



**The Corporation of the City of Temiskaming Shores  
Committee of the Whole  
Tuesday, August 13, 2024 – 3:00 p.m.  
City Hall – Council Chambers – 325 Farr Drive**

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**Agenda**

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

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

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

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

**7. Public Meetings Pursuant to the Planning Act, Municipal Act, and Other Statutes**

None

**8. Public Works**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Memo No. 021-2024-PW – Environmental Services Operations Update**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 021-2024-PW, regarding the Environmental Services Update for information purposes.

**2. Administrative Report No. PW-021-2024 – Tender Award – Supply, Mix, and Stockpile Winter Sand**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-021-2024; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Don Adshead Trucking Ltd. for Winter Sand Supply, Mix, Re-Mix and Stockpile services at a unit price of \$9.95 per tonne and \$6.00 per tonne for remixing, plus applicable taxes, for consideration at the August 13, 2024 Regular Council meeting.

**c) New Business**

None

**9. Recreation Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Memo No. 018-2024-RS – Recreation Operations Update**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 018-2024-RS, regarding the Recreation Operations Update for the month of August for information purposes.

**2. Administrative Report No. RS-016-2024 – Fence Installations RFQ Award**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-016-2024; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with M & G Fencing Inc. for the installation of fencing at various City locations in the amount of \$59,440 plus applicable taxes, for consideration at the August 13, 2024, Regular Council meeting.

**3. Administrative Report No. RS-017-2024 - Pete's Dam Park Bridge Repair**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-017-2024; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Miller Paving Ltd. for the repair of the Pete's Dam Bridge for the upset limit of \$300,000 plus applicable taxes, for consideration at the August 13, 2024, Regular Council meeting.

**c) New Business**

None

**10. Fire Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

None

**c) New Business**

None

**11. Corporate Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Quarterly Capital – 2024 Budget Variance Report, Quarter 2**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the 2024 Capital Budget Variance Report – Quarter 2, for information purposes.

**2. Memo No. 024-2024-CS – Deeming By-law 331 Marcella Street, PLAN M13NB BLK Q LOT21 PCL 3947T**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the owner of 331 Marcella Street in Haileybury would like to merge lots on title through the adoption of a deeming by-law in compliance with the Planning Act, to create one property with one roll number; and

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

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem 331 Marcella Street; PLAN M13NB LOTS 21 TO 23, to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary Deeming By-law for consideration at the August 13, 2024 Regular Council meeting.

**3. Memo No. 025-2024-CS – City Hall Holiday Hours 2024**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 025-2024-CS; and

That Council approves the following City Hall operating schedule during the 2024 holiday season:

Monday December 23, 2024	Normal hours of operation
Tuesday, December 24, 2024	Closed
Wednesday, December 25, 2024	Closed (Statutory Holiday)
Thursday, December 26, 2024	Closed (Statutory Holiday)
Friday, December 27, 2027	Closed

**4. Memo No. 026-2024-CS – Tax Arrears and Notice of Municipal Tax Sale Proceedings**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 026-2024-CS, titled Tax Arrears and Notice of Municipal Tax Sale Proceedings for information purposes.

**5. Administrative Report No. CS-028-2024 – Vehicle for Hire By-law**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-028-2024; and

That Council directs staff to prepare the necessary By-law to adopt a Vehicle for Hire Policy and to repeal By-law 2010-102 (Taxi By-Law) as amended, for consideration at the August 13, 2024 Regular Council Meeting; and

That Council directs staff to prepare the necessary By-law to amend By-law No. 2012-039 (User Fees By-law) to replace the Taxi Licencing Fees with the Vehicle for Hire Licencing Fees.

**6. Administrative Report No. CS-029-2024 – CBO Shared Services Agreement – Temagami**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-029-2024; and

That Council directs staff to provide the Municipality of Temagami notice of non-renewal for the Shared Building Services Agreement expiring October 31, 2024.

**7. Administrative Report No. CS-030-2024 – Tender Award – Larocque-Sadler-Heon Municipal Drain Repair**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-030-2024; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the repair of the Larocque-Sadler-Heon Municipal Drain in the amount of \$89,000, plus applicable taxes, for consideration at the August 13, 2024 Regular Council meeting.

**a) New Business**

None

**12. Schedule of Council Meetings**

- a) Committee of the Whole Meeting – September 3, 2024 starting at 3:00 p.m.
- b) Regular Council Meeting – September 17, 2024 starting at 6:00 p.m.

**13. Closed Session**

None

**14. Adjournment**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council hereby adjourns its meeting at \_\_\_\_\_ p.m.



# Memo

**To:** Mayor and Council  
**From:** Steve Burnett, Manager of Environmental Services  
**Date:** August 13, 2024  
**Subject:** Environmental Department Update

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Mayor and Council:

I am pleased to provide the following update for the Environmental Department.

## **Water and Sanitary Operations**

Staff continue to repair/maintain both the water and sanitary systems within the City and address issues as they arise. As of August 7, 2024, there have been 60 repairs completed this year with 3 pending.

## **Blue Box Transition**

The request for proposal (RFP) released by Circular Material Ontario (CMO) to provide blue box material collection services within the Temiskaming District catchment area closed on March 20, 2024. The announcement of award is expected in early Q3.

Staff will reach out to the company awarded the collection services, to discuss collection/costs for Industrial, Commercial, and Institutional (ICI) establishments and collection scheduling to ensure a smooth transition. Currently there are approximately 230 ICI establishments that receive collection services within Temiskaming Shores.

Staff recently met with CMO on 2 different occasions. The first meeting was regarding promotion and education (P&E) activities surrounding Blue Box material post transition. CMO has a comprehensive plan in place, however requested that the City consider entering into a contractual agreement for the P&E activities. Staff is currently reviewing the draft agreement that was sent and will report back to Council.

The second meeting was in regard to depot operations the City currently has in place. The depots provide a place for our residents to bring their excess recyclable material and are located at the Spoke Transfer Station and the New Liskeard Landfill. CMO also requested that the City enter into a contractual agreement for the operation of the 2 depots. Staff is currently reviewing the draft agreement and will report back to Council.

## Solid Waste

The contract for Landfill Operations and Refuse Collection expires on December 31, 2024. Staff recently released a Request for Proposal (RFP) for these services. This RFP closes on Thursday, August 22, 2024.

## Capital Projects

- **ICI Water Meter Program (Carryover)** – Training continues with staff related to the implementation of the billing software.
- **North Cobalt Lagoon Rehabilitation** – The installation and commissioning of the blowers has been done. This project is now complete.
- **Haileybury Water Treatment Plant Filter #3 Rehabilitation** – Council approved the rehabilitation of the 3<sup>rd</sup> and final filter to Continental Carbon Group at the Regular Council Meeting on June 4<sup>th</sup>. A start date has yet to be confirmed, however is anticipated to be in September 2024.
- **Haileybury Landfill Closing Activities** – York1 Remediation completed this project on time and on budget.

Prepared by:

*“Original signed by”*

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Steve Burnett  
Manager of Environmental Services

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**Subject:** Tender Award – Supply, Mix, and Stockpile Winter Sand

**Report No.:** PW-021-2024

**Agenda Date:** August 13, 2024

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### **Attachments**

**Appendix 01:** 2024 Tender Results

**Appendix 02:** Draft By-Law Agreement (**Please refer to by-law No. 2024-093**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-021-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Don Adshead Trucking Ltd. for Winter Sand Supply, Mix, Re-Mix and Stockpile services at a unit price of \$9.95 per tonne and \$6.00 per tonne for remixing, plus applicable taxes, for consideration at the August 13, 2024 Regular Council meeting.

### **Background**

Biennially, the City of Temiskaming Shores procures the services of qualified contractors for the supply, mixing, remixing and stockpiling of winter sand at various locations within the City of Temiskaming Shores.

The work generally consists of supplying sand in desired quantities, to the specified locations as and where directed, and mixed with salt at a rate of 4% when stored inside and 5% when stored outside. Bulk road salt is provided by the City under By-Law Agreement with a separate vendor, Compass Minerals. The Contractor is expected to stockpile the mixed sand where designated by the City.

The Tender documents were prepared, and Tender No. PWO-RFT-002-2024 was distributed to previous and known potential bidders with a closing date of 2:00 p.m. on July 31, 2024.

**Analysis**

Three (3) tenders were received by the closing date.

<b>Bidder</b>	<b>Supply and Mix Unit Cost</b>	<b>Re-Mix</b>	<b>Tender Amount</b>	<b>HST</b>	<b>Total</b>
Miller Paving Ltd.	\$9.95	\$9.95	\$64,675.00	\$8,407.75	\$73,082.75
Don Adshead Trucking	\$9.95	\$6.00	\$62,700.00	\$8,151.00	\$70,851.00
A. Miron Topsoil	\$12.10 – Dymond \$11.50 – New Liskeard \$11.75 - Haileybury	\$2.90	\$71,725.00	\$9,324.25	\$81,049.25

All suppliers have successfully completed projects for Temiskaming Shores and throughout Ontario and have demonstrated the ability to complete this work as intended. The tender was analysed for errors and/or omissions and was found to be correct and complete. The tendering process was as per the City’s Purchasing Policy (By-Law 2017-015)

Don Adshead Trucking was the lowest bidder and was the previous contractor performing this work. It is recommended that they be awarded the contract.

The tendered amount for the proposed work is considered to be reasonable. Based on estimated quantities, the tender amount is slightly lower than usual due to the amount of sand leftover from the 2023 / 2024 winter season. This will save the municipality time and money by remixing.

**Relevant Policy / Legislation / City By-Law**

- 2024 Public Works Operating Budget
- By-Law No. 2017-015, Procurement Policy
- Winter Operations Plan

**Consultation / Communication**

- Consultation with City Manager and staff throughout the project
- Consultation with the Public Works Clerk

**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 item quantities will be reduced minimally to drop below the approved budget amount with no impact to the service levels.

