



The Corporation of the City of Temiskaming Shores
Committee of the Whole
Tuesday, January 21, 2025 – 3:00 p.m.
City Hall – Council Chambers – 325 Farr Drive

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. 001-2025-PW – Delegation of Authority to Sole Source for the Purchase Approved Budget Item – Used Loader and Wing

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2025-PW; and

That Council hereby delegates authority to the Manager of Transportation Services to purchase one (1) used front-end loader with attachment within the approved budget limit of \$500,000, including sole sourced options resulting from auctions or online sales.

2. Memo No. 002-2025-PW – Temporary Heavy Truck Route for Matabitchuan Generating Station Redevelopment Project – Quarry Road

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2025-PW; and

That Council directs staff to prepare the necessary amendment to By-law 2012-101, to Regulate Traffic and Parking of Vehicles in the City of Temiskaming Shores, for the temporary addition of Quarry Road from West Road to King Street (Lakeview Intersection), on Table B: Designated Truck Routes, included in Appendix 23, for consideration at the January 21, 2025 Regular Council meeting.

3. Memo No. 003-2025-PW – Funding Agreement for Temiskaming Transit – Delegation of Authority

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 003-2025-PW; and

That Council provide the delegation of authority to the Mayor and Clerk to execute the agreement for federal funding related to Temiskaming Transit, and any and all required documentation and amendments, on behalf of the City of Temiskaming Shores, as required under the Agreement; and

Further that staff prepare a report and confirming by-law for presentation at a future Regular Council meeting, once the funding has been finalized.

4. Memo No. 004-2025-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. 004-2025-PW, regarding the Environmental Services Operations update for information purposes.

5. Memo No. 005-2025-PW – Rate Increase for Recycling Agreement with Outside Municipalities

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 005-2025-PW; and

That Council approves a rate increase to the surrounding municipalities for the acceptance of recyclable materials at the Spoke Transfer Station from \$343.71/tonne to \$450.74/tonne, effective January 1, 2025.

6. Administrative Report No. PW-001-2025 – Industrial, Commercial, Institutional (ICI) Water Meter Program

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-001-2025;

That Council directs staff to extend the implementation of the Industrial, Commercial and Institutional (ICI) Water Meter Program from January 1, 2025, to July 1, 2025; and

That Council directs staff to amend By-law No. 2024-058, to establish water and sewer rates in the City, to utilize 2023 water metering rates with a 2 percent increase for establishments within the pre-enhanced metering program, effective January 1, 2024 along with clarification language, for consideration at the January 21, 2025 Regular Council Meeting.

c) New Business

None

9. Recreation Services

a) Delegations/Communications

None

b) Administrative Reports

1. Memo No. 001-2025-RS – 2024 Facility Fee Waiver Summary

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2025-RS, regarding the 2024 Facility Fee Waiver Summary for information purposes.

2. Memo No. 002-2025-RS – Recreation Operations Update – January 2025

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2025-RS, regarding the Recreation Operations Update for the Month of January 2025, for information purposes.

3. Administrative Report No. RS-001-2025 – Tennis Court Resurfacing RFT 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-001-2025; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Toronto Court Equipment for tennis court resurfacing services at the Haileybury Tennis Courts, in the amount of \$76,000.00 plus applicable taxes, for consideration at the January 21, 2025 Regular Council meeting.

4. Administrative Report No. RS-002-2025 – City of Temiskaming Shores Strategic Plan

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-002-2025; and

That Council directs staff to prepare the necessary by-law to adopt the City of Temiskaming Shores Community-Based Strategic Plan, for consideration at the January 21, 2025, Regular Council meeting.

c) New Business

None

10. Fire Services

a) Delegations/Communications

None

b) Administrative Reports

1. Fire Activity Report – January 2025

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the Fire Activity Report, for the period from November 28, 2024 to December 31, 2024, for information purposes.

2. Administrative Report No. PPP-001-2025 – Volunteer Officer Appointments

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. PPP-001-2025; and

That Council hereby appoints Sean Goddard as Volunteer District Chief, Jamie Sheppard as Volunteer Deputy District Chief, and Ryan Eckensviller as Volunteer Captain to the Temiskaming Shores Fire Department (Station No. 2), in accordance with the Volunteer Firefighter Hiring and Promotional Policy.

3. Administrative Report No. PPP-002-2025 – Ontario Transfer Payment Agreement - Fire Protection Grant

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. PPP-002-2025; and

That Council directs staff to prepare the necessary by-law to enter into an Ontario Transfer Payment Agreement, through the Fire Protection Grant between His Majesty the King in right of Ontario and The City of Temiskaming Shores, in the amount of \$24,691.35 to upgrade changeroom and shower facilities at Fire Station No. 2, for consideration at the January 21, 2025 Regular Council Meeting.

4. Administrative Report No. PPP-003-2025 – Appointment of Volunteer Firefighter

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. PPP-003-2025; and

That Council hereby appoints Steven McNair as Volunteer Firefighter to the Temiskaming Shores Fire Department, in accordance with the Recruitment and Retention Program.

c) New Business

None

11. Corporate Services

a) Delegations/Communications

None

b) Administrative Reports

1. Memo No. 001-2025-CS – Regional Task Force on Pet Rescue Underfunding and Stability - Appointee

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2025-CS; and

That Council hereby appoints Mathew Bahm, Director of Recreation as the staff appointee to attend the Regional Task Force on Pet Rescue Underfunding and Stability meetings.

2. Administrative Report No. CS-001-2025 – Municipal Transient Accommodation Tax

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-001-2025;

That Council directs staff to schedule a Public Meeting on the proposed Municipal Transient Accommodation Tax; and

That Council directs staff to prepare the necessary By-law to implement a Municipal Transient Accommodation Tax, for consideration at the February 18, 2025 Regular Council Meeting.

c) New Business

None

12. Schedule of Council Meetings

- a) Committee of the Whole – February 4, 2025 starting at 3:00 p.m.
- b) Regular Council Meeting – February 18, 2025 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: Mitch McCrank, Manager of Transportation Services
Date: January 21, 2025
Subject: Delegation of Authority to Purchase Approved Budget Item – Used Loader and Wing
Attachments: N/A

Mayor and Council:

As part of the 2025 Capital Budget, Council approved the purchase of one (1) used front-end loader and a snow/wing attachment, with a total budget of \$500,000.00 (excluding HST). The Public Works Department determined that a used model is the most cost-effective and readily available option.

To facilitate this purchase, staff request Council's approval of the following resolution:

Resolution:

That Council for Temiskaming Shores delegates authority to the Manager of Transportation Services to purchase one (1) used front-end loader with attachment within the approved budget limit of \$500,000. This authority includes the ability to sole source from auctions or online sales.

Granting this authority will allow staff to act quickly to secure the best available pricing and ensure timely acquisition, avoiding missed opportunities due to the fast-moving nature of auctions and online sales.

Your approval of this resolution will help the City maximize value while staying within the approved budget.

Prepared by:

Reviewed and Submitted by:

"Original signed by"

"Original signed by"

Mitch McCrank, CET
Manager of Transportation Services

Sandra Lee
City Manager

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: January 21, 2025
Subject: Temporary Heavy Truck Route for Matabitchuan Generating Station Redevelopment Project– Quarry Road
Attachments: Appendix 01: Presentation – Matabitchuan Generating Station Redevelopment Project
Appendix 02: Draft By-law Amendment (**Please refer to By-law No. 2025-002**)

Mayor and Council:

Attached is a presentation outlining Ontario Power Generation’s (OPG) major redevelopment plan for their Matabitchuan Station. While the site is located outside the City’s municipal boundaries, the project will utilize municipal roads on former Ministry of Transportation highways.

City staff were informed of this redevelopment during OPG’s Environmental Assessment process in the spring of 2024. Following the initial meeting in April, City staff raised concerns regarding traffic impacts.

To address these concerns, the Transportation Department met with OPG in October to review traffic volumes, schedules, and routes. Both parties have agreed to recommend a temporary heavy truck route be established via Quarry Road from West Road to King Street, at the Lakeview Intersection.

Considerations included, but not limited to:

1. Ease of maintenance;
2. Less impact on asphalt – especially in thaw conditions;
3. Reduce heavy traffic on interior roads and residential areas – school zone, community safety zone;
4. Eliminate height issues with Main St. underpass – potential for larger pieces of equipment including non-uniform loads or greater heights; and
5. Dust control

Traffic volumes are expected to be low by comparison and will not change the Class of Road, which will remain Class 4.

To ensure adequate public notice, I recommend Council authorize the temporary addition of Quarry Road as a heavy truck route, through an amendment to the City’s Traffic By-law No. 2012-101, as amended. The temporary addition would amend Appendix “23” of Schedule A, by adding the following to Table (B) Designated Truck Routes, for the period of Construction only:

**Appendix “23” of Schedule “A”
to Traffic and Parking By-Law No. 2012-101**

Table (B)

Designated Truck Routes

<u>Street</u>	<u>From</u>	<u>To</u>
Quarry Road	West Road	King Street, at the Lakeview Intersection

Upon approval, OPG’s contractor will collaborate with the Public Works Department to:

- Publish notices in the Community Bulletin,
- Install necessary signage, and
- Inform local residents.

This coordinated approach will minimize disruptions and ensure safe and efficient traffic management during the construction period.

Prepared by:

Reviewed and Submitted by:

“Original signed by”

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Sandra Lee
City Manager



MATABITCHUAN GENERATING STATION REDEVELOPMENT PROJECT Meeting with the City of Temiskaming Shores

October 28 2024



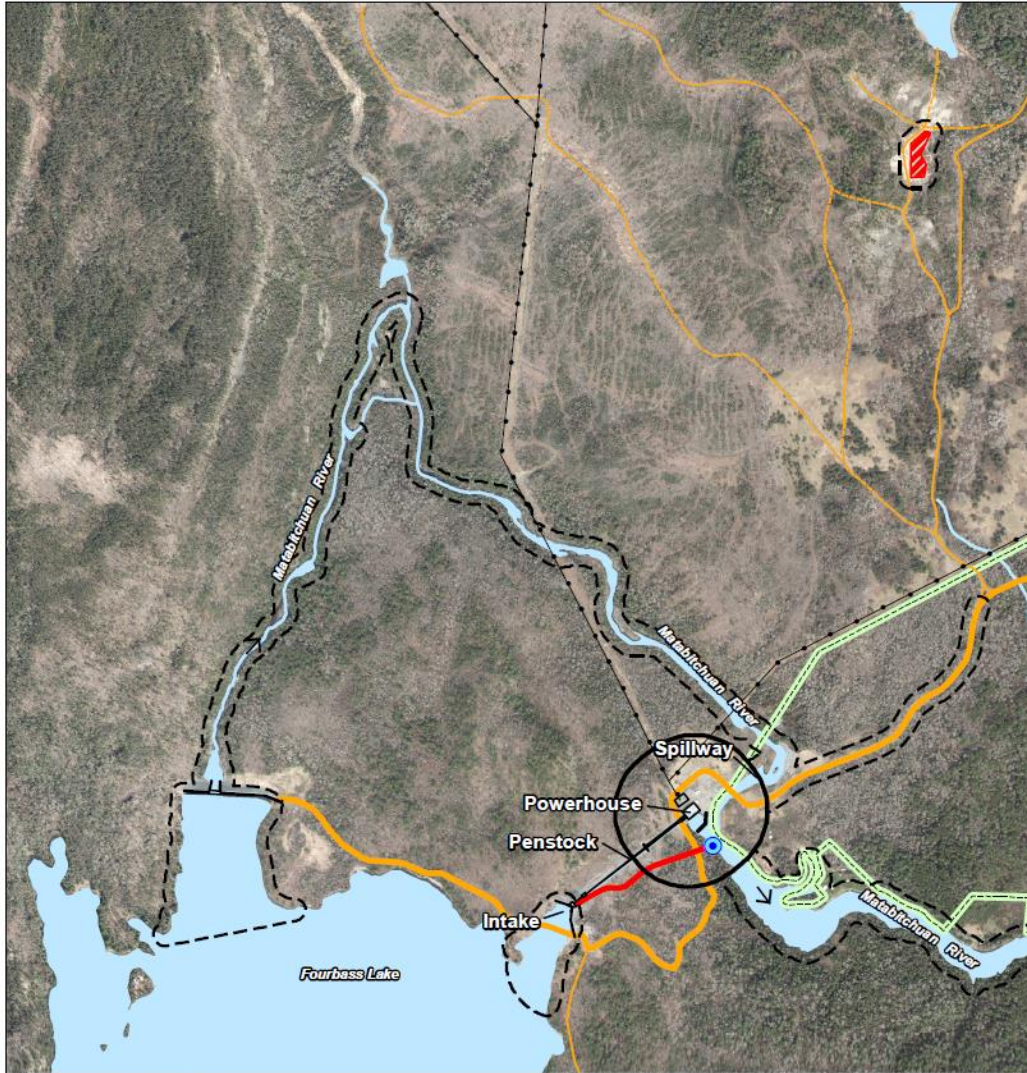
*Electrifying
life*

Agenda/Topics to Discuss

- 1) Introductions
- 2) High level Project Update
 - A) Environmental
 - B) Technical
- 3) Traffic Control /management
- 4) Road Use
- 5) Equipment from GS that can be moved to Hydro Dam Park/trail
- 6) Discussion
- 7) Next steps



Project Context – Zone of Impact



Legend

- Utility Line (Hydro)
- River Flow Direction
- Matabichuan River Conservation Reserve
- Main Access Road
- Secondary Road
- Other Road
- Potential Excavated Soil Storage Area/Potential Laydown Area
- Portage CgGu-6
- Portage Base March 4, 2024
- Primary Zone of Impact
- Secondary Zone of Impact



0 200 M
1:12,500

Project Context
Zone of Impact

Matabichuan Generating Station

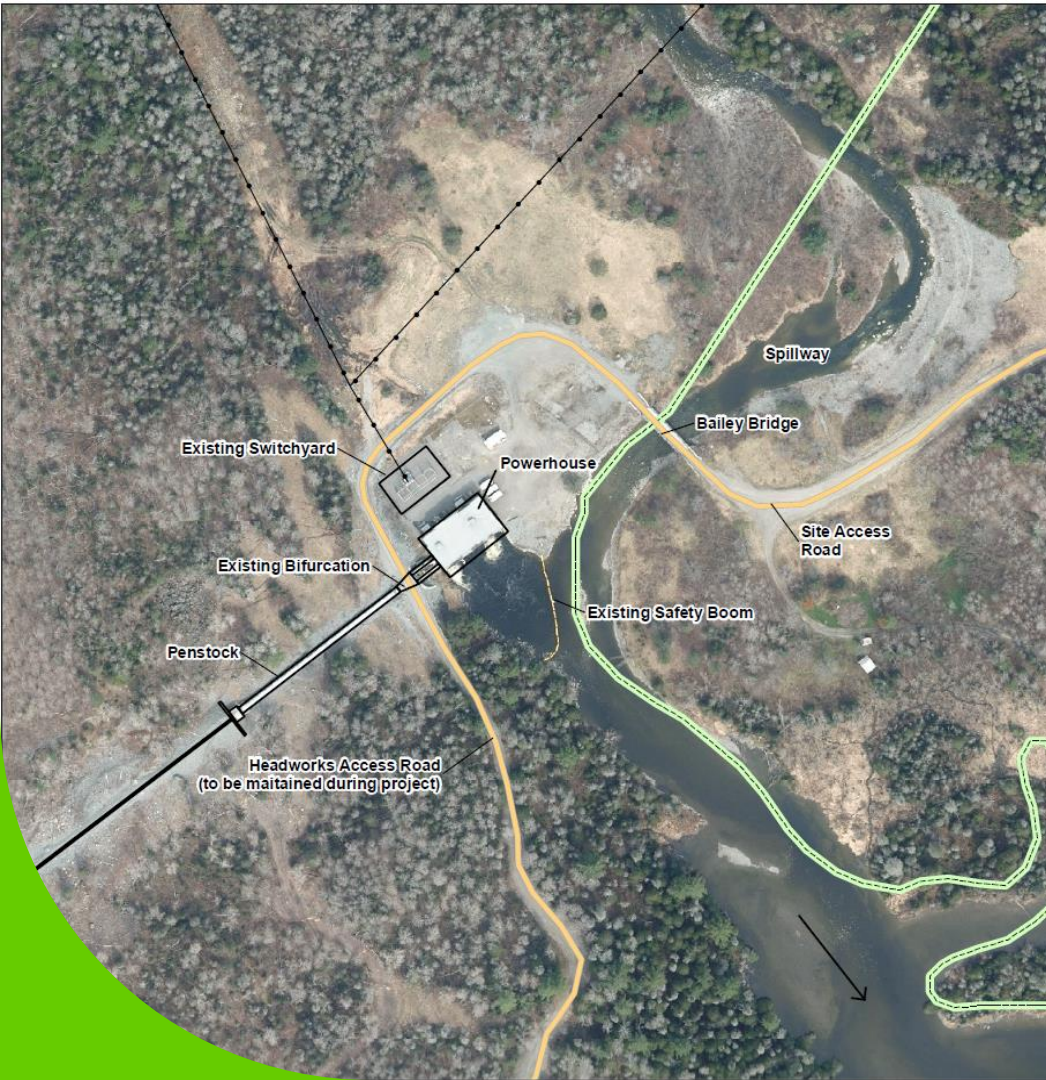
ONTARIOPOWER
GENERATION

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Environmental Screening Criteria

The following screening criteria in accordance with the OWA Class EA, will be used to determine if the Project is exempt from the *EA Act*. It should be noted that each of the following questions must be answered in the negative after considering BMP and mitigation measures, for the screening process to be considered successful.

