Box 2050, 325 Farr Drive, Haileybury, ON P0J 1P0
Email Address:	sburnett@temiskamingshores.ca
Phone Number:	(705) 672-3363 ext. 4132
Fax Number:	(705) 672-3200
URL (if applicable):	<a href="http://www.temiskamingshores.ca/en/">http://www.temiskamingshores.ca/en/</a>

**Note:** Do not submit the same project under multiple funding categories. If you wish your project to be considered under more than one funding category please check this box:

Work through the Form(s) to fill in as many details as you can. Contact a CIF staff member as needed to complete remaining portions. Be sure to review your submission for accuracy and complete every field not marked as "Optional." Please check which (if any) supporting documentation is attached to this submission that will help describe or support your project.

Please note that projects are expected to be commenced and completed within the timelines stated in your application form(s). CIF reserves the right to terminate projects and cease funding for projects not commenced or completed on time.





## 5.6 Centre of Excellence Projects

### Form 6: Centre of Excellence Projects

The Centre of Excellence is being developed by MIPC and CIF to enhance the knowledge and experience gained since 2011 and to provide value to municipalities and stewards. The Centre will focus on the provision of tools and services, rather than direct funding to municipalities, to assist municipalities with implementation of best practices. Preference will be given to projects that benefit multiple municipalities and fall within the categories listed below. A single municipality may qualify for audits or to pilot a project that has multi-municipal benefits.

**To apply for funding under the Centre of Excellence Initiative, please complete the form below:**

Work through the Form to fill in as many details as you can. **Contact a CIF staff member as needed to complete remaining portions.**

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#### Section 1 – Form 6 Details

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1. Project Title: Insert the short title of your proposed project:

Phase 2: Residue Reduction

2. Project Description: What are the key features of the project? Describe how the project will benefit multiple municipalities or the entire Provincial system. Explain any savings (if applicable). **Note:** You may describe an idea that you want the CIF to investigate if you are unable to participate in a project directly.

**BACKGROUND:**

The City implemented a curbside single stream recycling system, using an automated collection system on September 2, 2014. Prior to the implementation of this program, the City, in partnership with the Cochrane Temiskaming Waste Management Board (CTWMB) provided a depot system of recycling for No. 1 plastics, glass, paper/fibre and aluminum/metal cans. To date, the City has increased diversion from 18 percent to 55 percent.

In 2011, the City's population was 10,400. The City currently provides bi-weekly waste collection for both garbage and recycling to 4448 residential units (4,223 single family and 225 multi-residential units), and to 257 IC&I units. The City also provides a depot-style single-stream recycling bin at the Spoke Transfer Station for residents in multi residential homes with greater than eight (8) dwelling units, or for other residents with excess recycling. Under the new recycling program, the city accepts the following types of material:

- Fibre: newspaper, mixed fine paper, books, magazines, corrugated cardboard, boxboard and shredded paper
- Containers: steel, aluminum and tin cans; gable top cartons; aseptic containers; plastics No.1-7; plastic film and bags; aerosol cans, and glass.
- Foam polystyrene

The City's contractor loads recyclable materials into a trailer at the Spoke Transfer Station, and transports recyclable material to a Material Recovery Facility approximately at a 150 km distance. The processor of the City's recyclable material has communicated that residue rates has increased to 18 percent, and provided a list of the most commonly found non-recyclable materials. In response to this increase, the City publicized a press release in the local newspaper, radio station, and on Facebook to educate residents on the types of material not accepted in the blue bins, and attended a trade show event on April 24-25, 2015 to speak to residents about these materials. The City also developed a "door hanger" for the City's waste collection contractor to use if they encounter bins with non-compliant material, as well as developed a bin inspection sticker to place on the bin to notify the owners that unacceptable material was detected and the material will not be collected during that pick-up. These efforts were introduced to manage the costs of contamination; the processor includes a premium rate on invoices to the City, on a per cubic yard basis, for residual waste.

The City has entered into agreements with six municipalities to accept recyclable materials at the Spoke Transfer Station at \$250.00 per tonne, plus HST for transportation and processing. The agreements outline that the municipality may only deposit recyclable materials accepted by the City.

Single-stream systems produce higher than average residue rates than two-stream systems. A report from Kelleher Environmental in association with Love Environment, submitted a report to Stewardship Ontario in August 2011 titled Current State Ontario Blue Box Paper Fibres Final Report; the report outlined that the default MRF residue rates in the Municipal Datacall for a two-stream program is 6.89 percent, and 13.29 percent for single stream.

**PROJECT:**

The purpose of our project would be to expand upon the above-mentioned initiatives in a Phase 2 approach, by developing a "tool kit" used to address curbside residue through education and fines associated with the City's Solid Waste Management By-law. These efforts would aim to reduce residue rates to be inline with the provincial average (or default), as this would result in total system cost savings, including:

- Curbside collection efficiencies; i.e. increased space in collection vehicles for acceptable materials, and reduced frequency of unloading materials at the Spoke Transfer Station.
- Spoke Transfer Station efficiencies; i.e. increased storage capacity for acceptable materials on the floor and on the trailer.
- Transportation efficiencies; i.e. increased storage capacity on the truck for acceptable

materials to reduce the frequency of transporting material to the MRF.

- Processing efficiencies; i.e. reduced amount of processing and lower residue disposal costs.

The project would develop a tool kit outlining procedures and systems for education and enforcement for the minimization of residual waste requiring disposal at the Material Recovery Facility, including:

- Developing language to inform residents of fines associated with contaminating bins, and gauging how the messages are perceived;
- Creating a P&E campaign for residents, which would include the reinforcement of proper set out guidelines for containers;
- Developing training aides for staff on how to monitor the bins and document residue problems;
- Instituting procedures for creating, sending and tracking the payment of invoices, as well as for unpaid invoices; and
- Establishing procedures on how to manage complaints.

The project would increase efforts to educate residents on how to properly participate in the recycling program, as well as ensure residents are aware of how to dispose of these non-recyclables materials through other diversionary programs i.e. Orange Drop and WEEE.

The project would include curbside waste audits using a visual method, in selected study areas throughout the community, as well as on inbound truck loads (from other municipalities) at the Spoke Transfer Station. The objective of the audits would be to collect baseline data for post-curbside audits to measure the effectiveness of the project. This initial step will provide direction on a targeted education campaign in an effort to reduce residue and associated waste management costs.

Following the audit, a comprehensive public education campaign would be development with consistent and clear messaging. A waste collection calendar with approximately 25 percent of the space dedicated to residue reduction, a brochure, and other mixed media forms of advertising (i.e. radio, facebook, newspaper) would be developed, as well as an enforcement strategy to create a system of accountability and responsibility for residents to keep residue out of the recycling bins. The City is currently refining the existing Solid Waste Management By-law to ensure recyclable materials are kept out of the landfill, and to provide a method for issuing orders and associated penalties for contaminating blue bins. This two-step system provides the City with a way to communicate back to residents to let them know what they are doing incorrectly, and providing an opportunity to correct any confusion surrounding the program requirements. Enforcement through fines would be a last measure to correct behaviour and to encourage proper participation.

This project would support the City's effort to ensure residents are maximizing waste diversion by properly using the programs available, and to reduce the amount of residuals collected through our recycling program by 5 percent. These outcomes would ensure waste

management costs are controlled, material quality is improved, and that resources are used efficiently.

3. Will the proposed project: (check all that apply):

<input checked="" type="checkbox"/>	Develop a Better Practice Tool Kit?
<input type="checkbox"/>	Require WDO Datacall Support
<input type="checkbox"/>	Assist with Marketing Materials & Blue Box Harmonization
<input type="checkbox"/>	Provide Support for RFP & Tender Development, Standardize Contracts, Assist with Procurement, Reduce Contract Administration
<input type="checkbox"/>	Provide Training Initiatives
<input type="checkbox"/>	Require or Provide Outreach
<input checked="" type="checkbox"/>	Provide Auditing/Monitoring & Measurement Activities? <sup>1</sup>
<input type="checkbox"/>	Other - please describe:

4. Will you work with other municipalities/partners to develop and deliver this project?

Yes. What municipalities will you work with and how will they benefit?

As mentioned, the City accepts material from six surrounding municipalities at the Spoke Transfer Station, two of which operate an automated single stream collection system, and four operate a depot style single stream collection program.

Working with our neighbours creates efficiencies to achieve economies of scale for smaller municipalities, as well as allows these communities to increase diversion rates. The accepted material is weighed at the Spoke Transfer Station and then mingled with the City's recyclables for storage; therefore, we are unable to determine which communities are contributing to the 18 percent residue rate. The City will provide any information developed throughout this

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<sup>1</sup> **Audit Projects:**

Recognizing that municipalities vary in their ability to fund projects like audits after their annual budgets are set, funding levels have been adjusted to provide greater assistance to smaller municipalities as follows:

- Large urban, rural and urban regional - 60% funded by CIF
- Rural regional and Medium urban - 70% funded by CIF
- Small urban and rural south - 80% funded by CIF
- Northern rural- 90% funded by CIF

The CIF reserves the right to adjust funding levels based on the unique nature of the proposed audits, available funds and amounts of funding received from other sources. Preference will be given to audits intended to support significant program enhancements or cost cutting initiatives.



project to ensure consistent messaging throughout each community, and to ensure these residents are following the same program guidelines for proper blue box diversion. This will result in program optimization, and cost effectiveness for recycling programs and for P&E development.

No. Please explain why not:

N/A

5. At what stage are you in planning your work with other municipalities? Please select your choice below to respond.

<input checked="" type="checkbox"/> Preliminary discussions	<input type="checkbox"/> Awaiting council approval
<input type="checkbox"/> Draft agreement	<input type="checkbox"/> Agreement in place. Date:
<input checked="" type="checkbox"/> Other – please describe: Through developing existing and renewal of agreements with municipalities depositing recyclable materials at the Spoke Transfer Station.	

6. Do you have budget approval for undertaking a planning project?

Yes. If yes, how much? \$

How much funding is being requested from CIF? (up to 100% may be fundable)

Additional comments:

City Council has committed \$5,000 in the 2015 budget, as well as associated staff time for recycling related promotion and education. City staff will work to itemize and to refine budget items with the support of CIF staff during summer months.

**Section 2 – Project Costs and Payback Period**

How much will it cost to implement the project and how long is its expected payback period? (Attach budget detail spreadsheets). A sample payback calculation spreadsheet is available here: [Sample Payback Calculation Spreadsheet](#)

1. What is the total cost of completing the proposed project? \$\*
2. What is the total funding requested from CIF? \$\*
3. What is the project payback period for CIF support? \*
4. How many months will it take to complete the proposed project from start to finish? \*

\*May be left blank if proposing an idea for CIF to investigate.

Additional comments:

The total budget for the project is anticipated to be \$50,000. Costs may include, but are not limited to:

- Measuring and Monitoring Audits; i.e. pre and post audits on curbside bins, depots and Spoke Transfer Station.
- P&E campaign; i.e. design, printing, distribution (mail?, local newspapers, social media, radio, etc.), measuring and monitoring.
- Legal consultation for By-law language.

City staff will work to itemize and to refine budget items with the support of CIF staff during summer months.

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**Section 3 – Project Management and Implementation**

In this section, provide as much information as you can about project management, timing and monitoring.

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1. Please identify staff and consultants who will be responsible for this project.

Project Manager

Name	Doug Walsh
Title	Director of Public Works
Affiliation	City of Temiskaming Shores
Role in Project	Manager
Related Experience	Doug has over 20 years' experience in a municipal government setting, and is well versed in the management of all physical assets.

Additional comments:

2. Additional project team members - Please identify key staff/consultants, their roles and related experience (optional).

Steve Burnett, Technical & Environmental Compliance Coordinator  
Logan Belanger, Special Programs Coordinator

**RESOURCES:**

- [MIPC Provincial Optimization Study](#)
- [CIF Funding Process web page](#)
- [Project Monitoring/Reporting Guidebook](#)
- [Sample Payback Calculation Spreadsheet](#)

**Email this completed form in MS Word format  
along with any supporting documentation to:**

**Gary Everett**

Project Manager

Continuous Improvement Fund

Off 519-533-1939

Cell 519-500-5555

Fax 519-533-1939

Gary@Egroup1.com



## SCHEDULE "B" BUDGET

932, NE ON, Temiskaming Shores

P&E Campaign: Residue Cost Charge Back to Residents

Charge Back Mgmt Campaign	Total		CIF		Municipality
Multi-media campaign design	\$ 1,200				
Implement Campaign	\$ 5,000				
M&Monitor					
<b>Phase 1, A:</b>	<u>\$ 6,200</u>	<b>72%</b>	<u>\$ 4,433</u>	<b>28%</b>	<u>\$ 1,766</u>
Focus Group					
Focus Group Testing	\$ 3,000				
Stipends	\$ 1,250				
Travel, Accommodations, etc.	\$ 2,500				
Use FG Outcomes to refine campaign	\$ 600				
<b>Phase 1, B:</b>	<u>\$ 7,350</u>	<b>72%</b>	<u>\$ 5,256</u>	<b>28%</b>	<u>\$ 2,094</u>
Pre /Post Audits					
Pre - Audit, 100 HH	\$ 2,000				
Post - Audit, 100 HH	\$ 2,000				
<b>Phase 1, C:</b>	<u>\$ 4,000</u>	<b>72%</b>	<u>\$ 2,860</u>	<b>28%</b>	<u>\$ 1,140</u>
Tool-Kit:					
<b>Phase 2, D:</b>	<u>\$10,800</u>	<b>100%</b>	<u>\$ 10,800</u>	<b>0%</b>	<u>\$ -</u>
<b>Phase 1, A+B+C:</b>	\$17,550	72%	\$ 12,550	28%	\$ 5,000
<b>Phase 2, D:</b>	\$10,800	100%	\$ 10,800	0%	\$ -
<b>Total:</b>	<u>\$ 28,350</u>		<u>\$ 23,350</u>		<u>\$ 5,000</u>
		1.76%	\$ 12,771		\$ 5,088
		13%	\$ 12,204		\$ 5,088
			<u>\$ 24,975</u>		<u>\$ 5,088</u>

**SCHEDULE “C”  
DISBURSEMENT OF GRANT**

The Grant will be disbursed as follows upon compliance with the contingencies outlined in your funding award, i.e.:

- The finalized Promotion & Education (P&E) campaign plan will be to the satisfaction of the CIF Director prior to launch. CIF staff will be invited to provide input into the campaign design and implementation;
- The finalized budget break down, along with a measuring & monitoring (M&M) plan, will be to the satisfaction of the CIF Director and agreed upon prior to the launch of the campaign;
- Included in the M&M plan will be a description of the collection contract enforcement measures that will be put in place to ensure compliance with the contractor’s collection contract terms and conditions;
- The recipient agrees to make all P&E produced through this project available free of charge to other municipalities;
- The recipient agrees to work collaboratively with CIF staff to recruit the consultants needed for the project (i.e. for auditing, focus group and tool kit work), and that the final selection of the consultants will be to the satisfaction of the CIF Director

Milestones	Tasks / Description	Anticipated Completion Date	Grant Contribution (funding percentage*)
<b>1 – M&amp;M Plan</b>	Submission of a Monitoring & Measurement Plan. Please refer to CIF guidance document.	January 31, 2016	
<b>2 – Phase 1</b>	<ol style="list-style-type: none"> <li>1. Completion of baseline audit.</li> <li>2. Completion of focus group work, and submission of a finalized P&amp;E plan.</li> <li>3. Implementation of the P&amp;E campaign.</li> <li>4. Submission of draft copies of campaign P&amp;E materials to the CIF.</li> </ol>	June 30, 2016	<b>72% of Milestone 2 project cost up to \$9,579</b>
<b>3 – Phase 2</b>	Completion of a Tool-Kit outlining all steps involved in developing and enforcing a residue management by-law including cost analysis and templates.	November 30, 2016	<b>100% of Milestone 3 project cost up to \$12,204</b>
<b>4 - Final Report**</b>	Submission of final report summarizing Project, including performance, impact, savings and learnings per Article 3 and to the satisfaction of the CIF Director.	January 31, 2017	<b>72% of balance of project cost up to \$3,192</b>
<b>TOTAL GRANT</b>	<b>(includes 1.76% non-recoverable taxes)</b>		<b>\$24,975</b>

\* Funding percentage of blue box related project cost. Project cost is defined as: Funding percentage of blue box related project costs or other costs approved by CIF.

\*\* Final disbursement based on 25% of the total approved funding amount and payable upon receipt of a final project report and invoice.

# Memo

**To:** Mayor and Council  
**From:** Steve Burnett, Technical and Environmental Compliance Coordinator  
**Date:** January 19, 2016  
**Subject:** Amendment to By-law No. 2014-135 R&D Recycling Agreement  
**Attachments:** None

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Mayor and Council:

In August of 2014, Council agreed to enter into a contractual agreement (By-law No. 2014-135) with R&D Recycling to accept and process recyclable materials collected by the City through its Solid Waste Management Program.

Under section 6 – Fee and Payment, Subsection 6.3 states:

*The Processing Rate will be adjusted for each subsequent year of this Agreement. The City shall calculate an inflation adjustment equal to the Canada Consumer Price Index, (“All Items Ontario”) (“CPI”), on April 1<sup>st</sup> for each subsequent year of this Agreement, starting April 1<sup>st</sup>, 2015. The City will provide notification to the Processor of such changes to the Processing Rate to be delivered in accordance with the Notice provisions outlined in this Agreement.*

It is recommended that Council direct staff to amend this By-law agreement to have Subsection 6.3 read:

*For each subsequent year of this Agreement, effective January 1st, the Corporation shall be billed to account for increases in the Cost of Living. The increase will be equal to the percentage increase for the CPI (Consumer Price Index) for Ontario (all items), as published for the most recent 12 calendar months.*

With the implementation of this amendment the contractual agreement with R&D Recycling will become more consistent with other agreements the City have in place relating to Consumer Price Index increases.

Prepared by:	Reviewed and approved by:	Reviewed and submitted for Council’s consideration by:
“Original signed by”	“Original signed by”	“Original signed by”
<hr/> Steve Burnett Technical and Environmental Compliance Coordinator	<hr/> G. Douglas Walsh Director of Public Works	<hr/> Christopher W. Oslund City Manager

**Subject:** Internal/External Audit and  
Management Review - DWQMS

**Report No.:** PW-001-2016  
**Agenda Date:** January 19, 2016

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### **Attachments**

**Appendix 01:** Internal Audit 2015

**Appendix 02:** Management Review Minutes 2015

**Appendix 03:** Re-accreditation Report

**Appendix 04:** Certificate of Accreditation

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-001-2016;
2. That Council acknowledges completion of the Internal Audit and Management Review (2015) in accordance to Section 12 *Communications* of the Operational Plan as well as receipt of the on-site re-accreditation report done by SAI Global; and
3. That Council directs staff to make the necessary changes within the Drinking Water Quality Management Standard (DWQMS) in accordance with the results of these audits.

### **Background**

Justice Dennis O'Connor, in Part Two of the Report of the Walkerton Inquiry, recommended the adoption of quality management for municipal drinking water systems. It was also recommended that a quality management standard specifically designed for drinking water systems be developed and implemented in Ontario, thus leading to the creation of the Drinking Water Quality Management Standard (DWQMS).

The adoption of quality management systems is not new to the drinking water community in Ontario; however the requirement to implement the DWQMS is now mandated through the Safe Drinking Water Act, 2002 (SDWA).

In 2012 the City obtained the services of SAI Global, an accreditation agency, to perform a mandatory third-party external on-site audit of the drinking water Quality Management System (QMS) to ensure conformity with the Drinking Water Quality Management Standard (DWQMS) requirements. The results of the external audit enabled the City to obtain a **Full Scope – Entire DWQMS License**. The third-party on-site audit is required every three years with off-site audits required for those years in between.

### **Analysis**

The City is required (at least annually) to perform an internal audit of the Quality Management System (QMS) to evaluate conformance to the requirements of the Drinking Water Quality Management Standard (DWQMS) by qualified personnel. This requirement is outlined in



## Internal Audit Water Distribution Systems

Water Systems:	New Liskeard	Dymond	Haileybury
Assoc. DWWP:	218 - 203	218 - 201	212 - 202
Date of Internal Audit:	November 6, 2015	Date of Report:	November 16, 2014
Auditor(s):	Doug Walsh, Director of Public Works; Robert Beaudoin, Environmental Superintendent; Richard Nichols, Operator; Steve Burnett, Technical & Environmental Compliance Coordinator.		
Documents Viewed:	Operations Manual, Applicable Municipal Licences, Applicable Municipal Permits; Applicable Permits to Take Water;		
Accreditation Option:	<input type="checkbox"/> Limited Scope – Partial DWQMS	<input type="checkbox"/> Limited Scope – Entire DWQMS	<input checked="" type="checkbox"/> Full Scope – Entire DWQMS

**Purpose:**

This checklist is to be used to document and summarize the objective evidence and findings gathered during the course of the internal QMS audit conducted as per the QMS Procedure for Internal QMS Audits.

**Audit Objectives:**

The objectives of this internal QMS audit are:

- To evaluate the conformance of the City's QMS to the requirements of the Drinking Water Quality Management Standard (DWQMS),
- To identify and correct nonconformities with the systems documented QMS, and
- To assess the effectiveness of the QMS and ensure that it is continually improving with each cycle.

**Scope:**

This protocol has been designed to encompass all the requirements of the DWQMS. All activities within the scope of the QMS implemented for the system (as documented in the Operational Plan) are auditable.

**Note to Auditor(s):**

Prior to commencing an internal QMS audit, the auditor(s) must review Appendix 18 – Internal Audit Procedure contained within the *Drinking Water Quality Management System Manual – Operational Plan*.

Additional information/guidance with respect to auditing each of the 21 DWQMS elements has been provided herein.





## Internal Audit Water Distribution Systems

DO The Operating Authority shall establish and maintain a QMS that is consistent with the Policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b> None			

DWQMS Requirement	Yes	No	Comments
<b>3. Commitment and Endorsement</b> <b>PLAN</b> The Operational Plan shall contain a written endorsement of its contents by Top Management and the Owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b> Top Management shall provide evidence of its commitment to an effective QMS by:			
a) Ensuring that a QMS is in place that meets the requirements of this Standard;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Communicating the QMS according to the procedure for communications, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Determining, obtaining or providing the resources needed to maintain and continually improve the QMS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b> None.			

DWQMS Requirement	Yes	No	Comments
<b>4. Quality Management System Representative</b> <b>PLAN</b> The Operational Plan shall identify a QMS representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b> Top Management shall appoint, and authorize a QMS representative who, irrespective of other responsibilities, shall:			
a) Administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Report to Top Management on the performance of the QMS and any need for improvement;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Ensure that current versions of documents required by the QMS are being used at all times;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legislative requirements are refreshed when operators take course examinations.
e) Promote awareness of the QMS throughout the Operating Authority.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b>			



## Internal Audit Water Distribution Systems

The previous audit indicated that some documents were in need of being updated. Since that time these updates have been done.

DWQMS Requirement	Yes	No	Comments
<b>5. Document and Records Control</b>			
<b>PLAN</b>			
The Operational Plan shall document a procedure for document and records control that describes how:			
a) Documents required by the QMS are:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ kept current, legible and readily identifiable;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ retrievable;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ stored, protected, retained and disposed of, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) records required by the QMS are:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ kept legible, and readily identifiable;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ retrievable;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ stored, protected, retained and disposed of.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b>			
The Operating Authority shall implement and conform to the procedure for document and records control and shall ensure that the QMS documentation for the subject system includes:			
a) the Operational Plan and its associated policies and procedures;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Needs improvement
b) documents and records determined by the Operating Authority as being needed to ensure the effective planning, operation and control of its operations, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) the results of internal and external audits and management reviews.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b>			
Policies and procedures within the Operational Plan should be reviewed more frequently due to a changeover in Distribution Operators.			

DWQMS Requirement	Yes	No	Comments
<b>6. Drinking Water System</b>			
<b>PLAN</b>			
The Operational Plan shall document, as applicable:			
a) For the subject system:			
➤ a description of the system including all treatment processes and distribution system components;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ the name of the Owner and Operating Authority;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ a process flow chart;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ a description of the water source, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ general characteristics of the raw water supply,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Internal Audit Water Distribution Systems

> common event-driven fluctuations and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
> any resulting operational challenges and threats.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
> a description of any critical upstream or downstream process relied upon to ensure the provision of safe drinking water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) If the subject system is an operational subsystem, a summary description of the municipal residential drinking-water system it is a part of	<input type="checkbox"/>	<input type="checkbox"/>	NOT APPLICABLE
c) If the subject system is connected to one or more other drinking-water systems owned by different owners, a summary description of those systems which:	<input type="checkbox"/>	<input type="checkbox"/>	NOT APPLICABLE
> indicates whether the subject system obtains water from or supplies water to those systems, and	<input type="checkbox"/>	<input type="checkbox"/>	NOT APPLICABLE
> names the Owner and Operating Authority of those systems.	<input type="checkbox"/>	<input type="checkbox"/>	NOT APPLICABLE
DO The Operating Authority shall ensure that the description of the drinking-water system is kept current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b> The description of the water systems were reviewed and recommended for modification based on comments from Operational personnel. The associated distribution maps were reviewed in detail with some minor modifications recommended.			

DWQMS Requirement	Yes	No	Comments
<b>7. Risk Assessment PLAN</b> The Operational Plan shall document a risk assessment process that:			
a) identifies potential hazardous events and associated hazards;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) assesses the risks associated with the occurrence of hazardous events;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) ranks the hazardous events according to the associated risk;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) identifies control measures to address the potential hazards and hazardous events;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) identifies a critical control point;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) identifies a method of verify at least once a year, the currency of the information and the validity of the assumptions used in the risk assessment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) ensures that a risk assessment is conducted at least once every thirty-six months, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) considers the reliability and redundancy of equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DO The Operating Authority shall perform a risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

consistent with the documented process.

**Additional Comments:**

The Risk Assessment process was reviewed in detail providing a greater understanding to all those auditing as to how risks had been assessed.

In addition, a full risk assessment of Appendix 21 – Line Break To Temiskaming Hospital was performed. It was decided that no further information was required to address this situation.

DWQMS Requirement	Yes	No	Comments
<b>8. Risk Assessment Outcomes</b>			
<b>PLAN</b>			
The Operational Plan shall document:			
a) the identified potential hazardous events and associated hazards;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) the assessed risks associated with the occurrence of hazardous events;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) the ranked hazardous events;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) the identified control measures to address the potential hazards and hazardous events;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) the identified critical control points and their respective critical control limits;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) procedures and/or processes to monitor the critical control limits;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) procedures to respond to deviations from the critical control limits, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) procedures for reporting and recording deviations from the critical control limits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b>			
The Operating Authority shall implement and conform to the procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:**

The Risk Assessments for the three (3) independent water systems were reviewed and verified with respect to the currency of the information. As a group, discussions were held with respect to identifying any other potential risks that should be incorporated. No additional risks were identified.

DWQMS Requirement	Yes	No	Comments
<b>9. Organizational Structure, Roles, Responsibilities and Authorities</b>			
<b>PLAN</b>			
The Operational Plan shall:			
a) describe the organizational structure of the Operating Authority including respective roles, responsibilities and authorities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) delineate corporate oversight roles, responsibilities and authorities in the case where the Operating Authority operates multiple subject systems;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Review.			
d) Identify the person, persons or group of people, having Top Management responsibilities required by this Standard, along with their responsibilities, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Identify the Owner of the subject system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DO The Operating Authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to Operating Authority personnel and the Owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Transportation Superintendent was removed and the Lead Distribution Operator was added to provide back up to the Environmental Superintendent.
<b>Additional Comments:</b> None			

DWQMS Requirement	Yes	No	Comments
<b>10. Competencies</b> PLAN The Operational Plan shall document:			
a) competencies required for personnel performing duties directly affecting drinking water quality;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) activities to develop and maintain competencies for personnel performing duties directly affecting drinking water quality, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DO The Operating Authority shall undertake activities to:			
a) meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water, and shall maintain records of these activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b> None			

DWQMS Requirement	Yes	No	Comments
<b>11. Personnel Coverage</b> PLAN The Operational Plan shall document a procedure to ensure that sufficient personnel meeting identified competencies are available for duties that directly affect drinking water quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DO The Operating Authority shall implement and conform to the procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b>			



None

DWQMS Requirement	Yes	No	Comments
<b>12. Communications</b>			
<b>PLAN</b>			
The Operational Plan shall document a procedure for communications that describes how the relevant aspects of the QMS are communicated between Top Management and:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a) the Owner;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Operating Authority personnel;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) suppliers, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b>			
The Operating Authority shall implement and conform to the procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b>			
In regards to customer complaints, improvements to communication between the City and OCWA are on-going.			

DWQMS Requirement	Yes	No	Comments
<b>13. Essential Supplies and Services</b>			
<b>PLAN</b>			
The Operational Plan shall:			
a) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure it procurement, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) include a procedure by which the Operating Authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b>			
The Operating Authority shall implement the procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b>			
None.			