**Climate Considerations**

Climate Lens has been complete. Based on the results there are no expectations for increased GHG emissions, increased temperature, or increased precipitation based on this contract. No substitutes were identified as this contract satisfies the requirements of Ontario Regulations and Minimum Maintenance Standards.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for Council's consideration by:

*"Original signed by"*

*"Original signed by"*

Mitch McCrank, CET  
 Manager of Transportation Services

Mathew Bahm  
 Director of Recreation

Document Title: **PWO-RFT-008-2024 "Supply, Mix and Stockpile Winter Sand"**

Closing Date: **Wednesday, July 31, 2024**



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

Department: **Public Works**

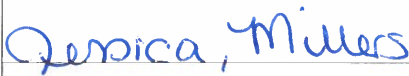
Opening Time: **3:15 p.m.**

Attendees via teleconference: **Microsoft Teams**

**City of Temiskaming Shores:**

Logan Belanger Clerk	Kelly Conlin Deputy Clerk	
		

**Others:**

**Submission Pricing**

Bidder: **Don Ashhead Trucking Ltd.**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE PER TONNE *	TOTAL
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard	1,500	9.95	14,925.00
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard	3,000	9.95	29,850.00
3	Haileybury Public Works Yard 1 View Street, Haileybury, ON	1,500	9.95	14,925.00
4	Sand Remixing	500	6.00	3,000.00
			SUB TOTAL	62,700.00
			H.S.T.	8,151.00
			TOTAL	70,851.00

\*Price to be valid for both the 2024/25 and 25/26 Winter Operations seasons.

Bidder: *A. Miron Topsoil Ltd.*

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE PER TONNE *	TOTAL	
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard	1,500	12.10	18,150. <sup>00</sup>	
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard	3,000	11.50	34,500. <sup>00</sup>	
3	Haileybury Public Works Yard 1 View Street, Haileybury, ON	1,500	11.75	17,625. <sup>00</sup>	
4	Sand Remixing	500	2.90	1,450. <sup>00</sup>	
			SUB TOTAL	71,725. <sup>00</sup>	
*Price to be valid for both the 2024/25 and 25/26 Winter Operations seasons.				H.S.T.	9,324.25
				TOTAL	81,049.25

Bidder: *Miller Paving Ltd.*

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE PER TONNE *	TOTAL	
1	Dymond Public Works Yard, 181 Drive Inn Theatre Road, New Liskeard	1,500	9.95	14,925. <sup>00</sup>	
2	New Liskeard Public Works Yard, 200 Lakeshore Drive, New Liskeard	3,000	9.95	29,850. <sup>00</sup>	
3	Haileybury Public Works Yard 1 View Street, Haileybury, ON	1,500	9.95	14,925. <sup>00</sup>	
4	Sand Remixing	500	9.95	4,975. <sup>00</sup>	
			SUB TOTAL	64,675. <sup>00</sup>	
*Price to be valid for both the 2024/25 and 25/26 Winter Operations seasons.				H.S.T.	8,407.75
				TOTAL	73,082.75

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

# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** August 13, 2024  
**Subject:** Recreation Operations Update (August)  
**Attachments:** Appendix 01 - Recreation Department Projects Tracking Report  
Appendix 02 - PFC Monthly Statistics (June & July)

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Mayor and Council:

Below is the monthly operational update from the Recreation department:

## **Parks and Facilities:**

### DSMA/SHSMA

- Seasonal maintenance was completed at both arenas as staff painted the bleacher floors and changed some board advertisements among other items.
- The ice plant at the DSMA was started by staff on July 22nd and our first ice bookings were on August 6th. Summer ice bookings are down compared to previous years.

### Parks/Sports Fields

- Staff have been busy this month with grass cutting and maintenance operations in our parks as well as extensive tree trimming along both waterfronts, including the memory trees, which is ongoing.
- Staff installed 6 new memorial benches with concrete pads as well as 2 new player's benches on the New Liskeard North ball diamond.
- Youth soccer season wrapped up on the July 27th weekend at Farr Park.

### Special Events

- The Haileybury North On Tap Beer Festival took place July 12-13 at Haileybury Harbourplace. Staff set up the trailer stage, portable fencing, supplied garbage cans, picnic tables, tables and chairs.
- The New Liskeard BIA Block Party was held July 20th in downtown New Liskeard. Staff supplied picnic tables and garbage cans for the event.

## **Building Maintenance:**

- At Bucke Park there was a roof leak on the main chalet near one of the dormers. A tow behind lift was rented and used to make repairs. We have asked a roofing



consultant to inspect the roof and provide a report on its condition. It may be a candidate for replacement.

- Maintenance staff performed minor maintenance in all our outdoor public bathrooms as these buildings have been very busy as of late.
- The entry gate and card reader system at the Haileybury North Marina was repaired. Some boaters had been forcing the door open instead of using their key fobs.
- The Haileybury Beach fountain is currently off due to a breaker failure in the main panel. An electrician was needed to diagnose the problem and purchase the necessary replacement parts. Those parts have not arrived yet but will be installed once they do.
- Annual maintenance inspections on all the fire alarm systems at all buildings were completed and all HVAC filters have been replaced.

### **Programming:**

- Our active travel programming has been ongoing throughout the summer months. We have completed programs including multiple scavenger hunts, bike the trans-Canada highway, colour ride and there are two bike rodeos upcoming.
- All Age Friendly programs have continued throughout the summer including regular programs such as kubb, horseshoes, chair yoga and pickleball. There were two music in the park events in July with additional dates scheduled in August.
- Healthy Kids programs though July included Lego camp at Riverside Place and a partnership with CSCT for a 5-day kids cooking camp. Additionally, Lynn has been working with Planet Youth to further that initiative.
- Our aquatics program continues to be busy with swimming lessons completed both at the PFC and Haileybury Beach. Our aquatics team also hosted a drowning prevention day and has been hosting drowning prevention Fridays. Staff also completed some new public engagement content regarding the new swim admission policy.

### **Administration:**

- Project manager duties for the City's strategic plan have been transferred and that project is back moving forward. A survey for the public is currently available to be completed and our consultant is beginning 1-on-1 interviews later this month.
- Staff recently submitted our phase 2 application to the NOHFC for the Farr Park rehabilitation project. As we have already received our phase 1 application, we have begun some work on the parks including the purchase of a new ball diamond groomer and getting fencing work prepared to be completed this year.

- Work on NISKA park is continuing this summer and progress is now becoming apparent. This park is expected to be completed at the end of summer.

Prepared and submitted for  
Council's consideration by:

*"Original signed by"*

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Mathew Bahm  
Director of Recreation



*Figure 1 - City staff repair the roof of the Chalet at Bucke Park*



*Figure 2 - City staff completed cleanup of vegetation from some waterfront locations*



*Figure 3 – A recently completed concrete pad for a memorial bench installation*



*Figure 4 - City staff provided various in-kind services to the North On Tap festival July 12-13*

## 2024 Budgeted Recreation Department Projects

No.	Project	Rec/B M	Budgeted Cost	Project Lead	Project Method	Year	Capital /Operating	June 27, 2024	August 8, 2024
1	NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	No update	No update
2	Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Kristen	Canoe	2023	Capital	No update	The consultant is putting the finishing touches on the City Hall case study after presenting their interim report on the building to the project team. They are targetting the end of September to complete the remaining modelling work.
3	Kickplate Replacement (Hlby and NL)	Rec	\$ 18,000	Paul	Canoe	2023	Operating	No change	No change
4	Gym Equipment (Hack Squat, Treadmill)	Rec	\$ 25,000	Jeff	Quotes	2024	Capital	No change	Remaining equipment has been on order for multiple months.
6	Farr Park Project	Rec	\$ 480,000	Matt	RFP	2024	Capital	Phase 1 application was approved and a phase 2 application was requested. Staff are working on the application to submit by the end of July.	Phase 2 application has been submitted and City staff have been working on procuring some parts of the project.
7	Shaver Park Rehab Project	Rec	\$ 95,000	Matt	RFQ	2024	Capital	Phase 1 application was approved and a phase 2 application was requested. Staff are working on the application to submit by the end of July.	A RFT for the paving work has been released and the fencing repair portion of the project is to be awarded on August 13th.
8	Dymond Sports Park Fence	Rec	\$ 25,000	Matt	RFQ	2024	Capital	Fencing RFQ was released on June 28th	The RFQ is to be awarded on August 13th
9	Hlby WTP Security Fence	ES	\$ 6,000	Matt	RFQ	2024	Capital	Fencing RFQ was released on June 28th	The RFQ is to be awarded on August 13th
10	St Michel AT Path	Rec	\$ 85,000	Matt	RFQ	2024	Capital	No update	No update
11	Spurline Concrete	Rec	\$ 45,000	Matt	RFQ	2024	Capital	Project has been postponed due to expected busy June/July/August season. Contractor will now complete the work in September	Project has been postponed due to expected busy June/July/August season. Contractor will now complete the work in September
12	Library Roof Repair	BM	\$ 35,000	Matt	RFQ	2024	Capital	No Update	No Update
14	EV Charger (New Liskeard)	CS	\$ 100,000	Kristen	RFP	2024	Capital	Staff are awaiting a response to our grant application	Staff are awaiting a response to our grant application
15	Dymond Hall Door Replacement	BM	\$ 13,000	Matt	Quotes	2024	Capital	No Update	No Update