1. Will there be a change in the water management regime, including a significant change to water flow, inundated area, or historical mean monthly maximum water level?
2. Will contaminants be released into the immediate environment, and cause an exceedance of regulatory thresholds?
3. Will there be any negative effects on provincially designated endangered species or their habitats?
4. Will there be any negative effects on protected areas, such as areas of natural and scientific interest, environmentally sensitive areas, or provincially significant wetlands?
5. Will there be a considerable increase in sedimentation or erosion on or off-site?
6. Will there be any negative effects on known or potential built heritage resources or cultural heritage landscapes?
7. Will there be any negative effects on archeological resources or areas of archeological potential?



Legend

- Utility Line (Hydro)
- River Flow Direction
- Matabitchuan River Conservation Reserve
- Site Access Road
- Secondary Road
- Other



Project Site Overview

Matabitchuan Generating Station



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Project Site Overview

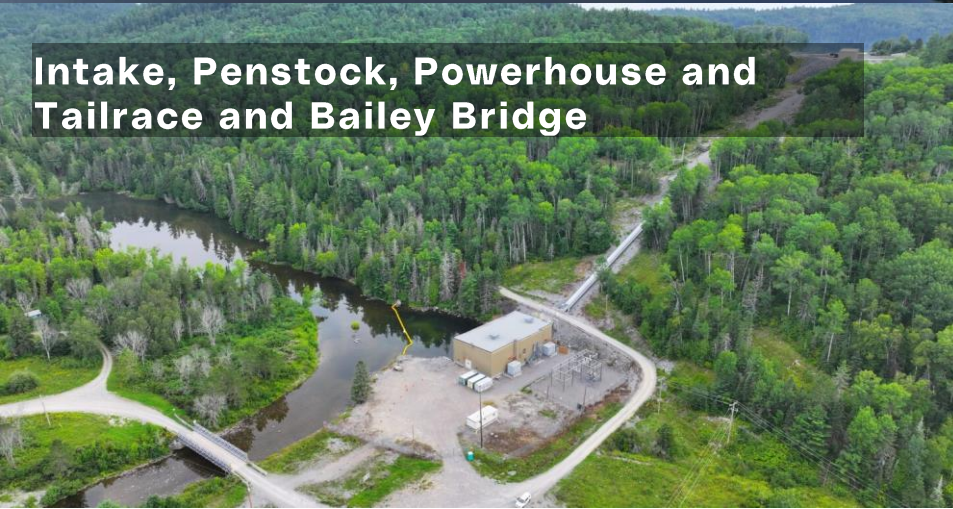
Headworks and Intake



Spillway Looking Downstream



Intake, Penstock, Powerhouse and Tailrace and Bailey Bridge



Powerhouse, Lower Penstocks and Tailrace



Matabitchuan Generating Station Site and Project Overview





Facility Overview

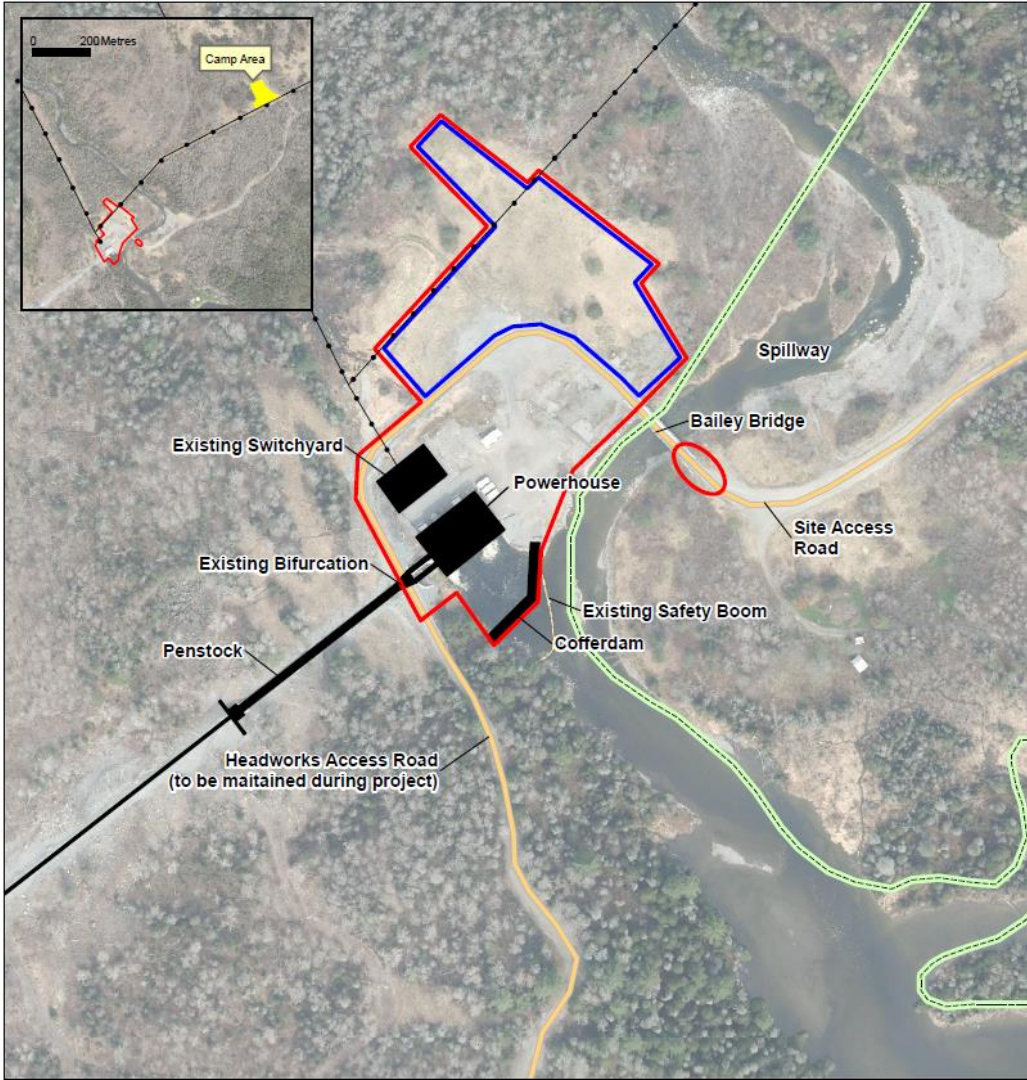
- Matabitchuan GS is a four turbine/generator unit hydroelectric station put into service in 1910.
- Total combined nameplate capacity of 7.5 MW; however, the station has been operating at a total output capacity of 9.6 to 10.4 MW.
- Station operates at a gross hydraulic head of approx. 95 m and flow rate of 14.8 m³/s.
- Powerhouse footprint is approx. 560 m² and located 85 m below the intake.
- Penstock is approx. 300 m long consisting of a 1.5 m-diameter section at the intake, leading to a 2.1 m-diameter section (275 m-long), and bifurcates into two 1.5 m-diameter sections entering powerhouse.
- Main control dam is located approx. 750 m west of headworks/intake and consists of a 4-bay stoplog-controlled sluiceway with gravity and rockfill dams on either side.

Key Highlights of the Proposed Project

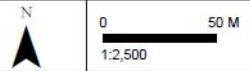
- No changes to the dam and intake are required.
- No changes to the Water Management Plan (levels & flows)
- 4 T/G units replaced by 2 Francis T/G units.
- Existing powerhouse is demolished and replaced.
- Cofferdam will be constructed in tailrace.



Construction Laydown Areas (to be confirmed by the Constructor)



- Legend**
- Utility Line (Hydro)
 - Matabitchuan River Conservation Reserve
 - Site Access Road
 - Anticipated Construction Area
 - Anticipated Laydown Area



Project Site Overview

Matabitchuan Generating Station

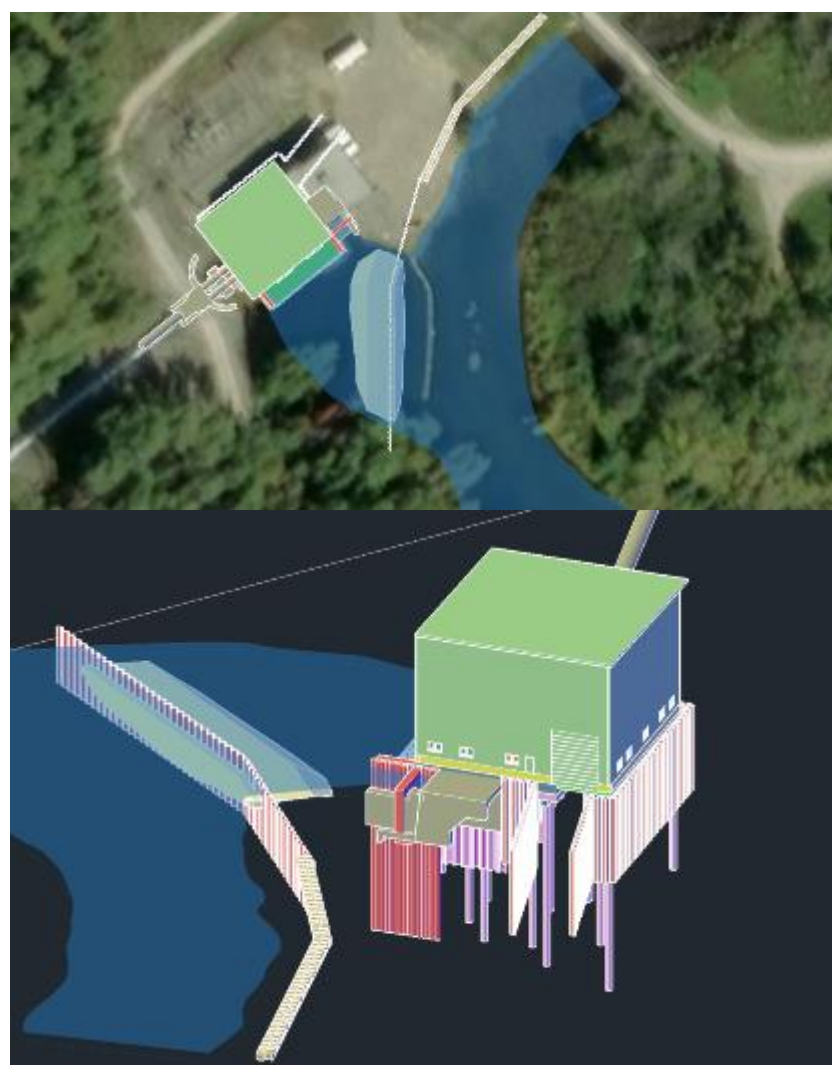


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In-Water Works

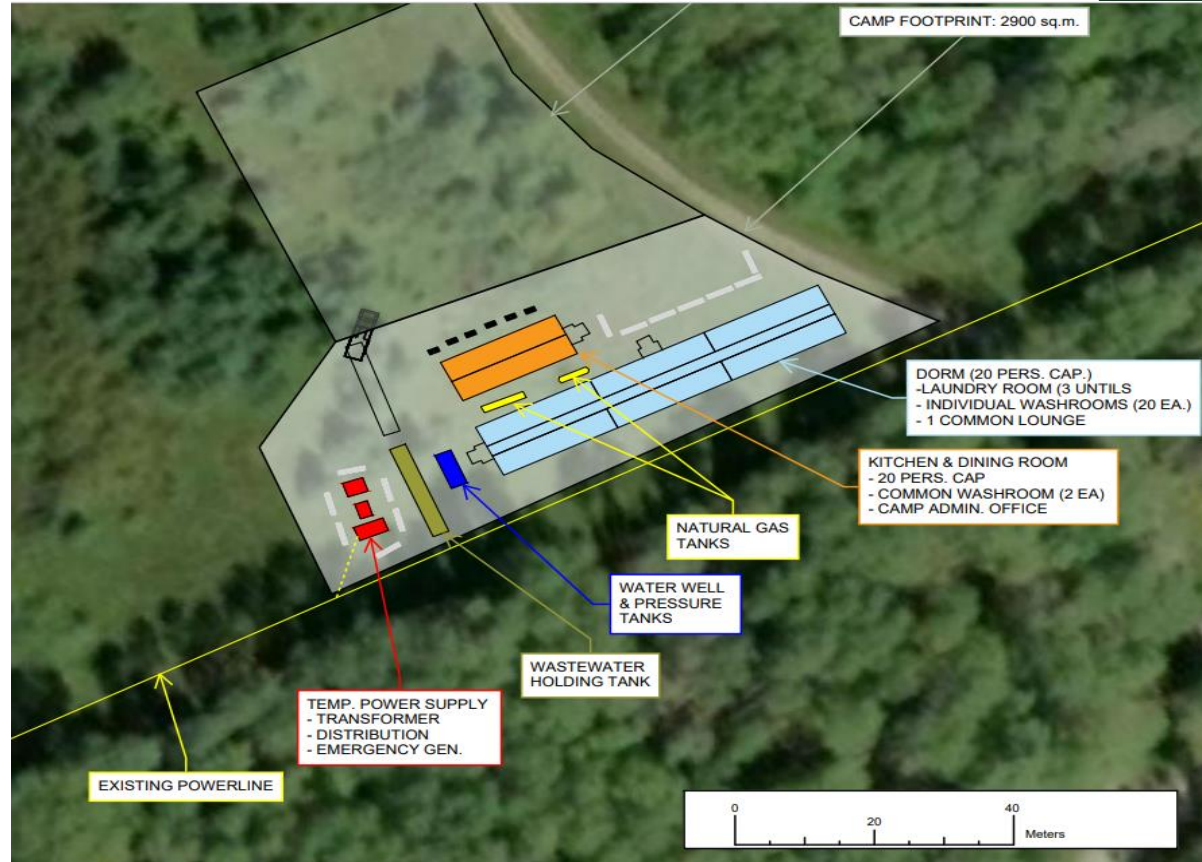
Temporary Cofferdam

- The temporary cofferdam is required to hold back the river from entering the tailrace to enable a dry working space in the downstream area. Water will still be able to flow through the station's spillway.
- The cofferdam will consist of a granular berm and sheet pile wall. The granular berm will be constructed first, this is to enable equipment to travel and install the sheet pile wall.
- A turbidity curtain will be installed prior to the construction of the cofferdam and daily water quality monitoring will be conducted.
- Fish Salvage will be conducted behind the cofferdam prior to construction activities in the downstream commencing.
- A Request for Review to Department of Fisheries and Oceans (DFO) will be submitted in the Fall 2024.



Potential for Camp

- Kiewit is proposing to construct a temporary camp.
- The camp would accommodate approximately 20 people.
- The proposed camp will reduce safety concerns as well as reduce the amount of traffic on the road.
- The camp will enable staff to be onsite at all times and available should cottagers have questions or concerns.
- Camp will be located on OPG property.
- Class 5 holding tanks will be used for septic waste. Septic waste will be hauled of site to the local Wastewater Treatment Plant (WWTP).



Bailey Bridge Repair

- Repairs are required to the bailey bridge crossing the Matabitchuan River.
- The repairs can be completed using low impact construction techniques that avoid in-water work.
- With the implementation of best management practices and standard mitigation measures, there will be no negative effects associated with the bridge repair.



Traffic Management Plan

The Project Team will implement a traffic management plan. Below are some guidelines for off-site:

- Adheres to local regulations, including:
 - Freeze-thaw conditions
 - Speed limits
 - Load restrictions
- Most traffic will come from local individual & suppliers.
- Preferred route to connect Highway 11 & 567
 - Use of main roads and boulevards
 - Plan to avoid sensitive areas
 - Reduce noise pollution from traffic.

Management plan and preferred routes will be shared with all partners and suppliers.