DWQMS Requirement	Yes	No	Comments
<b>14. Review and Provision of Infrastructure</b>			
<b>PLAN</b>			
The Operational Plan shall document a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the subject system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b>			
The Operating Authority shall implement and conform to the procedure and communicate the findings of the review to the Owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:**

Periodic (approx. monthly) consultation meetings are held between the municipality and the Ontario Clean Water Agency (OCWA) through which all water and wastewater facilities are reviewed and discussed with respect to any operational issues. This process allows for good communication between the City and OCWA as well as assists in identifying any potential deficiencies.

DWQMS Requirement	Yes	No	Comments
<b>15. Infrastructure Maintenance, Rehabilitation and Renewal</b>			
<b>PLAN</b> The Operational Plan shall document a summary of the Operating Authority's infrastructure maintenance, rehabilitation and renewal programs for the subject system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b> The Operating Authority shall:			
a) keep the summary current;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) communicate the programs to the Owner, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) monitor the effectiveness of the maintenance program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:**

The general process for establishment of an annual Capital Budget was presented to the Audit Team. It was felt that the current process works well.

DWQMS Requirement	Yes	No	Comments
<b>16. Sampling, Testing and Monitoring</b>			
The Operational Plan shall document:			
a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b> The Operating Authority shall implement and conform to the procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:**

None

DWQMS Requirement	Yes	No	Comments
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<b>17. Measurement and Recording Equipment Calibration and Maintenance</b> <b>PLAN</b> The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b> The Operating Authority shall implement and conform to the procedure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRV's within Haileybury Distribution System are not calibrated nor maintained on a regular basis.
<b>Additional Comments:</b> It is recommended that manuals for the Pressure Reducing Valves (PRV) within the Haileybury Water Distribution System be provided to operational staff and that recommended calibrations and maintenance requirements be implemented and recorded. It was noted that manuals for the PVR's are potentially not available and that an outside contractor would be necessary to perform the required calibrations and maintenance.  A procedure for maintenance of the PRV's was discussed. OCWA will be approached for assistance in the maintenance.			

DWQMS Requirement	Yes	No	Comments
<b>18. Emergency Management</b> <b>PLAN</b> The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes:			
a) a list of potential emergency situations or service interruptions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) process for emergency response and recovery;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) emergency response training and testing requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) Owner and Operating Authority responsibilities during emergency situations;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) Reference to municipal emergency planning measures as appropriate, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) An emergency communication protocol and up-to-date list of emergency contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b> The Operating Authority shall implement and conform to the procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b> None			

DWQMS Requirement	Yes	No	Comments
<b>19. Internal Audits</b> <b>PLAN</b> The Operational Plan shall document a procedure for internal audits that:			
a) evaluates conformity of the QMS with the requirements of this Standard;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

b) identifies internal audit criteria, frequency, scope, methodology and record-keeping requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) considers previous internal and external audit results, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) describes how QMS corrective actions are identified and initiated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DO The Operating Authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every twelve months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments:</b> It was recommended that formal training be provided for the internal audit process as well as training for Operators in preparation for writing exams to move forward to the next level of certification.			

DWQMS Requirement	Yes	No	Comments
<b>20. Management Review</b>			
<b>PLAN</b>			
The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the QMS and that includes consideration of:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a) incidents of regulatory non-compliance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) incidents of adverse drinking-water tests;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) deviations from critical control point limits and response actions;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) the efficiency of the risk assessment process;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e) internal and third-party audit results;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f) results of emergency response testing;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g) operational performance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h) raw water supply and drinking water quality trends;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i) follow-up on action items from previous management reviews;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j) the status of management action items identified between reviews;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
k) changes that could affect the QMS;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l) consumer feedback;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
m) the resources needed to maintain the QMS;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
n) the results of the infrastructure review;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
o) Operational Plan currency, content and updates, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
p) staff suggestions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DO</b>			
Top Management shall implement and conform to the procedure and shall:			
a) ensure that a management review is conducted at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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least once every twelve months;			
b) consider the results of the management review and identify deficiencies and action items to address the deficiencies;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d) report the results of the management review, the identified deficiencies, decisions and action items to the Owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:**

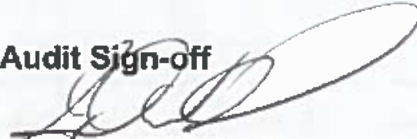
After the internal audit in 2014, the Management Review Meeting was held and an Administrative Report was presented to Council.

DWQMS Requirement	Yes	No	Comments
<b>21. Continual Improvement</b> DO The Operating Authority shall strive to continually improve the effectiveness of its QMS through the use of correction actions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

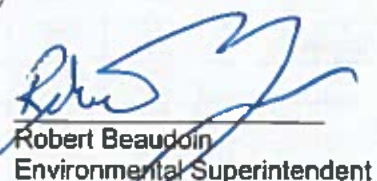
**Additional Comments:**

Although Operators have had limited exposure to the Municipal Licencing Program they are strongly in support of its foundations and appear willing to accept the changes required to adapt to the program.

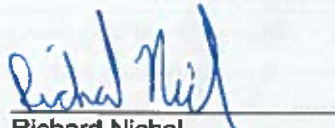
**Audit Sign-off**




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



\_\_\_\_\_  
 Robert Beaudoin  
 Environmental Superintendent  
 Auditor



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 Richard Nichol  
 System Operator  
 Auditor



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 Steve Burnett  
 Technical Environmental  
 Compliance Coordinator  
 Auditor

**Participants:**

Carmen Kidd, Mayor

Doug Jelly, Councillor

G. Douglas Walsh, Director of Public Works

Steve Burnett, Technical & Environmental Compliance Coordinator

Distribution: **All Participants** Prepared by: **Steve Burnett**

**1. OPENING OF MEETING**

The meeting opened at 10:20 am.

**2. INCIDENTS OF REGULATORY NON-COMPLIANCE**

The Technical and Environmental Compliance Coordinator maintains a log of MOECC compliance issues. The compliance issues were reviewed. It was noted that the majority of the non-compliance issues can be resolved with the adoption of a Water Works By-law. It was also noted that a detailed inspection will be done by the MOECC for the Haileybury distribution system on November 24<sup>th</sup>, 2015 in where many of the non-compliance issues will be discussed.

*2.1. TS-012/TS-027/TS-134/TS-146 - Inspection and cleaning of reservoirs*

It was noted that an inspection robot has been added to the 2016 budget process for consideration. This would allow the City to develop an inspection program to determine what reservoir requires cleaning.

*2.2. TS-028/TS-095/TS-145 – By-law to prohibit cross connections*

MOECC recommends development of a by-law to prohibit potential cross connections. The municipality is not aware of any current cross connections. A water works by-law has been drafted and includes provisions to prohibit cross connections. Staff will continue to work on finalizing the by-law to present to Council.

*2.3. TS-031/TS-083/TS-097 – Limit access to fire hydrants*

MOECC recommends development of a by-law to limit access to fire hydrants. The municipality currently has a permit process to connect with strict conditions. A water works by-law has been drafted and includes provisions to limit hydrant access. Staff will continue to work on finalizing the by-law to present to Council.

*2.4. TS-082/TS-094/TS-105/TS-145 – Backflow Prevention –local industries*

MOECC recommends that ICI facilities be inspected to identify any cases where a backflow prevention device is warranted. The municipality currently requires (through the Municipal Services Permit process) the installation of backflow preventers for any new construction requiring a water service 1 inch or greater.

*2.5. TS-088/TS-102 – Promotion of Water Conservation*

MOECC recommends that the municipality promote water conservation (i.e. lawn watering, leak detection, water efficient fixtures, etc.). The City and OCWA continually promote water conservation through local media as well as trade shows. It was also noted that a by-law to restrict the use of water is in place.

#### *2.6. TS-117 – Poor Chlorine Residuals - MOECC Pilot Project – Long dead end looping*

In 2009 the City received an order from the MOECC in regards to free chlorine residuals on the deadend line feeding 399 Radley Hill Road (Manitoulin Transport) requiring steps to ensure a free chlorine residual above 0.05 mg/L. The City is currently working with the MOE, Standards Development Branch in regards to a pilot project for long dead-end looping. This pilot project seems to be a long drawn out process; MOECC has retained the services of AECOM for this project. City staff will follow up with the MOECC to see where the pilot project stands.

#### *2.7. TS-135 – Water Loss Audit – Leak Detection Program*

MOECC recommends that the municipality undertake a water loss audit for the New Liskeard water system. It was noted that a program could potentially be put into place in the in conjunction with the hydrant flushing program.

#### *2.8. TS-154 – Raw Water Trending – Dymond System*

On September 12, 2012 the MOECC has identified a concern with the Raw Water trending at the Dymond Water Plant. In general terms the aquifer during the summer of 2012 has dropped by 27 ft (8.2 m) and there have been hits of e-coli and total chloroform. Municipal staff and OCWA met on several occasions in regards to this matter. A meeting was also held with the MOECC on September 21, 2012 via teleconference. The MOECC is requiring that the city complete a GUDI assessment as well as an inspection of the wells via closed circuit camera. The GUDI assessment was awarded to Story Environmental Inc. and was completed in the summer of 2013. From the recommendations of the assessment, Phase 2 of the projected was approved by Council and was completed in the fall of 2013. Phase 2 consisted of the installation of packers in each of the 2 wells. Phase 3 of the project, which involved the monitoring of the packers for a period of one year to determine if permanent liners will eliminate the potential for contamination of the raw water, was completed in 2014.

The linking project to connect the New Liskeard water distribution system with the Dymond water distribution system was discussed and is nearing completion. This project will eliminate the raw water issue.

### **3. INCIDENTS OF ADVERSE DRINKING WATER TESTS**

All adverse water quality incidents since the last management review were discussed.

### **4. DEVIATIONS FROM CRITICAL CONTROL POINT LIMITS AND RESPONSE ACTIONS**

No incidents for the distribution system noted.

### **5. EFFECTIVENESS OF RISK ASSESSMENT PROCESS**

The process for risk assessment seems to be working effectively. It was noted that the utilization of specific forms could be improved.

## 6. INTERNAL AND THIRD PARTY AUDIT RESULTS

On November 6<sup>th</sup>, 2015, the required internal audit was performed by key staff members.

The associated Drinking Water Works Permits, Water Works Permit, Municipal Permits, Permit to Take Water were reviewed by the auditors with the objective of ensuring awareness of municipal and operating authority obligations.

Additional specific results of the internal audit are as follows:

- a) **QMS:** The Operational Plan documents a QMS that meets the requirements of the DWQMS.
- b) **Policy:** The Operating Authority establishes and maintains a QMS that is consistent with the Policy.
- c) **Commitment and Endorsement:** The city continues to provide commitment and endorsement to the DWQMS with respect to training, staffing, and support.
- d) **QMS Rep:** Further awareness is required with respect to legislative requirements.
- e) **Document and Records Control:** The Operational Plan is available on the hard drive accessible via the Toughbook located in the service van.
- f) **System Description:** Description of the water systems were reviewed with minor modifications being made based on comments for Operational personnel. The associated distribution maps had also been reviewed in detail with some minor modifications recommended.
- g) **Risk Assessment:** The Risk Assessment process was reviewed in detail providing a greater understanding to all those auditing as to how risks are assessed.
- h) **Risk Assessment Outcomes:** The Risk Assessments for the three (3) independent water systems were reviewed and verified with respect to the currency of the information. Auditors discussed how potential risks are identified and no additional risks had been identified.
- i) **Roles and Responsibilities:** The Roles and Responsibilities are up to date and current. Changes were made by removing the Transportation Superintendent as the backup to the Environmental Superintendent and adding the Lead Distribution Operator.
- j) **Competencies:** All required training is being provided; staff are licensed according to system classifications.
- k) **Personnel Coverage:** No modifications to the Operational Plan were necessary.
- l) **Communications:** It was noted that in regards to customer complaints, better communication between City staff and OCWA is necessary.
- m) **Essential Supplies:** The Essential Supplies list was deemed adequate.
- n) **Infrastructure Review:** It was noted that Periodic (approx. monthly) consultation meetings are held between municipal and OCWA staff at which time all water and wastewater facilities are reviewed and discussed with respect to any

operational issues. This process allows for good communication between the City and OCWA as well as assists in identifying any potential deficiencies.

- o) Infrastructure Maintenance:** The audit described the general process for establishment of an annual Capital Budget. The Audit Team is of the opinion that the current process works well. It was noted that if any additions are made to the water systems, the MOECC requires a Form 1 to be filled out and retained for 10 years.
- p) Sampling:** OCWA provides distribution sampling as stated in the Operational Plan. The testing of ph and temperature were added to this section of the Operational Plan.
- q) Equipment Calibration:** It is recommended that manuals for the Pressure Reducing Valves (PRV) within the Haileybury Water Distribution System be provided to operational staff and that recommended calibrations and maintenance requirements be implemented and recorded. It was noted that manuals for the PVR's are potentially not available and that an outside contractor would be necessary to perform the required calibrations and maintenance. Staff will investigate utilizing OCWA to perform the maintenance and calibration of the PRV's.
- r) Emergency Management:** No modifications were necessary in this section of the Operational Plan.
- s) Internal Audit:** The audit was completed on November 6<sup>th</sup>, 2015.
- t) Management Review:** The Management Review was completed on November 24<sup>th</sup>, 2015.
- u) Continual Improvement:** Plans will be implemented to ensure continual improvement to the DWQMS.

## 7. RESULTS OF EMERGENCY RESPONSE TESTING

A hands on training exercise was performed in September of 2015. This was the result of a full system shutdown in New Liskeard. The training resulted in the development of policies and procedures which have been added to the operational plan.

## 8. OPERATIONAL PERFORMANCE

All three (3) distribution systems are operating well.

## 9. RAW WATER SUPPLY AND DRINKING WATER QUALITY TRENDS

Raw water is not directly related to the distribution systems, but rather through the agreement for maintenance and operation of the treatment facilities by the Ontario Clean Water Agency. OCWA consults regularly with the City and any current raw water issues are dealt with in a coordinated effort.

## 10. ACTION ITEMS – PREVIOUS MANAGEMENT REVIEWS

Administrative Report PW-006-2015 was submitted to Council at the Regular Council Meeting held on February 3<sup>rd</sup>, 2015.

## 11. STATUS OF ACTION ITEMS BETWEEN MANAGEMENT REVIEWS

Council accepted recommendations from Administrative Report PW-006-2015.

## 12. CHANGES AFFECTING QUALITY MANAGEMENT SYSTEM

The Quality Management System will be modified if operational changes occur, procedures change, or as MOECC policy or guidelines change. It was discussed that when the linking project is complete, changes to licences and the DWQMS will be necessary.

### 13. CONSUMER FEEDBACK

There have been no consumer concerns identified; however there is room for improvement in the utilization and circulation of the Customer Comment Forms.

### 14. RESOURCES REQUIRED FOR QUALITY MANAGEMENT SYSTEM

There is sufficient staffing, training and resources required to maintain and improve the QMS.

### 15. INFRASTRUCTURE REVIEW

The review of infrastructure is done continuously throughout the year as well as during budgeting for capital projects.

### 16. OPERATIONAL PLAN, CURRENCY, CONTENT AND UPDATES

The Plan has been updated as a result of the external and internal audits. The changes will be presented to Council for endorsement through an Administrative Report.

### 17. STAFF SUGGESTIONS

Staff suggestions are obtained throughout the year with many being implemented. Staff is encouraged to continue to bring suggestions forward to the appropriate personnel.

**ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES  
ON-SITE VERIFICATION AUDIT REPORT – 2015**

**FILE #: 1632679-01**

**City of Temiskaming Shores  
OAP-218**

**Operating Authority for:**

**Temiskaming Shores**

**Re Accreditation Audit**

**Prepared by: Tim Moher**

**Date: December 16, 2015**



## Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

## Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

## Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

## Auditor:

Tim Moher

## Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

## Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.



## PART A. MANAGEMENT SUMMARY

This was an on-site verification audit of the City of Temiskaming Shores conformance with the requirements of DWQMS: Oct. 2006.

**The overall effectiveness of the City of Temiskaming Shores Quality Management System is considered:**

- Effective**  
 **Not effective**

**No non-conformities were identified during this assessment, as noted in Part D of this report.**

**The audit objectives have been accomplished within the audit scope in accordance with the audit plan but less than the time allocation.**

**There were no unresolved diverging opinions between the auditor and the audtee.**

### Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.

**PART B. GENERAL INFORMATION**

## Operating Authority:

Legal name and address

City of Temiskaming Shores OAP-218

Address

Public Works Department P.O. Box 2050; 325 Farr Drive Haileybury Ontario

Applicant representative

Mr. G. Walsh

Title

Director of Public Works

Telephone

705-672-3363 Ext. 4126

Fax

705-672-2911

E-mail

dwalsh@temiskamingshores.ca

## Owner:

Legal name and address

 same as above, or:

Applicant representative

G. Walsh

Title

Director of Public Works

Telephone

705-672-3363 Ext. 4126

Fax

705-672-2911

E-mail

dwalsh@temiskamingshores.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Served: 9,500

This audit report covers the subject systems listed:

New Liskeard, Haileybury and Dymond Water Distribution System

## PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY City of Temiskaming Shores OAP-218						1632679-01	
ACCREDITATION CYCLE: Re Accreditation Audit							
AUDIT TYPE <input type="checkbox"/> Systems <input checked="" type="checkbox"/> On-Site Verification				AUDITOR Tim Moher		Dec 16, 2015	
SUBJECT SYSTEM(S) AUDITED ①New Liskeard, Haileybury and Dymond Water Distribution System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C					
2. Quality Management System Policy		C					
3. Commitment and Endorsement		C					
4. Quality Management System Representative		C					
5. Document and Records Control		OFI# 1,2					
6. Drinking-Water System		C					
7. Risk Assessment		C					
8. Risk Assessment Outcomes		C					
9. Organizational Structure, Roles, Responsibilities and Authorities		C					
10. Competencies		C					
11. Personnel Coverage		C					
12. Communications		C					
13. Essential Supplies and Services		C					
14. Review and Provision of Infrastructure		C					
15. Infrastructure Maintenance, Rehabilitation & Renewal		C					
16. Sampling, Testing and Monitoring		C					
17. Measurement & Recording Equipment Calibration and Maintenance		C					
18. Emergency Management		C					
19. Internal Audits		OFI# 3					
20. Management Review		C					
21. Continual Improvement		C					
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

## PART D. FINDINGS/COMMENTS

- DWQMS Reference: 1 Quality Management System  
*Client Reference:* DWQMS, 1. Quality Management System, Rev 6  
*Results:* Conforms.  
*Details:*
- DWQMS Reference: 2 Quality Management System Policy  
*Client Reference:* DWQMS, 2. Quality Management System Policy, Rev 6  
*Results:* Conforms.  
*Details:*
- DWQMS Reference: 3 Commitment and Endorsement  
*Client Reference:* DWQMS, 3. Commitment and Endorsement, Rev 6  
*Results:* Conforms.  
*Details:* *Last endorsement was Dec 30, 2014.*
- DWQMS Reference: 4 Quality Management System Representative  
*Client Reference:* DWQMS, 4. QMS Representative, Rev 6  
*Results:* Conforms.  
*Details:*
- DWQMS Reference: 5 Document and Record Control  
*Client Reference:* DWQMS, 5. Document and Record Control, Appendix 05, Rev 0  
*Results:* Conforms.  
*Details:* *OFI#1: Ensure that your Valve Turning and Hydrant Flushing form is controlled.*  
*OFI#2: Consider adding a history of changes when documentation is changed.*
- DWQMS Reference: 6 Drinking Water System  
*Client Reference:* DWQMS, 6. Drinking Water System, Rev 6  
*Results:* Conforms.  
*Details:*
- DWQMS Reference: 7 Risk Assessment  
*Client Reference:* DWQMS, 7. Risk Assessment, Appendix 06, Rev 0  
*Results:* Conforms.  
*Details:*
- DWQMS Reference: 8 Risk Assessment Outcomes  
*Client Reference:* DWQMS, 8. Risk Assessment Outcomes, Appendix 07-09  
*Results:* Conforms.  
*Details:* *The last risk assessment was*

DWQMS Reference:	9	Organizational Structure, Roles, Responsibility and Authorities
<i>Client Reference:</i>		DWQMS, 9. Organizational Structure, Roles, Responsibility and Authorities, Rev 6
<i>Results:</i>		Conforms.
<i>Details:</i>		
DWQMS Reference:	10	Competencies
<i>Client Reference:</i>		DWQMS, 10. Competencies, Rev 6
<i>Results:</i>		Conforms.
<i>Details:</i>		
DWQMS Reference:	11	Personnel Coverage
<i>Client Reference:</i>		DWQMS, 11. Personnel Coverage, Appendix 20, Rev 3
<i>Results:</i>		Conforms.
<i>Details:</i>		
DWQMS Reference:	12	Communications
<i>Client Reference:</i>		DWQMS, 12. Communications, Rev 6
<i>Results:</i>		Conforms.
<i>Details:</i>		
DWQMS Reference:	13	Essential Supplies and Services
<i>Client Reference:</i>		DWQMS, 13. Essential Supplies and Services, Appendix 10, Rev 0
<i>Results:</i>		Conforms.
<i>Details:</i>		The supplier list was last updated on January 21, 2014.
DWQMS Reference:	14	Review and Provision of Infrastructure
<i>Client Reference:</i>		DWQMS, 14. Review and Provision of Infrastructure, Rev 6
<i>Results:</i>		Conforms.
<i>Details:</i>		
DWQMS Reference:	15	Infrastructure Maintenance, Rehabilitation and Renewal
<i>Client Reference:</i>		DWQMS, 15. Infrastructure Maintenance, Rehabilitation and Renewal, Appendix 11, 12, Rev 0
<i>Results:</i>		Conforms.
<i>Details:</i>		
DWQMS Reference:	16	Sampling, Testing and Monitoring
<i>Client Reference:</i>		DWQMS, 7. Sampling, Testing and Monitoring, Appendix 11, Rev 0
<i>Results:</i>		Conforms.
<i>Details:</i>		OCWA does all of the sampling including regular reports.

- DWQMS Reference: 17 Measurement and Recording Equipment Calibration and Maintenance  
*Client Reference:* DWQMS, 17. Measurement and Recording Equipment Calibration and Maintenance, Rev 6  
*Results:* Conforms.  
*Details:* *This service is also provided by OCWA except for Valve Turning, Hydrant Flushing and Repairs.*
- DWQMS Reference: 18 Emergency Management  
*Client Reference:* DWQMS, 18, Emergency Management, Appendix 13-17, Rev 0  
*Results:* Conforms.  
*Details:* *This service is provided by OCWA. To be verified under another project in March 2016.*
- DWQMS Reference: 19 Internal Audits  
*Client Reference:* DWQMS 19. Internal Audits, Appendix 18, 19, Rev 0  
*Results:* Conforms.  
*Details:* *The last internal audit was Dec 17, 2014. Ensure that the next internal audit is soon. This is an annual requirement.*  
*OFI#3:* *There is an issue with PVR Calibration. Consider using your CAR form for complete root cause and follow up.*
- DWQMS Reference: 20 Management Review  
*Client Reference:* DWQMS, 20. Management Review, Rev 6  
*Results:* Conforms.  
*Details:*
- DWQMS Reference: 21 Continual Improvement  
*Client Reference:* DWQMS, 21 Continual Improvement, Appendix 19, Rev 0  
*Results:* Conforms.  
*Details:*

## PART E. RECOMMENDATION - Onsite

**The result of the audit indicates that the City of Temiskaming Shores QMS was effectively implemented.**

**The following recommendation is made:**

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to SAI Global
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:



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E-signature of Lead Auditor





# CERTIFICATE OF ACCREDITATION

This is to certify that the following operating authority:

## City of Temiskaming Shores

OAP-218

Public Works Department P.O. Box 2050; 325 Farr Drive, Haileybury, Ontario P0J 1K0 Canada

### Additional Drinking Water System

Dymond Drinking Water System

New Liskeard Drinking Water System

Halleybury Drinking Water System

operates a

## Quality Management System

which conforms with the requirements of

## Drinking Water Quality Management Standard (DWQMS):2006

for the following scope of registration

### Full Scope - Entire DWQMS

Certificate No.: CERT-0093713  
File No.: 1632679  
Issue Date: December 30, 2015

Original Certification Date: January 23, 2013  
Current Certification Date: January 22, 2016  
Certificate Expiry Date: January 21, 2019

Heather Mahon  
Acting Head of  
Policy, Risk and Certification



DWQMS



**Subject:** North Cobalt Water Stabilization  
– Engineering Services Award

**Report No.:** PW-002-2016  
**Agenda Date:** Jan 19, 2016

---

**Attachments**

- Appendix 01:** Summary of Submissions  
**Appendix 02:** Evaluation of RFP Submissions  
**Appendix 03:** Draft Agreement

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-002-2016;
2. That as outlined in By-law No. 2009-012, Purchasing Policies and Procedures, Section 3.5 Approval Authority, Council approves the award of the contract to EXP Services Inc. to proceed with the detailed engineering design for the proposed North Cobalt Water Stabilization Project as detailed in Request for Proposal PW-RFP-011-2015 for a total upset limit of \$39,550.00 plus applicable taxes; and
3. That Council directs Staff to prepare the necessary by-law and agreement for the said contract for consideration at the January 19, 2016 Regular Council meeting.

**Background**

On September 1<sup>st</sup>, 2015 Council received, considered and approved Administrative Report PW-047-2015 which included the following recommendations:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-048-2015 and more specifically Appendix 01 being the Ontario Community Infrastructure Fund (OCIF) Expression of Interest forms for potential funding to complete the looping of the North Cobalt municipal drinking water system, to ensure reliable, safe and clean drinking water; and
2. That Council considers that through the development of the Asset Management Plan and based on findings in recent Fire Underwriter Survey and Exp Services opinion letter, that the looping of the North Cobalt water distribution system is a significant priority for the City of Temiskaming Shores; and
3. That Council directs Staff to finalize and submit the Expression of Interest, complete with all applicable documentation, to the Ontario Community Infrastructure Fund – Applicant Based Component Program prior to the September 11<sup>th</sup>, 2015 deadline.

The Expression of Interest was submitted and on November 4<sup>th</sup>, 2015 the City was invited to submit a second stage application to the Ontario Community Infrastructure Fund (OCIF) by December 16<sup>th</sup>, 2015.

At the December 1<sup>st</sup>, 2015 Regular Council Meeting Council considered and approved Resolution No. 2015-665 as follows:

Resolution No. 207 5-665

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

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

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

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

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

In anticipation of the OCIF funding being approved for the completion of the work, Council has allocated funds within the 2016 Capital Budget for the engineering design and the initial construction work to be started in the fall of 2016. Request for Proposal PW-RFP-011-2015 was prepared and released via invitation to three (3) local engineering firms with a submission deadline of 2:00 p.m. local time on Thursday, December 17<sup>th</sup>, 2015.

Funding announcements are expected in mid to late February 2016.

**Analysis**

Two (2) submissions were received in response to PW-RFP-011-2015. The proposals were reviewed and evaluated in accordance to the evaluation criteria set out in PW-RFP-011-2015. **Appendix 02 – Evaluations of Submissions** presents the details of the evaluation of the proposals and are summarized as follows:

Firm	Evaluation Score						Total Score	Fees Excl. taxes
	Expertise	Staff	Schedule	Knowledge	Value Added	Fees		
AECOM	121	64	65	30	40	360	<b>680</b>	\$ 31,830.00
Exp	152	64	89	40	75	270	<b>690</b>	\$ 39,550.00*

Fees exclude HST. \*Value Added use of City Staff would include a reimbursement of approx. \$11,500

Based on the evaluation process, past experience with the both respondents and the value added features that were presented, it is recommended that an agreement be entered into with EXP Services Inc. for the professional engineering services required to prepare the detailed design, preparation of construction estimates and tender documents for the North Cobalt Water Stabilization Project along Niven Street South

from the Haileybury Reservoir to King Street including the Ontario Northland Railway crossing and connection to existing piping at Station Street.

**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

It is anticipated that our Engineering Intern would be actively involved in the project design phase (as indicated in the EXP proposal) which would be an excellent training opportunity and could lead to future savings with similar small design / replacement projects.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

*"Original signed by"*

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

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

Document Title: **PW-RFP-011-2015**

Opening Date: **December 17, 2015**

Inquiry Contact: **Doug Walsh**

Opening Time: **2:00 pm**

Description: **Engineering Services – North Cobalt Water Stabilization Project**

Form of Proposal

This is a Request for Proposal with no formal proposal form to be completed; each bidder submits a price along with specific information based on their proposal. Proposals are evaluated based on a pre-determined set of evaluation criteria.