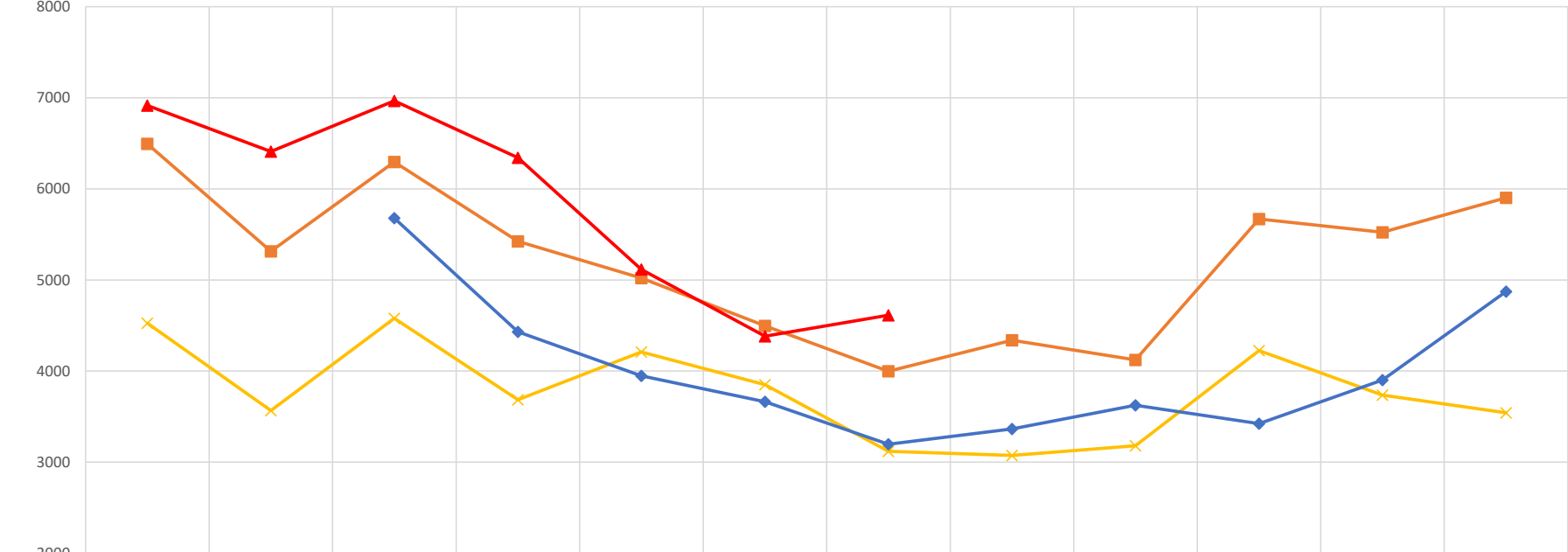
16	Bandstand Roof Replacement	BM	\$ 10,000	Paul	Quotes	2024	Capital	No Update	No Update
17	Harbourplace Deck Repair	BM	\$ 15,000	Paul	Quotes	2024	Operating	No Update	No Update
18	Hlby Marina Redecking	Rec	\$ 15,000	Paul	Quotes	2024	Operating	No update	No update
19	Playground Surfacing	Rec	\$ 25,000	Paul	Quotes	2024	Operating	No update, with additional staff now avaiable this work is planned to be completed in July.	No update
20	PFC Window Replacement	BM	\$ 5,000	Jeff	Quotes	2024	Operating	No update	No update
21	NL Community Hall Feasibility Study	BM	\$ 15,000	Matt	RFP	2024	Operating	No Update	No Update
<u>5</u>	<u>Ball Diamond Groomer</u>	<u>Rec</u>	<u>\$ 23,000</u>	<u>Matt</u>	<u>Canoe</u>	<u>2024</u>	<u>Capital</u>	<u>Ball diamond groomer has been ordered and is expected to arrive in early August.</u>	<u>Completed</u>
<u>13</u>	<u>Haileybury Arena AODA Engineering</u>	<u>BM</u>	<u>\$ 31,500</u>	<u>Matt</u>	<u>RFP</u>	<u>2024</u>	<u>Capital</u>	<u>No update</u>	<u>Completed</u>
<u>22</u>	<u>Niven St Reservoir Roof Replacement</u>		<u>\$ 75,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2024</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
<u>23</u>	<u>Dymond Apartment Bathroom Reno</u>	<u>BM</u>	<u>\$ 15,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
<u>24</u>	<u>Hlby Beach Mushroom Conversion</u>	<u>Rec</u>	<u>\$ 25,000</u>	<u>Matt</u>	<u>Quotations</u>	<u>2023</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
<u>25</u>	<u>McCamus WTP Roof Replacement</u>		<u>\$ 45,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
<u>26</u>	<u>Albert Street (STATO)</u>	<u>Rec</u>	<u>\$ 176,210</u>	<u>Mitch</u>	<u>RFT</u>	<u>2023</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
<u>27</u>	<u>Animal Pound Renovation</u>	<u>BM</u>	<u>\$ 75,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
<u>28</u>	<u>Recreation Parks Equipment</u>	<u>Rec</u>	<u>\$ 20,000</u>	<u>Matt</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	<u>Completed</u>
<u>29</u>	<u>Olympia Replacement</u>	<u>Rec</u>	<u>\$ 170,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2022</u>	<u>Capital</u>		
<u>30</u>	<u>NL Arena Side Door Replacement</u>	<u>BM</u>	<u>\$ 7,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>		
<u>31</u>	<u>City Hall Floor Scrubber</u>	<u>BM</u>	<u>\$ 4,000</u>	<u>Jeff</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>		
<u>32</u>	<u>Floor Machine - Hlby Arena</u>	<u>BM</u>	<u>\$ 6,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>		

<b>2024 PFC Monthly Summary</b>	
<b>July 2024</b>	
<b>Statistics</b>	
Pool	793
Squash	35
Gym	3507
Class	278
<b>Total</b>	<b>4613</b>
Firefighters	68
Doctors	90
Community Living	33
NEOFACS	0
Northern Star	1
A. Recovery	0
Lifetime	26
<b>Total</b>	<b>218</b>
Temagami Health	0
Northern Loons	0
<b>Total</b>	<b>0</b>
City Employees	186
City Summer Students	119
Councillors	5
<b>Total</b>	<b>310</b>
<b>Residents</b>	
Tem. Shores	4062
Other	450
Quebec	101
<b>Total Attendance</b>	<b>4613</b>
Increase (Decrease) vs July 2023	15.38%
<i>Total Attendance July 2023</i>	<b>3998</b>

<b>2024 PFC Monthly Summary</b>	
<b>June 2024</b>	
<b>Statistics</b>	
Pool	848
Squash	34
Gym	3327
Class	174
<b>Total</b>	<b>4383</b>
Firefighters	56
Doctors	88
Community Living	32
NEOFACS	0
Northern Star	4
A. Recovery	0
Lifetime	25
<b>Total</b>	<b>205</b>
Temagami Health	0
Northern Loons	9
<b>Total</b>	<b>9</b>
City Employees	153
City Summer Students	72
Councillors	0
<b>Total</b>	<b>225</b>
<b>Residents</b>	
Tem. Shores	3868
Other	370
Quebec	145
<b>Total Attendance</b>	<b>4383</b>
Increase (Decrease) vs June 2023	-2.54%
<i>Total Attendance June 2023</i>	<b>4497</b>

### PFC ATTENDANCE 2019, 2022-2024

✕ 2019   
 ◆ 2022   
 ■ 2023   
 ▲ 2024



	January	February	March	April	May	June	July	August	September	October	November	December
<span style="color: yellow;">✕</span> 2019	4525	3567	4579	3685	4211	3850	3119	3074	3181	4224	3736	3543
<span style="color: blue;">◆</span> 2022			5678	4430	3947	3664	3197	3366	3624	3424	3901	4873
<span style="color: orange;">■</span> 2023	6494	5314	6295	5424	5020	4497	3998	4338	4122	5669	5524	5903
<span style="color: red;">▲</span> 2024	6915	6409	6966	6341	5116	4383	4613					

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**Subject:** Fence Installations RFQ Award

**Report No.:** RS-016-2024

**Agenda Date:** August 13, 2024

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### **Attachments**

**Appendix 01:** Submission Opening Results - RS-RFQ-007-2024

**Appendix 02:** M & G Fencing Inc. Bid Submission (**Please refer to By-law No. 2024-094**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-016-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with M & G Fencing Inc. for the installation of fencing at various City locations in the amount of \$59,440 plus applicable taxes, for consideration at the August 13, 2024, Regular Council meeting.

### **Background**

As part of the 2024 Capital Budget development, the Recreation Department identified a number of fencing projects throughout the City to be completed in 2024. Those projects included:

1. Replacement of the fencing at the Shaver Park Outdoor Rink, which minimizes damage to adjacent properties.
2. Replacement of the backstop fencing at Farr Park Field #1, due to safety issues.
3. Installation of a new fence around the backup generator at the Haileybury Water Treatment Plant for increased security to municipal property.
4. Replacement of the outfield fence at Dymond Sports Park Field "A" due to safety issues.

Items 1, 2, and 4 were included in the City's submission to the NOHFC's Enhance Your Community fund, which received a phase 1 approval on May 29, 2024. Any costs incurred after that date are eligible costs as per the grant guidelines.



City staff released Quotation No. RS-RFQ-007-2024, Fence Installations on June 28, 2024. The RFQ was placed on the City’s website and Bidding with a deadline for submissions by July 23, 2024. The RFQ received five bids from qualified contractors.

**Analysis**

Five submissions were received in response to RS-RFQ-007-2024 by the closing date of July 23, 2024, at 2:00 p.m.

The submissions received are listed below and summarized in Appendix 01:

Citiland Express Inc.	\$ 164,000.00
M-W Fence Contractors	\$ 64,524.00
M & G Fencing Inc.	\$ 59,440.00
Tem-Pro Construction	\$ 99,000.00
Pedersen Construction (2013 Inc.)	\$ 92,700.00

The submissions were reviewed for completeness and required elements by City staff. M & G Fencing’s submission did not indicate they had received and reviewed Addendum #1 issued on July 12, 2024. In accordance with the City’s Procurement By-law, City staff reached out to M & G Fencing and received confirmation that they had received and reviewed the addendum when submitting their bid.

Staff are recommending that this RFQ be awarded to M & G Fencing Inc. at the cost of \$59,440.00 plus non-refundable HST at the August 13, 2024, Regular Council meeting.

**Relevant Policy / Legislation / City By-Law**

- 2024 Recreation Services Capital Budget
- [By-Law No. 2017-015, Procurement Policy](#)

**Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities

**Financial / Staffing Implications**

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

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

This project has been included in the City’s 2024 Capital Budget.

**Climate Considerations**

After review with the City’s Climate Lens, no considerations for increased CO2 emissions, or temperature and precipitation adaptation were noted.

**Alternatives**

Council could direct staff to reissue a revised RFQ for this work.

Council could direct staff to cancel this project.

**Submission**

Prepared and submitted for Council’s consideration by:

*“Original signed by”*

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Mathew Bahm  
Director of Recreation

Document Title: **RS-RFQ-007-2024 – Fence Installations**

Closing Date: **Tuesday, July 23, 2024**

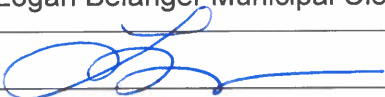

Closing Time: **2:00 p.m.**

Department: **Recreation**

Opening Time: **2:45 p.m.**

Attendees via teleconference: **Microsoft Teams**

**City of Temiskaming Shores:**

Logan Belanger Municipal Clerk	Kelly Conlin, Deputy Clerk	
		

**Others (teleconference):**

Clint Pedersen	Pierre, M3G Fencing	MA user 3
Darcey, Tem Pro	Najat, Citiland	

Submission Pricing

Bidder: **Citiland Express Inc.**

Lump sum price for completion of all work at <b>Dymond Sports Park</b>	\$ 68,000 .00
Lump sum price for completion of all work at <b>Haileybury Water Treatment Plant</b>	\$ 28,000 .00
Lump sum price for completion of all work at <b>Farr Park</b>	\$ 32,000 .00
Lump sum price for completion of all work at <b>Shaver Park</b>	\$ 36,000 .00
Total (exclusive of HST):	\$ 164,000 .00

Bidder: **M+W Fence Contractors**

Lump sum price for completion of all work at <b>Dymond Sports Park</b>	\$ 19,096 .00
Lump sum price for completion of all work at <b>Haileybury Water Treatment Plant</b>	\$ 7,584 .00
Lump sum price for completion of all work at <b>Farr Park</b>	\$ 17,971 .00
Lump sum price for completion of all work at <b>Shaver Park</b>	\$ 19,873 .00
Total (exclusive of HST):	\$ 64,524 .00

Bidder: M & A Fencing Inc.