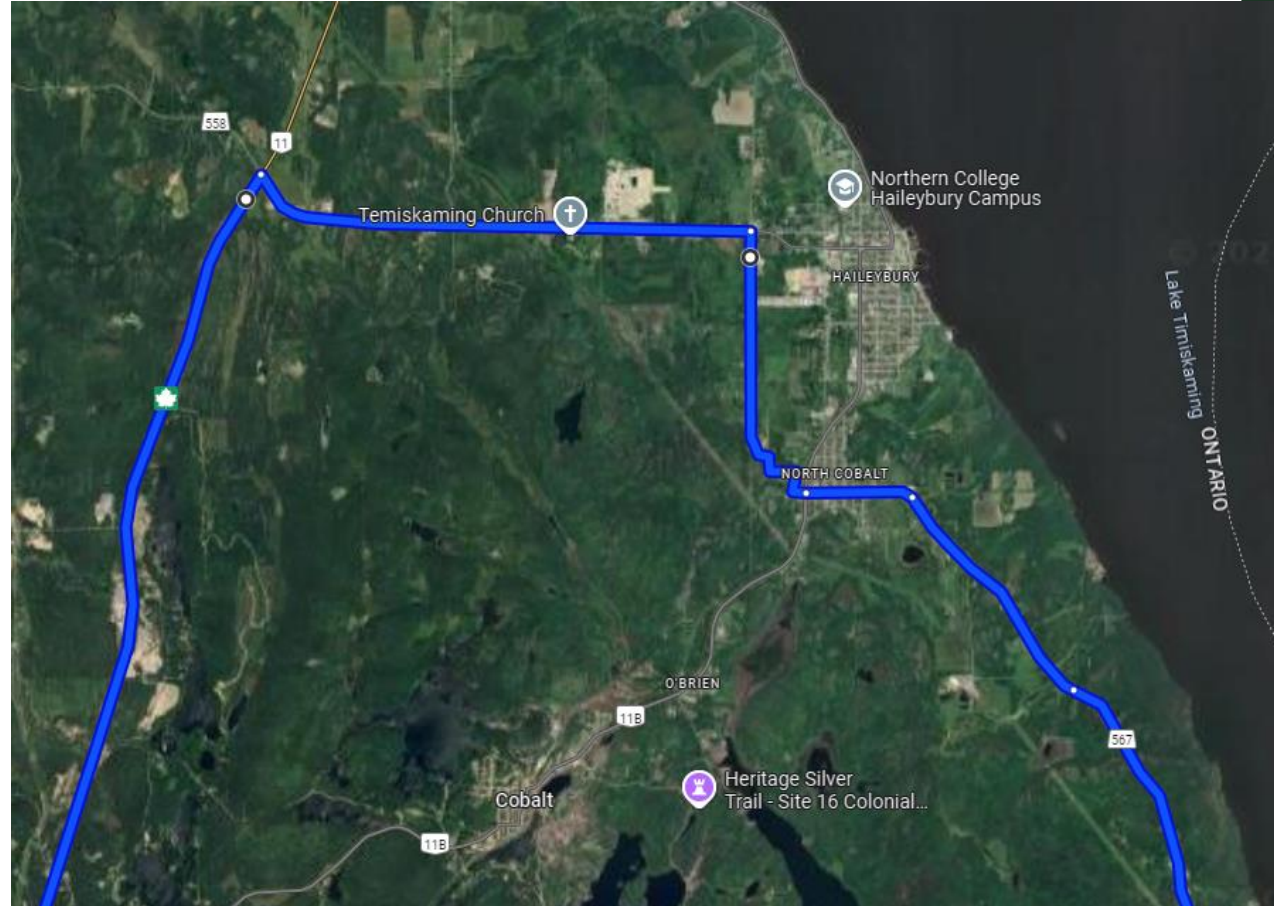


Traffic Management Plan

Preferred route from
Toronto – Sudbury –
North Bay

- Highway 11 North
- West Rd East
- Quarry Rd South
- Lake View Dr East
- Merge to Highway
567 South

Note: Add 7km (5 minutes)

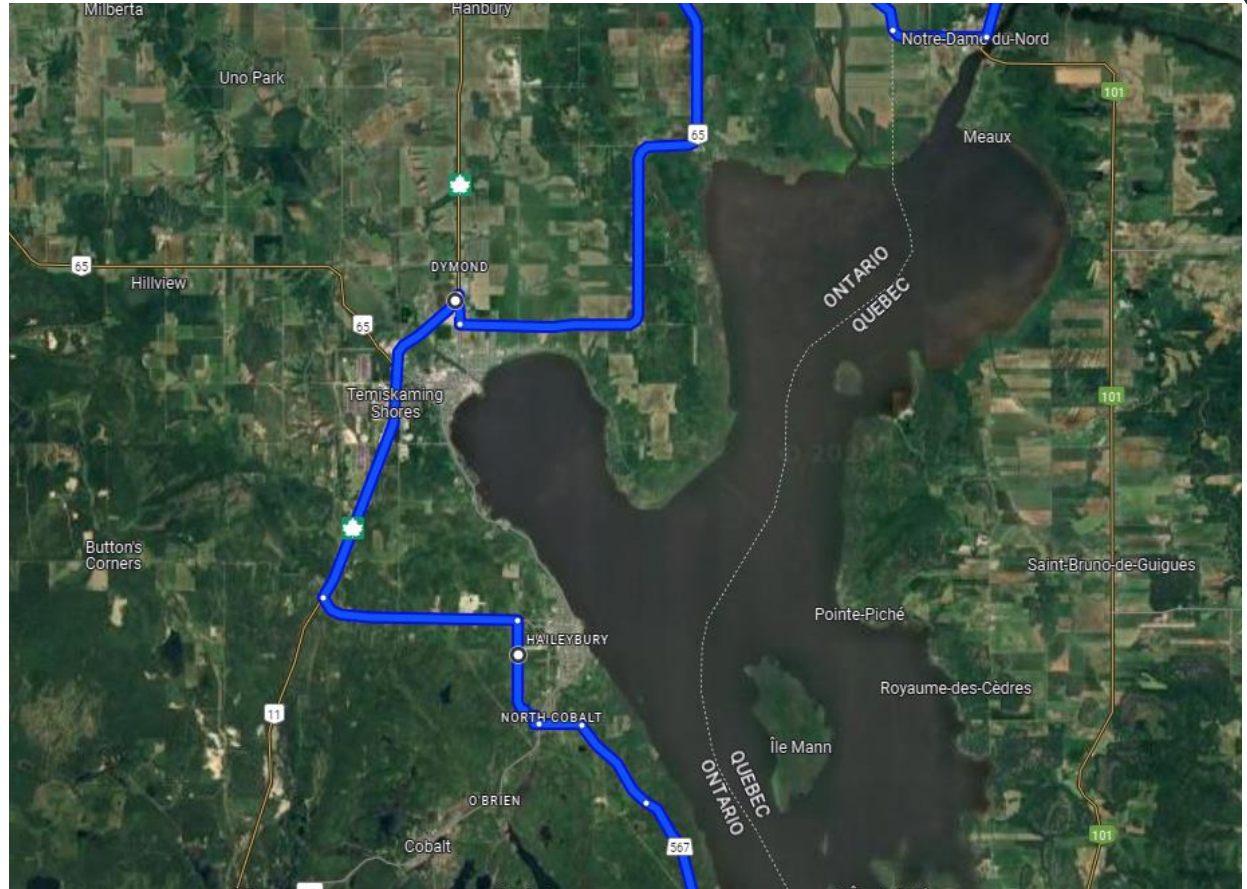


Traffic Management Plan

Preferred route from
Rouyn Noranda -
Timmins

- Highway 11 South
- West Rd East
- Quarry Rd South
- Lake View Dr East
- Merge to Highway 567 South

*Note: Add 7km (5 minutes)
Avoids New Liskeard &
Haileybury*



Road Impacts

Project Start: Spring 2025

- Mobilization: 50 loads over a 2-month period

Concrete Operation

- 2026 for 6 months – 2000m³
- Loads: approx. 260 EA (equivalent avg. of 2 trucks per day)

Earthworks Operation

- Scattered from Spring 2025 to Fall 2026 – 17,000m³
- Loads: approx. 1,600 EA (equivalent avg. of 3 loads per day)

Miscellaneous Delivery to Site

- Planning for about 2-3 per week on average

Project End: Fall 2027

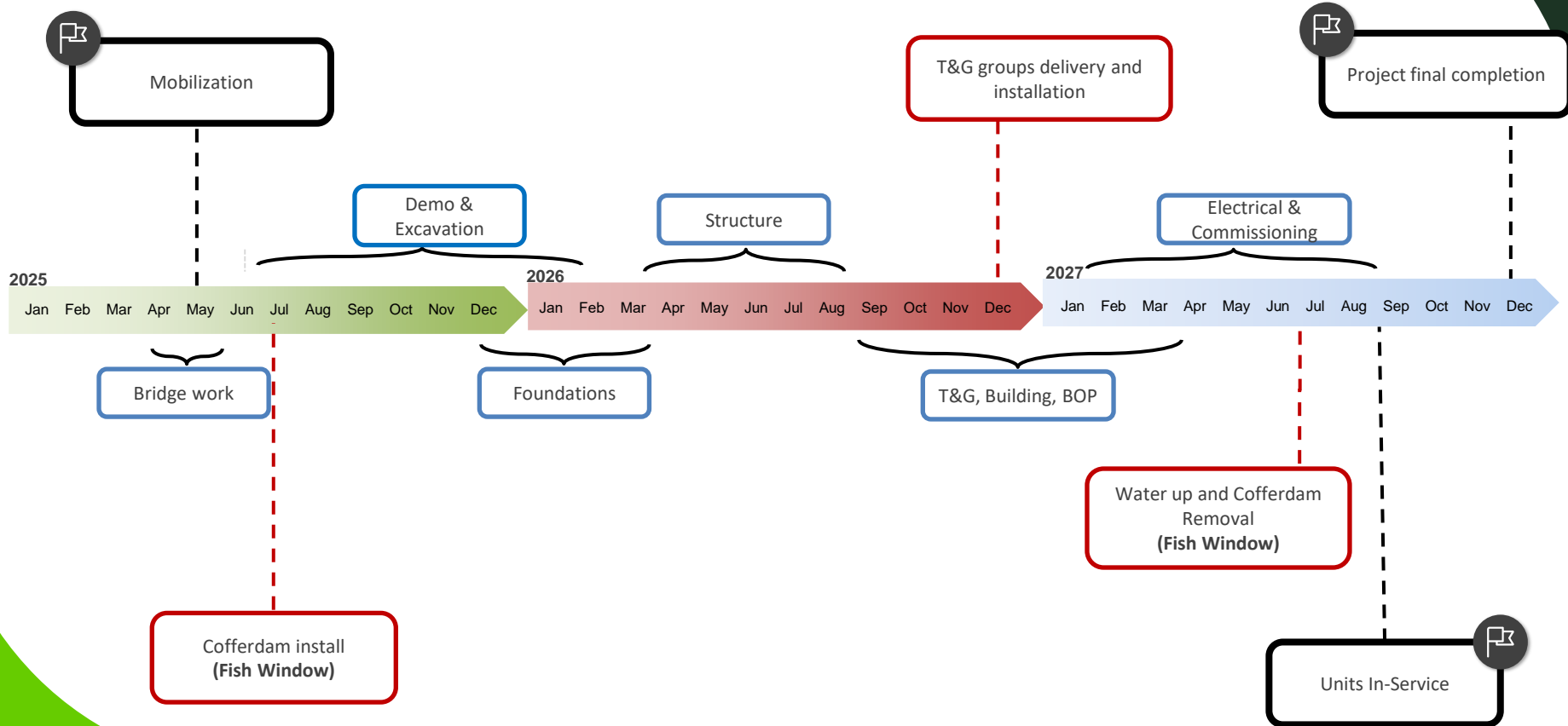
- Demobilization: 50 loads over a 3-month period

Magnitude of impact:

Low

- Low Quantities
- Project is relatively small
- Staff employees to reside in a camp at site location
 - Reduced traffic commuting everyday

Project Timeline



Next Steps

- Traffic Management:
- Road Use

Thank you!

Should you have questions or require further information, please contact:

Gillian MacLeod
Senior Environmental Advisor

Ontario Power Generation
Email: gillian.macleod@opg.com
Phone: (416) 528-0967

Kyle Hunt
Environmental and Regulatory Approvals Lead

Avaanz Ltd.
Email: kyle.hunt@avaanz.ca
Phone: (647) 228-2918



Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: January 21, 2025
Subject: Funding Agreement for Temiskaming Transit – Delegation of Authority
Attachments: N/A

Mayor and Council:

The federal government approved in principle, a grant of up to \$50,000.00 to support a project/ study related to Temiskaming Transit, with no required contribution from the City or Temiskaming Transit. The funding agreement is currently in draft form; however, to finalize, the City was requested to provide a document confirming the delegation of authority to the Mayor and Clerk to execute the agreement.

It is recommended that Council provide the delegation of authority to the Mayor and Clerk to execute the agreement for federal funding related to Temiskaming Transit, and any and all required documentation / amendments, on behalf of the City of Temiskaming Shores, as required under the Agreement.

A report and confirming by-law will be presented at a future Regular Council meeting, once the funding has been finalized.

Prepared by:

Reviewed and Submitted by:

“Original signed by”

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Sandra Lee
City Manager

Memo

To: Mayor and Council
From: Steve Burnett, Manager of Environmental Services
Date: January 21, 2025
Subject: Environmental Department Update
Attachments: Appendix 01 - Water Break Summary

Mayor and Council:

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

2024 Water Break Summary

In 2024, 97 water service and watermain repairs were completed within the three distribution systems:

- New Liskeard system - 21 watermain and 54 water service repairs
- Haileybury system - 7 watermain and 1 water service repair
- Dymond system - 4 watermain and 10 water service repairs

Appendix 01 provides a summary and year-over-year comparison.

Water and Sanitary Operations

Along with Winter Operations, staff continue to repair/ maintain both the water and sanitary systems within the City and address issues as they arise.

Blue Box Transition

Transition officially took place on January 1, 2025. Conflicting information from Circular Material about the collection schedule has been addressed, minimizing any concerns. Staff continue to provide communication, through the City's social media platforms and the community bulletin, to the Industrial, Commercial and Institutional (ICI) sector (non-residential) related to curbside collection and depot operations. To date, ten establishments that have chosen to opt out of the curbside recycling collection service.

Agreements have been finalized with GFL for ICI curbside recycling collection services and with Circular Materials Ontario for depot operations.

Capital Projects

- **ICI Water Meter Program (Carryover)** – An Administrative Report is presented to Council within this Committee of the Whole package.
- **New Liskeard Lagoon Capacity Needs Study** – EXP continue to work on the capacity needs study to support the funding application to the Federal Government's Canada Housing Infrastructure Fund in where up to 50% of eligible expenditures could be covered.

Staff is currently developing Requests for Proposals/ Quotations to procure goods and services associated with the 2025 Environmental and Solid Waste Capital Projects that were approved by Council.

Prepared by:

“Original signed by”

Steve Burnett
Manager of Environmental Services

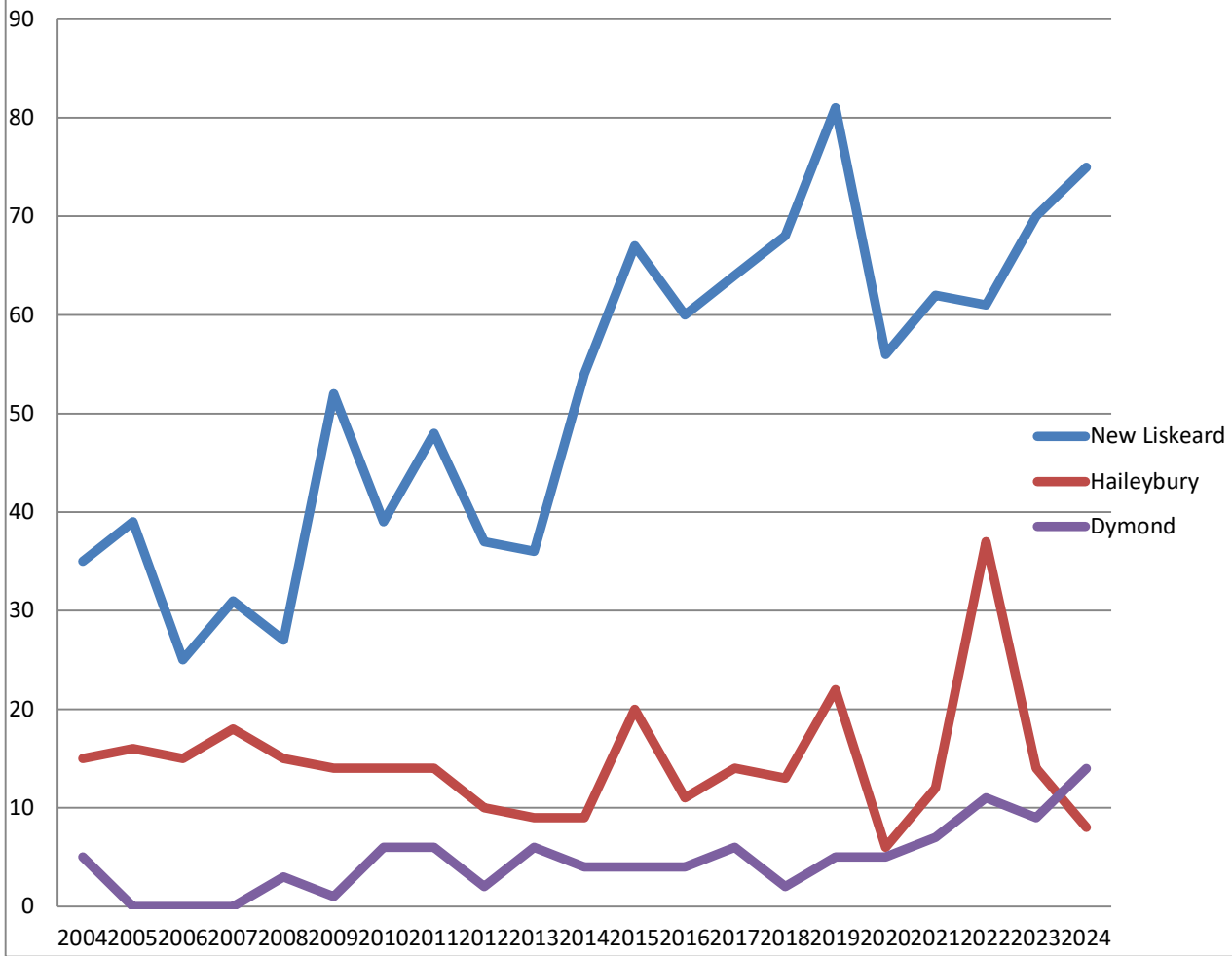
Summary of Water Break repairs

<u>Year</u>	<u>New Liskeard</u>	<u>Haileybury</u>	<u>Dymond</u>	<u>Total</u>
1986 to 2003	220	46	11	277
2004	35	15	5	55
2005	39	16	0	55
2006	25	15	0	40
2007	31	18	0	49
2008	27	15	3	45
2009	52	14	1	67
2010	39	14	6	59
2011	48	14	6	68
2012	37	10	2	49
2013	36	9	6	51
2014	54	9	4	67
2015	67	20	4	91
2016	60	11	4	75
2017	64	14	6	84
2018	68	13	2	83
2019	81	22	5	108
2020	56	6	5	67
2021	62	12	7	81
2022	61	37	11	109
2023	70	14	9	93
2024	75	8	14	97
2025				
2026				
Total	1087	306	100	1493