Bidder: **AE COM**

Total Project Price:	31,830
HST:	4,138
Total:	35,967.90

Notes:

Bidder:

Total Project Price:	
HST:	
Total:	

Notes:

Bidder: **EXP**

Total Project Price:	39,550
HST:	5,141.50
Total:	44,691.50

Notes:

Bidder:

Total Project Price:	
HST:	
Total:	

Notes:

Bidder:

Total Project Price:	
HST:	
Total:	

Notes:

Bidder:

Total Project Price:	
HST:	
Total:	

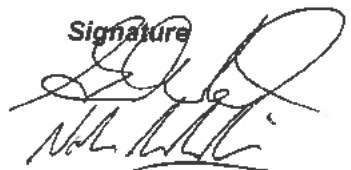
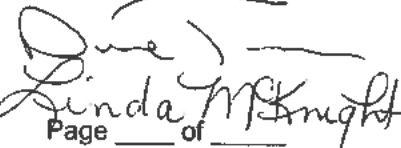
Notes:

**Comment:** Since this is a Request for Proposal all submissions are required to be evaluated based on the pre-determined evaluation criteria. Therefore submissions will be reviewed for errors, omissions, accuracy and other criteria by municipal staff prior to any awarding. Subsequently bidders will be informed of the results.

In Attendance:

**Print Name**  
 G. Douglas Walsh  
 ADLAW DOMBROSKI  
 DAVE TREEN  
 LINDA MCKNIGHT

**Representing**  
 City of T Shores  
 EXP  
 CIM  
 C of TS

**Signature**  
  
  
 Page \_\_\_ of \_\_\_

Request for Proposal Evaluation  
PW-RFP-011-2015  
North Cobalt Water Stabilization Project  
EVALUATION - EXP

CATEGORY	COMMENTS	Total
<b>QUALIFICATIONS, EXPERTISE AND PERFORMANCE ON SIMILAR PROJECTS (20%)</b>		
Past ability to successfully complete projects within timelines & budget:	Glen/Farah/Dixon Project, McDonough Heights, Dymond Water Looping and Shepherdsen Road Reservoir projects all completed/deliverables, within or near budget. Some change in scope or added work increased the cost as per provided estimate and agreed to by City	64
Stability and reputation of firm:	Conglomerate - Number of long standing Companies and lengthy (100+ years) local existence	24
Qualifications of technical support staff:	EIT's & P.Eng	24
Qualifications of senior staff/project manager:	Senior P.Eng	40
<b>PROPOSED PROJECT MANAGER AND TEAM (8%)</b>		
Past experience directing or involvement with similar projects:	Lengthy list of projects and clients	40
Understanding of proposed Project	Re-statement of project description from RFP document. Firm has worked the area previously and is familiar with the City's requirements.	24
<b>COMPLETENESS AND SCHEDULE (12%)</b>		
Availability of key staff:	Proposal suggests a number of meetings will be held. Project start-up, monthly progress and 70% and 80% final design meetings as well as project turn-over. All staff designated to the project are employed locally and should not result in any unforeseen delays on deliverables.	40
Methodology and Schedule:	Schedule denotes a January start-up of the project, with the review of existing information, field survey and geotechnical work to be completed in late January. EA process, preliminary design and approvals submission are scheduled for Feb / Mar and the final package is to be completed by the end of April. Although there is reference to "the availability of existing pre-engineering survey and base plan" EXP has not relied on teh information to complete this assignment and have allocated a significant amount of time towards completing an accurate record of existing field conditions (19 Hours Sr. Team Members 355 Hrs - Tech Support Members 360 Hrs- City CET ) Geotech by local driller to determine depth of rock for estimating purposes and construction information.	35
Quality assurance program:	Senior Member of team, review with City throughout the design phase.	14
<b>KNOWLEDGE OF CITY REGARDING THE PROJECT (5%)</b>		
Members of team must be familiar with the City's infrastructure, and have a working knowledge of the area surveying environment.	Firm has completed assignments for the City in the past: Water Looping in Dymond, and Hessele Street, Farah Dixon Glen Road reconstruction design and Gray Road PS Design.	40
<b>VALUE ADDED SERVICES (10%)</b>		
Approach proposed to complete the work assignment to benefit the City & funding partners(s):	Provision of a calibrated water model developed for use on another project in the North Cobalt area, for future use by the City.	35
Utilization of all tools and resources available to the Consultant:	Training and development of City Staff (CET Intern) with reimbursement of costs for hours utilized on project (+/- \$11,500). Use of existing files and data pertinent to project.	40
<b>ESTIMATED FEES AND DISPERSEMENTS (45%)</b>		
Cost estimates	\$39,550* + HST (Hourly rates provided) No indication of anticipated additional costs based on "Fee Limitation" statement which could add significant cost to the estimate that has been provided. * Potential for \$11,500 reduction in cost with use of City staff)	270
<b>Total:</b>		<b>690</b>

Request for Proposal Evaluation  
 PW-RFP-011-2015  
 North Cobalt Water Stabilization Project  
 EVALUATION - AECOM

CATEGORY	COMMENTS	TOTAL
<b>QUALIFICATIONS, EXPERTISE AND PERFORMANCE ON SIMILAR PROJECTS (20%)</b>		
Past ability to successfully complete projects within timelines & budget,	Lakeshore Road Sewer, MOE Dead-end Looping and Shepherdson Road Reservoir projects all late completion/deliverables, within or near budget	40
Stability and reputation of firm,	Conglomerate - Number of long standing Companies and lengthy (30+ years) local existence	21
Qualifications of technical support staff,	CET	20
Qualifications of senior staff/project manager	Senior Engineer, CET- LEL	40
<b>PROPOSED PROJECT MANAGER AND TEAM (8%)</b>		
Past experience directing or involvement with similar projects,	Lengthy list of projects and clients	40
Understanding of proposed project	Re-statement of project description from RFP document. Firm has worked the area previously.	24
<b>COMPLETENESS AND SCHEDULE (12%)</b>		
Availability of key staff,	Proposal suggests two (2) meetings for the assignment. Previous assignments have relied on staffing from other offices and branches, resulting in delays on deliverables	25
Methodology and Schedule,	Schedule denotes a Jan 5th award by City. AECOM notes that snow cover could delay surveying and design. The proposal suggests to me that a significant reliance is placed on the availability of "others" electronic files to complete drawings and as such there is a minimal amount allocated for field work. Dependent on delays anticipated project turnover date would be April 12th (24 Hours Sr Team Members 328 Hrs - Tech Support Members) Geotech by others 5 or 6 bores holes suggested.	30
Quality assurance program.	Senior Member of team, review with City	10
<b>KNOWLEDGE OF CITY REGARDING THE PROJECT (5%)</b>		
Members of team must be familiar with the City's infrastructure, and have a working knowledge of the area surveying environment.	Firm has completed assignments for the City in the past. Previous Water System Study in 1995. Depending on City and previous project for basis of plans.	30
<b>VALUE ADDED SERVICES (10%)</b>		
Approach proposed to complete the work assignment to benefit the City & funding partners(s)	Provision of a calibrated water model for future use.	20
Utilization of all tools and resources available to the Consultant.	Relying on City to provide previous survey work that may not be available and therefore added cost to project.	20
<b>ESTIMATED FEES AND DISPERSEMENTS (45%)</b>		
Cost estimates	\$31,830 + HST (No hourly rates included in proposal) Cost reflects that existing survey exists and would be available. Anticipated additional costs based on "Fee Limitation" statement could add significant cost to the estimate that has been provided. No details on potential added costs.	360
<b>Total:</b>		<b>690</b>

The Corporation of the City of Temiskaming Shores  
By-law No. 2016-000

**Being a by-law to enter into an agreement with EXP Services Inc. for the Provision of Engineering Services for the detailed engineering design of the proposed North Cobalt Water Stabilization Project along Niven Street South, from the Haileybury Reservoir southerly to King Street for approximately 2.1 kilometres in the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Administrative Report No. PW-002-2016 at the January 19, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with EXP Services Inc. for detailed Engineering Design of the proposed North Cobalt Water Stabilization along Niven Street South, from the Haileybury Reservoir southerly to King Street for approximately 2.1 kilometres in the City of Temiskaming Shores, for consideration at the January 19, 2016 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 EXP Services Inc. for detailed engineering design for the proposed North Cobalt Water Stabilization Project in the amount of \$39,550.00 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.



**Read a first, second and third time and finally passed this 19<sup>th</sup> day of January, 2016.**

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule “A” to

**By-law 2016-000**

Agreement between

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

and

**EXP Services Inc.**

for the Detailed Design of the North Cobalt Water Stabilization Project

**This agreement** made in duplicate this 19<sup>th</sup> day of December 2016.

Between:

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

(hereinafter called "the Owner")

and

**EXP Services Inc.**

(hereinafter called "the Consultant")

Witnesseth:

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

**Article I:**

The Consultant will:

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

**Corporation of the City of Temiskaming Shores  
Engineering Services – North Cobalt Water Stabilization Project  
Request for Proposal No. PW-RFP-011-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and  
c) Complete, as certified by the Director, all the work by **May 31, 2016.**

**Article II:**

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid **Thirty Nine Thousand Five Hundred and Fifty Dollars and Zero Cents (\$39,550.00) 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 hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business:

The Consultant:

**EXCP Services Inc.**  
9 Wellington Street, P.O. Box 1208  
New Liskeard, Ontario  
P0J 1P0

The Director:

**The Director of Public Works**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

The Owner

**City of Temiskaming Shores**  
P.O. Box 2050  
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 )

**EXP Services Inc.**

Consultant's Seal )  
(if applicable) )

\_\_\_\_\_  
Nolan Dombrowski, P. Eng.

\_\_\_\_\_  
Witness  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

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**Subject:** Amendments to By-law No. 2012 – 101 **Report No.:** PW-003-2016  
(Traffic By-law) **Agenda Date:** October 20, 2015

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### **Attachments**

- Appendix 01:** Memo for Tem. Shores Police Services Board – Dec 1, 2015  
**Appendix 02:** Excerpt from *Highway Traffic Act, R.S.O. 1990, Chapter H.8*  
**Appendix 03:** Proposed Amendment to By-law No. 2012-101

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-003-2016; and
2. That Council approves the recommended amendments to By-law No. 2012–101; and
3. That Council directs Staff to prepare the necessary by-law to amend By-law 2012-101 for consideration at the February 1<sup>st</sup>, 2016, Regular Council Meeting.

### **Background**

On December 1<sup>st</sup>, 2015 Council received correspondence from the Temiskaming Shores Police Services Board (TSPSB) outlining a recent recommendation that was passed, requesting that consideration be given to establishing additional Community Safety Zones along Latchford and Hesse Streets. At that time Council referred the correspondence to the Director of Public Works for investigation and report. The memo is attached as **Appendix 01**.

The current *Traffic and Parking of Vehicles By-law* (By-law No. 2012-101) was initially considered for first and second reading on July 3, 2012 with third and final reading and the by-law coming into force and effect on November 6<sup>th</sup>, 2012.

Since that time there have been a number of minor amendments made to the document.

### **Analysis**

The request from the TSPSB was reviewed in association with the current by-law as well as the *Highway Traffic Act* to determine what, if any, criteria or parameters exist within those documents to consider the establishment of Community Safety Zones as is being recommended.

Likewise, the Appendices section of Schedule “A” of the by-law was also reviewed to determine if there were any additional changes that may be recommended or required at this time.

### Appendix 7- Loading Zone

Currently, there is a “Loading Zone” designated on the south side of Broadway Street from Hardy Street to Rorke Ave. This designated zone is in the vicinity of the Haileybury Food Bank, the Ambulance Services building and the Buffam – Leveille Funeral Home and makes parking illegal. Although, congested at times, both the Public Works department and the Ambulance Services have used Hardy Street as an alternative to exit the area. Visitors to the Food Bank and the Funeral Home are limited in parking options and it is recommended that this designated Loading Zone be removed from the By-law.

### Appendix 26 - Designated School / Pedestrian Crosswalks

On August 4<sup>th</sup>, 2015 the following amendment was made to By-law 2012-101

By-law No. 2015-172  
Being a by-law to amend By-law No. 2012-101 (Traffic By-law),  
as amended to recognize stop signs on Dump Road, Hawn  
Drive and Radley’s Hill Road as well as removal of the  
Crosswalk at the Haileybury Public School\*

Due to concerns voiced by District School Board Ontario North East, the crosswalk has not been removed and the Crossing Guard has been re-established at this location. It is recommended that this designation be re-established in conjunction with any other amendments being proposed.

### Appendix 27 - Designated Speed Limits

Table (2) School Zones – Maximum rate of speed – 40 kilometres per hour

Due to the closure of the facility at 100 Lakeshore Road North, it is recommended that the designated “School Zone” on Lakeshore Road North, between Wedgewood Ave and Broadwood Ave be removed from this Table.

Table (4) – Maximum rate of speed – 50 kilometres per hour

Recently, the Ontario Provincial Police have contacted city staff regarding the speed limits on gravel surfaced, rural roads. Enforcement is based on speed limits established through by-law in the municipality and posted as such. While there has been an assumption that these roadways are included in Appendix 27, Table (4) – Maximum rate of Speed – 50 kilometres per hour, it appears they have been challenged in court and the charge may have been overturned due to the fact that they are not located in a “built-up area” and the speed was not posted. Currently, the maximum speed permitted in Temiskaming Shores is 80 kilometres per hour and in order to reduce the costs of having to post all roadways, it is recommended that “All gravel or bituminous treated rural roadways” be included in Appendix 27, Table (6) – Maximum rate of speed – 80 kilometres per hour, unless described elsewhere within the By-law.

### Appendix 28 – Designated Community Safety Zones

As outlined in **Appendix 02** of this report, the Highway Traffic Act, Section 214.1(1) allows for the municipality to establish Community Safety Zones (CSZ) on a portion of a highway under its jurisdiction. Section 214.1(3) includes that the by-law must specify the hours, days and months when the designation is in effect. By-law 2012-101 currently defines the term “Community Safety Zone”, however, there is no

reference as to the time when this designation is in effect. Section 214.1(4) and (5) addresses the placement of signage and the enforcement of the by-law.

It is recommended that the by-law be amended to establish that the CSZ is in effect between the hours of 8:00 a.m. and 8:00 p.m. each calendar day and that this information be made available to the Public.

All roadways within the built up area and north of and including Drive-In-Theatre Road (with the exception of Driftwood Court and St. Josephs Court) are included in Appendix 28. There is limited signage in this area (entrance to each street off of Drive-In-Theatre Road) that indicates to the motoring public that they are within a CSZ, however, there is no indication as to the period of time that the designation is in effect on those signs that are present. It is recommended consideration be given to include Driftwood Court and St. Josephs Court in the Community Safety Zone designation and to include these roadways in Appendix 28.

Further to the PSB memo of December 1, 2015, Hesse Street from Armstrong Street to ESCSM is included in Appendix 28 for designated Community Safety Zones, speed limit signs indicating the maximum speed of 40 kph along this section of roadway are posted, however, CSZ signage has not been erected. The areas immediately adjacent to the schools are also included in Appendix 27, Table (2) School Zones – Maximum rate of speed – 40 kilometres per hour.

The roadway in question, being Latchford Street, has recently been constructed with sidewalk and barrier curb installed along the entire length of the roadway. Ratepayers have voiced concern with regards to the speed at which the motoring public travel along its length. Typically, those that enter onto Latchford Street at the north end near Lakeshore Road tend to accelerate while ascending the steep grade, entering the residential area and in close proximity to the Haileybury Golf Club.

Currently, there is a Stop Sign, placed at Ethel Street for those travelling in both directions, thereby slowing the traffic somewhat. In order to achieve the desired results, as is assumed from the PSB memo, it would be recommended that Latchford Street from Ethel Street to Probyn Street as well as Probyn Street from Rorke Ave to Hardy Street be included in Appendix 28, Designated Community Safety Zones.

Upon approval of the recommendations included in this report, and at the first opportunity to erect the required signage, Public Works staff will ensure that the amendments are signed and that the public are aware of the additions and/or changes, to allow for proper enforcement.

**Financial / Staffing Implications**

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

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

Staffing implications related to this matter are limited to normal administrative functions and duties as it relates revisions to the by-law and installation of the required signage.

Costs associated with the placement of required signs and posts would be estimated at \$85 per installation.



## **Alternatives**

While a status quo alternative exists, it was not considered as there are a number of amendments that can be included at this time and the area in question is similar to others in the municipality where this designation has been applied.

## **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

10c)



**MEMORANDUM**

**TO: Mayor and Council**

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

**DATE: December 1, 2015**

**RE: Community Safety Zone**

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Dear Mayor Kidd and Council:

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

Resolution No. 2015-027

Moved by: Brian Thornton  
 Seconded by: Gail Moore

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

**CARRIED**

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

Yours truly,

Christopher W. Oslund, Secretary  
 Temiskaming Shores Police Services Board

Dec 1/15

## **Excerpt from Highway Traffic Act, R.S.O. 1990, Chapter H.8**

### **Community safety zones**

#### **Municipal highways**

214.1 (1) The council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway. 1998, c. 6, s. 1.

#### **Non-municipal highways**

(2) The Minister of Community Safety and Correctional Services may by regulation designate a part of a provincial highway or of any highway that is not under the jurisdiction of a municipality as a community safety zone if, in his or her opinion, public safety is of special concern on that part of the highway. 1998, c. 6, s. 1; 2006, c. 19, Sched. T, s. 7 (1).

#### **When designation is in effect**

(3) A by-law or regulation designating a community safety zone shall specify the hours, days and months when the designation is in effect. 1998, c. 6, s. 1.

#### **Signs**

(4) The municipality or the Minister of Community Safety and Correctional Services, as the case may be, shall ensure that signs denoting a community safety zone are erected in accordance with the regulations. 1998, c. 6, s. 1; 2006, c. 19, Sched. T, s. 7 (2).

#### **Designation not effective until signs are erected**

(5) No by-law or regulation made under this section becomes effective until signs are erected, in accordance with this Act and the regulations, on the designated part of the highway. 1998, c. 6, s. 1.

#### **Penalty for speeding in community safety zone**

(6) Every person who commits an offence under section 128 in a community safety zone when it is in effect is liable, on conviction, not to the fines set out in subsection 128 (14), but, where the rate of speed at which the motor vehicle was driven,

- (a) is less than 20 kilometres per hour over the speed limit, to a fine of double the fine set out in clause 128 (14) (a) for each kilometre per hour that the motor vehicle was driven over the speed limit;
- (b) is 20 kilometres per hour or more but less than 30 kilometres per hour over the speed limit, to a fine of double the fine set out in clause 128 (14) (b) for each kilometre per hour that the motor vehicle was driven over the speed limit;
- (c) is 30 kilometres per hour or more but less than 50 kilometres per hour over the speed limit, to a fine of double the fine set out in clause 128 (14) (c) for each kilometre per hour that the motor vehicle was driven over the speed limit; and
- (d) is 50 kilometres per hour or more over the speed limit, to a fine of double the fine set out in clause 128 (14) (d) for each kilometre per hour that the motor vehicle was driven over the speed limit. 2005, c. 26, Sched. A, s. 32 (1).

# Memo

**To:** Mayor and Council  
**From:** Tammie Caldwell, Director of Recreation  
**Date:** January 19, 2016  
**Subject:** Support for Funding Application to Local Health Integration Network by Timiskaming Home Support  
**Attachments:** None

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Mayor and Council:

The City of Temiskaming Shores was funded by the Ministry of Transportation Community Transportation Pilot Program and the Ministry of Citizenship, Immigration and International Trade Age-Friendly Community Planning Grant Program to develop an Age Friendly Community Plan.

The Transportation piece of the project is to identify the gaps in transportation services for seniors in the community and to develop a plan to improve services. The AFC (Age Friendly Community) Coordinator has brought together the following transportation service providers:

- Temiskaming Transit
- Patient Transfer
- Timiskaming Home Support
- Ontario Northland
- Cancer Care Society

The main barrier to obtaining transportation is the lack of awareness of what is offered and when and where to call to access the service. The service providers have determined that the best option is a one-stop shop, a 1-800 line, manned by a person not an answering machine that would direct the individual to the service they require and in some cases set it up for them.

Timiskaming Home Support identified that they would be willing to host this service through their organization and submit an application for funding to the Local Health Integration Network (LHIN) to fund the service. The partners have identified that they would provide in-kind support to the program as well.

Staff is recommending that the City of Temiskaming Shores support the application for funding to the Local Health Integration Network. This program would have no direct financial impact to the City of Temiskaming Shores.

Prepared by:

“Original signed by”

---

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

# Memo

**To:** Mayor and Council  
**From:** Amber Sayer, Age Friendly Community Coordinator  
**Date:** January 19, 2016  
**Subject:** Appointment of members to the Age Friendly Committee  
**Attachments:** **Appendix 01** – Appointments to Age Friendly Committee

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Mayor and Council:

Council considered Administrative Report No. RS-018-2016 at the December 15, 2015 Regular Council meeting resulting in the adoption of By-law No. 2015-239 being a by-law to amend By-law No. 2015-001 being a by-law to appoint Council Committees and Council Representatives to various Boards and Committees for the term of Council. By-law No. 2015-239 added the Age Friendly Committee and appointed Councillor Patricia Hewitt as Council’s representative.

Council also considered Administrative Report No. RS-017-2016 at the December 15, 2015 Regular Council meeting resulting in the adoption of By-law No. 2015-240 being a by-law to adopt Terms of Reference for the Age Friendly Committee.

It is recommended that Council direct staff to prepare the necessary by-law to amend By-law No. 2015-030 being a by-law to appoint community representatives to various Committees and Boards for the 2015-2018 Term of Council by appointing the following individuals to the Age Friendly Committee:

**Danielle Covello**, Tri-Town Extencicare  
**Sandra Linton**, Timiskaming Home Support  
**Kerry Shubert-Mackey**, Tim Health Unit  
**Marg Hooey**, Older Adult Representative  
**Josette Cote**, TSAAC  
**Jean-Claude Carrière**, ACFO

**Irene Chitaroni**, Alzheimer’s Society  
**Matt Tremblay**, Patient Transfer  
**Cheryl Bakuis**, Northdale Manor  
**Deb Dekkers**, Older Adult Representative  
**Jan Edwards**, RCL Zone K-1 Veterans Home  
**Dalas Forget**, Med-OX

Prepared by: Reviewed and approved by: Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

---

Amber Sayer  
Age Friendly Community  
Coordinator

---

Tammie Caldwell  
Director of Leisure Services

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Christopher W. Oslund  
City Manager

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

**By-law No. 2016-000**

**Being a by-law to amend By-law No. 2015-030, as amended being a by-law to appoint community representatives to various Committees and Boards for the 2014-2018 Term of Council – Age Friendly Committee**

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

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

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

**And whereas** Council adopted By-law No. 2015-030 to appoint community representatives to various Committees and Boards for 2015-2018 term of Council;

**And whereas** Council considered Memo No. 002-2016-RS at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-030 to appoint members to the Age Friendly Committee for consideration at the January 19, 2016 Regular Council meeting;

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

1. That Schedule "A" to By-law No. 2015-030, as amended be further amended to appoint **Danielle Covello, Irene Chitaroni, Sandra Linton, Matt Tremblay, Kerry Schubert-Mackey, Cheryl Bakuis, Marg Hooey, Deb Dekkers, Josette Cote, Jan Edwards, Jean-Claude Carrière** and **Dalas Forget** as community representatives to the Age Friendly Committee for the 2014-2018 term of Council;

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen

**Subject:** Age Friendly Community Funding  
Opportunity

**Report No.:** RS-001-2016  
**Agenda Date:** January 19, 2016

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**Attachments**

**Appendix 01:**

**Appendix 02:**

**Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-001-2016; and
2. That Council direct staff to submit an application to the Ontario Sport and Recreation Community (OSRC) Fund in the amount of \$120,000 for a two year project to include the coordination, development and implementation of an activity program to increase the number of older adults participating in recreation activities, with the City's contribution of \$5,065 cash and \$3,600 in-kind (provision of facility use for programming) in 2016 and \$6,950 cash and \$4,800 in-kind (provision of facility use for programming) in 2017.

**Background**

The City of Temiskaming Shores was funded by the Ministry of Transportation Community Transportation Pilot Program and the Ministry of Citizenship, Immigration and International Trade Age-Friendly Community Planning Grant Program to develop an Age Friendly Community Plan.

The project commenced in July of 2015 and to date over 550 seniors in the community have been interviewed, two (2) Age Friendly Cafés have been hosted, and a Steering Committee representing the following stakeholders has been formed: Housing (i.e. Northdale Manor, RCL Zone K-1 and Area, Extencicare, Non-Profit Housing), Transportation (i.e. Patient Transfer, Home Support), Health Services/Community Support (i.e. Health Unit, Home Support, Alzheimer's Society), Civic Participation (i.e. Volunteer Coordinators, TSAAC, Elder Abuse Task Force, City Council), Social participation (i.e. Director of Recreation, Activity Coordinators), Outdoor Spaces/Public Buildings (i.e. TSAAC), Francophone community, Indigenous Community and two (2) older adult representatives.

On December 15, 2015 Council passed By-law No. 20158-239 being a by-law to amend by-law No. 2015-001 (Appointment of Councillor Hewitt to the Age Friendly Committee) and By-Law No. 2015-240 being a by-law to adopt Terms of Reference for the Age Friendly Committee. Councillor Patricia Hewitt was appointed to the Committee.

The Ontario Sport and Recreation Communities Fund was announced in December of 2015 with funding available for programs that increase opportunities for participation in

Physical activity, that implement physical literacy as the foundation for enabling lifelong physical activity and that strengthen the community sport and recreation sector.

The goals of the program are to increase opportunities for participation in Physical Activity, embed physical literacy through sport and recreation as a foundation for lifelong physical activity and to increase the capacity of the sport and recreation sector to deliver quality sport and recreation programming. The program impacts include more equitable access to sport, recreation and physical activity opportunities, more physically active Ontarians throughout all phases of life, widespread adoption of approved quality assurance and risk management standards, innovative and meaningful partnerships between organizations and an increase in sport and the recreation sectors capacity, connectivity and coordination.

### **Analysis**

Through the consultation process of the Age Friendly Community Plan it has become evident that the older adults in the community would participate in more recreational programs if they were offered and if they were aware of what is currently being offered.

Staff is proposing that the municipality submit an application for funding to the Ontario Sport and Recreation Communities fund for the wages of a Programmer for a period of two years that would be responsible for creating an Activity Directory for older adults, market and coordinate existing programs, and develop self-sustaining programs such as social walk and talks, dances, square dancing program, Pickleball Tuesdays, jam sessions and more.

The total cost for the project would be \$120,000. Year One would operate from June 2016 to March 2017 with \$41,985 from the OSRCF, \$5,065 cash from the municipality and \$3,600 in-kind from community stakeholders and Year Two would operate from April 2017 to March 2018 with \$57,615 from OSRCF, \$6,935 cash from the municipality and \$4,800 in-kind. In-kind facilities and services will also be provided by partners in the program.

This is an ideal opportunity to act on results of the Age Friendly Community consultation process at little cost to the municipality and will assist in the creation of self-sustaining future programming.

At the regular meeting of the Temiskaming Shores Recreation Committee of Monday January 11<sup>th</sup>, 2016 the following Recommendation was carried:

#### ***Recommendation No. RS-2016-03***

Be it recommended that:

The Recreation Services Committee directs staff to submit a report to Council seeking approval to apply to the Ontario Sport and Recreation Communities Fund in the total



amount of \$120,000 for a two year program to coordinate senior activity programs and increase seniors participation in physical activity, the municipality's contribution of \$5,065 cash and \$3,600 in-kind for 2016/2017 and \$6,935 cash and \$4,800 in-kind for 2017/2018. OSRCF funding would be \$50,650 in year one and \$69,350 in year two.

Should the funding from OSRCF not be approved, the project would not take place.

**Financial / Staffing Implications**

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

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

The Funding Program was announced in December and it was not evident the program would fit the funding guidelines until after the budget had been passed in principle on December 15, 2015. Should Council direct staff to proceed with the funding application the Treasurer will include the \$6,000 contribution from the municipality into the final budget by-law.

Year	OSRF	City	City (In-kind)	Total
2016	\$ 41,985	\$ 5,065	\$ 3,600	\$ 50,650
2017	\$ 57,615	\$ 6,935	\$ 4,800	\$ 69,350
<b>Totals:</b>	<b>\$ 99,600</b>	<b>\$ 12,000</b>	<b>\$ 8,400</b>	<b>\$ 120,000</b>

The Director of Recreation Services will oversee the project and ensure reporting is completed.

**Alternatives**

The Recreation Services Committee considered applying for a one year project however determined that with the funding available a two year project would provide more opportunity for the development of self-sustaining programs.

**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

**Subject:** Municipal Concussion Prevention  
and Management Policy

**Report No.:** RS-002-2016  
**Agenda Date:** January 19, 2016

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### **Attachments**

**Appendix 01:** Draft Concussion Prevention and Management Policy

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-002-2016; and
2. That Council directs staff to prepare the necessary by-law to adopt a Municipal Concussion Prevention and Management Policy for consideration at the January 19, 2016 Regular Council meeting.