Lump sum price for completion of all work at <b>Dymond Sports Park</b>	\$ 23,465 .00
Lump sum price for completion of all work at <b>Haileybury Water Treatment Plant</b>	\$ 7,585 .00
Lump sum price for completion of all work at <b>Farr Park</b>	\$ 15,850 .00
Lump sum price for completion of all work at <b>Shaver Park</b>	\$ 12,540 .00
Total (exclusive of HST):	\$ 59,440 .00

Bidder: Tem-Pro Construction

Lump sum price for completion of all work at <b>Dymond Sports Park</b>	\$ 40,000 .00
Lump sum price for completion of all work at <b>Haileybury Water Treatment Plant</b>	\$ 9,000 .00
Lump sum price for completion of all work at <b>Farr Park</b>	\$ 25,000 .00
Lump sum price for completion of all work at <b>Shaver Park</b>	\$ 25,000 .00
Total (exclusive of HST):	\$ 99,000 .00

Bidder: Pedersen Construction (2013 Inc)

Lump sum price for completion of all work at <b>Dymond Sports Park</b>	\$ 23,500 .00
Lump sum price for completion of all work at <b>Haileybury Water Treatment Plant</b>	\$ 7,700 .00
Lump sum price for completion of all work at <b>Farr Park</b>	\$ 26,800 .00
Lump sum price for completion of all work at <b>Shaver Park</b>	\$ 34,700 .00
Total (exclusive of HST):	\$ 92,700 .00

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

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**Subject:** Pete's Dam Park Bridge Repair

**Report No.:** RS-017-2024

**Agenda Date:** August 13, 2024

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### **Attachments**

**Appendix 01:** Pete's Dam Bridge Site Photos

**Appendix 02:** Miller Paving Ltd. Proposal (**Please refer to By-law No. 2024-095**)

**Appendix 03:** Sole Source Justification

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-017-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Miller Paving Ltd. for the repair of the Pete's Dam Bridge for the upset limit of \$300,000 plus applicable taxes, for consideration at the August 13, 2024, Regular Council meeting.

### **Background**

On April 12, 2024, a rainstorm brought significant rain to the community where approximately 70mm fell over a 2-day period. Since this occurred before frost had left the ground a significant amount of this water entered local streams and rivers instead of being absorbed into the soil.

Staff noted the increased water flows at Pete's Dam and closed the trail system there due to high water levels and increased flows.

Upon conclusion of the rain event, staff inspected the park and noted damage to the bridge abutment among other damage at the park.

City staff sought the help from Miller Paving Ltd. to assess the damage and formulate a plan to repair the bridge. Miller Paving Ltd. was the contractor who originally donated the bridge structure and completed its installation. An inspection took place on July 8, 2024, between representatives of Miller Paving Ltd. and the City of Temiskaming Shores.

While reviewing the bridge abutment, the consulting engineer for Miller Paving Ltd. provided the City with an opinion that the bridge, in its current form, was safe for use by pedestrians provided that the City conduct regular inspections to ensure no further changes to the abutment occurred. As there has been average to below average precipitation this summer, no further changes to the damaged bridge abutment have been noted.

Miller Paving Ltd. provided a cost estimate to repair the bridge abutment on August 1, 2024 (Appendix 02).



Figure 1 – Aerial view of Pete's Dam Bridge and trail



## **Analysis**

Miller Paving Ltd., in consultation with an independent engineer, developed a plan to repair the bridge abutment as part of their proposal. They have proposed to complete minor upgrades to the A trail to allow for small equipment access to the eastern side of the bridge. They would use this access to bring equipment and materials to the bridge site for the abutment repair. The repair would consist of using small hydraulic jacks to lift the fallen concrete block, secure it in place with steel banding and fill the void left with concrete. They would then place additional armour stone around both existing bridge abutments to prevent future undermining. The majority of this work around the bridge structure would be completed with manual labour due to equipment access issues. An engineer would inspect the repair and provide a stamped as-built drawing providing the City with assurances should future problems arise.

The City is required to repair this bridge and does not have alternative options. City staff are concerned that spring run off or a future large rain event will further deteriorate the west bridge abutment potentially causing additional damage or a catastrophic failure. The bridge is a key element of Pete's Dam Park and the trail system there and the park itself will be significantly downgraded if the trail system is disconnected.

To ensure that the bridge repair is completed before spring 2025 staff are proposing to sole-source the repair to Miller Paving Ltd. as per the proposal provided. The repair is not only very unique in nature, but also time sensitive to mitigate against further damage. Completing a request-for-proposal process would mean it is unlikely that a repair could be completed in 2024 and staff would likely need additional outside consulting help to complete a review of the proposals received.

In consultation with Miller Paving Ltd., staff are proposing to accept Option B, which is a cost-plus arrangement where the City will pay for actual time and material used to complete the repair which should ensure the total cost is less than the lump-sum price proposed. Staff would also include \$150,000 and \$300,000 project reporting threshold figures whereby Council is required to be updated once the project reaches those accumulated costs to manage risk.

Staff are therefore recommending that the City enter into a cost-plus agreement with Miller Paving Ltd. for the repair of the Pete's Dam Park bridge at an upset limit of \$300,000 plus HST at the August 13, 2024, Regular Council meeting.

**Relevant Policy / Legislation / City By-Law**

- 2024 Recreation Services Capital Budget
- [By-Law No. 2017-015, Procurement Policy](#)
- [City of Temiskaming Shores Recreation Master Plan](#)

**Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities
- Consultation with the Manager of Transportation
- Consultation with Miller Paving Ltd.

**Financial / Staffing Implications**

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

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

This project is a significant unexpected repair that was not included in the City's 2024 Capital Budget. City staff are proposing to pay for the repair using the working capital reserve.

**Climate Considerations**

After review with the City's Climate Lens, this project is not expected to have an impact on CO2 emissions or be impacted by temperature adaptation. Changing precipitation patterns will have an impact on the bridge structure and need to be mitigated as part of the project. Staff have noted to the proposed contractor the need to increase protections around the bridge abutments due to the expected increase in frequency and intensity of precipitation events.

**Alternatives**

Council could direct staff to issue an RFP for this work.

Council could direct staff to do nothing; however the park would be significantly downgraded if the trail system is disconnected.



**Submission**

Prepared and submitted for Council's consideration by:

*"Original signed by"*

---

Mathew Bahm  
Director of Recreation

**Appendix 01**

















## MILLER PAVING NORTHERN

704024 Rockley Road, Box 248, New Liskeard, ON, P0J 1P0  
Phone: (705) 647-4331 Fax: (705) 647-3611

**August 1, 2024**

**Matt Bahm, Director of Recreation**

City of Temiskaming Shores  
Box 2050, 325 Farr Drive  
Haileybury, ON P0J 1K0

**RE: Pete's Dam Pedestrian Bridge Repair Proposal (Option A or B)**

Miller is pleased to offer the following repair proposal for the design and repair of the Pete's Dam Pedestrian Bridge, as per our recent discussions.

**Option A - Proposal Fee: \$357,500.00**

Option A - Proposal Fee includes the following:

1. Design and Engineer Sign-off, and as-built drawings
2. West Abutment – Realign Blocks, install additional steel bracing, place grout to tie blocks together, place Large Rock Protection Armouring.
3. East Abutment – Place Large Rock Protection Armouring
4. Improve and upgrade the trail to access the bridge site, and realign the trail in one area to improve access.
5. Work schedule is approximately 6 weeks, starting in the Fall of 2024, actual date to be determined.

**For Option B**, we are prepared to enter into a Cost-Plus arrangement in order for the City to best manage the actual cost of the repair. The Option B proposal would include the same work as described above.

**Assumptions:**

1. MNR work permit or any permits of this nature, if required, will be obtained by the City
2. HST extra
3. Quote is valid for 30 days.
4. Bonding not included.
5. Bridge Monitoring to be conducted by the City until repairs are complete, as per the Engineers recommendations.

Thank You,

Britt Herd, Senior Manager – Estimating, Northern Group,  
Miller Paving Limited

## Single / Sole Source Justification

Attach this completed form to requisitions when competitive bids are not solicited.

Requested Single/Sole Source Supplier:

Company Name: Miller Paving Ltd.

Contact Name: Britt Herd

Address: PO Box 248

City: New Liskeard Prov: ONT Postal Code: POJ 1P0

Phone Number: (705) 647-4331 E-mail: britt.herd@millergroup.ca

<input type="checkbox"/> <b>Sole Source</b>	<input checked="" type="checkbox"/> <b>Single Source</b>	<input type="checkbox"/> <b>No Substitute</b>
(No other known source or the only source meeting specification requirements)	(Only the designated Supplier is acceptable, others may exist)	(Specified item is required due to uniqueness, research continuity, etc.)

**Description of Product or Service:**

Pete's Dam Park – Bridge Repair

**Estimated Cost: \$**

Upset limit - \$300,000

**Complete the following checklist:**

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**
- A specific item is needed:
  - To be compatible or interchangeable with existing hardware;
  - As spare or replacement hardware;
  - For the repair or modification of existing hardware, or
  - For technical evaluation or test.
- There is a **substantial technical risk** in contracting with any other contractor (e.g. only one contractor has been successful to date in implementing a difficult manufacturing process.)
- For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be realized over the incumbent contractor's performance (e.g. the chances of another firm winning a competition are clearly remote).

Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition exists so that the recommended company has a significant advantage over any other company who can do this job?

It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

As per the administrative report to council, there is substantial risk in not completing this unique and technically challenging bridge repair before spring 2025. As Miller Paving Ltd was the original installer of the bridge and is a local contractor, they are uniquely positioned to be able to complete the repair and provide the necessary technical assurances that the repair is appropriate for this situation.