72.8%	20.5%	6.7%	100.0%
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	Represents highest total
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Water Break Repairs



Water Main Breaks and Water Service Repairs

New Liskeard

Haileybury

Dymond

Year

Main

Service

Main

Service

Main

Service

2004	16	19	13	2	4	1
2005	23	16	14	2	0	0
2006	9	16	14	1	0	0
2007	13	18	16	2	0	0
2008	7	20	12	3	2	1
2009	17	35	11	3	1	0
2010	6	33	11	3	4	2
2011	9	39	12	2	2	4
2012	6	31	8	2	1	1
2013	6	30	7	2	4	2
2014	13	41	7	2	1	3
2015	12	55	18	2	2	2
2016	7	53	11	0	0	4
2017	16	48	12	2	4	2
2018	8	60	11	2	0	2
2019	16	65	19	3	1	4
2020	5	51	6	0	4	1
2021	13	49	10	2	3	4
2022	6	55	37	0	0	11
2023	18	52	13	1	1	8
2024	21	54	7	1	4	10
2025						
2026						

Subtotal

247

840

269

37

38

62

Total

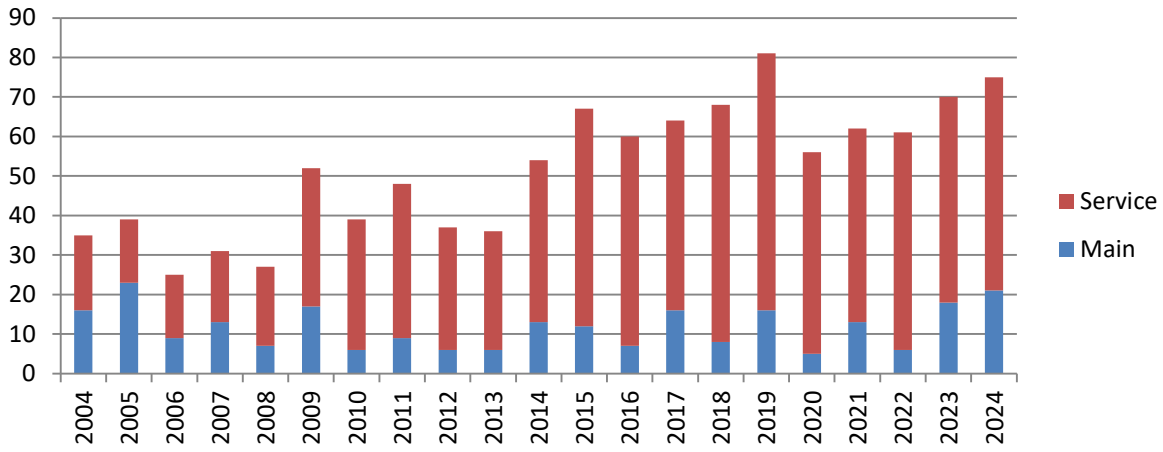
1087

306

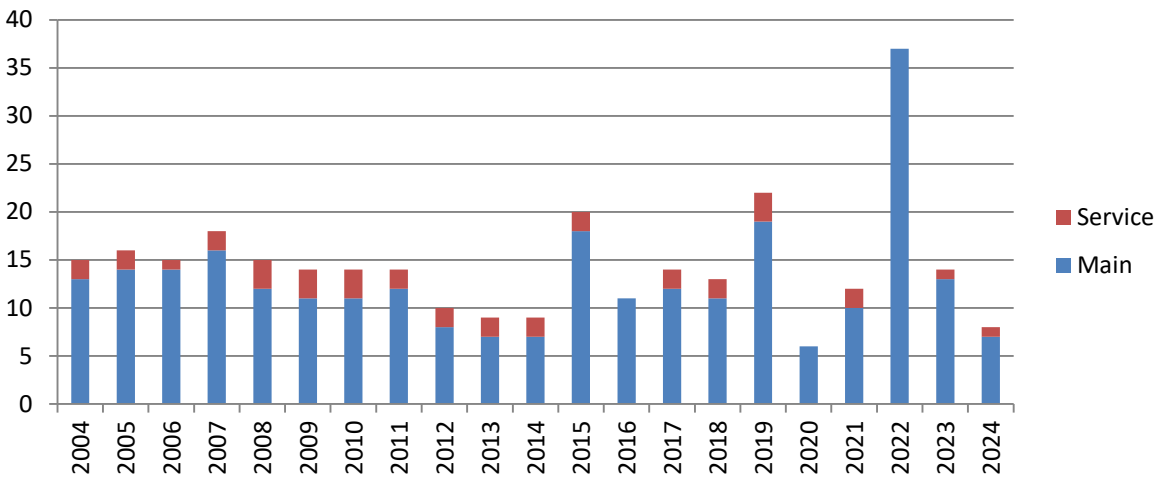
100

Represents highest total

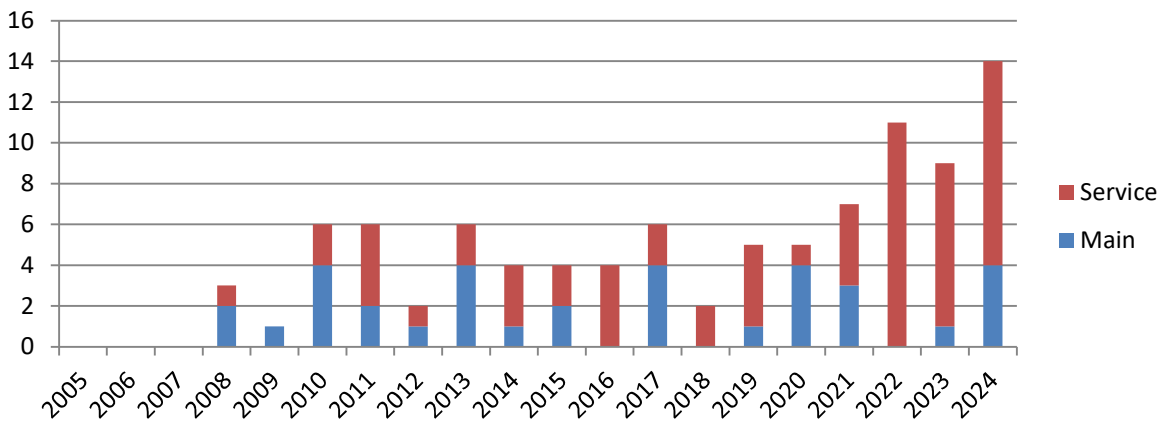
New Liskeard



Haileybury



Dymond



Memo

To: Mayor and Council
From: Steve Burnett, Manager of Environmental Services
Date: January 21, 2025
Subject: Rate Increase for Recycling Agreement with Outside Municipalities
Attachments: N/A

Mayor and Council:

Historically, the City has entered into agreements with surrounding municipalities for accepting and managing recyclable materials. Through an agreement with the City, Phippen Waste Management would transport the recycling material, mixed with the City's material, for processing to a facility operated by GFL.

As the City has now transitioned to full producer responsibility for the Blue Box Program effective January 1, 2025, the agreement with GFL for processing recyclable materials has terminated.

At the Regular Council Meeting on November 19, 2024, Council approved a 1-month extension with Phippen Waste Management, for the operation and maintenance agreement at the Spoke Transfer Station, which also included the transportation of recycling material to GFL. Within the same report, Council was informed that, as the City's material is mixed with the materials from other municipalities, staff recommended that the current municipal agreements for the acceptance of recycling material at the Spoke Transfer Station be extended until January 31, 2025. Note: no by-law amendments were necessary, as there are no term end dates within the agreements. The City will utilize the Right of Termination Clause and notice provisions when required. Within each agreement, Council may also impose a rate increase through resolution.

Most recently, staff was informed by Phippen Waste Management that GFL will now be charging \$ 200 per tonne for processing of all non-eligible recyclable material. Any material from municipalities that have not yet transitioned are considered non-eligible. This rate was set by Circular Material Ontario and represents a \$ 107.03 increase to the rate GFL charged in 2024.

As a result of this increase, staff are recommending that the rate charged to outside municipalities for the acceptance and management of recyclable materials, be increased from \$343.71/tonne to \$450.74/tonne.

The 1-month extensions with outside municipalities, with the rate increase incorporated, provides assistance for those that have not transitioned at no additional cost to the City.

Phippen Waste Management has informed all municipalities affected as they will be fully responsible for service provision commencing February 1, 2025.

Prepared by:

“Original signed by”

Steve Burnett
Manager of Environmental Services

Subject: Industrial, Commercial, Institutional (ICI) Water Meter Program **Report No.:** PW-001-2025

Agenda Date: January 21, 2025

Attachments

Appendix 01: By-law Amendment - Water and Sewer Rates By-law No. 2024-058
(Please refer to By-law No. 2025-003)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-001-2025;
2. That Council directs staff to extend the implementation of the Industrial, Commercial and Institutional (ICI) Water Meter Program from January 1, 2025, to July 1, 2025; and
3. That Council directs staff to amend By-law No. 2024-058, to establish water and sewer rates in the City, to utilize 2023 water metering rates with a 2 percent increase for establishments within the pre-enhanced metering program, effective January 1, 2024 along with clarification language, for consideration at the January 21, 2025 Regular Council Meeting.

Background

In 2021, Council approved the ICI water meter program as a capital project and entered into an agreement with Neptune Technology Group through By-law No.2021-078. This project saw the installation of 57 meters throughout the sector. The installation of these meters would enhance the current water meter program, as well as provide a means of consistency. There are approximately 40 establishments within the City that are part of the pre-enhanced water meter program. In addition to the installation of the meters, the implementation of the necessary billing software commenced.

As a result of stakeholder comments and discussion at Public Works Committee Meetings, a second phase of the ICI water meter project was presented to Council as a capital project during the 2022 budget deliberation process. This phase included the installation of water meters in the remaining ICI sector, including multi-residential establishments containing three or more units. The approval of the second phase resulted in the postponement of training for the billing software until most of the meters were installed.

The installation of most of the meters took place between 2022-2023. Staff planned to implement the new water meter program July 1, 2024; however, due to delays in the service provider providing the appropriate training for the billing software in 2023/24, the implementation was moved to January 1, 2025. This was communicated to Council through the Environmental Department updates in late 2024.

To date there are approximately 30 meters out of 500 that need to be installed, repaired or exchanged.

Analysis

Staff have been collecting consumption data for all meters installed since 2022. With over 90% of the meters installed by the end of 2023, in late 2024 and early 2025, staff compiled usage data for each establishment.

It has always been understood that, because of the historic inconsistency, there would be establishments positively and negatively affected financially. Through compiling a full year of consumption data and, utilizing the water meter rates adopted through the 2024 Water and Sewer Rates By-law (No. 2024-058) plus a 2% increase, it was identified that approximately 140 establishments would see an increase to what they have historically paid for water services and approximately 320 would see a decrease in their bills.

The total revenue comparison between how the ICI establishments were charged in the past at a flat rate, and how they will be charged based on consumption indicates the total revenue would be virtually the same. This confirms the accuracy of the new water meter rate.

As a result, and to address the establishments that would see an increase, staff are recommending that the implementation of the new ICI water meter program be moved from January 1, 2025, to July 1, 2025. This will provide a 50% relief for 2025 to the establishments that would see an increase and allow sufficient time for businesses to make any potential adjustments. In addition, this would also allow time for the necessary billing software training to be completed.

Staff recommend water consumption charges from January 1, 2025, to June 30, 2025, be based on historical charging methods and incorporated appropriately in the 2025 Water and Sewer Rates By-law, to be presented to Council for approval at a future meeting.

Should Council agree to move the implementation to July 1, 2025, the training and community partner communication is outlined in the table below:

Schedule	Activity
January 24, 2025	Send establishments a communication letter outlining the implementation date of July 1, 2025 and specific 2024 consumption data
February 2025	Additional Training sessions and account clean up tasks (Central Square, software vendor)
April 2025	Send establishments a mock bill for the 1 st quarter of 2025
May 2025	Host a public information session to answer questions
July 2025	Send establishments second mock bill for second quarter of 2025, advising them of end of current billing situation
October 2025	Send establishments initial bill under new consumption rules

As previously mentioned, there are approximately 40 establishments that have been part of the pre-enhanced water meter program. Historically, manual meter readings took place at the end of each year, and manual invoices were created based on the metered water rates within the yearly water and sewer rates by-law.

Staff anticipated the implementation of the new water meter program would take place on July 1, 2024, and Council approved the Water and Sewer Rates By-law No. 2024-058 with new water meter rates and removal of charges associated with establishments that would become part of the new water meter program. Subsequently, the implementation was postponed due to the software vendors delays in providing staff training sessions.

Staff recommend that Council approve utilizing the 2023 water metering rates, plus a 2% increase, to charge for 2024 water usage to the establishments that are part of the pre-enhanced metering program, and direct staff to amend the Water and Sewer Rates By-law No. 2024-058 accordingly, effective January 1, 2024. In addition, staff recommend that the historical charging methods for the establishments that would become part of the enhanced water meter program be reintroduced to allow the Finance Department to invoice appropriately for 2024.

Staff also recommend two (2) minor amendments to By-law No. 2024-058. If the above is approved by Council, there will be two (2) different metered water rates within one by-law. To distinguish between rate categories, staff recommend that the new metered charges be renamed to “Enhanced Metered Water Rates”. In addition, it is recommended that “per employee” be added to the Commercial Retail Outlet rate, as it was excluded from the original by-law.

Appendix 01 outlines the recommended amendment to the Water and Sewer Rates By-law No. 2024-058.

Relevant Policy / Legislation / City By-Law

- [Water and Sewer Rates By-law No. 2023-046](#)
- [Water and Sewer Rates By-law No. 2024-058](#)

Consultation / Communication

- Consultation with the City Manager
- Consultation with the Treasurer

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

Appropriate water revenues have been incorporated into the 2024 and 2025 Environmental Operating Budgets.

Climate Considerations

There are no climate considerations.

Alternatives

Council may consider implementing the enhanced water meter program effective January 1, 2025; however, will provide no relief to the establishments that will see an increase in water use charges and allow little time for them to plan for potential adjustments to their business models.

Submission

Prepared by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

Steve Burnett
 Manager of Environmental Services

Sandra Lee
 City Manager

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: January 21, 2025
Subject: 2024 Facility Fee Waiver Summary
Attachments: N/A

Mayor and Council:

As per the City's Facility Fee Waiver Policy (By-law No. 2023-013), the Recreation Department uses a consistent process to allow groups and organizations to request waivers for usage of City facilities.

The policy requires that an annual report be provided to Council summarizing fees waived in the previous year.

In 2024 the City received 26 requests to waive fees for use of City facilities. Of these requests, 19 were approved and 7 were denied. The most common reasons for a request to be denied was the requesting organization was not eligible for a fee waiver as per the policy, and the requesting organization already had a fee waived in the current calendar year.

If the facility users with approved fee waivers were to have paid the regular fee for their facility usage the City would have expected to receive approximately \$5,235 in revenue.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm

Sandra Lee

Director of Recreation

City Manager

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: January 21, 2025
Subject: Recreation Operations Update (January)
Attachments: Appendix 01 - Recreation Department Projects Tracking Sheet
Appendix 02 - PFC Monthly Statistics

Mayor and Council:

Below is the monthly operational update from the Recreation department:

Parks and Facilities:

- Parks and Facilities staff completed a busy 6 weeks since the time of last report. December is one of the busiest months for hall rentals and, coupled with ongoing ice rentals, makes for a hectic time for staff.
- At our rinks, TSMHA hosted a successful hockey tournament at both arenas over the weekend of January 10-11-12. It's always nice to see both spaces full of people using the facilities.
- Staff worked the week leading up to Christmas to build a base for two outdoor rinks. Unfortunately, the warm weather and rain set us back on opening these two ice surfaces. With some consistent cold weather at the beginning of January, both the Dymond Outdoor Rink and the Shaver Park Outdoor Rink are now open for use.

Building Maintenance:

- Building Maintenance (BM) Staff were busy addressing heating issues at our buildings and facilities. The heating issue that had been ongoing at the Dymond Complex garage is now repaired.
- BM staff completed a comprehensive update of thermostats at all our buildings. Many had their setback programs changed or temperatures changed to unnecessary values.

The Pool and Fitness Centre experienced two heat exchanger failures on the four boilers providing heat to the building. We have contracted a company to warranty the heat exchangers and they will also be replacing one of the boilers. At this time,

we're continuing with two boilers which provides for all the heating needs of the building but will not be sufficient during extremely cold weather.

- There was an incident at the Library in December where a motorist hit the side of the building with their vehicle causing damage to the building. The City's adjuster is working on a claim with the driver's insurer to make any necessary repairs. Emergency repairs were not necessary, but there is some concern due to the level of damage on the interior of the building. A structural engineer has reviewed the damage and will be providing a report in the near term.