### **Background**

The Ministries of Education, Health and Long Term Care and Tourism, Culture and Sport are working together to increase awareness, inside and outside of the school setting, on head injury prevention and concussion identification and management.

Provincial Sport Organizations have developed and adopted Concussion Prevention and Management Policies and Guidelines and funding programs i.e. Ontario Recreation and Sport Communities Fund **require** that the applicant have a Board approved policy.

### **Analysis**

The potential for concussion in municipal recreation facilities is real for those participating in physical activity and for municipal employees and/or volunteers that may be present when an injury occurs. Employees of all departments could be at risk during their regular work shift.

The Ministry of Tourism, Culture and Sport have developed informational guidelines for general information purposes only and have been included in the proposed Municipal Concussion Prevention and Management Policy. The guidelines include the definition of a concussion, common signs and symptoms, initial response and removal from physical activity.

The Age Friendly Community Plan Coordinator, Amber Sayer has researched and developed the attached draft policy for Council's consideration to assist in educating employees/volunteers and the public.

**Financial / Staffing Implications**

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

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

There are no costs associated with this policy.

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

# THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

## CONCUSSION PREVENTION AND MANAGEMENT POLICY

### 1.0 Policy Statement and Purpose

The City of Temiskaming Shores understands the seriousness and long term effects of concussion and has developed this policy to ensure participants, city staff and volunteers are aware of the signs and symptoms of concussion and will understand how to manage a potential concussion incident.

The purpose of this policy is to:

- a) Provide staff and instructors who are directly involved in implementing and supervising sport and recreation programs with information about how to prevent, identify and deal with potential concussions.
- b) Inform users of recreation facilities and programs that the City of Temiskaming Shores has adopted a concussion policy and that resources will be available for their information to disseminate to their group.
- c) Improve concussion awareness among participants and their families.

### 2.0 Scope

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary, probationary and contract employees and to students and volunteers that work with recreation facilities (both indoor and out) or who provide sport or recreation programs to the public.

This policy will be available to sport organizations who use municipal facilities and is intended to support their individual policies for concussion prevention and management.

### 3.0 Definitions

Concussion (per Ministry of Health):

- is a brain injury that changes how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;

- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and
- cannot normally be seen on X-rays, standard CT scans or MRIs.

#### **4.0 Responsibility**

##### Employer Responsibility:

To ensure every employee directly involved with sport and recreation has read and understands this policy and associated information from the Ministry of Tourism, Culture and Sport – Concussion Guidelines.

##### Employee Responsibilities:

Ensure that every reasonable step is taken to mitigate the chances of getting a concussion for themselves and for those they are instructing. Also, to inform user groups about the policy and that information can be provided at the organizations request.

#### **5.0 Concussion Guidelines**

Attached to this policy are the Concussion Guidelines outlined by the Ministry of Tourism, Culture and Sport. It should be noted that the only person who can diagnose a concussion is a physician. If you suspect a concussion, you should encourage the person to seek medical attention.

#### **6.0 Records**

In the event that an employee becomes aware of a suspected concussion, they should ensure an accident/incident report is completed and submitted to their supervisor.

#### **7.0 Confidentiality**

The City of Temiskaming Shores will make every effort to ensure appropriate confidentiality where a concussion has occurred.



## **Ministry of Tourism, Culture and Sport**

### **\*CONCUSSION GUIDELINES**

***\*These Informational guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.***

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### CONTEXT:

The government takes seriously the health and well-being of all participants in sport and recreation activities and is committed to helping all Ontarians succeed and lead safe, healthy, productive, and active lives.

We all have a role to play in ensuring the safety of those participating in physical activity and for encouraging and motivating participants to assume responsibility for their own safety and the safety of others.

Recent research has made it clear that a concussion can have a significant impact on an individual's health and well-being. In fact, research shows that activities that require concentration can actually cause concussion symptoms to reappear or worsen. If a concussion is not identified and properly managed, it can result in permanent brain damage and, in rare occasions, even death.

Research also suggests that an individual who suffers a second concussion before he/she is symptom-free from the first concussion is susceptible to Second Impact Syndrome – a rare condition that causes rapid and severe brain swelling and often catastrophic results.

Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complications.

A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

The Ministries of Education, Health and Long-Term Care and Tourism, Culture and Sport are working together to increase awareness, inside and outside of the school setting, on head injury prevention and concussion identification and management.

### DEFINITION:

A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,
- cannot normally be seen on X-rays, standard CT scans or MRIs.

\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### COMMON SIGNS AND SYMPTOMS OF CONCUSSION:

Following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a concussion should be suspected in the presence of any one or more of the following signs or symptoms:

<b>Possible Signs Observed</b> <i>A sign is something that will be observed by another person (e.g., parent/guardian, teacher, coach, supervisor, peer).</i>	<b>Possible Symptoms Reported</b> <i>A symptom is something the student will feel/report.</i>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• vomiting</li> <li>• slurred speech</li> <li>• slowed reaction time</li> <li>• poor coordination or balance</li> <li>• blank stare/glassy-eyed/dazed or vacant look</li> <li>• decreased playing ability</li> <li>• loss of consciousness or lack of responsiveness</li> <li>• lying motionless on the ground or slow to get up</li> <li>• amnesia</li> <li>• seizure or convulsion</li> <li>• grabbing or clutching of head</li> </ul> <p><b>Cognitive</b></p> <ul style="list-style-type: none"> <li>• difficulty concentrating</li> <li>• easily distracted</li> <li>• general confusion</li> <li>• cannot remember things that happened before and after the injury</li> <li>• does not know time, date, place, class, type of activity in which he/she was participating</li> <li>• slowed reaction time (e.g., answering questions or following directions)</li> </ul> <p><b>Emotional/Behavioural</b></p> <ul style="list-style-type: none"> <li>• strange or inappropriate emotions (e.g., laughing, crying, getting angry easily)</li> </ul> <p><b>Sleep Disturbance</b></p> <ul style="list-style-type: none"> <li>• drowsiness</li> <li>• insomnia</li> </ul>	<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• headache</li> <li>• pressure in head</li> <li>• neck pain</li> <li>• feeling off/not right</li> <li>• ringing in the ears</li> <li>• seeing double or blurry/loss of vision</li> <li>• seeing stars, flashing lights</li> <li>• pain at physical site of injury</li> <li>• nausea/stomach ache/pain</li> <li>• balance problems or dizziness</li> <li>• fatigue or feeling tired</li> <li>• sensitivity to light or noise</li> </ul> <p><b>Cognitive</b></p> <ul style="list-style-type: none"> <li>• difficulty concentrating or remembering</li> <li>• slowed down, fatigue or low energy</li> <li>• dazed or in a fog</li> </ul> <p><b>Emotional/Behavioural</b></p> <ul style="list-style-type: none"> <li>• irritable, sad, more emotional than usual</li> <li>• nervous, anxious, depressed</li> </ul> <p><b>Sleep Disturbance</b></p> <ul style="list-style-type: none"> <li>• drowsy</li> <li>• sleeping more/less than usual</li> <li>• difficulty falling asleep</li> </ul>

#### Additional Information:

- Signs/symptoms can appear right after the injury, or may appear within hours or days of the injury.
- The signs/symptoms may be different for everyone.
- An individual may be reluctant to report symptoms because of a fear that they will be removed from the activity, or their status on a team or in a game could be jeopardized.
- It may be difficult for younger children (under the age of 10) and those with special needs or where English/French is not their first language to communicate how they are feeling.
- Signs for younger children (under the age of 10) may not be as obvious as in older children/adults.

\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.



# Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

## **INITIAL RESPONSE – Removal from Physical Activity:**

An individual responsible for those who are participating in organized physical activity who believes that, following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a participant in the activity may have suffered a concussion needs to take immediate action. *(see Appendix A for INITIAL RESPONSE – Removal from Physical Activity Flow Chart)*

For a participant who is:

- **Unconscious**

- Initiate emergency action plan and call **911**.
- If applicable, contact the child/youth's parent/guardian to inform them of the injury and that their child is being transported to the hospital.
- Stay with the individual until Emergency Medical Services arrives.
- Monitor and document any physical, emotional and/or cognitive changes.

For someone who is Unconscious:

- Assume there is also a possible head and/or neck injury and, **only if trained**, immobilize the individual before ambulance transportation to hospital.
  - Do not remove athletic equipment (e.g. helmet) unless there is difficulty breathing.
- If applicable, ensure the child/youth's parent/guardian is aware that he/she must inform the coach, administrator and/or supervisor of the child/youth's condition (i.e., concussed or not concussed) prior to the child/youth returning to physical activity.
- Even if consciousness is regained, he/she needs to be examined by a medical doctor or nurse practitioner. *(see steps below for someone who is conscious)*

- **Conscious**

- Remove the participant from the activity immediately.
- If signs are observed or symptoms are reported, **a concussion should be suspected**.
  - If a concussion is not suspected (i.e., signs are not observed and symptoms are not reported), the participant may resume physical activity; however, if applicable, a parent/guardian should be contacted and informed of the incident.\*
- If applicable, contact the parent/guardian and inform them of the injury and the need to be examined by a medical doctor or nurse practitioner.
- Stay with the injured participant until a parent/guardian or emergency contact arrives.
- Monitor and document any physical, emotional and/or cognitive changes.

\* Remember: signs and symptoms of concussion may appear within hours or days of the injury.

For a Participant who is Conscious:

- **If in doubt, sit them out.**
- Do not administer medication (unless conditions require it – e.g., insulin for diabetics).
- If applicable, ensure a parent/guardian is aware that he/she must inform the coach, administrator and/or supervisor of the participant's condition (i.e., concussed or not concussed) prior to their return to physical activity.

### Note – Responsibility of Coach, Administrator and/or Supervisor

If a participant has been identified as having a suspected concussion, it is the responsibility of coach, administrator and/or supervisor of that activity to notify all affected parties including the participant, a

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

parent/guardian (when appropriate) as well as other coaches, administrators and/or supervisors of the suspected concussion. At this point the individual should not participate in any physical activity until he/she has visited a medical doctor or nurse practitioner.

### **Note – Children/Youth Under the Age of 18**

If the participant identified as having a suspected concussion is under the age of 18 and currently attending a publicly funded elementary/high school in Ontario then that student's parent/guardian should contact their school principal. The school principal will then inform all school staff (e.g., classroom teachers, physical education teachers, intramural supervisor, coaches, volunteers) who work with the child/youth that the child/youth should not participate in any learning or physical activities until the parent/guardian reports back to the school principal.

### **MEDICAL EXAMINATION:**

Following examination by a medical doctor or nurse practitioner and prior to the individual returning to physical activity, the coach, administrator and/or supervisor must be informed of the results.

- If **No Concussion** is Diagnosed: the participant may return to physical activities.
- or
- If a **Concussion** is Diagnosed: the medically supervised gradual Return to Physical Activity (R2P) plan is put in place (*see Appendix B for Return to Physical Activity Flow Chart*).

### **Note – Parent/Guardian Responsibilities for Children/Youth Under the Age of 18**

If the participant identified as having a concussion is under the age of 18 and currently attending a publicly funded elementary/high school in Ontario, it is the responsibility of that individual's parent/guardian to notify his/her school principal.

### **RETURN TO PHYSICAL ACTIVITY (R2P) (following a diagnosed concussion):**

A participant with a diagnosed concussion follows a medically supervised and individualized gradual Return to Physical Activity (R2P) plan.

It is critical to recovery that the individualized R2P plan be developed through a collaborative team approach. This team should include:

- the concussed individual
- her/his parents/guardians (if applicable)
- his/her coach, administrator and/supervisor
- school staff, including teachers, coaches etc. (if applicable)
- a medical doctor or nurse practitioner

Ongoing communication and monitoring by all members of the team will be essential to successful recovery.

### **Note – Children/Youth Under the Age of 18**

If the concussed participant is under the age of 18 and currently attending a publicly funded elementary/high school in Ontario then that student's parent/guardian should contact their child's school principal.

### **R2P – Step 1**

The first step in the medically supervised gradual R2P plan is for the individual to have:

- limit cognitive activities which provoke symptoms (*e.g., activities requiring mental concentration such as reading, television, video games, texting*) and physical (*e.g., activities requiring physical exertion*) rest until her/his symptoms begin to show improvement (minimum of 24 hours). This is determined by the medical doctor or nurse practitioner in consultation with the concussed individual and parent/guardian (if applicable).

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### Additional Information:

- The most important treatment for concussion is rest (i.e., cognitive and physical).
- A child/youth does not attend school during R2P – Step 1.

### Note

In order to proceed to R2P-Step 2, the concussed individual or parent/guardian (if applicable) must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

### R2P – Step 2

**Activity:** Individual light aerobic exercise only (e.g., walking or stationary cycling).

**Restrictions:** No resistance/weight training. No competition (including practices, scrimmages). No participation with equipment or with other participants. No drills. No body contact.

### Note

In order to proceed to R2P – Step 3, the concussed individual or parent/guardian (if applicable) must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

### R2P – Step 3

**Activity:** Individual sport specific exercise only (e.g. running, skating, shooting).

**Restrictions:** No resistance/weight training. No competition (including practices, scrimmages). No body contact, no head impact activities (e.g., heading a ball in soccer), or other jarring motions (e.g., high speed stops, hitting a baseball with a bat).

### R2P – Step 4

**Activity:** Activities where there is no body contact (e.g., dance, badminton, volleyball). Light resistance/weight training. Non-contact practice and non-contact sport specific drills (e.g., ball drills, shooting drills).

**Restrictions:** No activities that involve body contact, head impact (e.g., heading the ball in soccer) or other jarring motions (e.g., high speed stops, hitting a baseball with a bat).

### Note

**Medical Clearance:** In order for a concussed individual to move from R2P Step 4 to R2P Step 5 he/she must provide written documentation from a medical doctor or nurse practitioner to his/her coach, administrator and/or Supervisor. The documentation must indicate that the individual is symptom-free and able to return to full participation in physical activity before he/she can proceed to R2P – Step 5.

### R2P – Step 5

**Activity:** Full participation in regular physical activities in non-contact sports. Full training/practices for contact sports.

**Restrictions:** No competition (e.g., games, meets, events) that involve body contact.

### R2P – Step 6 (Contact Sports only)

**Activity:** Full participation in all physical activities, including contact sports.

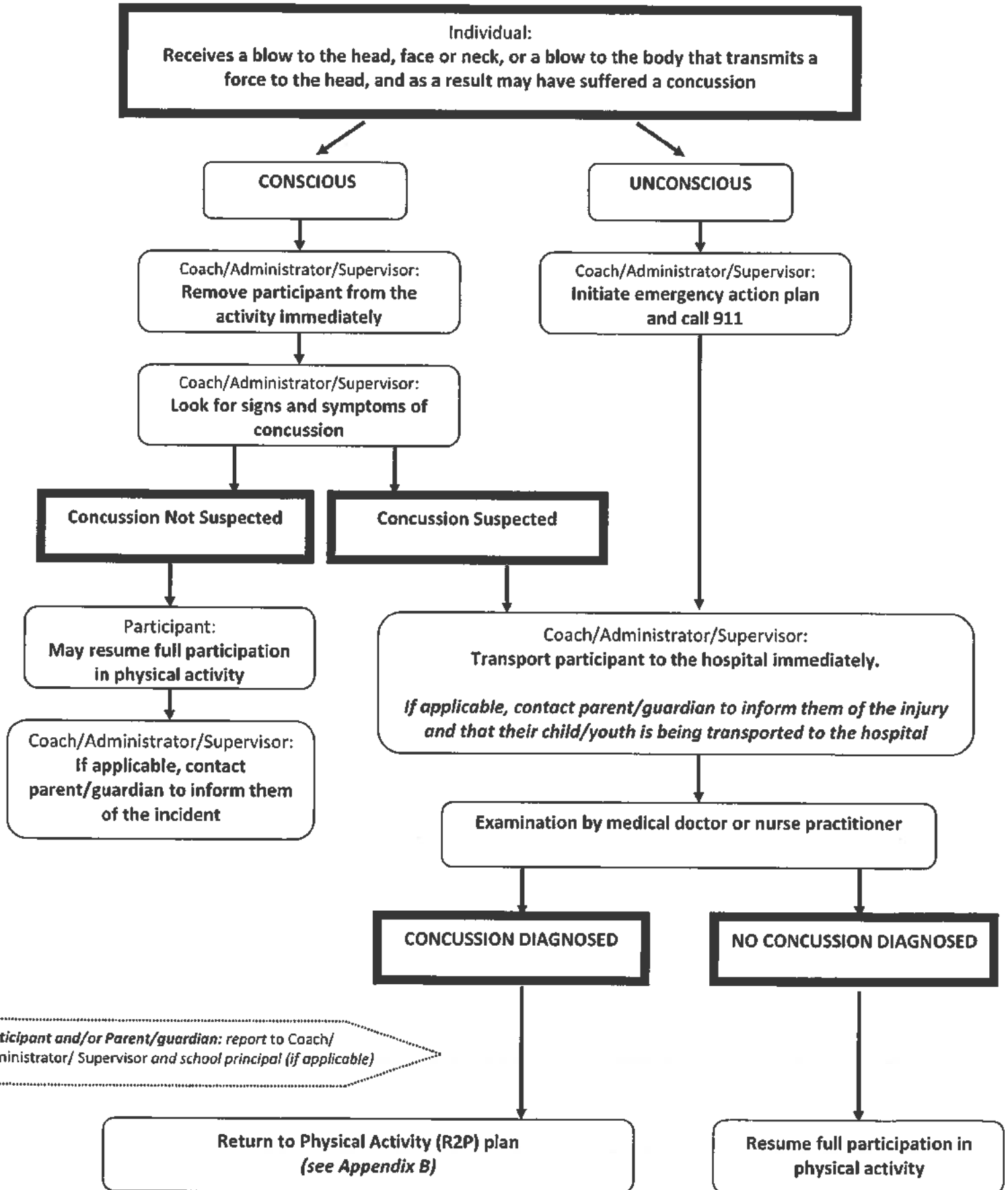
**Restrictions:** None.

### Additional Information:

- Physical activities can cause concussion symptoms to reappear.
- Steps are not days – each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based on the severity of the concussion.
- The concussed individual should be regularly monitored regularly for the return of any signs and/or symptoms of concussion.
  - If signs and/or symptoms return, consult with the medical doctor and/or nurse practitioner.

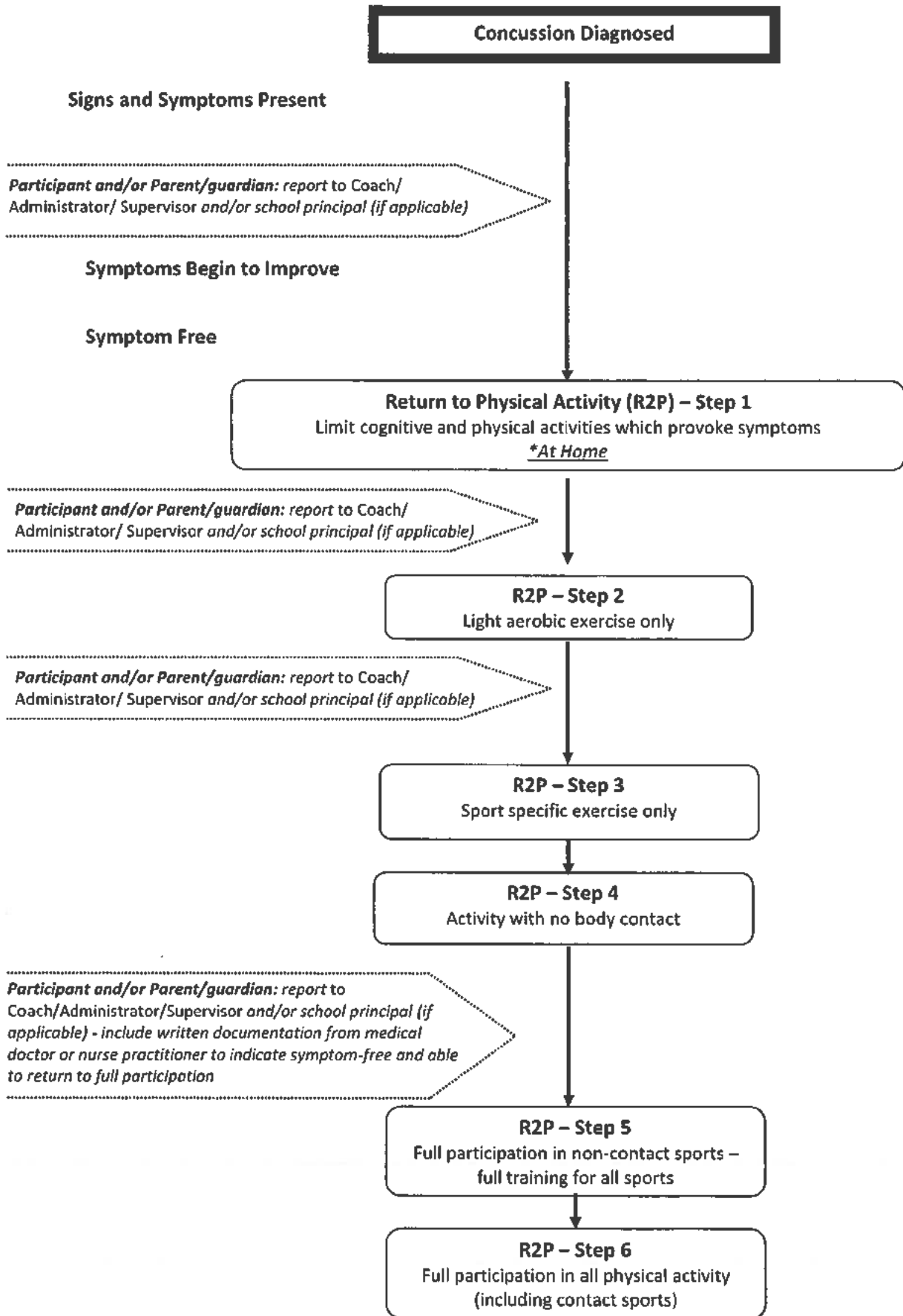
# Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

## Appendix A: INITIAL RESPONSE – Removal from Physical Activity



\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

Appendix B: RETURN TO PHYSICAL ACTIVITY (R2P)



\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

**Subject:** Recreation Volunteer Screening  
and Training Policy

**Report No.:** RS-003-2016  
**Agenda Date:** January 19, 2016

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## **Attachments**

**Appendix 01:** Draft Recreation Services Volunteer Screening and Training Policy

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-003-2016: and
2. That Council directs staff to prepare the necessary by-law to adopt a Municipal Recreation Services Volunteer Screening and Training Policy to be considered at January 19, 2016 Regular Council meeting.

## **Background**

Volunteers are the backbone of a community and the City of Temiskaming Shores is extremely fortunate to have so many citizens that give their time and efforts to provide a variety of activities, services, and events that make the city a special place to live and visit.

The majority of activities taking place in the community are offered through volunteer organizations that have developed and adopted volunteer screening and training policies. There is potential for the municipality to engage volunteers to carry out programs and assist with activities and events hosted by the municipality, especially as the city works to increase physical activity for all ages through the Healthy Kids Community Challenge and the Age Friendly Community Plan.

Funding opportunities such as the Ontario Sport and Recreation Communities Fund require that the applicant have a board approved Volunteer Screening and Training Policy.

## **Analysis**

There are opportunities for volunteerism within the municipal Recreation Department. As an example, the municipality is applying for funding to develop and enhance physical activity programs for older adults in the community. The intent of the project is to work with the community to develop sustainable programs through the training of volunteers who will then carry on activities into the future.

It is important to ensure that the municipality is encouraging volunteerism through the recruitment, orientation, training and safety of volunteers.

The Age Friendly Community Plan Coordinator has researched and developed the attached draft Recreation Services Volunteer Screening and Training Policy for Council's consideration to assist in educating employees/volunteers and the public.

**Financial / Staffing Implications**

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

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

There are no costs associated with this policy.

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

**The Corporation of the City of Temiskaming Shores**  
**By-Law No. 2016-000**  
**Being a by-law to adopt a Recreation Services Volunteer**  
**Screening and Training Policy**

**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 RS-003-2016 at the January 19, 2016 Regular Meeting of Council and directed staff to prepare the necessary by-law to adopt a Recreation Services Volunteer Screening and Training Policy for consideration at the January 19, 2016 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 adopts a **Recreation Services Volunteer Screening and Training Policy** for the City of Temiskaming Shores, identified as Schedule "A", attached hereto and forming part of this by-law, and;
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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen





Schedule "A" to

**By-law No. 2016-000**

**Recreation Services Volunteer Screening  
and Training Policy**

## Recreation Services Volunteer Screening and Training Policy

### 1.0 Policy Statement and Purpose

The Corporation of the City of Temiskaming Shores values and supports the role that volunteers play in building a healthy and vibrant community.

The purpose of this policy is to develop a process for screening and training that supports municipal volunteers while minimizing risk to the organization.

The intent of the policy is to have volunteers enhance programs and not to replace union employees.

### 2.0 Scope

The policy applies to volunteers who will be interacting with the public in a recreation program setting.

### 3.0 Definitions

**Volunteer** – an individual who offers his or her time, energy and skills in a municipal recreation program without compensation or other consideration.

**Vulnerable Sector Check** – a process that verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the Vulnerable Sector Check.

**Criminal Record Check** – a process that verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed.

### 4.0 Responsibility

City Manager/Director of Corporate Services

- Approve the volunteer position and duties to ensure there are no conflicts with the union.

Directors

- Ensure all new volunteers within their department gain adequate training to complete the task at hand.
- Ensure volunteers read the following policies:
  - Harassment and Violence in the Workplace Prevention Program
  - Sent/Fragrance Free Policy
  - Concussion Prevention and Management
  - Health and Safety

#### Staff

- Train volunteers for their specific task.
- Follow up with volunteers to ensure they are comfortable in the position

## 5.0 Volunteers

### ***Recruitment***

Volunteer positions will be posted on the City website and placed in the local paper.

### ***Selection***

Volunteers will be required to submit a letter of intent outlining their skills and experience to undertake the volunteer role. A volunteer will be selected based on their experience and compatibility with the task.

### ***Screening***

All volunteers will be required to obtain a criminal reference check if they will be working with the public. If the volunteer will be working with a vulnerable population (i.e. seniors, children, those with disabilities) a vulnerable sector screening check will be required.

### ***Orientation, Training, Safety***

Volunteers will receive orientation training that is specific to their volunteer role that will include health and safety.

Volunteers will be insured through the City's General Liability Insurance Policy.

Volunteers are responsible for ensuring their own safety and the safety and security of

all personal belongings.

### ***Support and Supervision***

Each volunteer will be assigned an individual who will support their involvement.

Supervisors will provide feedback to volunteers and be available for questions or concerns.

Supervisors will provide time for volunteers to provide feedback on their experiences as a volunteer.

### ***Privacy***

A volunteer shall not disclose any personal information they may become aware of without expressed consent.

### ***Social Media***

Volunteers are required to refrain from using personal social media to communicate about City business. Derogatory or disrespectful language directed towards the City, City staff or any Council member by a volunteer on his or her personal social media will not be tolerated. The City reserves the right to relieve a volunteer of their duties if such postings are discovered.

### ***Accommodations for Persons with Disabilities***

The City of Temiskaming Shores is committed to developing an inclusive, barrier-free recruitment and selection process and working environment for all volunteers. Individuals requiring accommodations are encouraged to advise the Hiring Manager of their accommodation requirements.

# Memo

**To:** Mayor and Council  
**From:** James Franks, Economic Development Officer  
**Date:** January 19, 2016  
**Subject:** EDAC 2015 Marketing Canada Award  
**Attachments:** 2015 Marketing Awards Winner's Listing

---

Mayor and Council:

The City of Temiskaming Shores has partnered with FedNor as well as the towns of Cochrane, Kapuskasing, Hearst and the Northwest Community Futures Corporations to put on the Northern Ontario Mining Showcase for the past couple of years. The 2015 event was so successful, that we submitted a nomination for the event to win an award for the Economic Developers Association of Canada (EDAC) Marketing Canada Awards.

The nomination was successful and at the EDAC conference held in Whitehorse, Yukon in late September, the Northern Ontario Mining Showcase event was selected as one of the top 3 promotional events in Canada for 2015 and the top event within its budget category. As we did not have a representative attend the conference due to its location, the award was sent by mail and received in late October.

It took some time to figure out the details as we were not at the conference to receive the award, but none the less, the City was recognized by the national organization for leading this award winning activity. Nominations are submitted by economic development departments from communities all across Canada and our submission was competing with some major campaigns with considerably larger populations.