Requested by: \_\_\_\_\_  
Department Head Date

Reviewed by: \_\_\_\_\_  
City Manager Date

Endorsed by: \_\_\_\_\_  
Council Date





# **Q2 CAPITAL - BUDGET VARIANCE REPORT**

**For the Period Ending June 30, 2024**

**GENERAL CAPITAL  
Budget Variance Report  
as at June 30, 2024**

	Project	2024			
		Actual	Budget	Variance	
<b>REVENUES</b>					
	Transfer from Operations	633,518	1,123,499	(489,981)	
	Transfer from Reserves	1,072,568	2,498,721	(1,426,153)	
	Borrowing	1,773,354	-	1,773,354	<b>1</b>
	Provincial Funding	222,066	299,000	(76,934)	
	Federal Funding	-	235,000	(235,000)	
	Federal Gas Tax	-	605,788	(605,788)	
	Ontario Community Infrastructure Fund (OCIF)	227,366	227,366	-	<b>2</b>
	Provincial Gas Tax	-	144,275	(144,275)	
	Investing in Canada Infrastructure Program (ICIP)	-	531,643	(531,643)	
	Public / Private Partnerships	20,000	179,500	(159,500)	
<b>TOTAL REVENUES</b>		<b>\$ 3,315,354</b>	<b>\$ 5,844,792</b>	<b>\$ (1,895,920)</b>	
<b>EXPENSES</b>					
<b>Corporate Services:</b>	Organizational Review Consultant		50,000	(50,000)	
	Strategic Plan Consultant	7,250	50,000	(42,750)	
	Cemetery Columbarium	2,544	27,000	(24,456)	
	Cemetery Lawn Mower (Mount Pleasant)	12,592	10,000	2,592	
	Cisco Router Licences	29,956	40,480	(10,524)	
	Electric Vehicle Charger		100,000	(100,000)	
<b>Fire:</b>	NFPA Washer / Extractor	12,219	15,000	(2,781)	
	6 Radios		15,000	(15,000)	
	Enclosed Trailer + 6 Radios		35,000	(35,000)	<b>3</b>
<b>Public Works:</b>	Albert Street Reconstruction (PW share Phase 2)	602,144	1,026,194	(424,050)	
	Dymond Industrial Paving (Phase 1/3)		710,000	(710,000)	
	2024 Roads Program		385,000	(385,000)	
	Street Lighting Upgrades		125,000	(125,000)	
<b>Solid Waste:</b>	Haileybury Landfill Closure	509,387	640,000	(130,613)	
<b>Property Mtncce:</b>	Energy Audits (PW, PFC, CH, DSMA, RP) (Carryover)	100,728	200,000	(99,272)	
	Pound Renovation	80,595	75,000	5,595	
	Library Roof Repair		35,000	(35,000)	
	Floor Machine Hlby		6,000	(6,000)	
	Haileybury Arena AODA Engineering	5,204	31,500	(26,296)	
	Dymond Apartment Bathroom Reno		15,000	(15,000)	
	Dymond Hall Door Replacement		13,000	(13,000)	
	Bandstand Roof Replacement		10,000	(10,000)	
	NL Arena Upgrades	2,205	-	2,205	<b>4</b>
<b>Fleet:</b>	Triaxle (New) (carryover)	330,261	338,580	(8,319)	
<b>Transit:</b>	Buses (2 New) (1 Used)	160,767	725,000	(564,233)	
<b>Recreation:</b>	Olympia Replacement (carryover)	169,179	166,828	2,351	
	Albert Street - STATO	158,683	176,210	(17,527)	
	Hlby Beach Mushroom Conversion (carryover)	17,698	20,000	(2,302)	
	TS Recreational Park Upgrades		598,000	(598,000)	
	Gym Equipment (Hack Squat, Treadmill)	11,233	25,000	(13,767)	
	St Michel AT Path		85,000	(85,000)	
	Dymond Sports Park Fence		25,000	(25,000)	
	Spurline Concrete		71,000	(71,000)	
<b>TOTAL EXPENSES</b>		<b>\$ 2,212,646</b>	<b>\$ 5,844,792</b>	<b>\$ (3,632,146)</b>	

**Status**



**NOTES:**

- 1 - Borrowing for prior years capital
- 2 - Only includes Ontario Community Infrastructure Funds (OCIF) budgeted to offset capital
- 3 - Funding received for Off-Road Unit (ORU) Response Trailer only
- 4 - Project was not identified as a carryover as part of the 2024 budget deliberations

**LEGEND**

Completed	Project has been completed.
On Track	Project is on track and progressing as planned/expected.
At Risk	Project is currently delayed or will soon be off track. Mitigation strategies have or will be implemented.
Not Yet Started	Project has not yet started.
Cancelled	Project has been cancelled or deferred to a future year.

**ENVIRONMENTAL CAPITAL**  
**Budget Variance Report**  
as at June 30, 2024

	<b>2024</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>REVENUES</b>			
Transfer from Operations	126,627	609,230	(482,603)
Transfer from Reserves	247,454	482,290	(234,836)
<b>TOTAL REVENUES</b>	<b>\$ 374,080</b>	<b>\$ 1,091,520</b>	<b>\$ (717,440)</b>
<b>EXPENSES</b>			
ICI Water Meters (carryover)	14,263	75,000	(60,737)
Hlby WTP Filter Replacement #2 (carryover)	68,729	150,000	(81,271)
Robert/Elm PS - By-pass Installation (carryover)	22,438	25,000	(2,562)
Roof Rehab (McCamus WTP)	154,539	195,000	(40,461)
Hlby WTP Filter Replacement #3		420,000	(420,000)
North Cobalt Lagoon Rehab	6,627	90,000	(83,373)
Cisco Router Licences (8% of total project)	4,859	3,520	1,339
Security Fencing - Hlby WTP		6,000	(6,000)
Intrusion Alarm Upgrades - (WTP)	7,781	15,000	(7,219)
Intrusion Alarm Upgrades - (WWTP)	9,691	12,000	(2,309)
Emergency Pump Replacement	85,155	100,000	(14,845)
<b>TOTAL EXPENSES</b>	<b>\$ 374,080</b>	<b>\$ 1,091,520</b>	<b>\$ (717,440)</b>

**Status**

2024 Capital Project Funding Reconciliation

Description	GL Acct	Actual	Budget	Variance	Expenses	Funding Sources					Notes	
					2024 YTD Actuals	Funding	Partners	Borrowing	Reserves	City		Variance
Organizational Review Consultant	5-4-0250-3000	-	50,000	(50,000)	-	-	-	-	-	-	-	-
Strategic Plan Consultant	5-4-0250-3000	7,250	50,000	(42,750)	7,250	-	-	-	-	(7,250)	-	- 2024 Capital Levy
Cemetery Columbarium	5-4-5310-1000	2,544	27,000	(24,456)	2,544	-	-	-	-	(2,544)	-	- 2024 Capital Levy
Cemetery Lawn Mower (Mount Pleasant)	5-4-5310-1000	12,592	10,000	2,592	12,592	-	-	-	-	(12,592)	-	- 2024 Capital Levy
Cisco Router Licences	5-4-0250-4600	29,956	40,480	(10,524)	29,956	-	-	-	-	(29,956)	-	- 2024 Capital Levy
Electric Vehicle Charger	5-4-0250-3500	-	100,000	(100,000)	-	-	-	-	-	-	-	-
NFPA Washer / Extractor	5-4-2210-1250	12,219	15,000	(2,781)	12,219	-	-	-	(7,053)	(5,166)	-	- Fire Equipment Reserve, 2024 Capital Levy
6 Radios	5-4-2210-1250	-	15,000	(15,000)	-	-	-	-	-	-	-	-
Enclosed Trailer + 6 Radios	5-4-2210-1250	-	35,000	(35,000)	-	-	-	-	-	-	-	-
Albert Street Reconstruction (PW share Phase 2)	5-4-3110-2020	602,144	1,026,194	(424,050)	602,144	(227,366)	-	-	(49,505)	(325,273)	-	- OCIF Funding, Working Capital Reserve, 2024 Capital Levy
Dymond Industrial Paving (Phase 1/3)	5-4-3110-2025	-	710,000	(710,000)	-	-	-	-	-	-	-	-
2024 Roads Program	5-4-3110-2060	-	385,000	(385,000)	-	-	-	-	-	-	-	-
Street Lighting Upgrades	5-4-3110-3015	-	125,000	(125,000)	-	-	-	-	-	-	-	-
Haileybury Landfill Closure	5-4-4510-1000	509,387	640,000	(130,613)	509,387	-	-	-	(318,160)	(191,227)	-	- Landfill Reserve, Working Capital Reserve, 2024 Capital Levy
Energy Audits (PW, PFC, CH, DSMA, RP) (Carryover)	5-4-4900-1045	100,728	200,000	(99,272)	100,728	(100,728)	-	-	-	-	-	- Net Zero Pathway Funding, Working Capital Reserve
Pound Renovation	5-4-4900-1255	80,595	75,000	5,595	80,595	-	-	-	(37,523)	(43,072)	-	- Working Capital Reserve, 2024 Capital Levy,
Library Roof Repair	5-4-4900-1230	-	35,000	(35,000)	-	-	-	-	-	-	-	-
Floor Machine Hlby	5-4-7110-1145	-	6,000	(6,000)	-	-	-	-	-	-	-	-
Haileybury Arena AODA Engineering	5-4-4900-1215	5,204	31,500	(26,296)	5,204	-	-	-	-	(5,204)	-	- Working Capital Reserve
Dymond Apartment Bathroom Reno	5-4-4900-1020	-	15,000	(15,000)	-	-	-	-	-	-	-	-
Dymond Hall Door Replacement	5-4-4900-1020	-	13,000	(13,000)	-	-	-	-	-	-	-	-
Bandstand Roof Replacement	5-4-4900-1100	-	10,000	(10,000)	-	-	-	-	-	-	-	-
NL Arena Upgrades	5-4-4900-1030	2,205	-	2,205	2,205	-	-	-	(2,205)	-	-	- Working Capital Reserve
Triaxle (New) (carryover)	5-4-3920-1060	330,261	338,580	(8,319)	330,261	-	-	-	(330,261)	-	-	- Working Capital Reserve
Buses	5-4-3920-1000	160,767	573,000	(412,233)	160,767	(160,767)	-	-	-	-	-	- Gas Tax and Investing in Canada Infrastructure Program (ICIP) Funding
Olympia Replacement (carryover)	5-4-7110-1040	169,179	166,828	2,351	169,179	-	-	-	(169,179)	-	-	- Working Capital Reserve
Albert Street - STATO	5-4-7110-1100	158,683	176,210	(17,527)	158,683	-	-	-	(158,683)	-	-	- Working Capital Reserve
Hlby Beach Mushroom Conversion (carryover)	5-4-7110-1160	17,698	20,000	(2,302)	17,698	-	(17,698)	-	-	-	-	- One Foot Forward Donation
TS Recreational Park Upgrades	5-4-7110-1050	-	598,000	(598,000)	-	-	-	-	-	-	-	-
Gym Equipment (Hack Squat, Treadmill)	5-4-7110-1020	11,233	25,000	(13,767)	11,233	-	-	-	-	(11,233)	-	- 2024 Capital Levy
St Michel AT Path	5-4-7110-1030	-	85,000	(85,000)	-	-	-	-	-	-	-	-
Dymond Sports Park Fence	5-4-7110-1005	-	25,000	(25,000)	-	-	-	-	-	-	-	- Smart and Caring fund will be \$8,650
Spurline Concrete	5-4-7110-1165	-	45,000	(45,000)	-	-	-	-	-	-	-	-
		\$ 2,212,646	\$ 5,666,792	\$ (3,454,146)	\$ 2,212,646	\$ (488,861)	\$ (17,698)	\$ -	\$ (1,072,568)	\$ (633,518)	\$ -	-
ICI Water Meters (carryover)	6-4-0800-4125	14,263	75,000	(60,737)	14,263	-	-	-	(14,263)	-	-	- Working Capital Reserve - Enviro
Hlby WTP Filter Replacement #2 (carryover)	6-4-0800-4060	68,729	150,000	(81,271)	68,729	-	-	-	(68,729)	-	-	- Working Capital Reserve - Enviro
Robert/Elm PS - By-pass Installation (carryover)	6-4-0800-4135	22,438	25,000	(2,562)	22,438	-	-	-	(22,438)	-	-	- Working Capital Reserve - Enviro
Roof Rehab (McCamus WTP)	6-4-0800-2010	154,539	195,000	(40,461)	154,539	-	-	-	(34,539)	(120,000)	-	- Working Capital Reserve - Enviro, 2024 Capital Levy
Hlby WTP Filter Replacement #3	6-4-0800-4060	-	420,000	(420,000)	-	-	-	-	-	-	-	-
North Cobalt Lagoon Rehab	6-4-0800-2080	6,627	90,000	(83,373)	6,627	-	-	-	-	(6,627)	-	- 2024 Capital Levy
Cisco Router Licences (8% of total project)	6-4-0800-4600	4,859	3,520	1,339	4,859	-	-	-	(4,859)	-	-	- Working Capital Reserve - Enviro
Security Fencing - Hlby WTP	6-4-0800-1020	-	6,000	(6,000)	-	-	-	-	-	-	-	-
Intrusion Alarm Upgrades - (WTP)	6-4-0800-1020	7,781	15,000	(7,219)	7,781	-	-	-	(7,781)	-	-	- Working Capital Reserve - Enviro
Intrusion Alarm Upgrades - (WWTP)	6-4-0800-1020	9,691	12,000	(2,309)	9,691	-	-	-	(9,691)	-	-	- Working Capital Reserve - Enviro
Emergency Pump Replacement		85,155	100,000	(14,845)	85,155	-	-	-	(85,155)	-	-	- Working Capital Reserve - Enviro
		\$ 374,080	\$ 1,091,520	\$ (717,440)	\$ 374,080	\$ -	\$ -	\$ -	\$ (247,454)	\$ (126,627)	\$ -	-
<b>Combined Totals</b>		\$ 2,586,727	\$ 6,758,312	\$ (4,171,585)	\$ 2,586,727	\$ (488,861)	\$ (17,698)	\$ -	\$ (1,320,022)	\$ (760,145)	\$ -	-