Programming:

- At Algonquin Beach Park by Melville St., Rosie's Garden has started to do some groundwork for the natural park space. Centre de Sante Communautaire du Temiskaming is the major funder for this project.
- Two utility sheds have been purchased for storage. One shed is for the natural park and will be put in place in the spring. The other shed is for our accessible Mobi-Mat water bikes that are available during the summer. One shed was purchased by Centre de Sante Communautaire du Temiskaming and the other shed was purchased by an accessibility grant the City received.
- Our free snowshoe rental program has started for people that do not own snowshoes. They can be signed out at the PFC or library.

Aquatics

- The winter 2025 aquatics session is underway with lessons and programming running 7 days per week. The next session begins in April.
- We have transitioned our aquatics staff team to electronic timesheets to minimize issues with scheduling and submission of timesheets for pay periods.
- The TSSA license renewal for the PFC's slide is completed, including an inspection by the TSSA inspector, inspection by the City's slide mechanic and payment for the license. There are some repairs to be made to the concrete steps which lead to the slide. Staff received a report from a structural engineer, and the suggested repairs have now been scheduled.
- We continue to see strong demand for daytime aquatics programming including the aqua fitness program, school swim to survive program and daytime lap swims.

All Age Friendly

- City's Senior Active Living Center funding application was approved. The City will receive annual funding to support seniors programming within the community. We

plan to use the funding to expand and strengthen our ongoing programming. A funding agreement will be provided to Council once ready.

Healthy Kids

- Staff have been continuing our nutrition program with local schools. The program sees City staff attend various school classes where they demonstrate how to make healthy foods. Access to healthy foods is a struggle for many families in our community and this program helps with this gap.

Administration:

- Administration staff are taking on additional workloads for the time being until the open administrative assistant position is filled. We are taking this change as an opportunity to review existing processes and practices and make improvements where necessary.
- Priority procurements have either already been released or will be in the near future. An updated projects list for 2025 along with updates on each project has been included as Appendix 01.
- City staff are also working on a funding application to the new Active Transportation Fund recently released by the Federal Government.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Sandra Lee
City Manager

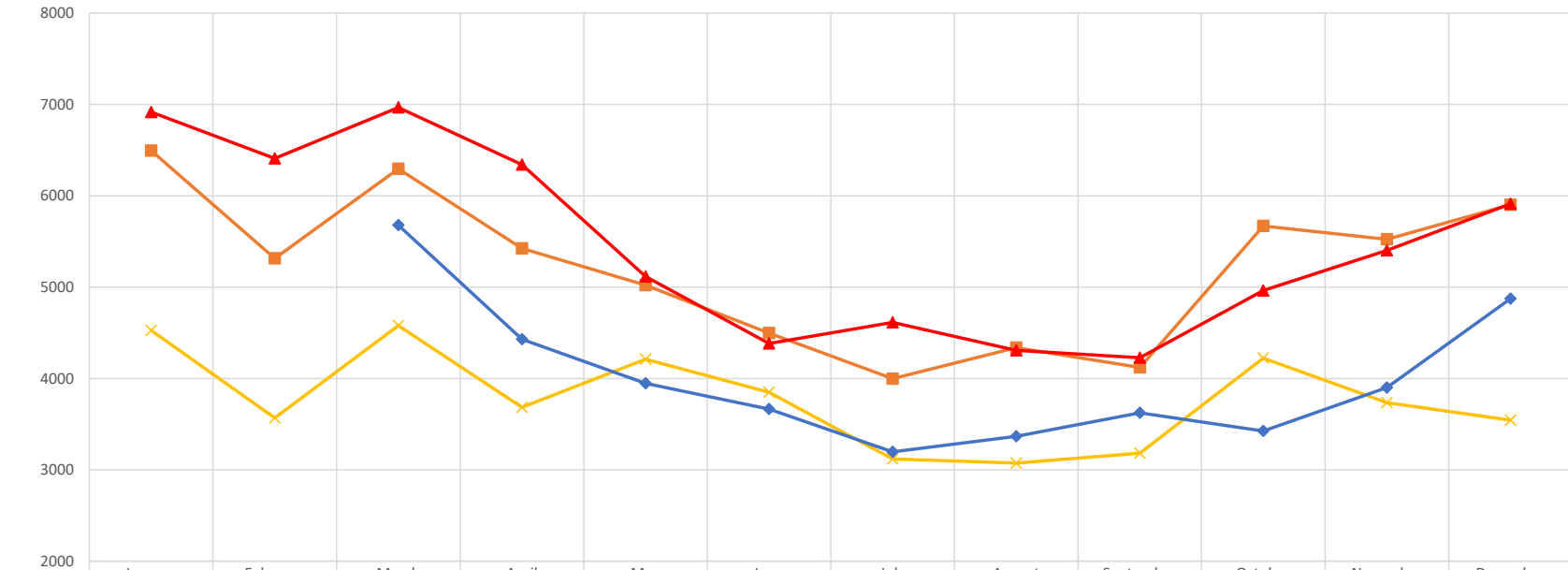
2025 Budgeted Recreation Department Projects

No.	Project	Rec/ BM	Budgeted Cost	Project Lead	Project Method	Year	Capital /Operating	January 15, 2025
1	TS Parks Project	Rec	\$ 325,661	Matt	RFP	2024	Capital	Tennis Court resurfacing agreement is to be approved in January 2025. Lighting portion of project is out for tender. Other portions of the project are in various stages of procurement.
2	Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Matt	RFP	2023	Capital	Consultant is working on finalizing this report in February 2025
3	EV Charger (New Liskeard)	CS	\$ 100,000	Matt	RFP	2024	Capital	City has received our HydroOne layout and service agreement. Currently working on the RFP for the supply and install.
4	Shaver Park Rehab Project	Rec	\$ 95,000	Matt	RFQ	2024	Capital	Fencing was completed in Nov. 2024. Surface is scheduled to be paved in Spring 2025
5	Bucke Park Chalet Roof	BM	\$ 65,000	Matt	RFQ	2025	Capital	Not Started
6	Fleet Electrification Study	BM	\$ 60,000	Matt	RFP	2025	Capital	A funding agreement is being drafted with the FCM and work has started on a RFP for a consultant to complete the report.
7	Ball Diamond Fencing	Rec	\$ 54,000	Matt	RFQ	2025	Capital	Project is out for procurement and will be brought to Council in February
8	Spoke Transfer Station Rehab	BM	\$ 50,000	Matt	RFQ	2025	Capital	A design for the renovation is currently being worked on. Once completed it will be sent out as an RFQ.
9	NL Fire Station Showers	BM	\$ 45,000	Matt	RFQ	2025	Capital	A designer has been retained to create the design for this renovation.
10	Building Condition Assessments	BM	\$ 40,000	Matt	RFP	2025	Capital	Work has begun on a RFP for this work.

11	DSMA Furnace	BM	\$ 35,000	Matt	RFQ	2025	Capital	Not Started
12	SHSMA Lions Den Stairs	BM	\$ 22,500	Matt	RFQ	2025	Capital	Not Started
13	Georgina St STATO Engineering	Rec	\$ 20,000	Mitch	RFP	2025	Capital	Not Started
14	Gym Equipment	Rec	\$ 20,000	Jeff	Quotes	2025	Capital	Not Started
15	Kickplate Replacement (Hlby and NL)	Rec	\$ 18,000	Matt	Quotes	2025	Operating	Not Started. Installation must take place when ice has been removed.
16	Curb Removal (Lakeshore/Lowry)	Rec	\$ 15,000	Matt	Quotes	2025	Operating	Not Started
17	Dymond Hall Door Replacement	BM	\$ 13,000	Matt	Quotes	2025	Operating	Not Started
18	Overhead door Replacement	BM	\$ 12,000	Matt	Quotes	2025	Operating	Not Started
19	Dymond Complex Roof Repair	BM	\$ 10,000	Paul	Quotes	2025	Operating	Not Started
20	Bandstand Roof Replacement	Rec	\$ 10,000	Matt	Quotes	2025	Operating	Not Started
21	Recreation Parks Equipment	Rec	\$ 10,000	Matt	Quotes	2025	Operating	Not Started. Will purchase this equipment in May.
22	Wacker Attachment	Rec	\$ 9,600	Paul	Canoe	2025	Capital	Not Started
23	Lions Court Wind Screen	Rec	\$ 9,300	Matt	Quotes	2025	Operating	Not Started. Will purchase this equipment in May.
24	PFC Glass	BM	\$ 8,000	Jeff	Quotes	2025	Operating	Not Started
25	Hlby WTP A/C	BM	\$ 6,000	Matt	Quotes	2025	Capital	A contractor has been secured to supply and install a new A/C at the WTP.
26	Hlby Iceplant Electrical Engineering	Rec	\$ 6,000	Matt	Quotes	2025	Operating	Not Started
27	Riverside Audio Upgrade	Rec	\$ 5,000	Matt	Quotes	2025	Operating	Not Started
28	<u>NL Arena Accessibility Project</u>	<u>BM</u>	<u>\$ 1,000,000</u>	<u>Matt</u>	<u>RFT / PM</u>	<u>2022</u>	<u>Capital</u>	<u>Completed</u>

PFC ATTENDANCE 2019, 2022-2024

✕ 2019
 ◆ 2022
 ■ 2023
 ▲ 2024



	January	February	March	April	May	June	July	August	September	October	November	December
✕ 2019	4525	3567	4579	3685	4211	3850	3119	3074	3181	4224	3736	3543
◆ 2022			5678	4430	3947	3664	3197	3366	3624	3424	3901	4873
■ 2023	6494	5314	6295	5424	5020	4497	3998	4338	4122	5669	5524	5903
▲ 2024	6915	6409	6966	6341	5116	4383	4613	4309	4227	4964	5402	5912

Subject: Tennis Court Resurfacing RFT
Award

Report No.: RS-001-2025

Agenda Date: January 21, 2025

Attachments

Appendix 01: Draft By-law Agreement (**Please refer to By-law No. 2025-004**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-001-2025; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Toronto Court Equipment for tennis court resurfacing services at the Haileybury Tennis Courts in the amount of \$76,000.00 plus applicable taxes, for consideration at the January 21, 2025, Regular Council meeting.

Background

The Haileybury Tennis Courts are located in Farr Park and are part of the City's Parks Refurbishment project funded by the Northern Ontario Heritage Fund Corporation. The playing surface of the courts has not been refurbished in at least 10 years and is in desperate need of repair. The integrity of the surface is in good condition with minimal cracking and heaving however the playing surface has worn away considerably.

Upon review of the City's Recreation Master Plan and in conjunction with current usage, staff plan to convert one of the two tennis courts into four pickleball courts with permanent nets to provide additional court space for that usage. This will better align the number of courts for tennis and pickleball with current and future demand.

City staff released RS-RFT-001-2025, Haileybury Court Resurfacing on December 5, 2024. The RFT was placed on the City's website and Bidding with a deadline for submissions of January 13, 2025. The RFT received two bids from qualified contractors.

Analysis

Two submissions were received in response to RS-RFT-001-2025 by the closing date of January 13, 2025, at 2:00 pm.

The submissions received are listed below and summarized in Appendix 01 (exclusive of HST):

Toronto Court Equipment	\$76,000.00
Bourassa Sport Technologie Inc.	\$78,000.00

The submissions were reviewed for completeness and required elements by City staff. Toronto Court Equipment’s submission met all the requirements of the RFT and they are an experienced tennis court surfacing contractor.

Staff are recommending that this RFT be awarded to Toronto Court Equipment at a total lump sum price of \$76,000.00 plus non-refundable HST, at the January 21, 2025, Regular Council meeting.

Relevant Policy / Legislation / City By-Law

- 2025 Recreation Services Capital Budget
- [By-Law No. 2017-015, Procurement Policy](#)
- [By-Law No. 2020-088, Recreation Master Plan](#)

Consultation / Communication

- Consultation with the Superintendent of Parks and Facilities
- Consultation with the Superintendent of Community Programs

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 2025 Capital Budget as park of the Recreation Park Upgrades project. The portion of that project allocated to the Tennis Court

resurfacing is \$89,000. The Recreation Park Upgrades project is partially funded by the Northern Ontario Heritage Fund Corporation.

Climate Considerations

After review with the City’s Climate Lens, this project is expected to have no effect on CO2 emissions. It is expected to have no effect on temperature or precipitation adaptation.

Alternatives

Council could direct staff to reissue or cancel the RFT. Should Council choose this option it is likely the City would miss key deadlines within its obligations to the NOHFC.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

Mathew Bahm
Director of Recreation

Sandra Lee
City Manager

Subject: City of Temiskaming Shores
Strategic Plan

Report No.: RS-002-2025

Agenda Date: January 21, 2025

Attachments

Appendix 01: 2025 City of Temiskaming Shores Strategic Plan (**Please refer to By-law No. 2025-005**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-002-2025; and
2. That Council directs staff to prepare the necessary by-law to adopt the City of Temiskaming Shores Community-Based Strategic Plan, for consideration at the January 21, 2025, Regular Council meeting.

Background

The development of a Community-Based Strategic Plan was identified as a priority in the Municipality's 2024 Budget with funds allocated for the project by Council. The previous City Manager drafted and released CS-RFP-002-2024 on March 14, 2024, to hire a consultant to guide the development of the Strategic Plan. The RFP closed on April 9, 2024, with five submissions. Council considered administrative report CS-011-2024 at its committee-of-the-whole meeting on April 30, 2024, which summarized the submissions received. The report outlined that McSweeney & Associates had the highest scoring submission as per the terms of the RFP and were being recommended to develop the City's Strategic Plan. Council passed by-law 2024-046 at its Regular Council Meeting on May 21, 2024, which formalized the agreement with McSweeney & Associates.

Analysis

The City's project team, along with members of McSweeney & Associates, worked on the project throughout 2024. Staff ensured that public input into the strategic plan was forefront within the process. This included ensuring that various leaders from within the community were provided with an opportunity to share their direct input at multiple stages throughout the plan's development. Staff also ensured that all members of the Community had an opportunity to share their thoughts on the plan. Ultimately, the draft

plan was brought to City Council on December 17, 2024, at its Regular Meeting and provided to Council at that time.

The comprehensive Community-Based Strategic Plan includes 39 actions for the City to undertake which is based on the extensive research and consultations undertaken. Of those 39 actions, five were identified as priority actions. Those priority actions are:

1. Update the City's Official Plan and Land-Use Planning documents through comprehensive community consultation on land use, infrastructure, housing and community facilities and communicate the results.
2. Rebrand the City of Temiskaming Shores to illustrate that it is one unified city and develop messaging to support the brand. Incorporate the new brand and messaging in all City marketing initiatives.
3. Update the City's corporate policies to be more reflective of the City's linguistic and cultural Anglophone, Francophone and Indigenous diversity.
4. Continue to highlight and communicate to the residents the progress being made on the City's Asset Management Plan.
5. Establish policies to improve the city's environmental sustainability and to lessen the environmental impact on the watershed by industry, residents and visitors.

City staff recommend adding a priority action under Goal 5: To support and grow the economy. Under the first objective to build on the economic development program,

6. Engage the business community and economic development stakeholders and update the 2018-2023 Community Economic Development Strategic Plan.

City Staff have already worked on an implementation plan for these six priority items and are working on a broader implantation plan for all 39 items.

Relevant Policy / Legislation / City By-Law

- [By-law 2024-046 - Agreement with McSweeney & Associates](#)

Consultation / Communication

- Consultation with the broad Temiskaming Shores community
- Consultation with the Strategic Plan Project Team
- Consultation with the City's Senior Leadership Team

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

Any costs associated with the implementation plan for the Strategic Plan will either be covered by regular operations or brought to Council for its consideration on a case-by-case basis.

Climate Considerations

Implementation of various items within the Strategic Plan will be considered with the City’s Climate Lens on a case-by-case basis as necessary. Within the process of developing the City’s strategic plan, input was sought from members of the City’s Climate Change Committee and ways to mitigate against impacts of Climate Change are seen in some of the actions items identified.

Alternatives

1. Council could direct staff to revise the draft Strategic Plan.

Submission

Prepared by:

Reviewed and submitted for
 Council’s consideration by:

“Original signed by”

“Original signed by”

Mathew Bahm
 Director of Recreation

Sandra Lee
 City Manager

**FIRE DEPARTMENT ACTIVITY REPORT
OFFICE OF THE FIRE CHIEF**

January 21, 2025

EMERGENCY RESPONSES

Total responses for the period November 28, 2024 – December 31, 2024

Total Emergency Responses (All Stations)	Estimated Dollar Loss	Estimated Dollar Saved
16	\$600,000.00	\$200,000.00

Station 1 - Incident Response Summary (4 Calls)

- Fire Call, 115184 Quarry Road – Structure Fire - Single Family Dwelling.
- Fire Call, 115184 Quarry Road – Other Response – hot spots, no open flame.
- Fire Call, 975172 Silver Centre Road – Authorized controlled burning.
- Mutual Aid, Coleman Township – Breathable air and water tanker support.

Station 2 - Incident Response Summary (5 Calls)

- Fire Call, 77 Wellington Street – False Alarm – Equipment Malfunction.
- Fire Call, 499 Radley Hill Road – False Alarm – Accidental Activation.
- Fire Call, Under the Wabi Bridge – Open Air Burning, Unauthorized.
- Fire Call, 26 Beavis Terrace – False Alarm - Other pre fire conditions (no fire).
- Water Rescue – Pete’s Dam Road.