This is a great news story for the City and we will be issuing a press release in partnership with FedNor shortly.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

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James Franks  
Economic Development  
Officer

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Christopher W. Oslund  
City Manager

# 2015 Marketing Awards Winner's Listing

- Calgary Economic Development – Advertising Campaign “Calgary. Be Part of the Energy.”
- Central Okanagan Economic Development – Brand Identity “Make It Here”
- City of Abbotsford - Video “Investment Attraction Tool”
- City of Hamilton Economic Development – Online Community Outreach “Hamilton Food Tour (#hamontft)”
- City of Hamilton Economic Development – Single Advertisement “Food Processing in Hamilton”
- City of Markham – Promotional Item “Markham Gift Pin”
- City of Mississauga – Video “Business Attraction Video”
- City of Temiskaming Shores – Promotional Event “Northern Ontario Mining Showcase”
- Corporation of Northumberland County – Events “Ontario Agri-Food Venture Centre Opening”
- Corporation of Northumberland County – Promotional Items “Northumberland Avatar”
- County of Grande Prairie – Publication Series “Middle of Everywhere Brochures”
- County of Northern Lights – Promotional Items “Magic Travel Mug”
- County of Northern Lights – Publication Series “Move Up Magazine”
- Prince Edward County – Single Publication (4 or more pages) “The County Visitor Guide”
- Prince Edward County – Video “Progress Redefined”
- Quebec International – Single Publication (4 or more pages) “2014 Highlights”
- Region of Durham - Website “<http://DITP.ca>”
- St. Albert Business & Tourism Development – Promotional Events “Dig In Horticultural Festival”
- St. Thomas Economic Development Corporation – Online Community Outreach “#StThomasProud Postcard”
- Town of Halton Hills – Website “[www.visithaltonhills.ca](http://www.visithaltonhills.ca)”
- Town of Okotoks – Single Publication (4 or more pages) “Okotoks Visitor & Activities Guide”
- Town of Torbay – Advertising Campaign “#beautifultorbay”
- Travel Manitoba – E-Newsletter
  
- **Cup Contender:** Prince Edward County – Video “Progress Redefined”
- **Cup Contender:** City of Hamilton Economic Development – Single Advertisement “Food Processing in Hamilton”
- **Cup Contender:** City of Abbotsford – Video “Investment Attraction Tool”
  
- **EDAC Cup Recipient:** Prince Edward County – Video “Progress Redefined”

**Subject:** Certified Site Program Extension  
Dymond Industrial Park

**Report No.:** CGP-001-2016  
**Agenda Date:** January 19, 2016

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### **Attachments**

**Appendix 01:** Draft by-law to amend By-law No. 2015-174

### **Recommendation**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-001-2016; and
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-174 being an agreement with P.A. Blackburn Limited for the preparation of a Certified Site Program Designation for the Dymond Industrial Park to March 31, 2016 for consideration at the January 19, 2016 Regular Council meeting.

### **Background**

The City applied for funding assistance through the Ministry of Economic Development, Trade & Employment (MEDTE). The application was successful, but the land parcel in the Dymond Industrial Park was separated by Hawn Drive, therefore two separate projects were required. The City entered into the two agreements with MEDTE in the spring of 2015.

The Certified Site Program will provide the land in the Dymond Industrial Park with some Provincial, National and International marketing coverage. To date, only eight sites within the province of Ontario are listed on the Invest in Ontario website. Temiskaming Shores will hopefully be listed with these sites as a shovel ready site within the province for potential investors to consider.

### **Analysis**

The contract with P.A. Blackburn & Associates was awarded through By-law No. 2015-174 on August 4, 2015 with a completion date of December 10, 2015. During this time, work did move forward on the project, albeit slowly. In late November, I was advised by Ardon Blackburn that the staff person who was working on the project had left the employment of their company.

Due to this staffing change, they suggested that they would not be able to meet the December 10<sup>th</sup> completion date. City staff then contacted the Ministry of Economic Development, Employment and Infrastructure (MEDEI) to arrange for an extension of our agreement with them to complete the Certified Site program. Revised agreements were received and submitted to MEDEI on December 17, 2015 providing the City an extension to complete the project by May 31, 2016.

P.A. Blackburn has since contracted the employee who was originally working on the project, Greg Ford, to complete the remaining work on the project. Greg has provided many of the required reports and information needed to complete the project and has suggested that he can attain the remaining pieces in his control by the end of February. He has advised that Ardon Blackburn will need to provide the information required under sections A.4 and A.5. City staff

have contacted Mr. Blackburn to ask for the timeline for the completion of these sections, but at the time of preparation of this report, those dates have not been confirmed.

The agreement with P.A. Blackburn (By-law No. 2015-174) contains a completion clause of December 10, 2015 and a penalty clause for non-completion as follows:

3.3 The Consultant shall complete, as certified by the Economic Development Officer, all the work by **December 10, 2015.**

3.4 The Consultant shall pay a penalty of \$200 per calendar day beyond December 10, 2015 for non-completion of the project. The City, at its sole discretion, may extend the date for completion based on rationale outside the control of the Consultant.

Since the MEDEI has agreed to extend funding until May 31, 2016 staff is recommended that Council considered **Appendix 01 – Draft by-law to amend By-law No. 2015-174** which would extend the deadline for completion to March 31, 2016 and the penalty clause would be imposed on April 1, 2016. This extension provides eleven additional weeks for all of the work to be completed, but still provides the City some time to chase missing or additional information required before the MEDEI agreement end date.

**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

Council approved \$100,000 in the 2015 Capital Budget for the Dymond Industrial Park Site Certification Process. Fifty percent of the costs are eligible under the MEDTE funding program. The recommended consultant is within the approved budget allocation.

It appears that the work required will fit within the original proposed budget of \$37,300 as it does not appear that any of the provisional work will be required to meet the guidelines of the Site Certification program.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

\_\_\_\_\_  
James Franks  
Economic Development  
Officer

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



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

**By-law No. 2016-000**

**Being a by-law to amend By-law No. 2015-174, as amended  
being a by-law to enter into an agreement with P.A. Blackburn  
Limited for the preparation of a Certified Site Program  
Designation for the Dymond Industrial Park**

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

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

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

**And whereas** Council considered Administrative Report No. CGP-033-2015 at the August 4, 2015 Regular Council meeting resulting in the adoption of By-law No. 2015-174 being an agreement with P.A. Blackburn Limited for the preparation of a Certified Site Program Designation for the Dymond Industrial Park;

**And whereas** Council considered Administrative Report No. CGP-001-2016 at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-174 to extend the agreement to March 31, 2016 for consideration at the January 19, 2016 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 hereby amends Schedule "A" to By-law No. 2015-174 by deleting articles 3.3 and 3.4 and replacing them with the following:
  - 3.3 The Consultant shall complete, as certified by the Economic Development Officer, all the work by **March 31, 2016**.
  - 3.4 The Consultant shall pay a penalty of \$200 per calendar day beyond **March 31, 2016** for non-completion of the project. The City, at its sole discretion, may extend the date for completion based on rationale outside the control of the Consultant.
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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk - David B. Treen

**Subject:** Northeast Community Network Membership  
(NeCN)

**Report No.:** CGP-002-2016  
**Agenda Date:** January 19, 2016

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### **Attachments**

None

### **Recommendation**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-002-2016; and
2. That Council agrees to join the Northeast Community Network at a cost of \$500 for 2016 and appoints the Economic Development Officer as the City's member on the committee.

### **Background**

The Northeast Community Network (NeCN) is a group of communities from Hearst in the west to Matheson in the East working together to increase the level of economic activity in the Northeast. The group was formed through the Northeastern Mayors Action Group or NeOMAG as the body to action items proposed by that body.

In 2015, the mayors of both Kirkland Lake and Temiskaming Shores were invited to join the NeOMAG organization and now, staff have been invited to participate in the ongoing projects undertaken by NeCN of behalf of NeOMAG.

### **Analysis**

**“The Northeast Community Network (NeCN)** is an incorporated, regional, not-for-profit organization that promotes collaborative economic development, applied research and support for forestry, mining, agriculture and business development.

Integrating municipalities/First Nations, local economic development organizations and the private sector, the Network undertakes regional projects that help transform the economic landscape of Northeastern Ontario. Through its activities the **NeCN** will increase the competitive capacity of the region and enhance its attractiveness to potential investors, entrepreneurs and in-migrants.

**NeCN** provides leadership as we move to align our efforts and resources toward regional development.”

The information above is taken from the NeCN website and describes the mandate of the organization. They work on four main pillars which include; Tourism, Mining, Agriculture and Forestry, all of which are recognized as priority sectors in our region also.

Members can decide which sub committees they participate on and how much involvement they can commit to each sub-committee. The Agriculture committee has hired an intern to work with farmers to develop applications for land clearing and tile drainage. They have also hosted an agricultural forum.

The Mining committee has been lobbying the Ontario Geological Survey to conduct a geoscience study in the area. They are also working on the Mining Supply, Trade and Investment project which the City was invited to participate in through the Timmins Economic Development Corporation.

The Tourism committee has just been approved to complete a five year development plan so that the region can be recognized as the best snowmobile region in the world. An intern placement has been approved and the hiring process is underway.

There are currently no projects taking place in the Forestry sector.

These partner programs are often beneficial in the fact that there are several communities working toward common goals which generally benefit the entire region. They receive greater government support as they benefit a number of communities and require each community to put in less cash and staffing resources into each project.

### **Financial / Staffing Implications**

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

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

The annual membership fees to join the NeCN are \$500. There are 4 face to face board meetings per year which would require staff travel and 4 – 6 telephone conference calls per year.

Other potential costs of being involved in the organization would include projects that the group takes on to move a sector program forward. These projects cost between \$500 - \$1,000 per project. These costs would come from within the City's Economic Development Programs budget and would not increase the overall budget envelope.

### **Alternatives**

Council may choose not to become a member of the organization and participate in the partnership projects.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

“Original signed by”

“Original signed by”

\_\_\_\_\_  
James Franks  
Economic Development  
Officer

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

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**Subject:** CJTT Lifestyles and Earlton Farm Show

**Report No.:** CGP-003-2016

**Agenda Date:** January 19, 2016

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### **Attachments**

None

### **Recommendation**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-003-2016;
2. That Council directs staff to register to exhibit at the Earlton Farm Show, April 15 & 16, 2016, to provide information on programs and activities that support agriculture in our area and authorizes the donation of a golf shirt and baseball hat as a draw prize; and
3. That Council directs staff to register to exhibit at the CJTT Lifestyles event, April 29 & 30, 2016, to provide information on City programs and activities as well as selling fire permits and animal tags at \$10 off the regular rate and authorizes the donation of a six-month gym membership to the Waterfront Pool & Fitness Centre as a draw prize.

### **Background**

The City has participated at both the Earlton Farm Show and the CJTT Lifestyles show for the past five years. Both events have been very well received by the public and have generated both increased fire permits sales and general good will as well as visibility for business retention and expansion.

### **Analysis**

The Earlton Farm Show is a great opportunity for staff to meet with members of the agricultural sector all in one place at one time. Since agriculture is such a significant part of our economy, it is valuable that we are present to show our support for the industry. The event takes place on Friday, April 15<sup>th</sup> and Saturday, April 16<sup>th</sup>. The cost to participate is \$250 and one staff person can manage the booth for the two days with support visits from members of Council who may wish to drop in and visit the show.

CJTT Lifestyles is another great opportunity to build good will in the community and provide useful information to residents in an informal setting. The event has been very successful in the past at increasing the number of annual fire permits and animal tags sold in the community as they are easily accessible.

As an attraction to the booth, for the past few years, we have offered a draw for a 6 month gym membership at the Waterfront Pool & Fitness Centre. This has not only attracted more people to the booth, but also garnered us more air time on the local radio station when interviewed about the prize. It is recommended that we continue to offer the gym membership as it does provide staff to speak to attendees and encourage them to purchase either an animal tag or fire permit.

**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

Both of these programs are included within the 2016 Economic Development Programs budget. The Earlton Farm Show has a cost of \$250 and Lifestyles has a cost of approximately \$600. The in kind cost of the golf shirt is \$40 and the gym membership is a lost revenue source of approximately \$280.

The Farm Show will be staffed by the Economic Development Officer only and Lifestyles will be staffed by the Economic Development Officer and the Fire Prevention Officer.

**Alternatives**

Council may choose not to offer some or all of the incentives proposed in this report. There was some discussion held regarding no longer offering animal tags at a reduced rate.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

*"Original signed by"*

\_\_\_\_\_  
James Franks  
Economic Development  
Officer

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

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

**By-law No. 2016-001**

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

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

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

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

1. The amount levied on a property shall not exceed the percentage prescribed by the Minister under Section Subsection 317 (3), paragraph 2 of the Act; or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for 2015.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for 2015 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2015 because assessment was added to the tax roll during 2015, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
4. An interim billing of 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for 2015 shall be imposed for all classes.
5. An interim billing of 50 per cent of the annual local improvement charges shall be imposed for all classes, where applicable.
6. The provisions of the by-law apply in the event that assessment is added for the year 2016 to the tax roll after the date this by-law is passed and an interim levy shall be imposed and collected.
7. The said interim tax levy shall become due and payable in two (2) instalments as follows:
  - a) approximately 50 percent of the interim levy shall become due and payable on the 15<sup>th</sup> day of March, 2016; and

- b) the balance of the interim levy shall become due and payable on the 16<sup>th</sup> day of May, 2016.

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

8. On all taxes of the interim levy, which are in default on the 1st day of default, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the 1st day of each and every month the default continues, until December 31st, 2016.
9. a) On all taxes of the interim tax levy in default on January 1st, 2016, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.
- b) On all other taxes in default on January 1st, 2016, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
10. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
11. The tax collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
12. This by-law shall come into force and take effect on the day of the final passing thereof.

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2016.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen



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

**By-law No. 2016-002**

**Being a by-law to authorize a Grant Funding Agreement  
with Waste Diversion Ontario through the Continuous  
Improvement Fund for a Cart Residue Management  
Plan and Toolkit**

(CIF Project Number 932)

**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 Memo No. 001-2016-PW at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a Grant Agreement with the Waste Diversion Ontario through the Continuous Improvement Fund (CIF) for the completion of a Cart Program Residue Management Plan and Toolkit for consideration at the January 19, 2016 Regular Council meeting;

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

1. That the Mayor and Clerk are hereby authorized to enter into a Grant Funding Agreement with Waste Diversion Ontario through the Continuous Improvement Fund program in the amount of \$12,771 in accordance with and subject to the terms set out in the Continuous Project Grant (CIF Project No. 932), a copy attached hereto as Schedule "A" and forming part of this By-law.
2. That the Mayor and Clerk of the City of Temiskaming Shores are hereby authorized to execute amendments to this agreement after the passage of this by-law, where Council has requested and/or approved the said amendment through a Resolution of Council.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical, numerical or typographical nature to the by-law and schedule after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

---

Clerk – David B. Treen



Schedule "A" to

**By-law No. 2016-002**

Grant Funding Agreement between

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

and

**Waste Diversion Ontario**

For a Cart Program Residue Management Plan and Toolkit

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**CIF Project Number 932 - Cart Program Residue Management Plan & Toolkit**

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DATE: December 31, 2015

TO: City of Temiskaming Shores (the “Recipient”)

WHEREAS:

- A. Waste Diversion Ontario, a corporation incorporated by the *Waste Diversion Act, 2002* (Ontario) (“WDO”), maintains a fund known as the Continuous Improvement Fund, that funds improvements in recycling practices by Ontario municipalities, comprised of a portion of the fees paid to municipalities by stewards under the Blue Box Program Plan.
- B. The Continuous Improvement Fund (“CIF”) is a committee of Waste Diversion Ontario, and has been established through an agreement among the Associations of Municipalities of Ontario, the City of Toronto, Stewardship Ontario and WDO under the Blue Box Program Plan.
- C. Stewardship Ontario, a corporation continued under the *Waste Diversion Act, 2002* (Ontario), acts as custodian of the CIF monies and is to provide funding to the Recipient.
- D. The Recipient made an application to the CIF for a grant to assist in the cost of their project entitled: **Cart Program Residue Management Plan & Toolkit** (the “Project”). A copy of this application is attached hereto as Schedule “A” (the “Application”).
- E. The CIF has agreed to provide the grant to the Recipient to assist in financing the cost of the Project as set out below:

1. **Grant**

Phase 1: Audits, Focus Group, Promotion & Education Campaign

Based on the Application, WDO and Stewardship Ontario hereby agree to provide a grant from the CIF to the Recipient in the aggregate amount of 72% of the blue box related Project costs up to a maximum of \$12,771, inclusive of any applicable taxes, government levies or governmental imposts of any kind (the “Grant”), to be applied by the Recipient toward the cost of the Project.

## Phase 2: Residue Management through By-Law Tool Kit

Based on the Application, WDO and Stewardship Ontario hereby agree to provide a grant from the CIF to the Recipient in the aggregate amount of 100% of the blue box related Project costs up to a maximum of \$12,204, inclusive of any applicable taxes, government levies or governmental imposts of any kind (the "Grant"), to be applied by the Recipient toward the cost of the Project.

Phase 1 of the Project shall be carried out by the Recipient in consultation with the CIF Managing Director.

Phase 2 will be 100% funded and lead by CIF. Temiskaming Shores will provide relevant data and information, participate in teleconferences and provide opportunities to do on-site visits as requested to support the completion of the Tool-Kit.

The Recipient shall devote a sufficient amount of staff time and other resources to carry out both phases of the Project in accordance with the timelines, budget and other contingencies set out in the appendices hereto. The Recipient shall act in accordance with any policy established by the CIF related to the completion of project grants.

### 2. **Budget**

The Grant is based upon the budget for the development and implementation of the Project set out in Schedule "B" hereto.

### 3. **Disbursement of Grant**

The Grant will be disbursed by the CIF to the Recipient as the Project progresses, in accordance with the schedule set out in Schedule "C" hereto. The Recipient shall invoice the CIF for each disbursement of a portion of the Grant and will provide such documentation to substantiate any such request, as the CIF may reasonably require. Disbursement requests are to be addressed to the CIF Managing Director at the addresses (mail or email) noted below. Satisfactory completion of the Project report and final disbursement shall be at the sole discretion of the CIF acting reasonably.

### 4. **No Transfer or Encumbrance of the Project**

The Recipient shall not sell, assign or transfer the Project to a third party nor mortgage, charge or otherwise encumber the Project without the prior written approval of the CIF or repayment of the Grant.

### 5. **Repayment of Grant**

In the event of any material breach by the Recipient of the terms of the Application or this Agreement which is not remedied within thirty (30) days following written notice by the CIF to the Recipient or any failure by the Recipient to carry out the Project in accordance with the timetable set out in the Application or in this Agreement (subject to any delay which may be acceptable to CIF acting reasonably), the Recipient shall repay

all amounts received on account of the Grant and WDO and Stewardship Ontario shall be relieved of any obligation to disburse any remaining unutilised portions of the Grant.

**6. Notices**

All notices, requests, demands or other communications (collectively “Notices”) by the terms hereof required or permitted to be given by one party to any other party, or to any other person shall be given in writing by personal delivery or registered mail (postage prepaid), by facsimile transmission, or by email to such other party as follows:

Waste Diversion Ontario  
4711 Yonge Street, Suite 1102  
Toronto, ON M2N 6K8  
Attention: Michael Scott, Chief Executive Officer  
Tel: 416-226-5113 Email: michaelscott@wdo.ca

With a copy to:

Continuous Improvement Fund  
132 Commerce Park Dr., Unit K, Ste. 511  
Barrie, ON L4N 0Z7  
Attention: Mike Birett, Managing Director  
Tel: 905-936-5661 Email: mbirett@wdo.ca

To Stewardship Ontario at:

Stewardship Ontario  
1 St. Clair Avenue West, Suite 700  
Toronto, On M4V 1K6  
Attention: David Pearce, Supply Chain Officer  
Tel: 416-323-0101 ext. 183 Email: dpearce@stewardshipontario.ca

To the Recipient at:

City of Temiskaming Shores  
P O Box 2050, 315 Farr Dr.  
Halleybury, ON P0J 1P0  
Attention: Steve Burnett, Technical & Environmental Compliance Coordinator  
Tel: 705-672-3363 ext. 4132 Email: sburnett@temiskamingshores.ca

Or at such other address as may be given by any such person to the other Parties hereto in writing from time to time.

**7. General**

- (a) The Parties recognize the importance of making information about the Project available for public use. The Recipient shall cooperate fully in providing information which is not of a commercially confidential nature on the Project, as

requested by the CIF Managing Director, for publication by the CIF on websites, at conferences and in newsletters.

- (b) The Recipient shall, at their own cost, present the results and learnings from their project at a public event organized by the CIF within 12 months of submission of their project report if so requested by the CIF Managing Director. The CIF may elect to provide financial assistance to remote municipalities toward the cost of such presentations.
- (c) The Recipient shall recognize and state in an appropriate manner, as approved by the CIF Managing Director, the support offered by CIF, WDO and Stewardship Ontario under this Grant. Unless the Recipient has received written notice to the contrary from the CIF Managing Director, the following shall be incorporated into the reports and other documents produced by the Recipient and any sub-contractor in connection with the Project:

*This Project has been delivered with the assistance of the Continuous Improvement Fund, a fund financed by Ontario municipalities and stewards of blue box waste in Ontario. Notwithstanding this support, the views expressed are the views of the author(s), and CIF, Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.*

- (d) It is understood and agreed that neither WDO nor Stewardship Ontario has any ownership interest in the Project and neither WDO nor Stewardship Ontario has any responsibility for or liability with respect to the operations of the Project.
- (e) There is no relationship of partnership, agency, joint venture or independent contractor between or among WDO, Stewardship Ontario and/or the Recipient and none of them has any right to bind any of the others to any contractual obligation.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2016

**CONTINUOUS IMPROVEMENT FUND**

By: \_\_\_\_\_  
Name: Michael J. Birett  
Title: Managing Director

**ACKNOWLEDGEMENT AND AGREEMENT**

The undersigned hereby acknowledges and accepts the Grant on the terms set out above. The undersigned further agrees to indemnify and hold WDO and Stewardship Ontario harmless in respect of any losses, costs, claims, damages or expenses incurred by either of them in respect of the funding or operation of the Project save to the extent caused by WDO's or Stewardship Ontario's negligence or wilful misconduct.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2016

**City of Temiskaming Shores**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



# SCHEDULE "A" APPLICATION FOR GRANT

Forms for 2015 Request for Expressions of Interest for CIF Funding for Priority Projects

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## 5.1 Applicant General Information

**FORM INSTRUCTIONS:** To use this form, place your cursor/text tool in the first text box. The boxes will expand as necessary to accommodate the information. Use your tab key to jump to the next text box.

### FORM 1: Applicant General Information (Mandatory)

Municipality or Program Name:	City of Temiskaming Shores
Project Contact (name and title):	Steve Burnett, Technical & Environmental Compliance Coordinator
Mailing Address:	P.O. Box 2050, 325 Farr Drive, Haileybury, ON P0J 1P0
Email Address:	sburnett@temiskamingshores.ca
Phone Number:	(705) 672-3363 ext. 4132
Fax Number:	(705) 672-3200
URL (if applicable):	<a href="http://www.temiskamingshores.ca/en/">http://www.temiskamingshores.ca/en/</a>

**Note:** Do not submit the same project under multiple funding categories. If you wish your project to be considered under more than one funding category please check this box:

Work through the Form(s) to fill in as many details as you can. Contact a CIF staff member as needed to complete remaining portions. Be sure to review your submission for accuracy and complete every field not marked as "Optional." Please check which (if any) supporting documentation is attached to this submission that will help describe or support your project.

Please note that projects are expected to be commenced and completed within the timelines stated in your application form(s). CIF reserves the right to terminate projects and cease funding for projects not commenced or completed on time.



## 5.6 Centre of Excellence Projects

### Form 6: Centre of Excellence Projects

The Centre of Excellence is being developed by MIPC and CIF to enhance the knowledge and experience gained since 2011 and to provide value to municipalities and stewards. The Centre will focus on the provision of tools and services, rather than direct funding to municipalities, to assist municipalities with implementation of best practices. Preference will be given to projects that benefit multiple municipalities and fall within the categories listed below. A single municipality may qualify for audits or to pilot a project that has multi-municipal benefits.

**To apply for funding under the Centre of Excellence Initiative, please complete the form below:**

Work through the Form to fill in as many details as you can. **Contact a CIF staff member as needed to complete remaining portions.**

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#### Section 1 – Form 6 Details

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1. Project Title: Insert the short title of your proposed project:

Phase 2: Residue Reduction

2. Project Description: What are the key features of the project? Describe how the project will benefit multiple municipalities or the entire Provincial system. Explain any savings (if applicable). **Note:** You may describe an idea that you want the CIF to investigate if you are unable to participate in a project directly.

**BACKGROUND:**

The City implemented a curbside single stream recycling system, using an automated collection system on September 2, 2014. Prior to the implementation of this program, the City, in partnership with the Cochrane Temiskaming Waste Management Board (CTWMB) provided a depot system of recycling for No. 1 plastics, glass, paper/fibre and aluminum/metal cans. To date, the City has increased diversion from 18 percent to 55 percent.

In 2011, the City's population was 10,400. The City currently provides bi-weekly waste collection for both garbage and recycling to 4448 residential units (4,223 single family and 225 multi-residential units), and to 257 IC&I units. The City also provides a depot-style single-stream recycling bin at the Spoke Transfer Station for residents in multi residential homes with greater than eight (8) dwelling units, or for other residents with excess recycling. Under the new recycling program, the city accepts the following types of material:

- Fibre: newspaper, mixed fine paper, books, magazines, corrugated cardboard, boxboard and shredded paper
- Containers: steel, aluminum and tin cans; gable top cartons; aseptic containers; plastics No.1-7; plastic film and bags; aerosol cans, and glass.
- Foam polystyrene

The City's contractor loads recyclable materials into a trailer at the Spoke Transfer Station, and transports recyclable material to a Material Recovery Facility approximately at a 150 km distance. The processor of the City's recyclable material has communicated that residue rates has increased to 18 percent, and provided a list of the most commonly found non-recyclable materials. In response to this increase, the City publicized a press release in the local newspaper, radio station, and on Facebook to educate residents on the types of material not accepted in the blue bins, and attended a trade show event on April 24-25, 2015 to speak to residents about these materials. The City also developed a "door hanger" for the City's waste collection contractor to use if they encounter bins with non-compliant material, as well as developed a bin inspection sticker to place on the bin to notify the owners that unacceptable material was detected and the material will not be collected during that pick-up. These efforts were introduced to manage the costs of contamination; the processor includes a premium rate on invoices to the City, on a per cubic yard basis, for residual waste.

The City has entered into agreements with six municipalities to accept recyclable materials at the Spoke Transfer Station at \$250.00 per tonne, plus HST for transportation and processing. The agreements outline that the municipality may only deposit recyclable materials accepted by the City.

Single-stream systems produce higher than average residue rates than two-stream systems. A report from Kelleher Environmental in association with Love Environment, submitted a report to Stewardship Ontario in August 2011 titled Current State Ontario Blue Box Paper Fibres Final Report; the report outlined that the default MRF residue rates in the Municipal Datacall for a two-stream program is 6.89 percent, and 13.29 percent for single stream.

**PROJECT:**

The purpose of our project would be to expand upon the above-mentioned initiatives in a Phase 2 approach, by developing a "tool kit" used to address curbside residue through education and fines associated with the City's Solid Waste Management By-law. These efforts would aim to reduce residue rates to be inline with the provincial average (or default), as this would result in total system cost savings, including:

- Curbside collection efficiencies; i.e. increased space in collection vehicles for acceptable materials, and reduced frequency of unloading materials at the Spoke Transfer Station.
- Spoke Transfer Station efficiencies; i.e. increased storage capacity for acceptable materials on the floor and on the trailer.
- Transportation efficiencies; i.e. increased storage capacity on the truck for acceptable

materials to reduce the frequency of transporting material to the MRF.

- Processing efficiencies; i.e. reduced amount of processing and lower residue disposal costs.

The project would develop a tool kit outlining procedures and systems for education and enforcement for the minimization of residual waste requiring disposal at the Material Recovery Facility, including:

- Developing language to inform residents of fines associated with contaminating bins, and gauging how the messages are perceived;
- Creating a P&E campaign for residents, which would include the reinforcement of proper set out guidelines for containers;
- Developing training aides for staff on how to monitor the bins and document residue problems;
- Instituting procedures for creating, sending and tracking the payment of invoices, as well as for unpaid invoices; and
- Establishing procedures on how to manage complaints.

The project would increase efforts to educate residents on how to properly participate in the recycling program, as well as ensure residents are aware of how to dispose of these non-recyclables materials through other diversionary programs i.e. Orange Drop and WEEE.

The project would include curbside waste audits using a visual method, in selected study areas throughout the community, as well as on inbound truck loads (from other municipalities) at the Spoke Transfer Station. The objective of the audits would be to collect baseline data for post-curbside audits to measure the effectiveness of the project. This initial step will provide direction on a targeted education campaign in an effort to reduce residue and associated waste management costs.