# Memo

**To:** Mayor and Council  
**From:** Shelly Zubyck, Director of Corporate Services  
**Date:** August 13, 2024  
**Subject:** Deeming By-law for 331 Marcella Street, PLAN M13NB BLK Q LOT21 PCL 3947T  
**Attachments:** Appendix 01: Draft Deeming By-law (**Please refer to By-law No. 2024-096**)

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Mayor and Council:

John and Mariette Takacs have submitted a request for a deeming by-law for their properties located at 331 Marcella Street and the adjacent lot to the west. They would like to build a garage which would span across the property line. The original lots were created by a plan of subdivision. 331 Marcella measures 50' x 100' and the adjacent lot measures 30' by 100' which means after the deeming by-law is passed the merged property will have 80' of frontage on Marcella Street.

Lots of a plan of subdivision do not automatically merge on title when they are registered in the same ownership like properties described in the lot/concession format do (typically located in rural areas). In order to cause lots on a plan of subdivision to merge on title a deeming by-law must be passed by Council and registered on title to the applicable PIN(s). A deeming by-law is passed under the authority of Section 50(4) of the Planning Act, which states: *“The council of a local municipality may by by-law designate any part of a plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3).”* Once a deeming by-law is passed, any further transactions involving any individual pieces of the property will require approval of an application for consent to sever.

The subject property is designated Residential Neighbourhood in the City of Temiskaming Shores Official Plan and is zoned Medium Density Residential (R3) in the City of Temiskaming Shores Zoning By-law. The zoning by-law permits accessory uses on residential properties where a main use is present. Approval and registration of the deeming by-law will merge the lots so the accessory building and the main use are on the same property.

If the Deeming By-law is passed it will be registered on title at the owner's expense.



Submitted by:

*“Original signed by”*

Shelly Zubycck  
Director of Corporate  
Services

# Memo

**To:** Mayor and Council  
**From:** Shelly Zubyc, Director of Corporate Services  
**Date:** August 13, 2024  
**Subject:** City Hall – Holiday Hours 2024  
**Attachments:** None

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Mayor and Council:

In accordance with the Collective Agreement with CUPE Local 5014, the vacation requests for the period of April 1, 2024 to December 31, 2024 have been submitted.

After review of staff’s requests, it has been determined that the majority of the City Hall employees have requested December 24 and 27 as vacation days.

It is requested, with Council’s approval, that City Hall be closed on December 24 to December 27. All City Hall staff would have the option of using two days of their 2024 vacation entitlements or elect a day without pay for two days.

The hours of operation for City Hall would be as follows:

Monday December 23, 2024	Normal hours of operation
Tuesday, December 24, 2024	Closed
Wednesday, December 25, 2024	Closed (Statutory Holiday)
Thursday, December 26, 2024	Closed (Statutory Holiday)
Friday, December 27, 2027	Closed

City Hall has been closed during the holidays with Council’s approval, since 2018.

**Submission:**

Prepared by:

“Original signed by”

Shelly Zubyc  
Director of Corporate  
Services

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# Memo

**To:** Mayor and Council  
**From:** Stephanie Leveille, Treasurer  
**Date:** August 13, 2024  
**Subject:** Tax Arrears and Notice of Municipal Tax Sale Proceedings  
**Attachments:** By-law 2019-013 Property Tax Policy

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Mayor and Council:

This memo is provided for information in respect to properties that are subject to Tax Arrears Registration and provide a briefing on the legislated process and the City's policy.

Part XI of the *Municipal Act, 2001*, as amended, provides for a regime for dealing with the sale of land for tax arrears. More specifically, Section 373 (1) provides that where any part of tax arrears is owing with respect to land in a Municipality on January 1 in the second year following that in which the real property taxes became owing, the Treasurer of the Municipality, unless otherwise directed by the Municipality, may prepare and register a tax arrears certificate against the title to that land.

A tax arrears certificate that is registered is sold by public sale if the cancellation price is not paid within one year following the date of registration. The full cancellation price includes the total of all unpaid taxes, all accrued penalties and interest, and any costs incurred by the Municipality related to the property.

Outstanding property tax receivables are continuously monitored by the Treasurer and the provision of reminders and notices, and the pre-registration collection process are followed in accordance with By-law 2019-013, Property Tax Policy. Tax registration is only implemented when all other efforts to collect have been exhausted and no payment arrangements are made or are defaulted.

The Municipal Freedom of Information and Protection of Privacy Act prevents public disclosure of information that could identify an individual without their consent and this report provides a summary of the tax arrears, proceeding to tax registration.

The City has engaged the services of RealTax to assist with tax registrations. RealTax are tax recovery specialists with close to 30 years of experience, who manage and provide support for the tax registration and tax sale process. They have an 85% success rate in having arrears paid within the one-year period without having to go to tax sale. They have recovered the tax arrears on 35,000 properties and have conducted 4,000 tax sales. All costs associated with this service are charged back to the properties in arrears



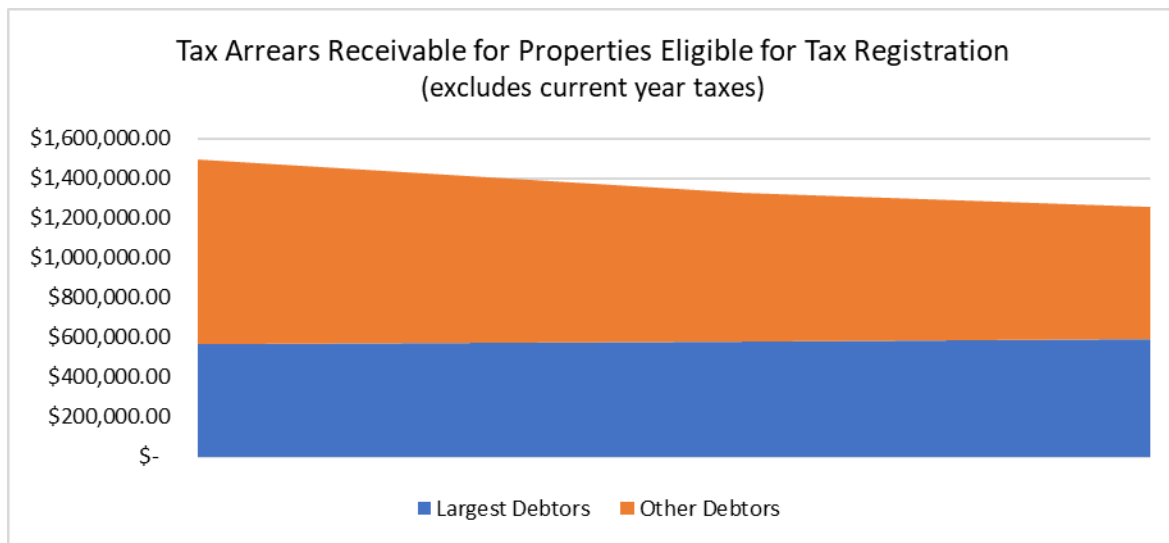
in accordance with Section 371 (1) of the *Municipal Act, 2001* therefore, there is no cost to the Municipality for these services.