Activity Report – November 28, 2024 – December 31, 2024

Station 3 - Incident Response Summary (7 Calls)

- Fire Call, 997491 Highway 11 – Tractor Trailer rear tire – Extinguished prior to arrival on scene.
- Fire Call, 883337 Highway 65 – Vehicle Fire – Extinguished prior to arrival on scene.
- Fire Call, 255 Grant Drive – False Alarm – Other Cooking (no fire).
- CO Call, 997491 Highway 11 – CO present.
- Vehicle Extrication, 963021 Development Road, Harley Township – Single vehicle.
- Vehicle Extrication, Hwy 11 and Hwy 569, Harley Township – Multiple vehicle.
- MVC, 883307 Hwy 65 – Hit and run.

Total responses this year to date,

Total Emergency Responses (All Stations)	Estimated Dollar Loss	Estimated Dollar Saved
158	\$4,911,000	\$2,075,000

FIRE PREVENTION DIVISION

Fire safety inspections conducted for the period of November 28, 2024 – December 31, 2024, by reason included the following:

Request	Complaint	Routine	Licensing	Follow-up	Annual	Burning Permits	Total Inspections
6		11			18	4	39

Total Inspections year to date 2024 – **444**

Public Education/Events

- FD participated at the 2024 Community Angel Program Toy Drive organized by NEOFACS.
- FD participated at CJTT’s 37th annual Christmas Wish fundraising radiothon.
- CJTT hosted 12 Days of Holiday Fire & CO Safety Campaign.
- Fire safety information via social media, CJTT, and the Speaker.

ONGOING INVESTIGATIONS/CHARGES

Nil

TRAINING AND EDUCATION

- Station 1 – Apparatus and equipment checks, Year End Review
- Station 2 - Apparatus and equipment checks, Ice Water Rescue.
- Station 3 - Apparatus and equipment checks, Who's Responding App orientation.

MAINTENANCE

- Regular maintenance.
- Turnout gear annual testing is ongoing.

NEW BUSINESS

- OFM Standard Incident Reports – quarterly submitted.
- Fire Protection Grant Funding.
- E-draulic combi tools in service, Stations 1 & 3.

Subject: Volunteer Officer Appointments

Report No.: PPP-001-2025

Agenda Date: January 21, 2025

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-001-2025; and
2. That Council hereby appoints Sean Goddard as Volunteer District Chief, Jamie Sheppard as Volunteer Deputy District Chief, and Ryan Eckensviller as Volunteer Captain to the Temiskaming Shores Fire Department in accordance with the Volunteer Firefighter Hiring and Promotional Policy.

Background

As a result of recent retirements at the New Liskeard Fire Station, and to help ensure adequate staffing levels are maintained, the Department is seeking to fill the vacant District Chief's position, the vacant Deputy District Chief's position and one Volunteer Captain's position at the New Liskeard Station.

Analysis

Section 4.02 of Schedule "A" to By-law 2005-001(Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department), states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill vacant Officer positions at Station #2, interviews with candidates were conducted by Station Officers. Subsequently, the current District Chief of Station #2 made recommendations to the Fire Chief to consider the appointments of Sean Goddard as Volunteer District Chief, Jamie Sheppard as Volunteer Deputy District Chief, and Ryan Eckensviller as Volunteer Captain to the Temiskaming Shores Fire Department

The candidates being recommended have demonstrated a strong desire to continue in leadership roles as members of the Temiskaming Shores Fire Department. Their commitment coupled with their previous community volunteer experience and work-related experience make them excellent candidates for the position they are being recommended for.

Relevant Policy / Legislation / City By-Law

- By-Law No. 2016-040, Temiskaming Shores Fire Department Recruitment and Retention Program.
- By-Law No. 2005-001, Fire Department Establishing and Regulating By-law.

Consultation / Communication

- Consultation with Station #2 District Chief.

Financial / Staffing Implications

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

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

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2025 Fire Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire department’s operational budget.

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

Current fire station staffing levels are as follows:

- 25 members, 2 auxiliary Station #1,
- 22 members, 1 auxiliary Station #2, and
- 22 members, Station #3.

Alternatives

No alternatives were considered.

Submission

Prepared by:



Reviewed and submitted for Council's
consideration by:

“Original signed by”

Steve Langford
Fire Chief

Sandra Lee
City Manager

Subject: Ontario Transfer Payment Agreement - Fire Protection Grant

Report No.: PPP-002-2025

Agenda Date: January 21, 2025

Attachments

Appendix 01: Ontario Transfer Payment Agreement (**Refer to By-law No. 2025-006**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-002-2025; and
2. That Council directs staff to prepare the necessary by-law to enter into an Ontario Transfer Payment Agreement, through the Fire Protection Grant, between His Majesty the King in right of Ontario and The City of Temiskaming Shores, in the amount of \$24,691.35, to upgrade changeroom and shower facilities at Fire Station No. 2, for consideration at the January 21, 2025 Regular Council Meeting.

Background

It has been identified that shower and change room facilities at Station #2 New Liskeard are unserviceable and require replacement.

The full cost of the replacement project was included in the 2025 capital budget, with the hope of receiving funding through the Fire Protection Grant.

On December 20, 2024, staff received verification that the funding application for the project has been approved in the amount of \$24,691.35.

Analysis

The Station #2 washroom and shower facility upgrade is a priority project for 2025, as current facilities at the station are unserviceable, leaving nowhere for firefighters to properly wash after emergency responses and training activities.

It should be noted that Station #2 is our most centrally located station and could potentially be used by firefighters from the three Temiskaming Shores stations, and possibly additional firefighters activated through mutual aid.

Any firefighters responding to emergencies in our central and northern response areas will be using Station #2 facilities for decontamination, as there are no shower facilities at our most northern station, Station 3 Dymond.

Project Description

This project will see a washroom that has been out of service for several years, remodeled into a new unisex washroom with two private shower facilities.

Remodeling will include the following:

- Removal of nonfunctioning fixtures, including old sinks, showers, urinals, and water closet,
- Removal of old flooring and drywall as required,
- Framing of new partition walls,
- Installation of two new shower and exhaust fans,
- Installation of new vanity with two sinks in common area,
- Installation of new vanity with sink and water closet in private washroom,
- Installation of lighting fixtures and towel hooks.

The project is expected to take two to four weeks to complete.

Project Objectives

This construction will further efforts to ensuring Temiskaming Shores firefighters have all the resources they require to help reduce the risk of developing cancer.

Relevant Policy / Legislation / City By-Law

- City of Temiskaming Shores By-law 2017-015 Procurement Policy.

Consultation / Communication

- Consultation with Director of Recreation, Matt Bahm.
- Consultation with Municipal Treasurer, Stephanie Leveille.
- Consultation with OFM Fire Protection Specialist, Clayton Seymour
- Consultation with Station #2 District Chief, Jamie Sheppard.

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 associated with 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”

Steve Langford
Fire Chief

Sandra Lee
City Manager

Subject: Appointment of Volunteer Firefighter **Report No.:** PPP-003-2025
Agenda Date: January 21, 2025

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-003-2025; and
2. That Council hereby appoints Steven McNair as Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the Recruitment and Retention Program.

Background

In an effort to fill a vacancy within the department at Station #2 and to help ensure adequate staffing levels are maintained, the Department is seeking to fill a Volunteer Firefighter position at Station #2.

Analysis

Section 4.02 of Schedule “A” to By-law 2005-001 (Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department) states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill a vacancy at Station #2 an interview with the candidate was conducted by the Station Officers. Subsequently a recommendation from the District Chief of Station #2 was provided to the Fire Chief requesting consideration of the appointment of Steven M^cNair as Volunteer Firefighter to the Temiskaming Shores Fire Department.

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

Relevant Policy / Legislation / City By-Law

- By-Law No. 2016-040, Temiskaming Shores Fire Department Recruitment and Retention Program.
- By-Law No. 2005-001, Fire Department Establishing and Regulating By-law.

Consultation / Communication

- Consultation with Station #2 District Chief.

Financial / Staffing Implications

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

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

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2025 Fire Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire department’s operational budget.

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

Current fire station staffing levels are as follows:

- 25 members Station #1,
- 22 members Station #2, and
- 21 members Station #3.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Steve Langford

Reviewed and submitted for Council's
consideration by:

"Original signed by"

Steve Langford
Fire Chief

Sandra Lee
City Manager

Memo

To: Mayor and Council
From: Sandra Lee, City Manager
Date: January 21, 2025
Subject: Regional Task Force on Pet Rescue Underfunding and Stability -
Appointee
Attachments: Appendix 01: Draft Terms of Reference
Appendix 02: Municipal Pet Rescue Support Presentation

Mayor and Council:

Dwayne Shymko presented to Council at the October 15, 2024 regular meeting, outlining challenges faced by the Northern Animals Rescue and Sanctuary (NARS) with unwanted cats and dogs. A draft term of reference for a Regional Task Force on Pet Rescue Underfunding and Stability (Appendix 01), and a municipal pet rescue support presentation (Appendix 02) was presented at the meeting.

NARS has been open for six years, and the organization has been struggling to keep their doors open. Ms. Shymko is seeking a long-term solution and asked area Councils to appoint members to join a task force to find solutions. It was noted that participation was without financial contribution at this time but noted that municipalities can help reduce the strain by writing and enforcing stricter by-laws, licensing, vaccinations requirements, and by applying for government funding.

At the meeting, Ms. Shymko advised that a task force would be established upon completion of municipal presentations. NARS intention is to establish a terms of reference and to develop collaborative solutions on a regional level.

On January 2, 2025, City staff received an email from Dwayne and John Shymko, thanking Council for the opportunity to present on the challenges faced by municipalities due to the reliance on underfunded pet rescues, and to update that their group is working on scheduling the first meeting of the Task Force, tentatively scheduled for Monday, February 10, 7:00 p.m. at a location in New Liskeard.

A draft agenda was provided:

1. Welcome and Introductions
2. Review of the Task Force's Purpose and Objectives
3. Discussion of Key Challenges and Initial Goals for the Task Force
4. Establishing Working Groups and Assigning Roles
5. Timeline and Deliverables Review
6. Next Steps and Scheduling of Future Meetings
7. Open Floor for Additional Comments and Suggestions

As such, they have requested contact information for the appointed council members and/or staff that would represent the City on the Regional Task Force on Pet Rescue Underfunding and Stability.

At this time, a staff appointee Matthew Bahm is recommended to attend the Task Force meetings. The objectives appear to involve addressing complex issues related to animal welfare, public health, and regional policy that would benefit from staff with a background in animal care, public policy, etc. Staff would be pleased to review and present any pet-related policies and initiatives to Council for consideration.

Reviewed and submitted
for Council's consideration
by:

"Original signed by"

Sandra Lee
City Manager

Draft Terms of Reference

Regional Task Force on Pet Rescue Underfunding and Stability

1. Background

The increasing reliance on pet rescues to manage stray and abandoned animals has brought to light significant challenges, including chronic underfunding and instability within the rescue sector. These issues have far-reaching impacts on municipalities, including increased costs related to animal control, public health concerns, and strain on community resources. A coordinated regional approach is needed to address these challenges and to develop sustainable solutions that benefit both the municipalities and the pet rescue organizations.

2. Purpose

The purpose of this Task Force is to:

- Investigate the current state of funding and operational stability of pet rescue organizations within the region.
- Identify the key challenges and gaps that contribute to underfunding and instability.
- Explore potential funding models, partnerships, and policies that can enhance the sustainability of pet rescues.
- Recommend actionable solutions that municipalities can implement to support pet rescues and improve outcomes for both animals and communities.

3. Objectives

The specific objectives of the Task Force are to:

- Conduct a comprehensive assessment of the financial and operational status of pet rescues in the region.
- Engage with stakeholders, including municipal representatives, pet rescue organizations, veterinary services, and community groups, to gather insights and data.
- Analyze the impact of municipal policies on the effectiveness and sustainability of pet rescues.
- Develop a set of recommendations for municipalities to improve support for pet rescues, including potential funding sources, partnerships, and regulatory changes.
- Propose strategies for regional collaboration to address shared challenges and opportunities related to pet rescues.

4. Membership

The Task Force will be composed of representatives from:

- Municipal councils within the region (each city, municipality or township will appoint one representative).

- Local pet rescue organizations.
- Veterinary professionals.
- Community stakeholders with an interest in animal welfare.

5. Roles and Responsibilities

- **Chairperson:** To be elected by Task Force members. The Chairperson will lead meetings, facilitate discussions, and ensure that the Task Force remains focused on its objectives.
- **Municipal Representatives:** To provide insight into municipal policies, resources, and constraints, and to represent the interests of their respective councils.
- **Pet Rescue Representatives:** To share on-the-ground experiences, challenges, and best practices in the operation of pet rescues.
- **Veterinary Professionals:** To provide expertise on animal health, welfare, and the costs associated with rescue operations.
- **Community Stakeholders:** To offer perspectives on public engagement, community impact, and potential collaborative opportunities.

6. Meetings

- The Task Force will meet bi-monthly or as required, based on the progress of the investigation and the need for discussion.
- Meetings will be conducted in person or via virtual platforms to ensure broad participation.
- Agendas and minutes will be distributed to all members at least one week before each meeting.

7. Deliverables

- **Interim Report:** A progress report outlining initial findings and potential areas of focus, to be delivered within three months of the Task Force's formation.
- **Final Report:** A comprehensive report detailing the findings, analysis, and recommendations, to be delivered within six months.
- **Action Plan:** A proposed plan for implementing the recommendations, including timelines, responsible parties, and potential funding sources.

8. Timeline

- **Formation of Task Force:** Within one month of approval by participating municipalities.
- **Completion of Assessment and Engagement:** Within four months of the first meeting.
- **Delivery of Final Report:** Within six months of the first meeting.
- **Implementation of Action Plan:** Following approval of the Final Report by the participating municipal councils.

9. Budget

- The Task Force will operate with a modest budget allocated by participating municipalities to cover meeting costs, research activities, and report preparation. Additional funding opportunities will be explored as part of the Task Force's work.

10. Reporting and Accountability

- The Task Force will report to the councils of the participating municipalities. Regular updates will be provided, and the final report will be submitted for approval and action.

11. Review and Amendment

- These Terms of Reference may be reviewed and amended by consensus of the Task Force members, subject to approval by the participating municipal councils.

DRAFT

MUNICIPAL PET RESCUE SUPPORT



**SUPPORTING
PET RESCUES
CAN BE A
FINANCIALLY
PRUDENT
DECISION FOR
SMALL
MUNICIPALITIES
FOR SEVERAL
REASONS.**



Pet rescues in Ontario ensure animal welfare, reduce overpopulation, and promote responsible pet ownership.

THE NUMBERS

The prevalence of stray pets, particularly cats and dogs, can vary significantly based on the geographic and demographic characteristics of an area. In an average North American small municipality, estimates suggest that there may be around 60 to 100 stray cats and about 15 to 30 stray dogs per 1,000 population.

These numbers can vary due to factors such as local animal control policies, community engagement, socioeconomic status, and spay/neuter programs.

THE NUMBERS

In rural areas, the statistics about stray pets may differ. Generally, rural regions tend to have higher numbers of stray animals owing to less stringent animal control, lower veterinary care access, and a more significant population of free-roaming cats and dogs.

Reports and studies show that rural areas might see numbers that can exceed 100 stray animals per 1,000 population, particularly with cats, as they are often allowed to roam free.

The daily cost per animal in a municipal impounding facility can vary significantly based on several factors, including the location, size of the facility, and specific operational costs. Here, I'll provide a simplified equation and explanation using hypothetical values.

To achieve a very conservative estimate, I have used the economy of scale. Your own calculations based in this formula may be much higher per animal.

Equation: Total Daily Cost per Animal = (Manpower Cost + Food Cost + Administrative Cost) / Number of Animals**

Explanation of Each Component:

- 1. **Manpower Cost**:** This includes salaries and benefits for staff involved in the care of the animals, such as animal control officers, veterinarians, kennel staff, and administrative personnel. For example, if the total daily wage expense for the staff is \$1,200, this would be part of the manpower cost.
- 2. **Food Cost**:** This is the cost of feeding the animals each day. For instance, if the facility spends \$300 a day on food and has 50 animals, you would calculate the cost per animal based on that total.
- 3. **Administrative Cost**:** These are the overhead costs, including utilities, facility maintenance, insurance, and other operational expenses. If the administrative costs amount to \$400 a day for the facility, this would need to be included as well.
- 4. **Number of Animals**:** This is the total number of animals currently housed in the facility. If the facility has 50 animals, this number will be crucial for determining the cost per animal.

Example Calculation:

Let's say: - Total daily manpower cost: \$1,200

- Daily food cost: \$300

- Daily administrative costs: \$400

- Number of animals: 50

1. **Calculate Total Costs**:

Total Cost = Manpower Cost + Food Cost + Administrative Cost

Total Cost = \$1,200 + \$300 + \$400 = \$1,900

2. **Calculate Cost per Animal**:

Daily Cost per Animal = Total Cost / Number of Animals

Daily Cost per Animal = \$1,900 / 50 = \$38

Conclusion: So, in this example, it costs approximately \$38 per day to care for each animal in the municipal impounding facility. Keep in mind that actual costs can vary, but this provides a simple framework for how to think about the expenses involved.

REDUCTION IN ANIMAL CONTROL COSTS

LOWER SHELTER BURDENS

By funding pet rescues, municipalities can reduce the number of animals in municipal shelters. This can lead to lower operational costs associated with feeding, housing, and caring for these animals.

According to the **Ontario Animal Welfare Services**, municipal shelters often face overcrowding, leading to high operational costs associated with care for animals.