Following the audit, a comprehensive public education campaign would be development with consistent and clear messaging. A waste collection calendar with approximately 25 percent of the space dedicated to residue reduction, a brochure, and other mixed media forms of advertising (i.e. radio, facebook, newspaper) would be developed, as well as an enforcement strategy to create a system of accountability and responsibility for residents to keep residue out of the recycling bins. The City is currently refining the existing Solid Waste Management By-law to ensure recyclable materials are kept out of the landfill, and to provide a method for issuing orders and associated penalties for contaminating blue bins. This two-step system provides the City with a way to communicate back to residents to let them know what they are doing incorrectly, and providing an opportunity to correct any confusion surrounding the program requirements. Enforcement through fines would be a last measure to correct behaviour and to encourage proper participation.

This project would support the City's effort to ensure residents are maximizing waste diversion by properly using the programs available, and to reduce the amount of residuals collected through our recycling program by 5 percent. These outcomes would ensure waste



management costs are controlled, material quality is improved, and that resources are used efficiently.

3. Will the proposed project: (check all that apply):

<input checked="" type="checkbox"/>	Develop a Better Practice Tool Kit?
<input type="checkbox"/>	Require WDO Datacall Support
<input type="checkbox"/>	Assist with Marketing Materials & Blue Box Harmonization
<input type="checkbox"/>	Provide Support for RFP & Tender Development, Standardize Contracts, Assist with Procurement, Reduce Contract Administration
<input type="checkbox"/>	Provide Training Initiatives
<input type="checkbox"/>	Require or Provide Outreach
<input checked="" type="checkbox"/>	Provide Auditing/Monitoring & Measurement Activities? <sup>1</sup>
<input type="checkbox"/>	Other - please describe:

4. Will you work with other municipalities/partners to develop and deliver this project?

Yes. What municipalities will you work with and how will they benefit?

As mentioned, the City accepts material from six surrounding municipalities at the Spoke Transfer Station, two of which operate an automated single stream collection system, and four operate a depot style single stream collection program.

Working with our neighbours creates efficiencies to achieve economies of scale for smaller municipalities, as well as allows these communities to increase diversion rates. The accepted material is weighed at the Spoke Transfer Station and then mingled with the City's recyclables for storage; therefore, we are unable to determine which communities are contributing to the 18 percent residue rate. The City will provide any information developed throughout this

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<sup>1</sup> **Audit Projects:**

Recognizing that municipalities vary in their ability to fund projects like audits after their annual budgets are set, funding levels have been adjusted to provide greater assistance to smaller municipalities as follows:

- Large urban, rural and urban regional - 60% funded by CIF
- Rural regional and Medium urban - 70% funded by CIF
- Small urban and rural south - 80% funded by CIF
- Northern rural- 90% funded by CIF

The CIF reserves the right to adjust funding levels based on the unique nature of the proposed audits, available funds and amounts of funding received from other sources. Preference will be given to audits intended to support significant program enhancements or cost cutting initiatives.

project to ensure consistent messaging throughout each community, and to ensure these residents are following the same program guidelines for proper blue box diversion. This will result in program optimization, and cost effectiveness for recycling programs and for P&E development.

No. Please explain why not:

N/A

5. At what stage are you in planning your work with other municipalities? Please select your choice below to respond.

<input checked="" type="checkbox"/> Preliminary discussions	<input type="checkbox"/> Awaiting council approval
<input type="checkbox"/> Draft agreement	<input type="checkbox"/> Agreement in place. Date:
<input checked="" type="checkbox"/> Other – please describe: Through developing existing and renewal of agreements with municipalities depositing recyclable materials at the Spoke Transfer Station.	

6. Do you have budget approval for undertaking a planning project?

Yes. If yes, how much? \$

How much funding is being requested from CIF? (up to 100% may be fundable)

Additional comments:

City Council has committed \$5,000 in the 2015 budget, as well as associated staff time for recycling related promotion and education. City staff will work to itemize and to refine budget items with the support of CIF staff during summer months.

**Section 2 – Project Costs and Payback Period**

How much will it cost to implement the project and how long is its expected payback period? (Attach budget detail spreadsheets). A sample payback calculation spreadsheet is available here: [Sample Payback Calculation Spreadsheet](#)

1. What is the total cost of completing the proposed project? \$\*
2. What is the total funding requested from CIF? \$\*
3. What is the project payback period for CIF support? \*
4. How many months will it take to complete the proposed project from start to finish? \*

\*May be left blank if proposing an idea for CIF to investigate.

Additional comments:

The total budget for the project is anticipated to be \$50,000. Costs may include, but are not limited to:

- Measuring and Monitoring Audits; i.e. pre and post audits on curbside bins, depots and Spoke Transfer Station.
- P&E campaign; i.e. design, printing, distribution (mail?, local newspapers, social media, radio, etc.), measuring and monitoring.
- Legal consultation for By-law language.

City staff will work to itemize and to refine budget items with the support of CIF staff during summer months.

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**Section 3 – Project Management and Implementation**

In this section, provide as much information as you can about project management, timing and monitoring.

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1. Please identify staff and consultants who will be responsible for this project.

Project Manager

Name	Doug Walsh
Title	Director of Public Works
Affiliation	City of Temiskaming Shores
Role in Project	Manager
Related Experience	Doug has over 20 years' experience in a municipal government setting, and is well versed in the management of all physical assets.

Additional comments:

2. Additional project team members - Please identify key staff/consultants, their roles and related experience (optional).

Steve Burnett, Technical & Environmental Compliance Coordinator  
Logan Belanger, Special Programs Coordinator



**RESOURCES:**

- [MIPC Provincial Optimization Study](#)
- [CIF Funding Process web page](#)
- [Project Monitoring/Reporting Guidebook](#)
- [Sample Payback Calculation Spreadsheet](#)

**Email this completed form in MS Word format  
along with any supporting documentation to:**

**Gary Everett**

Project Manager

Continuous Improvement Fund

Off 519-533-1939

Cell 519-500-5555

Fax 519-533-1939

Gary@Egroup1.com

## SCHEDULE "B" BUDGET

932, NE ON, Temiskaming Shores

P&E Campaign: Residue Cost Charge Back to Residents

Charge Back Mgmt Campaign	Total		CIF		Municipality
Multi-media campaign design	\$ 1,200				
Implement Campaign	\$ 5,000				
M&Monitor					
<b>Phase 1, A:</b>	<u>\$ 6,200</u>	<b>72%</b>	<u>\$ 4,433</u>	<b>28%</b>	<u>\$ 1,766</u>
Focus Group					
Focus Group Testing	\$ 3,000				
Stipends	\$ 1,250				
Travel, Accommodations, etc.	\$ 2,500				
Use FG Outcomes to refine campaign	\$ 600				
<b>Phase 1, B:</b>	<u>\$ 7,350</u>	<b>72%</b>	<u>\$ 5,256</u>	<b>28%</b>	<u>\$ 2,094</u>
Pre /Post Audits					
Pre - Audit, 100 HH	\$ 2,000				
Post - Audit, 100 HH	\$ 2,000				
<b>Phase 1, C:</b>	<u>\$ 4,000</u>	<b>72%</b>	<u>\$ 2,860</u>	<b>28%</b>	<u>\$ 1,140</u>
Tool-Kit:					
<b>Phase 2, D:</b>	<u>\$10,800</u>	<b>100%</b>	<u>\$ 10,800</u>	<b>0%</b>	<u>\$ -</u>
<b>Phase 1, A+B+C:</b>	\$17,550	72%	\$ 12,550	28%	\$ 5,000
<b>Phase 2, D:</b>	\$10,800	100%	\$ 10,800	0%	\$ -
<b>Total:</b>	<u>\$ 28,350</u>		<u>\$ 23,350</u>		<u>\$ 5,000</u>
		1.76%	\$ 12,771		\$ 5,088
		13%	\$ 12,204		\$ 5,088
			<u>\$ 24,975</u>		<u>\$ 5,088</u>

**SCHEDULE “C”  
DISBURSEMENT OF GRANT**

The Grant will be disbursed as follows upon compliance with the contingencies outlined in your funding award, i.e.:

- The finalized Promotion & Education (P&E) campaign plan will be to the satisfaction of the CIF Director prior to launch. CIF staff will be invited to provide input into the campaign design and implementation;
- The finalized budget break down, along with a measuring & monitoring (M&M) plan, will be to the satisfaction of the CIF Director and agreed upon prior to the launch of the campaign;
- Included in the M&M plan will be a description of the collection contract enforcement measures that will be put in place to ensure compliance with the contractor’s collection contract terms and conditions;
- The recipient agrees to make all P&E produced through this project available free of charge to other municipalities;
- The recipient agrees to work collaboratively with CIF staff to recruit the consultants needed for the project (i.e. for auditing, focus group and tool kit work), and that the final selection of the consultants will be to the satisfaction of the CIF Director

Milestones	Tasks / Description	Anticipated Completion Date	Grant Contribution (funding percentage*)
<b>1 – M&amp;M Plan</b>	Submission of a Monitoring & Measurement Plan. Please refer to CIF guidance document.	January 31, 2016	
<b>2 – Phase 1</b>	<ol style="list-style-type: none"> <li>1. Completion of baseline audit.</li> <li>2. Completion of focus group work, and submission of a finalized P&amp;E plan.</li> <li>3. Implementation of the P&amp;E campaign.</li> <li>4. Submission of draft copies of campaign P&amp;E materials to the CIF.</li> </ol>	June 30, 2016	<b>72% of Milestone 2 project cost up to \$9,579</b>
<b>3 – Phase 2</b>	Completion of a Tool-Kit outlining all steps involved in developing and enforcing a residue management by-law including cost analysis and templates.	November 30, 2016	<b>100% of Milestone 3 project cost up to \$12,204</b>
<b>4 - Final Report**</b>	Submission of final report summarizing Project, including performance, impact, savings and learnings per Article 3 and to the satisfaction of the CIF Director.	January 31, 2017	<b>72% of balance of project cost up to \$3,192</b>
<b>TOTAL GRANT</b>	<b>(includes 1.76% non-recoverable taxes)</b>		<b>\$24,975</b>

\* Funding percentage of blue box related project cost. Project cost is defined as: Funding percentage of blue box related project costs or other costs approved by CIF.

\*\* Final disbursement based on 25% of the total approved funding amount and payable upon receipt of a final project report and invoice.

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

**By-law No. 2016-003**

**Being a by-law to enter into a Funding Agreement with  
the Ontario Trillium Foundation (OTF) to extend the**

**STATO multi-use trail system**

(Application ID No. CP1936)

**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 Memo No. 006-2015-RS at the September 15, 2015 Regular Council meeting and approved the submission of a funding application for the STATO project to the Ontario Trillium Foundation in the amount of \$150,000;

**And whereas** Correspondence was received from the Ontario Trillium Foundation (OTF) approving the grant application;

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

1. That the Clerk is hereby authorized to enter into a Funding Agreement with the Ontario Trillium Foundation to extend the STATO multi-use trail system in the amount of \$150,000 a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Mayor and/or Clerk of the City of Temiskaming Shores are hereby authorized to execute amendments to this agreement after the passage of this by-law, where Council has requested and/or approved the said amendment through a Resolution of Council.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical, numerical or typographical nature to the by-law and schedule after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law No. 2016-003**

Grant Funding Agreement between

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

and

**Ontario Trillium Foundation**

for the extension of the STATO multi-use Trail System

2015-12-18, City of Temiskaming Shores (CP91936)

**Dear David B. Treen:**

**Re: Application ID# CP91936**

I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved your grant application. We believe that our investment in your project will support positive, measurable change in Ontario communities, and are excited to work with you.

This letter and Grant Contract form the basis of the information that your organization requires to embark on a successful relationship with OTF.

Please read the entire Grant Contract carefully. The Grant Contract outlines the Foundation's expectations of the Grantee and the Grantee's obligations. It also ensures that the Grant benefits Ontarians and that the Grantee is accountable for public Grant funds. The Grant Contract includes:

- The Cover Page
- Terms and Conditions associated with your grant
- The Schedule A, with Approved Budget, selected Grant Results and Metrics, Grant Reporting Requirements and Payment Schedule, and name of the person monitoring your grant
- A Declaration of Understanding which confirms that you have read the relevant Policies and requirements stipulated
- Authorizing Signatures, pre-signed by OTF, and requiring the electronic signature of the person authorized to legally bind on behalf of your organization.

**Sign and return your Grant Contract** per directions provided within 60 days.

For projects ready to begin, OTF will be pleased to issue your first payment based on the project start dates and upon receipt of the signed Grant Contract.

Additional important information:

- **Final 10% grant holdback:** Please note the final installment payment of your grant will be released only after you have submitted the final report and OTF has verified the satisfactory completion of the grant. The holdback is identified in the Payment Schedule associated with your grant.
- **Required grantee orientation webinar:** All OTF grantees are required to participate in an OTF orientation webinar, before returning their Grant Contract. For information on the orientation webinar, click [here](#) (English webinars) and [here](#) (French webinars).
- **Required grantee recognition of OTF:** You are required to publicly recognize the OTF investment in your initiative. Our expectations include a recognition event, the inclusion of our logo on your website and other published/public materials related to this initiative, as well as recognition on applicable social media. Please review the recognition requirements on our website, [www.otf.ca](http://www.otf.ca), by clicking on "Already got a Grant?". Contact the OTF communications department at least three weeks before a planned recognition event.
- **Communications Planning Period:** During the Communications Planning Period, until 2015-12-15, your MPP may be in touch with your organization to offer congratulations and ask you to participate in a grant recognition event. OTF staff are pleased to help coordinate



2015-12-18, City of Temiskaming Shores (CP91936)

arrangements with MPP offices. We ask that you not publicly announce your grant prior to this date. If you plan to do so, please call Thomas Chanzy, Vice-President, Public Affairs, at 416.963.7963 or 1.800.263.2887.

- **Bank account:** All OTF grantees must provide OTF with the details for a bank account in the name of the grantee organization at a Canadian financial institution and must add this information to their grant portal once the Contract has been signed. OTF Grant funds will be transferred into this account, and until used in accordance with the agreement, the Grant funds must be kept in this account.

The OTF is committed to leadership in the nonprofit sector, and we have a plan for how we'll make Ontario communities healthier and more vibrant. We're excited to invest in your project, and can't wait to see the impact that the work of your organization will have on your community.

Yours sincerely,



Janet Yale  
Chair, Board of Directors



**GRANT CONTRACT**

**(“the CONTRACT”)**

**BETWEEN**

**Ontario Trillium Foundation  
 (“The Foundation”)**

**AND**

**City of Temiskaming Shores  
 (“The Grantee”)  
 325 Farr Drive  
 PO Box 2050  
 Haileybury, Ontario P0J 1K0**

**\$150,000.00 over 9 months**

**Delivering improved infrastructure with a \$150,000 grant over 9 months to extend a multi-use trail system promoting physical activity and safety. Fostering more active lifestyles, this initiative is helping infrastructure for unstructured and structured physical activities, and has an impact on the lives of 10,500 people in the community.**

**Application ID No.: CP91936**

**Approval Date:  
 2015-11-25**

## Terms and Conditions

### 1. Use of Grant Funds

- Grant funds may only be used for the exclusive purpose of the project as it is described in Schedule A ("The Grant"). Grant funds may only be spent for the items and activities described in Schedule A.
- Grant funds are not to be used for the purchase of alcohol.
- Grant funds are not to be used by or for any organization or individual other than those specified in Schedule A.
- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Reallocation of Grant Funds Policy" published on the Foundation's website at [www.otf.ca](http://www.otf.ca) (the "OTF Website"), including that Policy as it may be amended from time to time.
- The Grantee acknowledges that the amount of Grant funds available to it is based on the actual costs to the Grantee, less any costs (including HST and other taxes) for which the Grantee has received, will receive, or is eligible to receive a rebate, credit or refund.
- Any unspent Grant funds must be returned to the Foundation, unless the Foundation has given prior written approval for such funds to be spent on other items or activities that are consistent with the Grant's purpose.
- The Grantee fully understands that all payments of Grant funds to the Grantee are funded by the Ontario Government and are wholly conditional upon the Foundation receiving sufficient funding from the Ontario Government. The Grantee understands that if funding is not provided to the Foundation, or is provided in an insufficient amount by the Ontario Government, the Foundation is not obligated to make any payments of Grant funds to the Grantee and the Foundation may reduce the amount of Grant funds, otherwise modify the Grant, or terminate the Grant.
- The Grantee acknowledges that it is obliged to take reasonable care in screening volunteers and staff participating in the project described in Schedule A.

### 2. Maintaining Eligibility Status

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the eligibility status of the Grantee set out in the Grantee's application to the Foundation for Grant funds is current and in good standing.
- The Grantee represents and warrants that the Grantee has read, is in compliance with and agrees to comply in the future with the Foundation's "Eligibility Policy" and "Advocacy Activities for Grantees Policy" published on the OTF Website, including those Policies as they may be amended from time to time.
- The Grantee represents and warrants that the Grantee has and will, for the duration of the Grant, maintain its current status as cited in the Grantee's Organization Registration with OTF, and will immediately inform the Foundation of any change in or challenge to the Grantee's eligibility status as set out in the Grantee's registration with the Foundation.

### 3. Payment of Grant Funds

- The Foundation will pay Grant funds according to the terms stated in Schedule A.
- The Grantee must have - or must establish - a bank account in its own name at a Canadian financial institution. Until used in accordance with this Grant Contract, the Grant funds will be kept in this account.
- The Foundation must receive an electronically-signed copy of this Grant Contract before sending the first Grant payment to the Grantee.
- The Foundation may withhold Grant payments or terminate the Grant if, in the

Foundation's opinion, the Foundation:

- is not satisfied with the Grantee's progress;
  - determines that the Grantee is unable to complete the Grant in a satisfactory manner or within the approved timelines;
  - determines that the Grantee is not complying with this Grant Contract, as defined in Section 16 below; or
  - determines that continuing the Grant is not in the general public's interest.
- If the Grantee has received more than one Grant from the Foundation and OTF terminates one or more of those Grants, OTF may withhold payments under or terminate any or all of the other Grants of the Grantee.
  - The Foundation may withhold Grant payments or terminate the Grant if the Grantee ceases to operate, is insolvent or otherwise unable to pay its debts, makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or proceedings are commenced to adjudge bankrupt, place in receivership, wind up, dissolve or liquidate the Grantee.
4. **Mandatory Orientation Session**  
The Grantee will attend the Foundation's Orientation Webinar in order to understand its role and responsibilities as an OTF Grantee.
5. **Grant Results and Metrics**
- The Grantee, as specified in Schedule A, will track and report on Grant Results and Metrics, as required, for this Grant.
6. **Reporting and Grant Monitoring**
- The Grantee will immediately notify the Foundation of any changes to the finances, governance, management, staffing or operations of the Grantee or any other matter that might delay or stop the successful completion of the Grant.

***Progress and Final Reports***

- The Grantee will submit complete progress reports and/or a final report to the Foundation at the times specified in Schedule A.
- In these reports the Grantee will clearly explain the Grantee's use of the Grant funds and the progress the Grantee has made toward achieving the metrics specified in Schedule A and the Grant Results, with the expectation that the Grantee has complied with the terms and conditions of this Grant Contract.
- All reports will be submitted according to the Foundation's requirements.
- The Foundation will review the progress the Grantee makes toward achieving the specified Metrics and Grant Results. Monitoring progress may involve on-site visits by Foundation representatives.
- The Foundation may also ask to consult with the Grantee's personnel regarding the Grantee's expenditures, records, progress, and achievements relating to the Grant. The Grantee will co-operate with any such inquiry by the Foundation and will make the Grantee's reports, records (as described in Section 7 below), and the Grantee's personnel available for the purpose of the inquiry.
- If the Foundation does not receive progress reports in a timely manner or which are otherwise not in compliance with this Grant Contract, the Foundation will withhold payments until the late reports are received and considered by the Foundation to be satisfactory, and may require that reports be provided to the Foundation with increased frequency and in accordance with such further requirements as the Foundation may specify. The Foundation may terminate the Grant if any progress report is not received

within sixty (60) days of the date on which it was due.

- If the Foundation does not receive final reports in a timely manner, this may be taken into consideration in assessing a future Grant application.

### ***Additional Reporting***

- In addition to the regular scheduled reports, the Foundation may ask the Grantee to submit additional interim reports, verbally or in writing, which the Grantee will provide on a timely basis.
- In addition, the Foundation may ask the Grantee to complete a post-grant survey to report on long-term achievement toward OTF Priority Outcomes. The Grantee agrees to comply with these requests.
- The Grantee acknowledges and agrees that OTF has the unrestricted right to use all information provided by the Grantee, including sharing best practices and lessons learned to promote knowledge mobilization in the community and the Foundation; building evidence-based policy and program design in the public benefit sector; and sharing information with the public. As an agency of the Government of Ontario, the Foundation may use and disclose all information provided to it in carrying out its mandate, consistent with access and privacy legislation and the government's Open Government commitment.

## **7. Records**

- The Grantee will keep all reports (including supporting documentation) submitted to the Foundation as outlined in the previous Section 6, Reporting and Grant Monitoring.
- The Grantee will maintain accounting records that clearly show the receipt of Grant funds and how the money has been spent. All related records and supporting documentation will be available for inquiries, evaluations or audits by the Foundation for the purposes of this Grant Contract. Such records and supporting documents shall include but are not limited to a general ledger listing of detailed Grant expenses for all products, services, and salaries; corresponding invoices and proof of payment documents; bank statements, employment contracts, payroll registers, employee paycheques, Canada Revenue Agency records, and certificates of completion.
- The Grantee will keep records substantiating fulfillment of specified targets, metrics, conditions, and requirements, if any, and make them available to the Foundation on request.
- The Grantee will keep records relating to operations, employees, volunteer and program participants, including but not limited to registration forms of members, volunteers, and participants, and make them available to the Foundation on request.
- The Grantee will retain all records of Grant receipts and expenditures as outlined in detail in Sections 6 and 7 of this Grant Contract for at least six (6) years after the completion of the Grant.

## **8. Advocacy**

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Advocacy Policy" published on the OTF Website, including that Policy as it may be amended from time to time.

## **9. Recognition of the Foundation's Funding**

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Recognition Policy" published on the OTF Website, including that Policy as it may be amended from time to time. The Grantee understands that its compliance with the Recognition Policy will be monitored.

- Photos taken at recognition events may be used by OTF on its website and/or in other publications.

#### 10. Evaluation and Audit

- The Foundation or the Auditor General of Ontario may conduct or commission an evaluation or audit of this Grant. (The Foundation currently audits a minimum of 10% of its grants annually.) The Grantee will co-operate with any such evaluations or audits, including but not limited to making the Grantee's records as described in Sections 6 and 7 of this Grant Contract and the Grantee's personnel available to Foundation personnel or consultants, or those of the Auditor-General of Ontario, for the purpose of the evaluation or audit.

#### 11. Applicable Laws

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the Grantee has complied and will comply with all applicable federal and provincial laws and regulations, municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Grant. This includes but is not limited to - where applicable - the Ontario Human Rights Code, the Ontario Employment Standards Act, and the Income Tax Act.
- The Grantee further represents and warrants that it has read and agrees to comply with the Foundation's "Anti-Discrimination Policy" published on the OTF Website, including that Policy as it may be amended from time to time.
- The Grant Contract will be interpreted in accordance with the laws of Canada, the Province of Ontario, any municipality in the Province of Ontario, and any court order.

#### 12. Insurance

- The Grantee will purchase and maintain insurance, including but not limited to property insurance, casualty insurance, and general liability insurance, which is adequate for the purposes of the Grantee's operations. Adequate insurance coverage must be maintained for the duration of the Grant.

#### 13. Indemnity

- The Grantee agrees to indemnify and save the Foundation, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused, arising out of or in any way related to the Grant, the Grantee, or the payment or non-payment of Grant funds to the Grantee. The Foundation holds this indemnity in trust for parties who are not parties to this Grant Contract.

#### 14. Termination

- If the Grantee violates any of the provisions of this Grant Contract including the attached Schedules, the Foundation has the right to terminate the Grant.
- If the Grant is terminated, the Foundation will withhold any further payments of Grant funds.
- If the Grant is terminated, the Grantee must repay any unspent portion of the Grant funds to the Foundation. The Grantee will also repay to the Foundation Grant funds that the Grantee has spent if, in the Foundation's sole opinion, such Grant funds have not been spent in accordance with this Grant Contract.
- Any decision by the Foundation to terminate this Grant will be final and legally binding.

#### 15. Acquisition of Goods and Services; Distribution of Assets

- If the Grantee acquires supplies, equipment or services (including the hiring of staff) with Grant funds, it shall do so through a process that promotes the best value for money and is free from an actual or potential conflict of interest.

- A conflict of interest includes any circumstances in which the Grantee or any person who has the capacity to influence the Grantee's decisions has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Grantee's objective, unbiased and impartial judgment. The Grantee will disclose to the Foundation, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest, and comply with any terms or conditions that the Foundation may prescribe as a result of the disclosure.
- The Grantee will not, without the Foundation's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Grant funds or for which Grant funds were provided.
- If within five years of receiving the Grant funds the Grantee dissolves or no longer needs assets, whether real or personal property, purchased with the Grant funds, the Grantee will at the request of the Foundation transfer any such assets with a value of \$5,000 or more, for no consideration and clear of such encumbrances as the Foundation may in its discretion specify, to a not-for-profit organization that meets the Foundation's "Eligibility Requirements" as set out in the Foundation's Eligibility Policy or, in the discretion of the Foundation, to the Foundation. The Grantee will co-operate with due diligence inquiries by the Foundation or other qualified transferee prior to the transfer and will make all relevant documentation of the Grantee available for the purpose of such inquiries prior to the transfer.

**16. Entire Agreement**

- This Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s), the Foundation Policies referred to in this Grant Contract, all additional Foundation Policies posted on the Foundation's website at [www.otf-policies.ca](http://www.otf-policies.ca), including as they be amended from time to time, and any amending agreement entered into as provided for below, constitutes the entire agreement between the Foundation and the Grantee and supersedes all prior oral or written representations and agreements.

**17. Modification and Waiver**

- This Grant Contract may only be modified by an amendment in writing duly executed by authorized personnel of the Foundation and the Grantee. If the Grantee fails to comply with any term of this Grant Contract, the Grantee may only rely on a waiver of the Foundation if the Foundation has provided a written waiver to the Grantee. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

**18. Acknowledgement**

- The Grantee acknowledges that it has read and understands the provisions contained in the entire Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s) and the OTF Policies referred to in this Grant Contract, and agrees to be bound by the terms and conditions contained in the entire Grant Contract.

**19. Capital Grants (For Grants with a Capital Component Only)**

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Capital Grants Policy" published on the OTF Website, including that Policy as it may be amended from time to time.
- Without limiting the application of Section 12 above to the capital project, the Grantee will purchase and maintain insurance including but not limited to property insurance, casualty insurance, and general liability insurance which is adequate for the purposes of the capital project of the Grantee, including operations at the project site and any equipment

used as part of the project. Adequate insurance coverage must be maintained for the duration of the Grant.

- Without limiting the application of Section 13 above to the capital project, the Foundation is not responsible or liable for the quality of design, construction, maintenance or operation of the capital project. The Foundation is not responsible or liable for any loss or damages arising out of or relating to the design, construction, maintenance or operation of the capital project.
- The Grantee will ensure that all renovations, modifications, and additions meet or exceed all applicable by-laws, building codes and project specifications, and will obtain and keep all relevant certificates of completion.

**20. No Partnership or Joint Venture**

- It is expressly acknowledged and agreed that this Grant Contract, the Grant or the conduct of the Foundation and the Grantee relating to the Grant shall not create any form of partnership or joint venture between the Foundation and the Grantee.

**21. Non-Assignability**

- This Grant Contract shall not be assigned by the Grantee without the written consent of the Foundation.

**22. Reliance by Foundation**

- The Grantee represents, warrants, agrees, and acknowledges that in providing the Grant to the Grantee, the Foundation has relied on the representations and warranties contained herein and all information provided to the Foundation in the Grantee's application to the Foundation for Grant funds and all other information provided in writing to the Foundation by the Grantee; that such information is correct, will continue to be correct, and contains no material misrepresentations; and that the Grantee will immediately notify the Foundation if any such information ceases to be correct.

**23. Severability of Provisions**

- The invalidity or unenforceability of any provision of this Grant Contract will not affect the validity or enforceability of any other provision of the Grant Contract. Any invalid or unenforceable provision will be deemed to be severed.

## Declaration of Understanding

**I declare that I have read and understand the Grant Contract between the Ontario Trillium Foundation (OTF) and my organization (City of Temiskaming Shores)**

**This includes all OTF Policies, published at [www.otf.ca](http://www.otf.ca).**

**In addition to the Grant Contract, I further declare that:**

I, or the appropriate person in my organization for this Grant, have participated in OTF's orientation webinar and understand the role and responsibilities of an OTF grantee.

I understand that I must provide OTF with the details for a bank account in the name of my organization at a Canadian financial institution, and have added this information to our grant portal.

I understand that if my grant includes capital renovations to land or property, that my organization must hold proof of ownership or a minimum five-year lease agreement, and that this documentation will be provided to OTF immediately upon request.

I understand that OTF sets parameters to support the effective use of grant funds while ensuring accountability and the appropriate use of public funds and that Grant funds can only be reallocated in accordance with the terms of the Reallocation of Grant Funds Policy.

