



**The Corporation of the City of Temiskaming Shores**  
**Committee of the Whole**  
**Tuesday, June 6, 2023 – 3:00 p.m.**  
**City Hall – Council Chambers – 325 Farr Drive**

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**Agenda**

**Land Acknowledgement**

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

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

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

5. **Disclosure of Pecuniary Interest and General Nature**
6. **Public Meetings Pursuant to the Planning Act, Municipal Act, and Other Statutes**

## **7. PUBLIC WORKS**

### **a) Delegations/Communications**

#### **b) Administrative Report PW-011-2023 – Amendment to Land Lease By-Laws – Historical Farr Park Area (Mill Creek)**

##### Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-011-2023; and

That Council directs staff to prepare the necessary by-law to amend By-law 2020-104 to accommodate the request from the Temiskaming Native Women's Support Group to construct a small parking lot at the outlet of Cobalt Avenue; and further;

That Council directs staff to prepare the necessary by-law to amend By-law 2021-093 to reduce the area leased by Rick Forbes for cultivation purposes in the Farr Historic Cemetery Area for consideration at the June 20, 2023 Regular Council meeting.

#### **c) Administrative Report PW-012-2023 – Contract Administration – Albert Street Reconstruction**

##### Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-012-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with EXP Services Inc. for the required Contract Administration services associated with the reconstruction of Albert Street in the amount of \$139,820.00 plus applicable taxes for consideration at the June 20, 2023 Regular Council meeting.

**d) Administrative Report PW-013-2023 – Award: Grant Drive Extension Asphalt**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-013-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Miller Paving Limited for completion of the Grant Drive Extension asphalt in the amount of \$202,415.50, plus applicable taxes, for consideration at the June 20, 2023 Regular Council meeting.

**e) Memo No. 013-2023-PW – Operational Update – Environmental Services**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 013-2023-PW for information purposes.

**f) Memo No. 014-2023-PW – Operational Update – Transportation Services**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 014-2023-PW for information purposes.

**8) RECREATION SERVICES**

**a) Delegations/Communications**

None

**b) Administrative Report RS-012-2023 –New Liskeard Marina Property**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-012-2023;

That Council directs staff to create an expression-of-interest process for the divestment and development of the New Liskeard Marina Property.

**c) Administrative Report RS-013-2023 –NOHFC Internship Update**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-013-2022; and

That Council direct staff to submit a Request for Replacement application to the NOHFC People and Talent - Workforce Development Stream to hire an Energy and Climate Change Coordinator within the Recreation Department for a period of 1-year.

**d) Memo No. 010-2023-RS – Energy Consumption and Greenhouse Gas Emissions**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 010-2023-RS for information purposes.

**e) Memo No. 011-2023-RS – Council Declarations**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 011-2023-RS for information purposes.

**Proclamation Request – Bike Month**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Whereas the bicycle is a healthy, convenient, financially, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of Temiskaming Shores' scenic beauty, local attractions, and friendly neighborhoods; and

Whereas throughout the month of June, the residents of Temiskaming Shores and its visitors will experience the joys of cycling through educational programs, Bike to School Day, helmet promotions, charity events, or by simply getting out and going for a ride; and

Whereas Temiskaming Shores' road and trail system attracts cyclists each year, providing economic, health, transportation, tourism, and scenic benefits; and

Whereas creating a bicycle-friendly community has been shown to improve citizen's health, well-being, and quality of life, growing the economy of Temiskaming Shores, attracting tourism dollars, improving traffic safety, supporting student health and learning, and reducing pollution, congestion, and wear and tear on our streets and roads; and

Whereas many of our local groups are also promoting bicycle tourism year round to attract more visitors to enjoy our local restaurants, hotels, retail establishments, locally produced foods and beverages, and cultural and scenic attractions; and

Whereas these groups are also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road;

Now therefore be it resolved that the City of Temiskaming Shores, in recognition of the benefits and values of cycling, does hereby designate the month of June as Bike Month.