- Ontario Animal Welfare Services. *Cost Analysis of Municipal Shelters.*

REDUCTION IN ANIMAL CONTROL COSTS

DECREASED EUTHANASIA COSTS

A study by the Toronto Humane Society found that partnerships with rescues significantly reduced euthanasia rates by promoting responsible adoptions (**Toronto Humane Society, 2017**).

When municipalities partner with rescues that promote responsible adoption and rehabilitation, the number of animals that are euthanized can decrease, resulting in not only cost savings but also reduced emotional strain on animal control staff.

- Toronto Humane Society. (2017). *The Impact of Rescue Partnerships.*

**INCREASED
ADOPTION
RATES AND
COMMUNITY
HEALTH**

**COMMUNITY
ENGAGEMENT**

Supporting local rescues fosters community involvement, which can lead to increased adoption rates. Higher adoption rates align with the municipality's goals of promoting responsible pet ownership, creating a healthier pet population and reducing associated costs.

The **BC SPCA** has noted that community-supported animal rescue organizations have contributed to higher adoption rates.

- BC SPCA. (2020). *Community Animal Rescue Programs.*

INCREASED ADOPTION RATES AND COMMUNITY HEALTH

PUBLIC HEALTH BENEFITS

Adopting pets can lead to increased social interaction and improved mental health for residents. Healthier communities often result in lower healthcare costs for local governments.

A report by **PetSmart Charities of Canada** mentions the mental health benefits of pet ownership, helping to create a sense of community that can lead to lower healthcare costs for municipalities.

- PetSmart Charities of Canada. (2018). *Mental Health and Pet Ownership Report.*

ECONOMIC BOOST THROUGH PET- RELATED ACTIVITIES

LOCAL SUPPORT FOR BUSINESSES

Pet rescue operations often require services from local veterinary clinics, pet supply stores, and grooming services. Supporting rescues indirectly stimulates the local economy by directing funds towards these businesses.

The Calgary Animal Services found that local pet rescues create important economic relationships with veterinary clinics and pet supply stores, boosting local economies.

- Calgary Animal Services. (2019). *Economic Impact Study on Local Pet Services.*

**ECONOMIC
BOOST
THROUGH PET-
RELATED
ACTIVITIES**

**TOURISM AND
EVENTS**

Municipalities can host events (e.g., adoption days, pet fairs) that attract people from outside the community. This can boost local tourism and spending at businesses.

Cities like **Vancouver** have seen success in hosting pet-related community events, attracting visitors and stimulating local businesses.

- Vancouver Board of Trade. (2020). *Economic Report on Community Events.*

MITIGATION OF STRAY ANIMAL ISSUES

CONTROLLED POPULATION

Rescues play a critical role in managing and controlling the stray animal population. Fewer strays lead to lower public safety concerns and reduce the municipality's liabilities related to animal attacks or accidents. Rescues also play a significant role in neutering and spaying pet populations.

The City of Montreal's partnership with local rescues for spay/neuter programs has greatly contributed to reducing the stray animal population

- City of Montreal. (2021). *Animal Control and Community Safety Reports.*

MITIGATION OF STRAY ANIMAL ISSUES

COMMUNITY SANITATION AND SAFETY

Stray animals can contribute to sanitation issues and attract pests. By addressing these issues through supportive measures for rescues, municipalities can maintain a cleaner and safer environment.

Rescues assist municipalities like **Ottawa** in addressing sanitation concerns related to stray animals, decreasing pest populations.

- Ottawa Public Health. (2022). *Sanitation and Animal Control Measures.*

ENHANCED
COMMUNITY
IMAGE AND
QUALITY OF LIFE

POSITIVE
COMMUNITY
RELATIONS

A municipality that supports pet rescue efforts fosters a compassionate and caring image, which can enhance community pride and attract residents seeking a positive and engaged community.

Community surveys conducted by The **Canadian Federation of Humane Societies** show that municipalities known for animal welfare initiatives foster increased community pride and participation.

- Canadian Federation of Humane Societies (CFHS). (2019). *Annual Community Report.*

ACCESS TO GRANTS AND FUNDING OPPORTUNITIES

LEVERAGING RESOURCES

By demonstrating support for pet rescues, municipalities can position themselves as leaders in animal welfare and potentially access grants or funding from provincial or national organizations dedicated to animal rescue and welfare.

The Government of Canada provides funding opportunities for municipalities engaging in animal welfare projects, particularly those that show collaboration with local rescues.

- Government of Canada. (2021). *Program for Animal Welfare.*

ACCESS TO GRANTS AND FUNDING OPPORTUNITIES

COLLABORATIVE OPPORTUNITIES

Local governments can collaborate with rescues for specific projects (e.g., spay/neuter programs) that provide financial support with multiple stakeholders contributing various resources and funding. Municipalities partnering with rescues, like in **Hamilton**, have successfully accessed funding for spay/neuter initiatives, resulting in a shared financial burden among stakeholders.

- Hamilton Animal Control, 2020

SOCIAL RESPONSIBILITY AND ETHICAL CONSIDERATIONS

ALIGNING WITH COMMUNITY VALUES

Many residents prioritize animal welfare. By financially supporting rescues, municipalities can align their policies with the values of their constituents, which can lead to increased civic engagement and support for other municipal initiatives.

Engagement surveys by the Royal Bank of Canada demonstrate that a significant portion of Canadians view animal welfare as crucial; municipalities that support rescues resonate more with constituents' values.

- RBC Future Launch. (2021). *Engagement and Community Values Survey.*

IN SUMMARY

Investing in pet rescues is not just an act of goodwill; it is a strategic financial decision that can yield numerous benefits for small municipalities. From reducing costs associated with animal control to stimulating the local economy and enhancing the community's quality of life, the case for supporting pet rescues is strong.

In an era where municipalities are seeking innovative solutions to manage budgets and improve community well-being, pet rescues represent an impactful opportunity.

Subject: Municipal Transient
Accommodation Tax

Report No.: CS-001-2025
Agenda Date: January 21, 2025

Attachments

Appendix 01: Draft Municipal Transient Accommodation Tax By-Law

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-001-2025;
2. That Council directs staff to schedule a Public Meeting on the proposed Municipal Transient Accommodation Tax; and
3. That Council directs staff to prepare the necessary By-law to implement a Municipal Transient Accommodation Tax, for consideration at the February 18, 2025 Regular Council Meeting.

Background

In 2017, the Province of Ontario enacted Bill 127, Stronger, Healthier Ontario Act, 2017 providing single and lower tier municipalities the authority to levy a transient accommodations tax or hotel tax.

The legislation requires the Municipality to share a minimum of 50% of the tax net revenue collected from the Municipal Transient Accommodation Tax (MAT), following deduction of reasonable administrative costs, with an Eligible Tourism Entity (ETE). An ETE is defined as “a non-profit entity whose mandate includes the promotion of tourism in Ontario or in a municipality”.

The ETE must use the amount provided for tourism promotion such as: marketing; the development of tourism products, programs and services that support growth in the local tourism sector; and increase tourism’s economic impact. The remaining percentage of the revenue generated stays with the municipality to be used towards tourism and economic development opportunities as per Council’s direction.

In order to collect, municipalities must pass a by-law directing the implementation of the MAT. The by-law must state: the subject of the tax to be imposed; the tax rate or amount of tax payable; the way the MAT is to be collected, including the designation of any persons or entities authorized to collect the tax on behalf of the municipality; and any

collection obligations of persons or entities who are required to collect the tax for remittance to the municipality. Municipalities may set the tax rate at their discretion.

In accordance with the legislation, the Municipality and each eligible tourism entity that receives an amount shall enter into an agreement respecting reasonable financial accountability matters, to ensure that amounts paid to the entity are used for the exclusive purpose of promoting tourism.

Analysis

The proposed Municipal Transient Accommodation Tax By-Law for the City, attached as Appendix 1, adheres to the direction provided by Section 400.1 of the Municipal Act and includes:

- Administrative responsibility
- MAT rate (%)
- Applicability and exemptions
- How the MAT will be collected
- Interest and penalties
- Enforcement

MAT Start Date

Staff propose that local accommodation providers be registered with the City by March 31, 2025, and collection of the MAT commence on May 1, 2025. This will allow sufficient time for Staff to meet with the accommodation providers and allow Treasury to develop processes and procedures to administer the new tax.

Administrative Responsibility

The proposed By-law delegates authority to administer the MAT to the City's Treasurer and/or their designate(s).

The Treasurer has the authority to establish and amend interpretation guidelines, procedures, forms, agreements, and schedules to the By-law. The Treasurer may determine what is required to implement and administer the by-law.

A reasonable amount of the funds collected will be used to offset the cost of administering the MAT program. Of the net balance, 50% will be distributed to the Temiskaming Shores Development Corporation, as an Eligible Tourism Entity, once an agreement is entered into with the City.

The other 50% of the net balance will be directed into a Reserve Fund to be used towards tourism and economic development opportunities as approved by Council. It is proposed that this becomes part of the Municipal Budget process.

Amounts collected by MAT do not have to be spent in the year they are received.

MAT Rate

The proposed tax rate is five percent (5%) plus HST of the purchase price of the accommodation provided for a continuous period of less than thirty (30) days. Staff are recommending this amount, based on comparisons with other municipalities already collecting MAT.

The charge applies to rooms used for accommodation only and will not apply to ancillary charges.

Applicability

Section 400.1 of the Municipal Act, and O.Reg. 435/17 Transient Accommodation Tax, leave it to the individual municipality to determine the types of short-term accommodation to which the tax will apply.

The proposed By-law as presented, applies to all transient and short-term accommodations, be that in a hotel, motel, cottage, lodge, inn, bed and breakfast, dwelling unit, or any place an accommodation is provided in exchange for a fee. This includes short term accommodations (STA) in residential units, whether marketed directly by the owner/provider or through online platforms such as Airbnb. This ensures that the MAT is equitably and fairly applied and reflects the importance of such informal accommodations in the marketplace.

Exemptions are included in Section 5 of Appendix 1.

Collection Process

Provider's will be expected to complete a Registration Form and a Revenue Reporting document.

Payment of the Municipal Accommodation Tax by purchasers of accommodation is mandatory and the accommodation providers are obligated to remit the MAT to the City. While a high level of compliance is anticipated (based on the experiences of other municipalities that have implemented MAT), it is proposed to provide in the By-law that the City may have the right to audit providers to ensure accuracy of Remittance Reports.

Mechanisms will also be included to refund any amounts which may have been overpaid.

In the event that arrears occur due to accommodation providers failing to collect or remit, the City will utilize the following methods of collection: collection agencies; transfer to property tax; and litigation. Contraventions under the By-law will also be subject to prosecution or fines under the Provincial Offences Act.

Interest and Penalties

Interest and penalties will be levied on unpaid amounts. Uncollected amounts will be registered in the name of the provider or owner of the property. These amounts will be collected in a like manner as property taxes and shall constitute a lien upon the lands. Failure on the part of an accommodation provider to remit the MAT will result in them being held liable for the amounts that should have been collected and remitted.

Enforcement

The City Treasurer may enter a repayment arrangement with an accommodation provider to collect any outstanding MAT, interest, and penalties. If a repayment agreement is not deemed to be in the best interests of the City, then any past due penalties and interest owing, will be deemed to be in arrears; and may be added to the tax roll of the property and constitute a lien upon the property.

Should Council approve the proposed By-law as presented, the following next steps are required/proposed:

1. Hold a Public Meeting (February 4, 2025) in accordance with the Municipal Act and the City's Notice By-law. Posting notice of the City's intent to pass the proposed By-law in the City Bulletin, on the website and social media channels. This would also include posting MAT FAQ information on the City's website.
2. Present Administrative Report and MAT By-law for Council's consideration on February 18, 2025 inclusive of any comments and feedback received.
3. Establishment of a MAT Reserve Fund where funds are to be used towards tourism and economic development opportunities.
4. Enter into an agreement with the Temiskaming Shores Development Corporation for the disbursement of 50% of funds.
5. Register Accommodation Providers by March 31, 2025.
6. Begin MAT collection effective May 1, 2025.

Relevant Policy / Legislation / City By-Law

- Municipal Act.

Consultation / Communication

- Consultation with other Municipalities who have implemented MAT.
- Consultation with the City's Treasurer, Economic Development Coordinator and the City Manager.
- Consultation with the Temiskaming Shores Development Corporation.

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 amount of MAT to be collected is unknown at this time. For illustrative purposes the following outlines how the MAT funds collected will be distributed.

- A - Total MAT gross revenue collected annually
- B - Administrative costs to be retained by the City
- C – Net amount of MAT collected

A-B=C

C x 50% = each portion distributed to Temiskaming Shores Development Corporation and retained by the City.

Alternatives

No alternatives were considered.

Prepared by:

Reviewed and submitted for
 Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
 Director of Corporate
 Services

Sandra Lee
 City Manager

Corporation of the City of Temiskaming Shores

By-law No. 2025-000

Being a By-law to establish the Municipal Transient Accommodation Tax (MAT) within the City of Temiskaming Shores

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 400.1 of the Municipal Act, S. O. 2001 c. 25, as amended, provides that Council of a local municipality may pass By-laws imposing a tax in respect of the purchase of transient accommodation within the municipality;

Whereas under Section 400.1 of the Act and Ontario Regulation 435/17, Council of the Corporation of the City of Temiskaming Shores wishes to establish a tax rate and to levy the tax on the purchase of transient accommodation within the City of Temiskaming Shores;

Whereas under Section 400.1 (3) and 400.4 of the Act, Council can establish enforcement measures as Council considers appropriate if an amount assessed for outstanding tax, penalties or interest remains unpaid after it is due;

Whereas Section 434.1 of the Municipal Act, 2001, S.O. 2001, c. 25 authorizes a municipality to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-law of the municipality passed under the Municipal Act, 2001, in order to assist the municipality in promoting compliance with its By-laws; and

Whereas Section 434.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that an Administrative Penalty imposed by the municipality on a person under Section 434.1 of the Municipal Act, 2001, constitutes a debt of the person to the municipality; and

Whereas Council has engaged in public consultation, including public meetings and direct consultation with representatives of the hospitality industry; and

Whereas on February 4, 2025, in accordance with the City's Notice Policy, a Public Meeting was held to allow for comments respecting the Municipal Transient Accommodation Tax By-law prior to its passage; and

Whereas Council considered Administrative Report No. CS-001-2025 at the January 21, 2025 Committee of the Whole meeting, and directed staff to prepare the necessary By-

law to establish a Municipal Transient Accommodation Tax (MAT) within the City of Temiskaming Shores which will generate revenue to promote local tourism, for consideration at the February 18, 2025 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 By-law to establish the Municipal Transient Accommodation Tax (MAT) within the City of Temiskaming Shores, a copy attached hereto as Schedule "A" forming part of this By-law.
2. That this By-law shall come into force and take effect on March 31, 2025.
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.

Read a first, second and third time and finally passed this 18th day of February, 2025.

Mayor

Clerk



Schedule "A" to

By-Law No. 2025-000

Municipal Transient Accommodation Tax

Section 1: Definitions

- 1.1 "Accommodation" means the use or possession or the right to the use or possession; for dwelling, glamping, lodging or sleeping purposes in a room or suite of rooms containing one or more beds or cots, whether in a hotel, motel, motor hotel, lodge, inn, resort, cottage, yurt, bed and breakfast or other establishment providing Lodging, or in all or part of a dwelling unit and whether or not additional amenities, services or the right to use additional space in the establishment or dwelling unit are provided, where such rights are acquired for a Purchase Price, whether or not the Lodging is actually used;
- 1.2 "Ancillary Charges" means charges related to the purchase of Transient Accommodation including for food, room service, mini bar products, internet, movie rentals, and phone charges.
- 1.3 "By-law" means this By-law including, as applicable, its schedules and any amending By-laws.
- 1.4 "Broker" means any individual, partnership, or corporation acting as a Short-term Accommodation Broker that, for compensation, markets and brokers the booking, reservation, or rental, of a Short-term Accommodation on behalf of a Short-term Accommodation Provider by a means of a website or digital application.
- 1.5 "City" means The Corporation of the City of Temiskaming Shores.
- 1.6 "Council" means the Council of The Corporation of the City of Temiskaming Shores.
- 1.7 "Continuous Period" means an uninterrupted stay in a Dwelling comprising a minimum of four (4) hours to a maximum of thirty (30) days.
- 1.8 "Dwelling" means one or mor habitable rooms designed, occupied, or intended to be occupied as living quarters.
- 1.9 "Eligible Tourism Entity" has the meaning given to it in Ontario Regulation 435/17, as amended.
- 1.10 "Establishment" means a physical location, a building, or part of a Dwelling that provides Accommodation.
- 1.11 "Lodging" includes: the use of a bedroom, a suite of rooms containing a bedroom, or the use of a bed within a bedroom; as well as the use of one or more additional beds or cots in a bedroom or suite.
- 1.12 "Municipality" means The Corporation of the City of Temiskaming Shores.