I have reviewed and understand the OTF reporting requirements for this program, including timing and tools for reporting and evaluation. I understand what information needs to be tracked, and how to complete the reports.

**IN WITNESS WHEREOF, the Grant Contract has been signed on behalf of the parties as of the dates indicated below. I have the authority to legally bind the organization in this Grant Contract.**

Ontario Trillium Foundation



Per:  
Beth Puddicombe  
Vice-President, Community Investments  
2015-11-25

City of Temiskaming Shores

Per:

*Dave Treen*

\_\_\_\_\_  
Name : David B. Treen



## SCHEDULE A

### BUDGET GRANT RESULT AND METRICS PAYMENT AND REPORT SCHEDULES

**Grantee:** City of Temiskaming Shores  
**Application ID:** CP91936      **Approved Amount:** \$150,000.00  
**Approval Date:** 2015-11-25      **Grant Term:** 9 Months  
**Assigned Staff:** Donna Maitland

The Grant to your organization is based on information provided in your application.

#### BUDGET

Grant funds may only be spent as per the approved amounts in each of the categories below, which are based on itemized details provided in the financial workbook submitted with your application.

#### Direct Personnel Costs

OTF Budget Request	Requested Amount	Notes
Construction/Renovation	\$150,000.00	Total cost of the project is \$204,700. The municipality will be contributing \$54,700
Equipment	\$0.00	
Property Purchase	\$0.00	
Developmental Costs	\$0.00	
<b>Total Project Costs</b>	<b>\$150,000.00</b>	

#### OTF INVESTMENT STRATEGY ALIGNMENT

Your grant has been approved for the following purpose: Delivering improved infrastructure with a \$150,000 grant over 9 months to extend a multi-use trail system promoting physical activity and safety. Fostering more active lifestyles, this initiative is helping infrastructure for unstructured and structured physical activities, and has an impact on the lives of 10,500 people in the community.

**Priority Outcome:** Higher quality programming and infrastructure to support physical activity.

**Grant Result:** infrastructure for unstructured and structured physical activities.

You will be expected to measure and report on the following:

Metrics	Achievements
Number of projects completed in the new space categories	1
Number of projects completed in the renovation categories	0



2015-12-18, City of Temiskaming Shores (CP81936)

**Amount of new space / from construction (sqft):** 40170  
**Amount of renovated space:** 0

**Payment and Report Schedule**

<b>Scheduled Event</b>	<b>Payment Amount</b>	<b>Date</b>
Payment	\$135,000.00	2016-03-01
Final Report - Capital		2016-12-01
Payment	\$15,000.00	2016-12-20





## Document Certificate

### Document Information

Document Title : ContractSigning EN(7593507)

Document Status:  Complete

Document ID : 44462

Document GUID : 216f93da-7c8b-410f-b488-adf1cdf1fa3

### Recipients List

Sequence	Name	Email	Signing Status	Action	Authentication
1	David B. Treen	dtreen@temiskamingshores.ca	Finalized	Signer	None

### Document History

Seq	Action	Name	Email	IP Address	Date/Time	Notes
1	Document created by	services1-otfmonarch	signority@smartsimple.com	107.6.40.133	2015-12-18 17:44:13	
2	System Terms of Service accepted by	David B. Treen	dtreen@temiskamingshores.ca	66.206.241.130	2015-12-21 10:20:50	
3	Document viewed by	David B. Treen	dtreen@temiskamingshores.ca	66.206.241.130	2015-12-21 10:20:50	
4	Document downloaded by	David B. Treen	dtreen@temiskamingshores.ca	66.206.241.130	2015-12-21 10:26:25	
5	Document signed by	David B. Treen	dtreen@temiskamingshores.ca	66.206.241.130	2015-12-21 10:31:33	<input checked="" type="checkbox"/> Complete

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

**By-law No. 2016-004**

**Being a by-law to enter into an agreement with EXP Services Inc.  
for the Provision of Engineering Services for the detailed  
engineering design of the proposed North Cobalt Water  
Stabilization Project along Niven Street South, from the  
Haileybury Reservoir southerly to King Street for approximately  
2.1 kilometres in the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Administrative Report No. PW-002-2016 at the January 19, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with EXP Services Inc. for detailed Engineering Design of the proposed North Cobalt Water Stabilization along Niven Street South, from the Haileybury Reservoir southerly to King Street for approximately 2.1 km in the City of Temiskaming Shores, for consideration at the January 19, 2016 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 EXP Services Inc. for for detailed engineering design for the proposed North Cobalt Water Stabilization Project in the amount of \$39,550.00 plus taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed this 19<sup>th</sup> day of January, 2016.**

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule “A” to

**By-law 2016-004**

Agreement between

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

and

**EXP Services Inc.**

for the Detailed Design of the North Cobalt Water Stabilization Project

**This agreement** made in duplicate this 19<sup>th</sup> day of December 2016.

Between:

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

and

**EXP Services Inc.**  
(hereinafter called "the Consultant")

Witnesseth:

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

**Article I:**

The Consultant will:

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

**Corporation of the City of Temiskaming Shores  
Engineering Services – North Cobalt Water Stabilization Project  
Request for Proposal No. PW-RFP-011-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and  
c) Complete, as certified by the Director, all the work by **May 31, 2016.**

**Article II:**

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid **Thirty Nine Thousand Five Hundred and Fifty Dollars and Zero Cents (\$39,550.00) 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 hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business:

The Consultant:

**EXP Services Inc.**  
9 Wellington Street, P.O. Box 1208  
New Liskeard, Ontario  
P0J 1P0

The Director:

**The Director of Public Works**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

The Owner

**City of Temiskaming Shores**  
P.O. Box 2050  
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 )

**EXP Services Inc.**

Consultant's Seal )  
(if applicable) )

\_\_\_\_\_  
Nolan Dombrowski, P. Eng.

\_\_\_\_\_  
Witness  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

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

**By-law No. 2016-005**

**Being a by-law to amend By-law No. 2015-035 as amended being a by-law to authorize the entering into a Forest Fire Management Agreement with the Ministry of Natural Resources**

**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** in accordance with Section 467 of the Municipal Act, S.O. 2001, c. 25, as amended, a municipality may enact by-laws regarding fire matters.

**And whereas** in accordance with Section 21 of the Forest Fires Prevention Act, R.S.O. 1990, c.F-24, and its regulations, as amended, a municipality is responsible for extinguishing at its expense Fires within its limits;

**And whereas** correspondence from the Ministry of Natural Resources, dated January 14, 2015 resulting in the adoption of By-law No. 2015-035 being a by-law to authorize the entering into a Forest Fire Management Agreement with the Ministry of Natural Resources;

**And whereas** correspondence from the Ministry of Natural Resources was received on January 4, 201 outlining required changes to various appendices of By-law No. 2015-035;

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

1. That Appendix A – ***Application of Comprehensive Protection Charges to Land Types*** to Schedule “A” of By-law No. 2015-035 being Forest Fire Management Agreement with the Ministry of Natural Resources be hereby replaced with Schedule “A”, a copy of which is hereto attached and forming part of this by-law;

2. That Appendix C – ***Municipal Fire Agreement Rates to/from Municipalities*** to Schedule “A” of By-law No. 2015-035 being Forest Fire Management Agreement with the Ministry of Natural Resources be hereby replaced with Schedule “B”, a copy of which is hereto attached and forming part of this by-law;
3. That Appendix E – ***Municipal Fire Agreement Cost Report Form 210*** to Schedule “A” of By-law No. 2015-035 being Forest Fire Management Agreement with the Ministry of Natural Resources be hereby replaced with Schedule “C”, a copy of which is hereto attached and forming part of this by-law;
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor changes or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

## **By-law No. 2016-005**

**Application of Comprehensive Protection  
Charges to Land Types**



Schedule "B" to

**By-law No. 2016-005**

**Municipal Fire Agreement Rates to/from  
Municipalities**



Schedule "C" to

**By-law No. 2016-005**

**Municipal Fire Agreement Cost Report Form 210**

**APPENDIX A - Application of Comprehensive Protection Charges to Land Types**

**Municipality**                      **Temiskaming Shores**                      **Agreement Review Period**    **Year: 2015 To 2020**  
**Per Hectare CPC Rate**                      **\$1.21**                      **CPC Year: 2016**    **CPI Increase**                      **%**

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total	
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	By Type	
Comprehensive Protection Charge		CROWN PAYS				MUNICIPALITY PAYS				Hectares	
Unalienated Crown Land	Crown does not pay Municipal Taxes	14	\$1.21	100%	16.94	704	\$1.21		-	718	
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities		\$1.21	100%	-		\$1.21		-	0	
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	16,762	\$1.21		-	82	\$1.21	100%	99.22	16,844	
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.21		-		\$1.21	50%	-	0	
Patent Mining Lands (Crown has Full Timber Rights) <del>Patented after March 26, 1918</del>	Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.21	100%	-		\$1.21		-	0	
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.21	100%	-		\$1.21		-	0	
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.21		-		\$1.21		-	0	
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.21	100%	-		\$1.21		-	0	
<b>TOTALS</b>		16,776			16.94	786			\$ 99.22	17,562	
<b>NOT AN INVOICE</b>		Crown Owes the Municipality				\$0.00				Municipality Owes the Crown	\$82.28

**CPC payment invoices must be sent in after April 1 of the current fire year**

## Appendix C

### Municipal Fire Agreement Rates to / from Municipalities Valid for 2016

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p style="margin-left: 40px;"><del>2013</del> — \$0.95/Ha  <del>2014</del> — \$1.04/Ha  <del>2015</del> — \$1.12/Ha  2016 \$1.21/Ha  2017 \$1.29/Ha</p> <p><b>NOTE:</b></p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$754.00 per fire or</li> <li>• \$220.45 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with maximum 4 staff, includes suppression gear.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver and pickup crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>



<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2015 Rates</b></p> <p>CL415 Dispatch Fee = \$2034.85 Hourly rate = \$4069.69</p> <p>Twin Otter Dispatch Fee = \$812.12 Hourly rate = \$1624.23</p> <p>Birddog Hourly rate = \$1751.91</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2015</b></p> <p>Light \$As per invoice Intermediate \$ 904.31 per hour, Medium \$2404.42 per hour , Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p><b>Section C: Other Expenses Approved in the Suppression Plan</b></p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>

**Fire Information Report for Municipalities**  
**(This section completed by Municipality only)**

Issued to \_\_\_\_\_ Date: \_\_\_\_\_  
 yyyy-mm-dd

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fire Number \_\_\_\_\_ Municipal # \_\_\_\_\_ M.N.R.F # \_\_\_\_\_

Fire Reported to Municipality Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 yyyy-mm-dd hh:mm

Fire Reported to M.N.R.F Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 yyyy-mm-dd hh:mm

Zone \_\_\_\_\_ Basemap \_\_\_\_\_ Block \_\_\_\_\_

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Surveyed Township \_\_\_\_\_

Initial Response Group \_\_\_\_\_ Fire Cause \_\_\_\_\_

Assistance Requested by \_\_\_\_\_ To \_\_\_\_\_

Fuel Type \_\_\_\_\_ MPA/CPA \_\_\_\_\_

Hectares Burned Crown land \_\_\_\_\_ Private land \_\_\_\_\_

Source of ignition \_\_\_\_\_ Responsible Group \_\_\_\_\_

Fire Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 yyyy-mm-dd hh:mm

Initial Fire Size (ha): \_\_\_\_\_ Final Fire Size (ha): \_\_\_\_\_

Fire Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 yyyy-mm-dd hh:mm

Incident Commander \_\_\_\_\_ Phone Number \_\_\_\_\_



**Municipal Fire Agreement Cost Report Form 210 Part II**

**Border Fires (areas between MPA/CPA) must be completed electronically by MNRF**

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 Municipal fire cost data must be input under Agency's Total Costs when assistance provided.

M.N.R.F USE ONLY						
Municipal Agreement Fire Information and Cost Report Form 210						Part II
Calculation of Border Fire Costs						
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for	
Ministry	C.P.A.	0.0	#DIV/0!	\$0.00	#DIV/0!	#DIV/0!
Municipality	M.P.A.	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>TOTALS</b>		0.0	#DIV/0!	\$0.00	#DIV/0!	
Amount Re-imbursed to Municipality						#DIV/0!
Amount to be Invoiced to Municipality						#DIV/0!

**Municipal Fire Agreement Cost Report Form 210 Part III**

**Fire Managers to complete Part III**

Issue invoice to: Municipality  MNRF  Other     
 Insert Costs to be Billed

Agency to assume the cost: Yes  No

Refer to court for cost collection or infractions (MNRF use only) Yes  No

Invoice issued to:  

Invoices to MNRF/MUN will be processed at the end of fire season for the end of the year reconciliation process.  
 Third party invoices are to be processed once the Fire Manager has approved the invoice.

**Comments:** Manager explanation is required when assuming costs, issuing third party invoice or referring to court for cost collection. **MNRF use only**

Signature of Authorized Management Representative  
 Certified Accurate, Complete and True

Date                      yyyy-mm-dd

## The Corporation of the City of Temiskaming Shores

### By-law No. 2016-006

#### Being a by-law to amend By-law No. 2015-200, as amended being a by-law to adopt a Performance Management and Appraisal Policy

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

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

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

**And whereas** Council considered Administrative Report No. CS-035-2015 resulting in the adoption of By-law No. 2015-200 being a Performance Management and Appraisal Policy on November 3, 2015;

**And whereas** Council considered Memo No. 001-2016-CS at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-200 to include statements required under the Accessibility for Ontarians with Disabilities Act and the Integrated Accessibility Standards Regulation.

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

1. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding the following statement to the ***Policy Statement and Purpose*** section:

**Performance Management Activities will assess and improve employee performance, productivity and effectiveness, with the goal of facilitating employee success, as well as take into account the accessibility needs of employees with disabilities.**

2. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding the following statement to the ***Responsibilities*** for the City Manager, the Directors and the Superintendents:

**If applicable, review and consider individual accommodation plans or accessibility needs prior to a performance management session, to ensure that all relevant accommodations are implemented in the session and taken into account in the assessment and discussion.**

3. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding the following statement to the **Responsibilities** for Employees:

**If applicable, engage in discussions with the employer about your individual accommodation plan. Discuss how the plan was implemented and any improvements that could be made.**

4. That Council of The Corporation of the City of Temiskaming Shores hereby amends Schedule "A" to By-law No. 2015-200 by adding **Appendix 01 – Accessible Performance Appraisal Meeting Checklist**, a copy hereto attached as Schedule "A" and forming part of this by-law.
5. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2019.

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Mayor – Carman Kidd

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Clerk – David B. Treen

**Appendix 01**  
**Accessible Performance Appraisal Meeting Checklist**

- Preparation for the Meeting** - Was the employee with a disability given adequate time to prepare for the meeting? Example: Some individuals with learning disabilities need extra time to prepare their thoughts prior to the meeting.
- Location of the Meeting** - Can an employee with a disability access the facility? Example: Is your office accessible to an individual who uses a mobility aid (e.g., a walker or wheelchair)? If not, consider having the meeting at an alternative location.
- Room set-up** - Is your meeting room set up in an accessible fashion? Example: An individual with hearing loss may require a brightly lit room (in order to lip-read, if necessary) or one that is quiet (to minimize distractions) so she can perform at her best.
- Meeting timelines** - Can an individual with a disability perform, in the meeting, within the timelines expected? Example: A health issue can sometimes make it difficult for a person with a disability to perform successfully during short, timed meetings, which can involve a considerable amount of stress. Consider stretching out your timelines for individual meetings, or extending the time between meeting rounds.
- Paperwork** - Can the individual fill out any paperwork that is required? Example: An individual with vision loss or a learning disability may have trouble filling out a written form. Consider having a staff member available to assist the applicant in filling out any required forms.

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

**By-Law No. 2016-007**

**Being a by-law to adopt a Municipal Concussion Prevention and Management Policy for the City of Temiskaming Shores**

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

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

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

**And whereas** Council considered Administrative Report RS-002-2016 at the January 19, 2016 Regular Meeting of Council and directed staff to prepare the necessary by-law to adopt a Municipal Concussion Prevention and Management Policy for consideration at the January 19, 2016 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 adopts a **Municipal Concussion Prevention and Management Policy** for the City of Temiskaming Shores, identified as Schedule "A", attached hereto and forming part of this by-law, and;
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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen





Schedule "A" to

**By-law No. 2016-007**

**Municipal Concussion and Prevention  
Management Policy**

# THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

## CONCUSSION PREVENTION AND MANAGEMENT POLICY

### 1.0 Policy Statement and Purpose

The City of Temiskaming Shores understands the seriousness and long term effects of concussion and has developed this policy to ensure participants, city staff and volunteers are aware of the signs and symptoms of concussion and will understand how to manage a potential concussion incident.

The purpose of this policy is to:

- a) Provide staff and instructors who are directly involved in implementing and supervising sport and recreation programs with information about how to prevent, identify and deal with potential concussions.
- b) Inform users of recreation facilities and programs that the City of Temiskaming Shores has adopted a concussion policy and that resources will be available for their information to disseminate to their group.
- c) Improve concussion awareness among participants and their families.

### 2.0 Scope

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary, probationary and contract employees and to students and volunteers that work with recreation facilities (both indoor and out) or who provide sport or recreation programs to the public.

This policy will be available to sport organizations who use municipal facilities and is intended to support their individual policies for concussion prevention and management.

### 3.0 Definitions

Concussion (per Ministry of Health):

- is a brain injury that changes how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;

- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and
- cannot normally be seen on X-rays, standard CT scans or MRIs.

#### **4.0 Responsibility**

##### Employer Responsibility:

To ensure every employee directly involved with sport and recreation has read and understands this policy and associated information from the Ministry of Tourism, Culture and Sport – Concussion Guidelines.

##### Employee Responsibilities:

Ensure that every reasonable step is taken to mitigate the chances of getting a concussion for themselves and for those they are instructing. Also, to inform user groups about the policy and that information can be provided at the organizations request.

#### **5.0 Concussion Guidelines**

Attached to this policy are the Concussion Guidelines outlined by the Ministry of Tourism, Culture and Sport. It should be noted that the only person who can diagnose a concussion is a physician. If you suspect a concussion, you should encourage the person to seek medical attention.

#### **6.0 Records**

In the event that an employee becomes aware of a suspected concussion, they should ensure an accident/incident report is completed and submitted to their supervisor.

#### **7.0 Confidentiality**

The City of Temiskaming Shores will make every effort to ensure appropriate confidentiality where a concussion has occurred.



## **Ministry of Tourism, Culture and Sport**

### **\*CONCUSSION GUIDELINES**

***\*These Informational guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.***

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### CONTEXT:

The government takes seriously the health and well-being of all participants in sport and recreation activities and is committed to helping all Ontarians succeed and lead safe, healthy, productive, and active lives.

We all have a role to play in ensuring the safety of those participating in physical activity and for encouraging and motivating participants to assume responsibility for their own safety and the safety of others.

Recent research has made it clear that a concussion can have a significant impact on an individual's health and well-being. In fact, research shows that activities that require concentration can actually cause concussion symptoms to reappear or worsen. If a concussion is not identified and properly managed, it can result in permanent brain damage and, in rare occasions, even death.

Research also suggests that an individual who suffers a second concussion before he/she is symptom-free from the first concussion is susceptible to Second Impact Syndrome – a rare condition that causes rapid and severe brain swelling and often catastrophic results.

Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complications.

A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

The Ministries of Education, Health and Long-Term Care and Tourism, Culture and Sport are working together to increase awareness, inside and outside of the school setting, on head injury prevention and concussion identification and management.

### DEFINITION:

A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,
- cannot normally be seen on X-rays, standard CT scans or MRIs.

\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### COMMON SIGNS AND SYMPTOMS OF CONCUSSION:

Following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a concussion should be suspected in the presence of any one or more of the following signs or symptoms:

<b>Possible Signs Observed</b> <i>A sign is something that will be observed by another person (e.g., parent/guardian, teacher, coach, supervisor, peer).</i>	<b>Possible Symptoms Reported</b> <i>A symptom is something the student will feel/report.</i>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• vomiting</li> <li>• slurred speech</li> <li>• slowed reaction time</li> <li>• poor coordination or balance</li> <li>• blank stare/glassy-eyed/dazed or vacant look</li> <li>• decreased playing ability</li> <li>• loss of consciousness or lack of responsiveness</li> <li>• lying motionless on the ground or slow to get up</li> <li>• amnesia</li> <li>• seizure or convulsion</li> <li>• grabbing or clutching of head</li> </ul> <p><b>Cognitive</b></p> <ul style="list-style-type: none"> <li>• difficulty concentrating</li> <li>• easily distracted</li> <li>• general confusion</li> <li>• cannot remember things that happened before and after the injury</li> <li>• does not know time, date, place, class, type of activity in which he/she was participating</li> <li>• slowed reaction time (e.g., answering questions or following directions)</li> </ul> <p><b>Emotional/Behavioural</b></p> <ul style="list-style-type: none"> <li>• strange or inappropriate emotions (e.g., laughing, crying, getting angry easily)</li> </ul> <p><b>Sleep Disturbance</b></p> <ul style="list-style-type: none"> <li>• drowsiness</li> <li>• insomnia</li> </ul>	<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• headache</li> <li>• pressure in head</li> <li>• neck pain</li> <li>• feeling off/not right</li> <li>• ringing in the ears</li> <li>• seeing double or blurry/loss of vision</li> <li>• seeing stars, flashing lights</li> <li>• pain at physical site of injury</li> <li>• nausea/stomach ache/pain</li> <li>• balance problems or dizziness</li> <li>• fatigue or feeling tired</li> <li>• sensitivity to light or noise</li> </ul> <p><b>Cognitive</b></p> <ul style="list-style-type: none"> <li>• difficulty concentrating or remembering</li> <li>• slowed down, fatigue or low energy</li> <li>• dazed or in a fog</li> </ul> <p><b>Emotional/Behavioural</b></p> <ul style="list-style-type: none"> <li>• irritable, sad, more emotional than usual</li> <li>• nervous, anxious, depressed</li> </ul> <p><b>Sleep Disturbance</b></p> <ul style="list-style-type: none"> <li>• drowsy</li> <li>• sleeping more/less than usual</li> <li>• difficulty falling asleep</li> </ul>

#### Additional Information:

- Signs/symptoms can appear right after the injury, or may appear within hours or days of the injury.
- The signs/symptoms may be different for everyone.
- An individual may be reluctant to report symptoms because of a fear that they will be removed from the activity, or their status on a team or in a game could be jeopardized.
- It may be difficult for younger children (under the age of 10) and those with special needs or where English/French is not their first language to communicate how they are feeling.
- Signs for younger children (under the age of 10) may not be as obvious as in older children/adults.

\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### INITIAL RESPONSE – Removal from Physical Activity:

An individual responsible for those who are participating in organized physical activity who believes that, following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a participant in the activity may have suffered a concussion needs to take immediate action. *(see Appendix A for INITIAL RESPONSE – Removal from Physical Activity Flow Chart)*

For a participant who is:

- **Unconscious**

- Initiate emergency action plan and call **911**.
- If applicable, contact the child/youth's parent/guardian to inform them of the injury and that their child is being transported to the hospital.
- Stay with the individual until Emergency Medical Services arrives.
- Monitor and document any physical, emotional and/or cognitive changes.

For someone who is Unconscious:

- Assume there is also a possible head and/or neck injury and, **only if trained**, immobilize the individual before ambulance transportation to hospital.
  - Do not remove athletic equipment (e.g. helmet) unless there is difficulty breathing.
- If applicable, ensure the child/youth's parent/guardian is aware that he/she must inform the coach, administrator and/or supervisor of the child/youth's condition (i.e., concussed or not concussed) prior to the child/youth returning to physical activity.
- Even if consciousness is regained, he/she needs to be examined by a medical doctor or nurse practitioner. *(see steps below for someone who is conscious)*

- **Conscious**

- Remove the participant from the activity immediately.
- If signs are observed or symptoms are reported, **a concussion should be suspected**.
  - If a concussion is not suspected (i.e., signs are not observed and symptoms are not reported), the participant may resume physical activity; however, if applicable, a parent/guardian should be contacted and informed of the incident.\*
- If applicable, contact the parent/guardian and inform them of the injury and the need to be examined by a medical doctor or nurse practitioner.
- Stay with the injured participant until a parent/guardian or emergency contact arrives.
- Monitor and document any physical, emotional and/or cognitive changes.

\* Remember: signs and symptoms of concussion may appear within hours or days of the injury.

For a Participant who is Conscious:

- **If in doubt, sit them out.**
- Do not administer medication (unless conditions require it – e.g., insulin for diabetics).
- If applicable, ensure a parent/guardian is aware that he/she must inform the coach, administrator and/or supervisor of the participant's condition (i.e., concussed or not concussed) prior to their return to physical activity.

### Note – Responsibility of Coach, Administrator and/or Supervisor

If a participant has been identified as having a suspected concussion, it is the responsibility of coach, administrator and/or supervisor of that activity to notify all affected parties including the participant, a

## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

parent/guardian (when appropriate) as well as other coaches, administrators and/or supervisors of the suspected concussion. At this point the individual should not participate in any physical activity until he/she has visited a medical doctor or nurse practitioner.

### **Note – Children/Youth Under the Age of 18**

If the participant identified as having a suspected concussion is under the age of 18 and currently attending a publicly funded elementary/high school in Ontario then that student's parent/guardian should contact their school principal. The school principal will then inform all school staff (e.g., classroom teachers, physical education teachers, intramural supervisor, coaches, volunteers) who work with the child/youth that the child/youth should not participate in any learning or physical activities until the parent/guardian reports back to the school principal.

### **MEDICAL EXAMINATION:**

Following examination by a medical doctor or nurse practitioner and prior to the individual returning to physical activity, the coach, administrator and/or supervisor must be informed of the results.

- If **No Concussion** is Diagnosed: the participant may return to physical activities.
- or
- If a **Concussion** is Diagnosed: the medically supervised gradual Return to Physical Activity (R2P) plan is put in place (*see Appendix B for Return to Physical Activity Flow Chart*).

### **Note – Parent/Guardian Responsibilities for Children/Youth Under the Age of 18**

If the participant identified as having a concussion is under the age of 18 and currently attending a publicly funded elementary/high school in Ontario, it is the responsibility of that individual's parent/guardian to notify his/her school principal.

### **RETURN TO PHYSICAL ACTIVITY (R2P) (following a diagnosed concussion):**

A participant with a diagnosed concussion follows a medically supervised and individualized gradual Return to Physical Activity (R2P) plan.

It is critical to recovery that the individualized R2P plan be developed through a collaborative team approach. This team should include:

- the concussed individual
- her/his parents/guardians (if applicable)
- his/her coach, administrator and/supervisor
- school staff, including teachers, coaches etc. (if applicable)
- a medical doctor or nurse practitioner

Ongoing communication and monitoring by all members of the team will be essential to successful recovery.

### **Note – Children/Youth Under the Age of 18**

If the concussed participant is under the age of 18 and currently attending a publicly funded elementary/high school in Ontario then that student's parent/guardian should contact their child's school principal.

### **R2P – Step 1**

The first step in the medically supervised gradual R2P plan is for the individual to have:

- limit cognitive activities which provoke symptoms (*e.g., activities requiring mental concentration such as reading, television, video games, texting*) and physical (*e.g., activities requiring physical exertion*) rest until her/his symptoms begin to show improvement (minimum of 24 hours). This is determined by the medical doctor or nurse practitioner in consultation with the concussed individual and parent/guardian (if applicable).



## Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

### Additional Information:

- The most important treatment for concussion is rest (i.e., cognitive and physical).
- A child/youth does not attend school during R2P – Step 1.

### Note

In order to proceed to R2P-Step 2, the concussed individual or parent/guardian (if applicable) must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

### R2P – Step 2

**Activity:** Individual light aerobic exercise only (e.g., walking or stationary cycling).

**Restrictions:** No resistance/weight training. No competition (including practices, scrimmages). No participation with equipment or with other participants. No drills. No body contact.

### Note

In order to proceed to R2P – Step 3, the concussed individual or parent/guardian (if applicable) must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

### R2P – Step 3

**Activity:** Individual sport specific exercise only (e.g. running, skating, shooting).

**Restrictions:** No resistance/weight training. No competition (including practices, scrimmages). No body contact, no head impact activities (e.g., heading a ball in soccer), or other jarring motions (e.g., high speed stops, hitting a baseball with a bat).

### R2P – Step 4

**Activity:** Activities where there is no body contact (e.g., dance, badminton, volleyball). Light resistance/weight training. Non-contact practice and non-contact sport specific drills (e.g., ball drills, shooting drills).

**Restrictions:** No activities that involve body contact, head impact (e.g., heading the ball in soccer) or other jarring motions (e.g., high speed stops, hitting a baseball with a bat).