There are currently 78 properties eligible for registration, which means they are in arrears over two years (2022 and prior). This is down 35% from 120 at the beginning of January 2024. The total tax arrears receivable at August 7, 2024 for properties eligible for registration only (excluding current year taxes) is \$1,252,424.57.

Seven properties remain the largest debtors representing 47% of the total outstanding tax arrears receivable for properties eligible for registration.

At the time of this report, there are six files that have a registered Tax Arrears Certificate against the property and another eight files under review with RealTax.

The table below represents the decrease in outstanding tax arrears for the properties eligible for registration from the beginning of January 2024 to the beginning of August 2024 as well as the breakdown between the largest debtors and the other debtors.



The Treasurer respectfully requests that the Council acknowledges receipt of Memo No. 026-2024-CS for information.

Prepared by:

Reviewed by:

“Original signed by”

“Original signed by”

Stephanie Leveille  
 Treasurer

Shelly Zubyck  
 Director of Corporate Services

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**Subject:** Vehicle for Hire By-law

**Report No.:** CS-028-2024

**Agenda Date:** August 13, 2024

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### **Attachments**

**Appendix 01:** Draft Vehicle for Hire By-Law (**Please refer to By-law No. 2024-097**)

**Appendix 02:** Draft Vehicle for Hire Licencing Fees By-law (**Please refer to By-law No. 2024-098**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-028-2024;
2. That Council directs staff to prepare the necessary By-law to adopt a Vehicle for Hire Policy and to repeal By-law 2010-102 (Taxi By-Law) as amended, for consideration at the August 13, 2024 Regular Council Meeting; and
3. That Council directs staff to prepare the necessary By-law to amend By-law No. 2012-039 (User Fees By-law) to replace the Taxi Licencing Fees with the Vehicle for Hire Licencing Fees.

### **Background**

The City's Taxi By-law was established in 2010. Due to updated technology and services offered in the industry, Staff are recommending a new By-law be adopted to reflect and regulate those up-to-date technologies and processes.

### **Analysis**

Substantial changes in the proposed Vehicle for Hire By-law include:

- Licensing provisions to include: Private Transportation Companies, Private Transportation Drivers, Brokers, Limousines, and Shuttles.
- New data requirements to facilitate Law Enforcement tracking.
- New requirements for the Taximeter to allow for a technology alternative.
- Removing the requirement for a physical dispatch location.
- Updating set fines to better enforce the By-law.
- Adding Licence provisions to better reflect possible future scenarios.

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### **Relevant Policy / Legislation / City By-Law**

- Highway Traffic Act.
- Accessibility Act.
- Public Transportation Act.
- Municipal Act.

### **Consultation / Communication**

- Consultation with Director of Corporate Services and Municipal Clerk throughout By-law development and review.

### **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

Staff reviewed current fee's and found them to be acceptable in comparison to other communities.

Staff has reviewed and added set fines to reflect the new provisions of the By-law.

### **Climate Considerations**

- Encouraging Vehicle for Hire's could potentially lower single persons CO2 emissions.
- Further possibilities to include incentives for EV/Hybrid vehicles, would Council want to adapt such incentives.
- No noted considerations for temperature or precipitation adaptation.

### **Alternatives**

If Council were to not approve the proposed Vehicle for Hire By-law, Taxi Services would remain status quo.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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Gabriel Tasse  
Building Inspector/By-law  
Enforcement Officer

Shelly Zubyck  
Director of Corporate Services

**Subject:** CBO Shared Services Agreement – Temagami

**Report No.:** CS-029-2024  
**Agenda Date:** August 13, 2024

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### **Attachments**

**Appendix 01:** Shared Services Agreement – By-law No. 2023-109

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-029-2024; and
2. That Council directs staff to provide the Municipality of Temagami notice of non-renewal for the Shared Building Services Agreement expiring October 31, 2024.

### **Background**

The City first entered into an agreement with the Municipality of Temagami in 2019 for the provision of shared building services. The current agreement expires on October 31, 2024.

### **Analysis**

In accordance with Council’s direction, staff have monitored the time spent performing building services for Temagami over the duration of the contract. During recent discussions with the City’s CBO and Building Inspector/By-law Officer it has been determined that the City is not able to maintain the appropriate level of service to Temiskaming Shores residents due to the time allocated and spent working on Temagami files. It is also anticipated that 2025 will be a demanding year for the building department based on the applications received to date.

In accordance with the agreement, an extension of the agreement could be negotiated upon Council’s approval. At this time, staff are recommending that the agreement for shared services with Temagami not be renewed.

The City will return to the Municipality of Temagami all records obtained by the City in connection with the performance of the Building Services, subject to the right of the City to retain copies of the said records for its own files.

**Relevant Policy / Legislation / City By-Law**

- By-law No. 2023-109
- 2024 Municipal Budget

**Consultation / Communication**

- Discussion with the City’s Chief Building Official and Building Inspector/By-law Officer.

**Financial / Staffing Implications**

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

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

Currently the City receives \$57,275 per annum for the services provided to Temagami. This fee covers all expenses associated with providing building services including wages and associated benefits, travel costs and administration.

**Alternatives**

There are no alternatives to propose at this time.

**Submission**

Prepared and presented for Council’s consideration by:

*“Original signed by”*

\_\_\_\_\_  
Shelly Zubyck  
Director of Corporate Services

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

**By-Law 2023-109**

**Being a By-law to adopt an Agreement between the City of  
Temiskaming Shores and the Municipality of Temagami for Chief  
Building Official and Building Inspector Services**

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

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

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

**Whereas** the Municipal Act, 2001, Section 20(1) provides that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in Section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries; and

**Whereas** Council considered Administrative Report No. CS-038-2023 at the October 3, 2023 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into a Shared Services Agreement with the Municipality of Temagami for consideration at the October 17, 2023 Regular Council meeting;


**Whereas** the Council of the Corporation of the City of Temiskaming Shores and the Council of the Corporation of the Municipality of Temagami wish to enter into an Agreement for the provision of the City of Temiskaming Shores providing Building Services to the Municipality of Temagami.

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

1. That the Agreement between the City of Temiskaming Shores and the Municipality of Temagami for the provision of providing Building Services, as attached hereto as Schedule A, is hereby adopted.
2. That the Mayor and Clerk are hereby authorized to sign the Agreement on behalf of the Corporation of the City of Temiskaming Shores.

3. 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 17<sup>th</sup>, day of October, 2023.



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Mayor



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Clerk





**Schedule A to**  
**By-law No. 2023-109**  
Agreement between  
**The Corporation of the City of Temiskaming Shores**  
and  
**The Municipality of Temagami**

for Chief Building Official and Building Inspector Services

**This Agreement** made as of this 17<sup>th</sup> day of October, 2023.

Between:

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

And:

**The Municipality of Temagami**

**Whereas** the City and the Municipality of Temagami wish to enter into an Agreement for the provision of the City providing Building Services (Attached as Appendix "A") to the Municipality of Temagami upon the terms and conditions set out in this Agreement pursuant to Section 3 of the Building Code Act, S.O. 1992.

**Now therefore witnessed that** in consideration of the terms, covenants and provisions herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. Term**

The terms of this Agreement (the "Term") shall begin November 1<sup>st</sup>, 2023 (the "Commencement Date") and shall continue to remain in effect for a one (1) year period ending on October 31<sup>st</sup>, 2024 unless either party terminates this Agreement by providing the other party with written notice of termination ninety (90) days prior to the effective date of termination

**2. Fees**

For the term of this agreement, the fees payable to the City for the provision of providing Building Services shall be at the annual rate of fifty-seven thousand two hundred seventy-five dollars (\$57,275) plus applicable taxes (the "Fees"). The Fees shall be billed quarterly by the City

**3. Qualifications and Experience**

The City will provide qualified and certified Building Inspectors who are competent in conducting plans review and inspection services required under the Ontario Building Code.

#### **4. Reporting**

The Chief Building Official (CBO) for the City of Temiskaming Shores as appointed by the Municipality of Temagami shall report directly to the Deputy Treasurer for the Municipality of Temagami.

#### **5. Deadlines**

The parties hereby acknowledge that, under the OBC, all Ontario Municipalities are required to meet deadlines for responding to Building Permit Applications and are also required to complete inspections within certain timelines at different stages of construction. The Municipality of Temagami hereby agrees to provide the City with as much notice as possible, and in any event, not more than one (1) days' notice prior to the date of any building permit application decision that must be rendered and prior to the date of building inspection deadlines.

#### **6. Administration**

All administrative and inspection support services shall be completed by the Municipality of Temagami. Permit fees shall be issued, delivered and collected by the Municipality of Temagami.

The CBO and Building Inspector will be accessible by employees of the Municipality of Temagami and not the general public, unless so engaged by the CBO or Building Inspector, Monday to Friday from 8:30am to 4:30pm or after hours by telephone message or email.

#### **7. Water Access**

The Municipality of Temagami is responsible for providing transportation (boat with motor and snowmobile) for the provision of providing Building Services to properties accessible only by water in accordance with the deadlines as prescribed under the OBC.

#### **8. Court Proceedings**

The parties hereby acknowledge and agree that in the event that it becomes necessary to take any court action to enforce the provisions of the Building Code Act, OBC, Municipal By-laws or to respond to any action arising out of the enforcement, the Municipality of Temagami shall be responsible for any legal costs that may be incurred in undertaking or responding to the proceeding.

## **9. Indemnity**

The Municipality of Temagami agrees that it shall, at all times, indemnify and save harmless the City of Temiskaming Shores, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the City of Temiskaming Shores or any of its officers, directors, employees or agents in connection with services performed, purportedly performed or required to be performed by the City of Temiskaming Shores.