- 1.13 "Municipal Accommodation Tax" or "MAT" means the tax imposed under this By-law.
- 1.14 "Person" includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, and a corporation (be it for profit or not-for-profit).
- 1.15 "Point of Purchase" means the time at which payment for Accommodation is made by the Purchaser.
- 1.16 "Provider" means a Person or an entity that sells, offers for sale, or otherwise provides Accommodation, and includes agents, hosts or others who sell, offers for sale or otherwise provides Accommodation. Where the Provider cannot easily be determined, the owner of a property providing Accommodation is deemed to the Provider.
- 1.17 "Purchaser" means a person who gives money or other consideration in exchange for Accommodation.
- 1.18 "Purchase Price" means the price for which Accommodation is purchased, including the price paid, and/ or other consideration accepted by the Provider in return for the Accommodation provided, but does not include the goods and services tax imposed by the Government of Canada or by the Province of Ontario.
- 1.19 "STA" means Short-term Accommodation.
- 1.20 "Short-term Accommodation" means a temporary accommodation in all or part of a Dwelling that is provided in exchange for payment, and includes a bed and breakfast, but does not include a hotel, motel, inn, resort, hostel, lodging house, or rooming house.
- 1.21 "Short-term Accommodation Broker" means any individual, partnership, or corporation that, for compensation, markets and brokers the booking, reservation, or rental, of a Short-term Accommodation on behalf of a Short-term Accommodation Provider by a means of a website or digital application.
- 1.22 "Tax Collection Agent" means the person or persons from time to time appointed by Council or by the City's City Manager pursuant to Section 16 to collect from Providers the Municipal Accommodation Tax.
- 1.23 "Treasurer" means the person appointed by Council from time to time as the Treasurer for the City and includes their authorized designates.
- 1.24 "Transient Accommodation" means Accommodation for a Continuous Period; this Continuous Period is not disrupted by the purchase of different rooms, suites, beds or lodging in the same Establishment. For greater certainty, the Continuous

Period is not disrupted by the purchase of different rooms, suites, beds, or other lodging in the same Establishment in the course of the Continuous Period.

Section 2: Registration of Accommodation Establishment

- 2.1 Providers who operate an Establishment prior to the enactment of this By-law shall register their Establishment with the City by submitting a completed Accommodation Establishment Information Form with the City before March 31, 2025.
- 2.2 Providers who begin to operate an Establishment subsequent to the enactment of this By-law shall register their Establishment with the City by submitting a completed Accommodation Establishment Information Form within thirty (30) days of the date of commencement for their operation.
- 2.3 Where there are any changes to the information provided, Providers shall update and submit the Accommodation Information Form to the City within thirty (30) days of the change.

Section 3: Application of the Tax

- 3.1 The amount of five per cent (5%) shall be established as the tax rate for the Municipal Accommodation Tax to be imposed on the Purchase Price of Accommodation provided for a continuous period of thirty (30) days or less provided in any place in which Accommodation is provided, inclusive of STA but exempting those facilities and establishments identified in Section 5.
- 3.2 The Municipal Accommodation Tax shall apply to Accommodations only.
- 3.3 The Municipal Accommodation Tax does not apply to Ancillary Charges that are itemized separately on the Purchaser's receipt.
- 3.4 Where the Provider of Transient Accommodation fails to separately itemize Ancillary Charges, the Municipal Accommodation Tax will apply to the total amount of the purchase price.

Section 4: Tax Collected by Providers

- 4.1 The Purchaser shall pay the Provider the total amount of the Municipal Accommodation Tax at the Point of Purchase of the Accommodation.
- 4.2 A Provider shall clearly indicate as a separate item on every invoice and receipt the value of the Municipal Accommodation Tax that was imposed and collected

- for the purchase of Transient Accommodation and shall identify such amount as the "Municipal Accommodation Tax".
- 4.3 The Provider shall remit to the City the amount of the MAT collected as outlined below through the Municipal Accommodation Tax Return Form.
- 4.4 A Provider shall, on or before the last day of the month following the previous month, remit to the Municipality the amount of the MAT collected for the previous month and shall submit the Municipal Accommodation Tax Return Form as required for the purposes of administrating and enforcing this By-law.
- 4.5 When a due date falls on a Saturday, a Sunday, or a public holiday recognized by the Canada Revenue Agency, the payment is considered on time if received on the next business day.
- 4.6 A Provider who collects an amount as or on account of tax under this By-law is deemed, for all purposes and despite any security interest in the amount, to hold the amount in trust for the City, separate and apart from the property of the Provider and from property held by any secured creditor of the Provider that, but for a security interest, would be property of the Provider, until the amount is remitted to the City.
- 4.7 Where a Provider fails to submit a Municipal Accommodation Tax Return Form on or before the due date prescribed at Subsection 4.4, the amount is determined on the basis of the following calculation: (amount of revenue that would have been generated had the Establishment experienced full occupancy for the period) x (5%) (the amount MAT that is due and unremitted). This amount shall be assessed on the first day of default.
- 4.8 A Provider who fails to collect any amounts owing for the Municipal Accommodation Tax from the Purchaser at the Point of Purchase, or otherwise fails to remit such amounts to the City on or before the due date prescribed at Subsection 4.4 shall be liable for such amounts as should have been collected and remitted.
- 4.9 At the Treasurer's sole discretion and based on the type of Accommodation and number of Accommodations being provided annually, the Treasurer may modify the remittance period set out in Subsection 4.4.

4.10 Providers shall provide any information as required by the Treasurer for the purposes of enforcing this By-law.

Section 5: Exemptions

5.1 The Municipal Accommodation Tax does not apply to the following types of Accommodations:

- a) accommodations provided by the Crown, every agency of the Crown in right of Ontario or every authority, board, commission, corporation, office or organization of persons a majority of whose directors, members or officers are appointed or chosen by or under the authority of the Lieutenant Governor in Council or a member of the Executive Council.
- b) accommodations provided by any board as defined in subsection 1(1) of the Education Act, R.S.O 1990 c E. 2, as amended.
- c) accommodations provided by any university in Ontario or any college of applied arts and technology and post secondary institution in Ontario whether or not affiliated with a university, the enrolments of which are counted for purposes of calculating operating grants entitlements from the Crown.
- d) accommodations provided by any hospital referred to in the list of hospitals and their grades and classifications maintained by the Minister of Health and Long Term Care under the Public Hospitals Act, R.S.O 1990, c. P.40, as amended, and every private hospital operated under the authority of a license issued under the Private Hospitals Act, R.S.O 1990, c. P.24, as amended, and upon of the Lieutenant Governor of the amendment to paragraph 4 of subsection 400.2 of the Act, to any community health facility within the meaning of the Oversight of Health Facilities and Devices Act, S. O. 2017, c.25, as amended, that was formerly licensed under the Private Hospitals Act.
- e) accommodations provided by any long-term care home as defined in subsection 2(1) of the Long-Term Care Home Act, S. O. 2007, c.8, as amended.
- f) accommodations provided by any retirement home as defined in the Retirement Home Act, S. O. 2010, c.11, as amended.
- g) accommodations provided by any home for special care within the meaning of the Homes for Special Care Act, R.S. O. 2190, c. H.12, as amended.
- h) accommodations provided by any non-profit hospice occupying land for which there is an exemption from taxation determined in accordance with

section 23.1 of Ontario Regulation 282/ 98 made under the Assessment Act, R.S. O. 1990, c. A.31, as amended.

- i) accommodations provided by any Person or entity as prescribed by regulation under the Act, as exempt from payment of MAT.
- j) accommodations provided by any treatment center that receives provincial aid under the Ministry of Community and Social Services Act, R.S. O. 1990, c. M.20, as amended.
- k) every hospitality room in a Dwelling that does not contain a bed and is used for displaying merchandise, holding meetings, holding hearings, or entertaining.
- l) accommodation bookings with signed contracts prior to the date that this By-law takes effect, whether paid partially or in-full.
- m) accommodation provided:
 - I. in a house of refuge or lodging for the reformation of offenders;
 - II. by charitable or not-for-profit corporations or by the City or its contractors or agents for the purpose of providing or operating a shelter or emergency shelter for the relief of the poor; or for the benefit of persons who are fleeing situations of physical, financial, emotional or psychological abuse; or for other persons who are suffering from homelessness;
 - III. as a tent site or a trailer site lawfully supplied by a campground, tourist camp, or trailer park;
 - IV. by an employer to its employees in premises operated by the employer; or
 - V. in premises owned or operated by the City;
 - VI. every hotel or motel room used by the City or its contracted service providers for shelter accommodation purposes.

Section 6: Administration

6.1 This By-law takes force and effect upon execution thereof.

6.2 The Treasurer is provided delegated authority to implement and administer this By-law, to collect the MAT, and to take all actions and make all decisions required of the Treasurer under this By-law. Without limiting the generality of the foregoing, the Treasurer is delegated the authority to:

- a) establish and amend from time to time, such interpretation guidelines, protocols, procedures, forms, documents, agreements and schedules to this By-law, as the Treasurer may determine are required to implement and administer this By-law and to collect the MAT;
 - b) perform all administrative functions and conduct all enquiries, audits, assessments, approvals, referred to herein and those incidental to and necessary for the due administration, implementation and enforcement of this By-law and collection of monies owing hereunder and authorize refunds in accordance with this By-law;
 - c) authorize, establish terms of and sign any repayment agreements provided for herein and any ancillary or related documents, and to amend, extend or terminate or otherwise administer or enforce such agreements;
 - d) carry out all duties assigned to the Treasurer under this By-law; and
 - e) Ensure that all records related to the Municipal Accommodation Tax are kept and secured in the form as established by the Municipal Clerk.
- 6.3 The Treasurer may delegate the performance of any one or more of their functions under this By-law to one or more persons, from time to time, as the occasion requires, and may impose conditions upon such delegation and may revoke any such delegation. The Treasurer may continue to exercise any function delegated during the delegation.

Section 7: Penalties And Interest

- 7.1 Penalties and interest at a monthly rate of interest applicable to overdue accounts receivable invoices shall apply to any outstanding Municipal Accommodation Tax.
- 7.2 Where a Provider has submitted a Municipal Accommodation Tax Return Form that allows for the determination of the actual amount of the MAT that should have been collected and is owing, the prescribed interest and penalties shall be assessed as of the first day of default in addition to the amount of the MAT that is due and that remains unremitted.
- 7.3 Where a Provider has not submitted a Municipal Accommodation Tax Return Form on or before the applicable due date, the interest and penalties shall be assessed pursuant to the calculation as prescribed at Subsection 4.7 of this By-law and shall be assessed on the first day of each month, and for all subsequent months, following the first day of default for any amount of the MAT that is owing and that remains unremitted.

Section 8: Liens

- 8.1 All MAT penalties and interest owing under this By-law that are past due shall be deemed to be in arrears, and may be added to the tax roll for any real property in the City registered in the name of the Provider to be collected in a like manner as property taxes and shall constitute a lien upon the lands, but such lien shall not be a priority lien for the purposes of Sections 1(2.1), (2.2) and (3) of the Act, and such lien will not have higher priority than it would otherwise have in law in relation to other claims, liens, or encumbrances.

Section 9: Repayment Agreements

- 9.1 Where discretionally the Treasurer determines that is in the best interests of the City to do so, the Treasurer is authorized to enter into a repayment arrangement with any Provider, providing for terms of payment of any MAT and interest and penalties thereon, which were not paid in accordance with this By-law, on such terms as may be established by the Treasurer. while the repayment agreement is in good standing no further collection efforts shall be taken, despite Section 10 hereunder. The Treasurer is not obligated to authorize a repayment agreement.
- 9.2 The repayment agreement shall terminate automatically upon breach of any provision thereof.
- 9.3 Interest shall continue to accrue on the amount of MAT outstanding during the term of the repayment agreement.

Section 10: Collection

- 10.1 All MAT provided for under this By-law and related penalties and interest that are past due shall be deemed to be in arrears and a debt owing to the City. The Treasurer is authorized to take any one or more steps available to the City to collect any such amount including without limitation:
- a) adding the amount to the tax roll for any real property in the City registered in the name of the Provider to be collected in like manner as property taxes and constituting a lien upon the lands;
 - b) bringing an action in the name of the City for the recovery of the amount in the court of appropriate jurisdiction;
 - c) referring the collection of the amount to a collection agency; and

- d) exercising any other remedy available pursuant to the Act, or otherwise available at law.

10.2 The remedies provided for the recovery and enforcement of the payment of any amount required under this By-law are in addition to any other remedies existing at law.

Section 11: Audit And Inspection

11.1 The Provider must keep, for a period of no less than seven (7) years, books of account, records, and documents sufficient to provide the City or its agent with the necessary particulars of sales of Accommodations and the amount of MAT which should have been collected and remitted.

11.2 The Treasurer or their designate may inspect and audit all books, documents, transactions, and accounts of the Provider and require the Provider to produce copies of any documents or records required to be kept for the purposes of administrating and enforcing this By-law.

Section 12: Adjustment By Treasurer

12.1 Where the Treasurer determines as a result of audit of the Provider's records that MAT which accrued within a period of two (2) years prior to the date of the audit, was not reported and paid by that Provider in accordance with this By-law, the Treasurer may make a determination of the amount of MAT properly payable for that period, adjust the City records appropriately to reflect the adjustment, and notify the Provider in writing:

- a) of the period for which MAT was adjusted;
- b) of the basis for the adjustment;
- c) of the amount of MAT actually paid and the amount payable for the period of adjustment;
- d) of the amount now owing to the City or overpaid to the City;
- e) where applicable, that payment of any amount owing to the City is due within fifteen (15) days of the date of the notice; and
- f) in the event that an audit reveals an overpayment, the Treasurer, in his or her discretion, will provide: a refund of the amount of MAT overpaid; a credit against future obligations to pay MAT; or a credit against any debt then

owing to the City by the Provider, whether or not related to MAT. No interest shall be paid on the amount of the overpayment.

- 12.2 In the event the Treasurer establishes that a Person has made any misrepresentation that is attributable to neglect, careless or willful default or has committed a fraud in supplying any information under this By-law, the Treasurer's right to adjust the MAT is not restricted to a two (2) year period, despite Subsection 12.1.

Section 13: Application For Refund

- 13.1 Where a Purchaser has paid an amount that is not payable, the Treasurer may, upon receipt of satisfactory evidence, make a determination that the amount was wrongly paid, and if such a determination is made, the Treasurer shall refund or credit all or part of the amount, but no refund shall be made unless an application is made within twenty-four (24) months after the payment date.
- 13.2 Where a Purchaser has applied for a refund and the person's claim is in whole or in part refused, the Treasurer shall provide a statement of disallowance in such form as determined by the Treasurer, and the statement shall specify the amount of disallowance and the reasons for the disallowance.
- 13.3 Where a Provider remits a surplus in error, the Treasurer, may upon receipt of satisfactory evidence, make a determination that an amount was wrongly paid, and if such a determination is made, the Treasurer shall refund all or part of the amount, but no refund shall be made unless an application for such a refund is made within twenty-four (24) months after the date of remittance.
- 13.4 The onus of proof shall be on the Purchaser or Provider claiming a refund to provide to the Treasurer such information as the Purchaser or Provider intends to rely on in support of the application. No application for a refund will be accepted if the applicant is not current in filing of MAT Remittance Reports.
- 13.5 Any refund authorized shall be limited to the amount overpaid by the Purchaser or Provider during the two (2) year period prior to the date of the application and while the Provider owned the Establishment which provided the accommodation.

Section 14: False Statement

- 14.1 No Person shall:

- a) make a false, inaccurate or intentionally misleading statement or representation in any document, statement or request provided for by this By-law; or
- b) file a document, statement or request provided for in this By-law where such Person knows or believes it contains a false, inaccurate or intentionally misleading statement or representation, whether or not such statement or representation was made by the Person filing the document or application.

Section 15: No Interference

- 15.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person exercising a power or performing a duty under this By-law.

Section 16: Offences And Penalties:

- 16.1 Every Person who contravenes any provision of this By-law is guilty of an offence and is liable to a fine and such other penalties as may be provided for in the Provincial Offences Act, R.S. O. 1990, c. P. 33 and the Act, each as amended.
- 16.2 For the purposes of Subsection 15.1, each day on which a Person contravenes any of the provisions of this By-law shall be deemed to constitute a separate offence under this By-law.
- 16.3 Every Person who contravenes any provision of this By-law is guilty of an offence as provided for in subsection 429(1) of the Act, and all such offences are designated as continuing offences as provided for in subsection 429(2)(a) of the Act.
- 16.4 A Person who is convicted of an offence under this By-law is liable, to a minimum fine of \$500.00 and a maximum fine of \$100,000 as provided for in subsection 429(3), paragraph 1 of the Act.
- 16.5 A Person who is convicted of an offence under this By-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 and the total of all of the daily fines for the offence is not limited to \$100,000, as provided for in subsection a 429(3) paragraph 2 of the Act.
- 16.6 When a Person has been convicted of an offence under this By-law, the Superior Court of Justice or any court of competent jurisdiction thereafter may, in addition to any penalty imposed on the Person convicted, issue an order:

- a) prohibiting the continuation or repetition of the offence by the Person convicted; and
- b) requiring the Person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

Section 17: Enforcement

17.1 This By-law may be enforced by any person as so designated by the Treasurer.

Section 18: General

18.1 If any section, subsection, part or parts of this By-law is declared by a court of competent jurisdiction to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

18.2 Nothing in this By-law relieves any Person from complying with any provision of any federal or provincial legislation or any other By-law of the City.

Section 19: Confidential Information

19.1 All information submitted to and collected by the City, will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S. O. 1990, c. M.56, as amended ("MFIPPA"). In the event that any Person in submitting information to the City or to the Treasurer in any form, as required under this By-law, where such information is confidential or proprietary or otherwise may be exempt from disclosure under the MFIPPA, the Person submitting the information shall so identify that information upon its submission to the City or the Treasurer and shall provide sufficient details as to the reason for its purported exemption from disclosure.