### Note

**Medical Clearance:** In order for a concussed individual to move from R2P Step 4 to R2P Step 5 he/she must provide written documentation from a medical doctor or nurse practitioner to his/her coach, administrator and/or Supervisor. The documentation must indicate that the individual is symptom-free and able to return to full participation in physical activity before he/she can proceed to R2P – Step 5.

### R2P – Step 5

**Activity:** Full participation in regular physical activities in non-contact sports. Full training/practices for contact sports.

**Restrictions:** No competition (e.g., games, meets, events) that involve body contact.

### R2P – Step 6 (Contact Sports only)

**Activity:** Full participation in all physical activities, including contact sports.

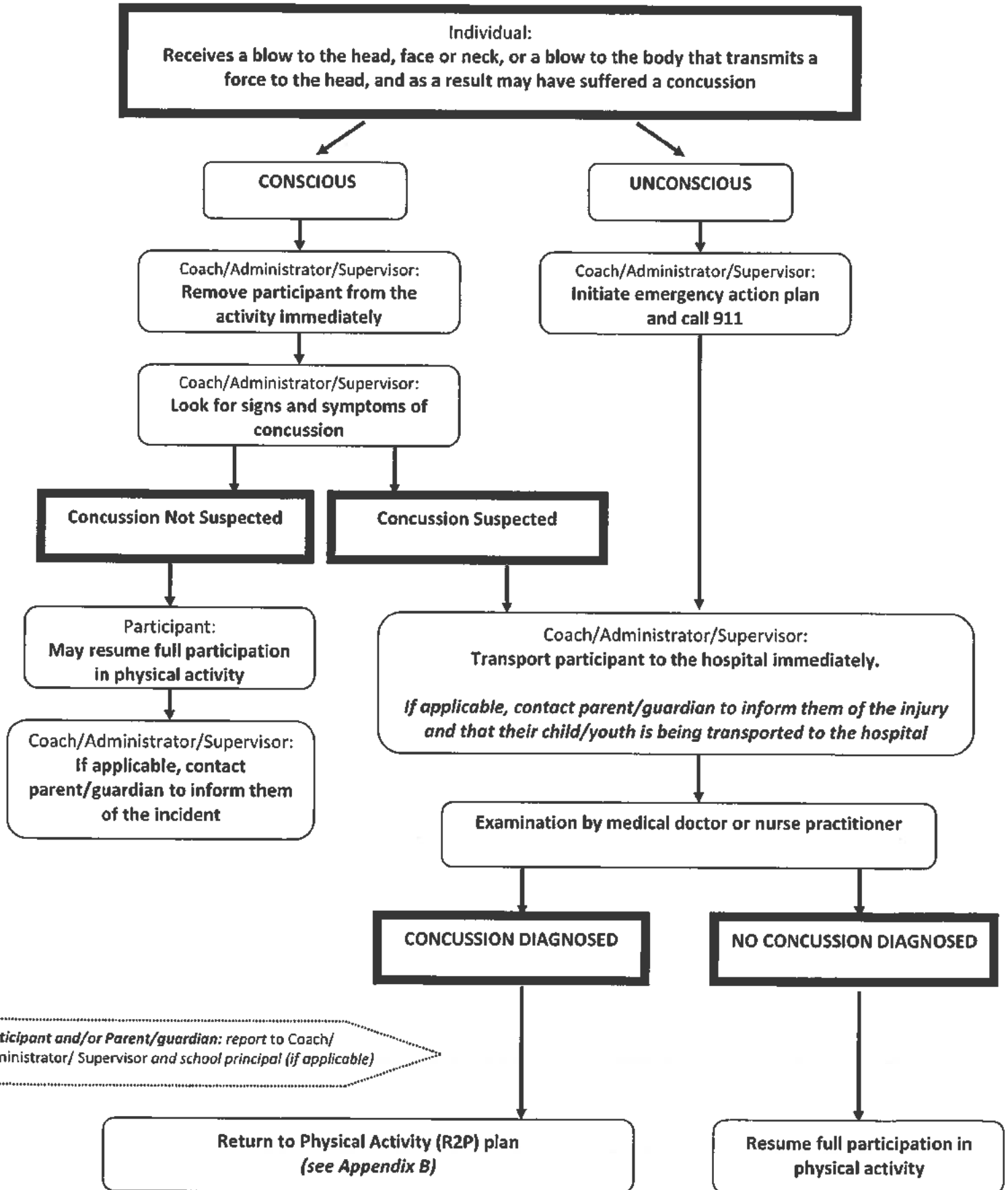
**Restrictions:** None.

### Additional Information:

- Physical activities can cause concussion symptoms to reappear.
- Steps are not days – each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based on the severity of the concussion.
- The concussed individual should be regularly monitored regularly for the return of any signs and/or symptoms of concussion.
  - If signs and/or symptoms return, consult with the medical doctor and/or nurse practitioner.

# Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

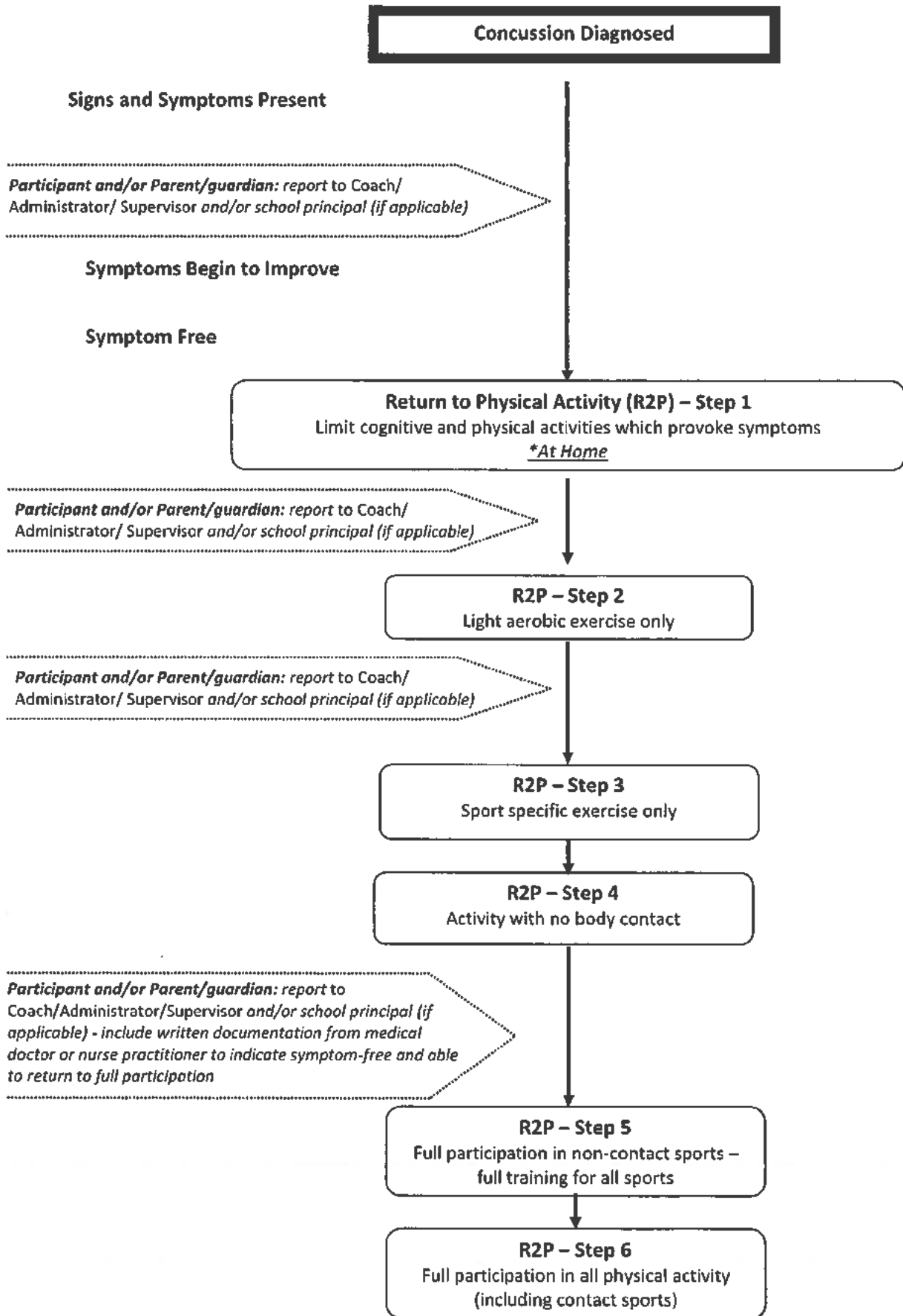
## Appendix A: INITIAL RESPONSE – Removal from Physical Activity



*Participant and/or Parent/guardian: report to Coach/Administrator/Supervisor and school principal (if applicable)*

\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

Appendix B: RETURN TO PHYSICAL ACTIVITY (R2P)



\*These Informational Guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinions.

**The Corporation of the City of Temiskaming Shores**  
**By-Law No. 2016-008**  
**Being a by-law to adopt a Recreation Services Volunteer**  
**Screening and Training Policy**

**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 RS-003-2016 at the January 19, 2016 Regular Meeting of Council and directed staff to prepare the necessary by-law to adopt a Recreation Services Volunteer Screening and Training Policy for consideration at the January 19, 2016 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 adopts a **Recreation Services Volunteer Screening and Training Policy** for the City of Temiskaming Shores, identified as Schedule "A", attached hereto and forming part of this by-law, and;
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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law No. 2016-008**

**Recreation Services Volunteer Screening  
and Training Policy**

## Recreation Services Volunteer Screening and Training Policy

### 1.0 Policy Statement and Purpose

The Corporation of the City of Temiskaming Shores values and supports the role that volunteers play in building a healthy and vibrant community.

The purpose of this policy is to develop a process for screening and training that supports municipal volunteers while minimizing risk to the organization.

The intent of the policy is to have volunteers enhance programs and not to replace union employees.

### 2.0 Scope

The policy applies to volunteers who will be interacting with the public in a recreation program setting.

### 3.0 Definitions

**Volunteer** – an individual who offers his or her time, energy and skills in a municipal recreation program without compensation or other consideration.

**Vulnerable Sector Check** – a process that verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the Vulnerable Sector Check.

**Criminal Record Check** – a process that verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed.

### 4.0 Responsibility

City Manager/Director of Corporate Services

- Approve the volunteer position and duties to ensure there are no conflicts with the union.

Directors

- Ensure all new volunteers within their department gain adequate training to complete the task at hand.
- Ensure volunteers read the following policies:
  - Harassment and Violence in the Workplace Prevention Program
  - Sent/Fragrance Free Policy
  - Concussion Prevention and Management
  - Health and Safety

#### Staff

- Train volunteers for their specific task.
- Follow up with volunteers to ensure they are comfortable in the position

## 5.0 Volunteers

### ***Recruitment***

Volunteer positions will be posted on the City website and placed in the local paper.

### ***Selection***

Volunteers will be required to submit a letter of intent outlining their skills and experience to undertake the volunteer role. A volunteer will be selected based on their experience and compatibility with the task.

### ***Screening***

All volunteers will be required to obtain a criminal reference check if they will be working with the public. If the volunteer will be working with a vulnerable population (i.e. seniors, children, those with disabilities) a vulnerable sector screening check will be required.

### ***Orientation, Training, Safety***

Volunteers will receive orientation training that is specific to their volunteer role that will include health and safety.

Volunteers will be insured through the City's General Liability Insurance Policy.

Volunteers are responsible for ensuring their own safety and the safety and security of

all personal belongings.

### ***Support and Supervision***

Each volunteer will be assigned an individual who will support their involvement.

Supervisors will provide feedback to volunteers and be available for questions or concerns.

Supervisors will provide time for volunteers to provide feedback on their experiences as a volunteer.

### ***Privacy***

A volunteer shall not disclose any personal information they may become aware of without expressed consent.

### ***Social Media***

Volunteers are required to refrain from using personal social media to communicate about City business. Derogatory or disrespectful language directed towards the City, City staff or any Council member by a volunteer on his or her personal social media will not be tolerated. The City reserves the right to relieve a volunteer of their duties if such postings are discovered.

### ***Accommodations for Persons with Disabilities***

The City of Temiskaming Shores is committed to developing an inclusive, barrier-free recruitment and selection process and working environment for all volunteers. Individuals requiring accommodations are encouraged to advise the Hiring Manager of their accommodation requirements.



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

**By-law No. 2016-009**

**Being a by-law to amend By-law No. 2015-030, as amended being a by-law to appoint community representatives to various Committees and Boards for the 2014-2018 Term of Council – Age Friendly Committee**

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

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

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

**And whereas** Council adopted By-law No. 2015-030 to appoint community representatives to various Committees and Boards for 2015-2018 term of Council;

**And whereas** Council considered Memo No. 002-2016-RS at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-030 to appoint members to the Age Friendly Committee for consideration at the January 19, 2016 Regular Council meeting;

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

1. That Schedule "A" to By-law No. 2015-030, as amended be further amended to appoint **Danielle Covello, Irene Chitaroni, Sandra Linton, Matt Tremblay, Kerry Schubert-Mackey, Cheryl Bakuis, Marg Hooey, Deb Dekkers, Josette Cote, Jan Edwards, Jean-Claude Carrière** and **Dalas Forget** as community representatives to the Age Friendly Committee for the 2014-2018 term of Council;

**Read a first, second and third time and finally passed** this 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen

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

**By-law No. 2016-010**

**Being a by-law to authorize the entering into an  
Agreement with the Temiskaming Shores Sailing School  
for the lease of the Haileybury Service Marina**

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

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

**And whereas** Council considered Administrative Report No. CS-001-2016 at the January 19, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Temiskaming Sailing School for the lease of the Haileybury Service Marina facility for consideration at the January 19, 2016 Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to execute an agreement with the Temiskaming Shores Sailing School for a three (3) year lease of the Haileybury Service Marina, known municipally as 305 Farr Drive, commencing January 1, 2016 and terminating December 31, 2018 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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen



Schedule "A" to

**By-law No. 2016-010**

Agreement between

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

and

**Temiskaming Shores Sailing School**

for the lease of the Haileybury Service Marina for the  
operation of a Sailing School

This Lease Agreement made on the 19<sup>th</sup> day of January, 2016;

Between:

**The Corporation of the City of Temiskaming Shores**  
(herein referred to as “the City”)

And:

**Temiskaming Sailing School**  
(herein referred to as “the Tenant”)

**Witnesses that in consideration** of the rents reserved and the covenants and provisos herein contained on the part of the Tenant, the Landlord hereby leases to the Tenant those certain Lands situated in the City of Temiskaming Shores, in the District of Timiskaming, being Part of Lot 13, Concession 3, Bucke Township as registered in the Registry Office for the District of Timiskaming, known municipally as 305 Farr Drive as indicated on Appendix 1 to this agreement, hereinafter referred to as the “Lands”. To hold the Lands for a term **commencing on the 1<sup>st</sup> day of January, 2016 and ending on the 31<sup>st</sup> day of December, 2018.** The rent in respect of the Lands shall be the sum of **\$1,500.00+ HST**, annually payable on the 1<sup>st</sup> day of April. Rental payments shall be made to The Corporation of the City of Temiskaming Shores, or as otherwise directed by the Landlord.

It is acknowledged that the Subject Lands include the following: a one storey wood frame structure, 1,120 square feet, commonly know as the Office/Display Area and Repair Area, having an entrance off of Farr Drive (hereinafter referred to as “the building”)

**Section One – Tenant’s Covenants:**

The Tenant covenants with the Landlord as follows;

- (a) **To pay rent** – to pay rent in the amount of \$1,500 + HST; payable in three equal installments of \$500 plus HST on May 1<sup>st</sup>, June 1<sup>st</sup> and July 1<sup>st</sup> of each year
- (b) **Compliance with by-laws** – to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time to time in force during the term of this agreement, and any extension thereof, affecting the condition, maintenance, use or occupation of the Lands or the Building; and in so doing the Tenant shall make the necessary alterations, repair, or addition to or deletion from any part of the Building or any equipment or other facility used in connection with or appurtenant to the Lands provided that the use of any part of the Lands as a non-conforming use under the applicable zoning by-law is not a violation of the provisions of this paragraph.
- (c) **Maintenance and Repairs** – during the term of the lease, and any extension

thereof, to keep the said Lands and Building, including windows, fixtures and fittings therein, in good repair; reasonable wear and tear, damage by fire, lightning, tempest, flood, explosion, act of God or the Queen’s enemies, riot, civil commotion, insurrection, structural defects and other causes not the fault or responsibility of the Tenant or any of its employees only, excepted; and to deliver them upon such condition on the termination of the lease.

- (d) **Maintenance of adjacent areas** – during the term of the lease and any extension thereof to keep and maintain the sidewalks, area ways and rights of way adjacent to the buildings clean and free from rubbish, ice and snow.
- (e) **Waste** – not to suffer any waste or injury to the Lands, or any part thereof, and not to use or occupy the Lands, or any part thereof, or permit them to be used or occupied for an unlawful purpose.
- (f) **Insurance** – not to use the Lands or permit items to be used for any purpose which may render the insurance on the building void and if the rate of insurance is increased as a result of anything done upon the Lands by the Tenant, the Tenant will pay to the Landlord as additional rent the amount by which the insurance premiums are so increased. In addition, and in any event, the Tenant, shall during the term of the lease and any renewals, at its sole costs and expense, keep in full force and effect, in the names of the Landlord and the Tenant, public liability insurance applying to all operations of the Tenant, which include bodily injury liability and property damage liability. Such policy or policies shall be for not less than \$5,000,000.00 per occurrence. The Tenant shall produce to the Landlord a Certificate of Insurance confirming the above coverage. The Tenant shall not be responsible for environmental liability relative to the gasoline pumps and tanks situated on the Lands, but shall be responsible for environmental liabilities arising from its own negligence, carelessness or willful acts and those of its employees, agents and officers.
- (g) **Alterations, new structures** – except as herein provided, not to make or permit to be made any major structural alteration, addition, change or improvement to the Lands without obtaining the prior written approval of the Landlord, which approval shall not be unreasonably withheld provided the Tenant has fully complied with the terms, covenants and conditions of the lease.
- (h) **Replacement of damaged building** – in the event that the complete destruction of or damage to the Building, or partial damage to the Building, results in the Tenant’s inability to reasonably carry on his business therein the Tenant is permitted to terminate this lease by providing notice to the Landlord within fifteen (15) days of the happening of the damage or destruction. If the Tenant chooses not to terminate the lease within fifteen (15) days from the damage or destruction, the Landlord shall begin the repair or replacement thereof and with due diligence, repair or reconstruct the Building or replace the Building with another building of the same type and character and of equal value. After completing the repair, reconstruction or replacement, the balance of any insurance proceeds or other

proceeds available by reason thereof belong absolutely to the Landlord.

- (i) **View state of repair** – to permit the Landlord at all reasonable times to enter and view the state of repair of the Building.
- (j) **Surrender** – at the expiry of the term, or the extension thereof, or sooner termination, to quit the Lands and the Building and surrender in good order and condition, the Building and other improvements which belong to the Landlord.
- (k) **Nuisance** – not to do or permit a nuisance.
- (l) **Construction liens** - to procure the prompt discharge, at the Tenant’s expense, of all construction liens claimed in respect of the Lands and resulting from construction undertaken by the Tenant and for which the Tenant is responsible.
- (m) **Assignment** - not to sublet the Lands or any part thereof.
- (n) **Indemnities** – to indemnify the Landlord against all liabilities, damages, costs, claims, loss or actions arising out of:
  - (i) a breach, violation or non-performance of a covenant, condition or agreement in this lease on the part of the Tenant to be observed or performed;
  - (ii) damage to the property of the Tenant, or subtenant or licensee of the Tenant and persons claiming through the Tenant, or damage to other property except where the damage has been caused by the negligence of the Landlord; and
  - (iii) injury to or the death of a person or persons occurring on the Lands or the area adjacent thereto, except where the injury has been caused by the negligence of the Landlord.
- (o) **Distress** – subject to the rights of the first leasehold mortgage, all goods, chattels and property of the Tenant, from time to time on the Lands or in the Building, are subject to distress.
- (p) **Use of Building** – not to permit the Building to be used for any purpose other than to carry on the business of a Sailing School and not to carry on or permit to be carried on therein any other trade or business without the consent in writing of the Landlord; provided that the Tenant shall be entitled to operate a small engine repair shop on the site in conjunction with one of the other uses specified herein.
- (q) **Name of Building** – not to name the Building or permit it to be named without the consent of the Landlord; such approval shall not be unreasonable withheld.
- (r) **Signs** – not to use the outer walls or windows of the Building for any notice or name plate except as approved by the Landlord; such approval shall not be unreasonable withheld.

## Section Two – Landlord’s Covenants

The Landlord covenants with the Tenant as follows:

- (a) **Easements** – that if its consent is required in connection with the granting of easements for water, gas, steam, electricity, telephone and sewers or storm drains, consent will not be unreasonably withheld.
- (b) **Lands** – to offer up the Lands at the commencement of the term of this lease and at the commencement of any term of renewal in a state of good repair and to allow the Tenant to examine such Lands to confirm such state of repair at the commencement of this term and any renewal.
- (c) **Boat Slips/Main Dock** – The Landlord shall be responsible to repair and maintain or replace any or all of the slips, main dock, electrical power, lighting or water service.
- (d) **Fuel Pumps and Tanks** – The Landlord will assume ownership of fuel pump and tanks.
- (e) **Breakwater Maintenance** – The Landlord will be responsible for reasonable upkeep and maintenance of the existing breakwater.
- (f) **Snow Removal** – The Landlord will be responsible for clearing snow in the parking area in front of the Building as per the City’s regular winter maintenance schedule.

## Section Three – Provisos

- (a) **Renovating of fixtures** – At the expiry or earlier termination of the lease or any extension thereof, the Tenant may remove its fixtures and the fixtures of its subtenants and licensees and any persons claiming through them as long as the Tenant either compensates the Landlord for or repairs the damage resulting from the installation or removal of the fixtures.
- (b) **Monthly tenancy** – If upon the termination of this lease, or any extension thereof, the Landlord permits the Tenant to remain in possession of the Lands and accepts rent, a tenancy from year to year is not created by implication of law and the Tenant is deemed to be a monthly tenant only, subject to all the terms and conditions of this lease as to duration.
- (c) **Non-waiver** – Any condoning, excusing or overlooking by the Landlord of any default, breach or non-observance by the Tenant of any covenant, proviso or condition herein contained does not constitute a waiver of the Landlord’s rights hereunder in respect of any continuing or subsequent default, breach or non-observance and does not defeat or affect in any way the rights of the Landlord hereunder in respect of any continuing or subsequent default, breach or non-observance. All rights and remedies herein contained on the part of the Landlord

are deemed to be cumulative and not alternative.

- (d) **Surrender** – No surrender of the lease by the Tenant is valid unless accepted in writing by the Landlord. A thirty day notice is required to be given by the Tenant and the Landlord before such termination of the lease.
- (e) **Default provisions** – Whenever;
  - (i) The Tenant defaults in the payment of any installment of rent, or of any other sum payable hereunder, and the default continues for thirty (30) days; or
  - (ii) The Tenant fails to perform or observe any of the covenants, agreements or provisions, conditions or provisos contained in this lease on the part of the Tenant (other than the payment of rent or other sums of money) and the failure continues for, or is not remedied within thirty (30) days next after the giving of written notice by the Landlord to the Tenant, or if the term hereby granted is taken in execution or attachment, it is lawful for the Landlord to enter upon the Lands or any part thereof in the name of the whole and this shall be at the option of the Landlord and with or without entry may terminate the lease and all the rights of the Tenant with respect to the Lands shall be absolutely forfeited. If the condition complained of reasonably requires more time to cure than the thirty day period aforesaid, the Tenant is deemed to have complied with the remedying thereof if the Tenant has commenced remedying or curing the condition within the thirty day period and diligently thereafter completes the same. Upon termination of the lease, the Landlord shall not disturb the possession of any subtenant of the Building pursuant to a sublease, or an agreement to sublease, as long as the subtenant is not in default in the performance of his obligation under the sublease or agreement to sublease.
- (f) **Bankruptcy of tenant** – The bankruptcy, insolvency or reorganization of the Tenant under any laws then applicable, or the appointment of a trustee for the benefit of creditors or a receiver, shall not be deemed a breach of this lease as long as the provisions of this lease are otherwise complied with.
- (g) **Mortgage and disposition of reversion** – Nothing in this lease precludes the Landlord from mortgaging or disposing of the reversion in the Lands.
- (h) **Right of termination by the Landlord** - The Landlord shall have the right to terminate this lease forthwith by leaving upon the premises, or sent by ordinary mail to his usual place of business, thirty (30) days notice in writing of its intention, and thereupon any payments owing to the Tenant under this lease shall be computed, apportioned and paid in full to the date of such termination, and the Tenant shall immediately deliver up possession of the Premises to the Landlord, and the Landlord may re-enter and take possession of the premises.
- (i) **Notices** – All notices given pursuant to this lease are sufficiently given if mailed,



prepaid and registered, in the case of the Landlord, addressed as follows:

**City of Temiskaming Shores**  
P.O. Box 2050  
Haileybury, Ontario  
P0J 1K0

and in the case of the Tenant addressed to the Tenant at:

**Temiskaming Shores Sailing School**  
c/o P.O. Box 2694  
New Liskeard, Ontario  
P0J 1P0

unless either party gives notice to the other of a change of address by registered mail. The date of receipt of any notice is deemed to be seven days after mailing.

- (j) **Amendment** – This lease may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.
- (k) **Binding Effect** – The terms and provisions of this lease extend to, are binding upon and ensure to the benefit of the parties, their successors and assigns and shall be interpreted according to the laws of the Province of Ontario.
- (l) **Captions** – The captions appearing at the headings of the paragraphs in this lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope of meaning of this lease or any of its provisions.
- (m) **Right of Renewal** – The Tenant shall have the right, if not otherwise in default, of renewing the lease. Terms and conditions to be negotiated at signing. The Tenant shall be required to give written notice of his intention to renew the lease on or before the 1<sup>st</sup> day of May prior to the commencement of the renewal term.

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

Signed and Sealed in )  
the presence of )

**Temiskaming Sailing School**

\_\_\_\_\_  
Steve Goddard

\_\_\_\_\_  
Witness  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Municipal Seal )

**Corporation of the City of  
Temiskaming Shores**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

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

**By-law No. 2016-011**

**Being a by-law to amend By-law No. 2015-174, as amended  
being a by-law to enter into an agreement with P.A. Blackburn  
Limited for the preparation of a Certified Site Program  
Designation for the Dymond Industrial Park**

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

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

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

**And whereas** Council considered Administrative Report No. CGP-033-2015 at the August 4, 2015 Regular Council meeting resulting in the adoption of By-law No. 2015-174 being an agreement with P.A. Blackburn Limited for the preparation of a Certified Site Program Designation for the Dymond Industrial Park;

**And whereas** Council considered Administrative Report No. CGP-001-2016 at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-174 to extend the agreement to March 31, 2016 for consideration at the January 19, 2016 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 hereby amends Schedule "A" to By-law No. 2015-174 by deleting articles 3.3 and 3.4 and replacing them with the following:
  - 3.3 The Consultant shall complete, as certified by the Economic Development Officer, all the work by **March 31, 2016**.
  - 3.4 The Consultant shall pay a penalty of \$200 per calendar day beyond **March 31, 2016** for non-completion of the project. The City, at its sole discretion, may extend the date for completion based on rationale outside the control of the Consultant.
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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk - David B. Treen

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

**By-law No. 2016-012**

**Being a by-law to amend By-law No. 2014-135, a by-law to enter into a Recyclables Acceptance Agreement with R & D Recycling to accept and process recyclable materials collected by the City of Temiskaming Shores through its Waste Management Program**

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

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

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

**And whereas** Council considered Administrative Report No. PW-034-2014 resulting in the adoption, on August 4, 2015 the adoption of By-law No. 2014-135 being a by-law to enter into a Recyclable Acceptance Agreement with R & D Recycling;

**And whereas** Council considered Memo No. 002-2016-PW at the January 19, 2016 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2014-135 – Recyclable Acceptance Agreement with R & D Recycling for consideration at the January 19, 2015 Regular Council meeting;

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

1. That Article 6.3 of Schedule "A" to By-law No. 2014-135, as amended, be deleted and replaced with the following:

**6.3 For each subsequent year of this Agreement, effective January 1<sup>st</sup>, the Corporation shall be billed to account for increases in the Cost of Living. The increase will be equal to the percentage increase for the Consumer Price Index (CPI) for Ontario (all terms), as published for the most recent 12 calendar months.**
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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen

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

**By-law No. 2016-013**

**Being a by-law to confirm certain proceedings of Council of  
The Corporation of the City of Temiskaming Shores for its  
Regular meeting held on January 19, 2016**

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

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

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

**And whereas** it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws;

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

1. That the actions of the Council at its Regular meeting held on **January 19, 2016** 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 19<sup>th</sup> day of January, 2016.

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Mayor – Carman Kidd

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Clerk – David B. Treen