## **10. Insurance**

The Municipality of Temagami shall obtain and maintain throughout the term of this Agreement such insurance coverage as may be reasonably requested by the City including but not limited to:

- a) Comprehensive general liability insurance with limit of not less than five million (\$5,000,000.00) dollars per occurrence for bodily injury and/or property damage. The policy coverage must include personal injury, including harassment, discrimination, blanket contractual liability with cross-liability and severability of interest clauses;
- b) Professional liability and errors and omissions insurance in the amount of not less than one million (\$1,000,000.00) dollars;
- c) Property damage insurance against loss or damage by perils of "all risks" to the extent available and generally obtainable from time to time;

This required insurance coverage shall name the City as an additional insured. The Municipality of Temagami shall provide Certificates of Insurance showing compliance with this provision within thirty (30) days upon signing of this Agreement.

The required insurance coverage will not be cancelled or altered without thirty (30) days advance written notice to the City, unless otherwise required by law.

## **11. Workplace Safety Insurance Board Insurance**

The Municipality of Temagami must be certified and in good standing with the Workers Compensation Board. The Municipality of Temagami agrees to submit to the City, a Clearance Certificate from the Workplace Safety and Insurance Board (WSIB) of Ontario.

Workplace Safety Insurance Act coverage, assessments or reports are the exclusive responsibility of the Municipality of Temagami.

## **12. Records**

All records and information received the City for the purpose of providing the Building Services shall remain the property of the Municipality of Temagami and shall not be divulged or revealed to third parties. Such records and information shall, upon termination of this Agreement, be returned to the Municipality of Temagami.

## **13. Consequence of Termination**

In the event of termination of this Agreement for any reason:

- a) The City shall return to the Municipality of Temagami all records obtained by the City in connection with the performance of the Building Services, subject to the right of the City to retain copies of the said records for its own files; and
- b) There shall be a reconciliation of all amounts due and owing to the City for the Building Services as of the date of termination.

## **14. Notice**

Any notice to be given pursuant to this Agreement shall be in writing and signed by the person giving such notice. Any notice, offer, payment, certificate or other communication required or desired to be given in connection with this Agreement may be delivered personally or may be sent by pre-paid registered post, e-mail or facsimile transmission addressed to:

### **If to the City, at:**

The Corporation of the City of Temiskaming Shores  
325 Farr Drive  
P.O. Box 2050  
Haileybury, ON  
P0J 1K0  
Attention: Shelly Zubyck  
[szubyck@temiskamingshores.ca](mailto:szubyck@temiskamingshores.ca)  
(705) 672-3363 Extension: 4107

### **If to the Municipality of Temagami, at:**

The Corporation of the Municipality of Temagami  
7 Lakeshore Drive  
P.O. Box 220  
Temagami, ON  
P0H 2H0  
Attention: Sabrina Pandolfo  
[projects@temagami.ca](mailto:projects@temagami.ca)  
(705) 569-3421

And, any notice so delivered personally, by facsimile or by e-mail shall be deemed to have been received at the time of delivery, and any notice so mailed shall be deemed to have been effectively given and received on the fourth business day following and exclusive of the postmarked date thereof. Any party hereto may change his or its address for the purpose of this paragraph by giving notice of such change of address to the other parties hereto in the manner provided in this section.

#### **15. Force Majeure**

The City shall not be responsible for delays or any failure in the performance of their obligations under this Agreement resulting from acts of God, strikes, labour disturbances, illness, inclement weather or other emergencies and causes beyond the control of the City hereto.

#### **16. Assignment**

Neither party shall assign or transfer this Agreement.

#### **17. Governing Law**

This Agreement shall be governed by the law of the Province of Ontario.

#### **18. Extension, Modification and Renewal**

This Agreement may be amended or modified from time to time within the enforcement duties as described in the OBC. It shall not be amended or modified to include duties that are not prescribed within the OBC unless written consent from the City has been acknowledged. The course of dealing or of performance does not affect the waiver or modification of this Agreement unless adopted by the Council of the City of Temiskaming Shores and the Municipality of Temagami.

This Agreement shall expire one (1) year from its Commencement Date at which time a review of the Agreement by each party shall be undertaken. A By-law may be passed at the Council of each party to renew the Agreement once review has taken place.

#### **19. Severability**

If any term, covenant or provision of this Agreement or the application thereof to either party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term, covenant or provision to the other party or circumstances other than those to which it is held invalid or unenforceable shall not be

affected thereby and each term, covenant or provision of this Agreement shall be valid and enforceable to the fullest extent of the law.

**20. Binding Effect**

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

**Remainder of Page left blank intentionally**

In witness whereof the Party of the First Part has hereunto affixed its corporate seal attested by the hands of its duly authorized officers, and the Party of the Second Part has hereunto set its hand and seal by execution under seal by each and every individual comprising the Party of the Second Part.

Signed and Sealed in  
the presence of

Municipal Seal

Municipal Seal

**Municipality of Temagami**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## **Appendix 01 to By-law 2023-109**

### Building Services

1. Review plans, drawings, applications and specifications to determine whether the proposed construction of the building complies with the OBC;
2. Liaise with architects and engineers to ensure the OBC requirements are addressed in the design and engineering plans;
3. Review amended plans to ensure compliance with the requirements of the OBC;
4. Whenever possible, plans examination services is to be carried-out in the Municipal Office in the City of Temiskaming Shores;
5. Review other materials to determine whether the proposed construction of the building complies with the OBC;
6. Issue Change of Use Permits;
7. Renovation Permits;
8. Issue Plumbing Permits;
9. Issue Building Permits;
10. Issue Stop Work Orders;
11. Issue Orders;
12. Issue Occupancy Permits;
13. Prepare the Building Annual Report;
14. Conduct inspections of the construction of all buildings at all phases of construction required under the OBC or the Regulations there under;
15. Issue Inspection Reports; and
16. Perform or recommend the performance of such other functions as may be required under the OBC or the regulations relating thereto.

**Subject:** Tender Award – Larocque-Sadler-Heon Municipal Drain Repair

**Report No.:** CS-030-2024

**Agenda Date:** August 13, 2024

### **Attachments**

**Appendix 01:** RFQ Opening Summary

**Appendix 02:** Draft By-law Agreement with Pedersen Construction Inc. (**Please refer to By-law No. 2024-099**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-030-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the repair of the Larocque-Sadler-Heon Municipal Drain in the amount of \$89,000, plus applicable taxes, for consideration at the August 13, 2024 Regular Council meeting.

### **Background**

Drainage Superintendent, Ed Gorecki completed an inspection of the Larocque-Sadler-Heon Municipal Drain in June 2024 and found a washout of the culvert area (approximately 10 ft. wide by 4 ft. deep), just passed the end of Ramsey Road.

The Drain was originally constructed in 1985 and is a system to move water. The municipal drain was created pursuant to By-law No. 84-19 and amended by By-law No. 85-21 in the former Town of Haileybury. The City was responsible for the construction of the drainage system, and is responsible for maintenance and repair; however, costs may be recovered from the property owners in the watershed of the drain.

The scope of the work to complete the repair includes:

1. Complete locates through Ontario One Call in area of culvert (i.e. sta.0+665 to 0+675); outlet area of culvert, west side of the Ramsay Road.
2. Coordination with associated utility company to provide support of the Gas Line during removal of the existing arch pipe and during installation/ replacement of a 2130 mm X 1400mm, 10 m long arch pipe
3. Supply and install one (1) 2130 mm X 1400mm X 10 m arch pipe or equivalent to engineering specifications, suitable bedding, install granular material and compact, backfill, install filter cloth at upstream and downstream / install rip-rap

for erosion control, at location sta. 0+665 to 0+675. Note: materials onsite are not suitable for re-use/ only pit run.

4. Removal of sediment (ditch clean out), and remove old beaver dams located at Station 0+000 to Sta. 0+665, and spread spoils on bank. Culvert area is Sta. 0+665 to Sta. 0+675.
5. Communication with adjacent landowner(s) (City to provide contact details) as the work will restrict access to an agricultural property located to the west of the project location.

The Drainage Superintendent would be on site at the time of the repair to oversee the work. Under the Drainage Act, costs will be assessed to the respective landowners assessed to this Drain.

### **Analysis**

Quotation documents were distributed to known suppliers and posted on the City's website. One (1) quote was received by the closing date.

Bidder	Lump Sum Project (\$)	HST (\$)	Total (\$)
Pedersen Construction (2013) Inc.	89,000	11,570	100,570

The quotation was analysed for errors and/or omissions and was found to be correct and complete. The process was in keeping with the City's Purchasing Policy (By-law 2017-015).

### **Relevant Policy / Legislation / City By-Law**

- 2024 Corporate Services Budget
- By-Law No. 2017-015, Procurement Policy
- Drainage Act, R.S.O. 1990

### **Consultation / Communication**

- Distribution of Request for Quotation – CS-RFQ-001-2024
- Consultation with City Manager and Director of Corporate Services throughout the 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

This project was not anticipated during the 2024 General Operating budget deliberations; however, as costs for maintenance are divided among the benefitting landowners and billed following completion of the work, the final cost to the City is minimal, as outlined below (exclusive of HST).

Municipal Drain	Total Project Cost	Municipal Component	City Cost	Balance to be Billed
Larocque-Sadler-Heon Municipal Drain (Main Drain)	89,000	0.25%	218.28	88,781.72

The affected property owners will receive notification of the work and the associated costs of the project prior to commencement of the work.

**Alternatives**

No alternatives were considered, as municipalities must maintain their municipal drains per the Drainage Act, R.S.O. 1990.

**Submission**

Prepared by:

Reviewed by:

*“Original signed by”*

*“Original signed by”*

Logan Belanger  
 Municipal Clerk

Shelly Zubycck  
 Director of Corporate Services

Document Title: **CS-RFQ-001-2024 - Larocque, Sadler, Heon Municipal Drain Repair**

Closing Date: **Tuesday, July 23, 2024**



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

Department: **Corporate Services**

Opening Time: **2:30 p.m.**

Attendees via teleconference: **Microsoft Teams**

**City of Temiskaming Shores:**

Logan Belanger Municipal Clerk	Kelly Conlin, Deputy Clerk	
		

**Others (teleconference):**

Clint Bearsto		
Pedersen		

Bidder: Submission Pricing  
*Pedersen Construction (2013 cen.)*

Lump sum price (Exclusive of HST):	\$ <i>89,000.00</i>
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Bidder:

Lump sum price (Exclusive of HST):	\$
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Bidder:

Lump sum price (Exclusive of HST):	\$
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**Note:** All offered prices are offers only and subject to scrutiny. Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. All proponents whether successful or not will be notified of results, in writing at a later date.