**Proclamation Request – June is Recreation and Parks month**

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Whereas in Temiskaming Shores, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

Whereas recreation enhances quality of life, balanced living and lifelong learning; helps people live happier and longer; develops skills and positive self-image in children and youth; develops creativity; and builds healthy bodies and positive lifestyles; and

Whereas recreational participation builds family unity and social capital; strengthens volunteer and community development; enhances social interaction; creates community pride and vitality; and promotes sensitivity and understanding to cultural diversity; and

Whereas parks, open space and trails provide active and passive outdoor recreation opportunities, help maintain clean air and water; and promotes stewardship of the natural environment; and

Whereas recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have become ill or disabled, or disadvantaged, or who have demonstrated anti-social behavior; and

Whereas the benefits provided by recreation programs, services and parks, and open space, reduce healthcare and social service costs; serve to boost the economy, economic renewal, and sustainability; enhance property values; attract new business; increase tourism; and curb employee absenteeism; and

Whereas all levels of government, the voluntary sector and private enterprise throughout the Province participate in the planning, development and operation of recreation and parks programs, services and facilities;

Now therefore be it resolved that the City of Temiskaming Shores, in recognition of the benefits and values of Recreation and Parks, does hereby designate the month of **June as Recreation and Parks Month**.

**f) Memo No. 012-2023-RS Operational Update – Recreation Department**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 012-2023-RS for information purposes.

**9) FIRE SERVICES**

**a) Delegations/Communications**

None

**b) Fire Department Activity Report**

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 April 21 – May 31, 2023 for information purposes.

**10) CORPORATE SERVICES**

**a) Delegations/Communications**

None

**b) Motion of Support – Treasure Hunting Day in Temiskaming Shores**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the request for support from the Treasure Hunting Day in Temiskaming Shores; and

Further that Council agrees to offer social media support and community bulletin promotion for the Temiskaming Shores Free Treasure Hunting Day on June 17, 2023.

**c) Memo No. 018-2023-CS – Pow Wow Sponsorships**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 013-CS-2023; and

That Council directs staff provide \$500 to each the Keepers of The Circle and the Timiskaming First Nation in support of the Pow Wow events being hosted at the cultural site at Mill Creek on June 21, 2023, and at the Timiskaming First Nation grounds on August 12, 2023.

**d) Memo No. 019-2023-CS – Deeming By-Law – 353 & 357 Joyal Drive**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the owner of 353 and 357 Joyal Drive in Haileybury would like to merge lots on title through the adoption of a deeming by-law in compliance with the Planning Act to create one property with one Roll number; and

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

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem 353 and 357 Joyal Drive to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary Deeming By-law for consideration at the June 20, 2023 Regular Council meeting.

**e) Administrative Report CS-021-2023 - Lease Agreements – Haileybury Medical Centre- Dr. Lawson and Dr. Lacasse**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-021-2023; and



That Council directs staff to prepare the necessary by-law to enter into a five (5) year lease agreement with Dr. Hillary Lawson for use of space in the Haileybury Medical Centre at the June 20, 2023 Regular Council meeting; and further

That Council direct staff to prepare the necessary by-law to enter into a five (5) year lease agreement with Dr. Lynne Lacasse for use of space in the Haileybury Medical Centre for consideration at the June 20, 2023 Regular Council meeting.

**f) Administrative Report CS-022-2023 - Lease Agreement - Haileybury Medical Centre - Danill Subbotin Dentistry Professional Corporation**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-022-2023; and

That Council directs staff to prepare the necessary by-laws to enter into two agreements with Daniil Subbotin Dentistry Professional Corporation for the use of space at the Haileybury Medical Centre for consideration at the June 20th, 2023 Regular Council meeting.

**g) Administrative Report CS-023-2023 – Annual Building Report**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-023-2023 – Annual Building Report, for information purposes.

**h) Administrative Report CS-024-2023 - Animal Control Service Transition**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-024-2023.

That Council directs staff to implement a Pilot Program for Animal Care and Control as recommended by the review team including but not limited to the following:

- a. Preparing a by-law for Animals to include key language with a draft for consideration, followed by a 30-day public consultation period;
- b. Improve the database and licensing and registration of dogs and cats to be more cost effective for the municipality and have regard for responsible pet ownership;
- c. Authorizes the use of the Marina Building located at 306 Farr Drive as a pilot impound facility and further authorizes the scope of renovations, directing staff to prepare the procurement package for award at the July 11, 2023 council meeting;
- d. Directs staff to finalize the position description and evaluate the human resource principles and options related to this pilot proposal and report back on the final determination at the July 11, 2023 Regular Council meeting.

**i) Administrative Report CS-025-2023 – Haileybury Curling Club Land Lease Agreement**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-025-2023; and

That Council directs staff to prepare the necessary by-law to enter into a five (5) year lease agreement with the Cobalt Haileybury Curling Club for the lands described as 434 Leslie McFarlane Way for consideration at the June 20th, 2023, Regular Council meeting.

**11) Schedule of Council Meetings**

- a) Regular Meeting of Council – June 20, 2023 starting at 6:00 p.m.
- b) Committee of the Whole/Regular Meeting of Council – July 11, 2023 starting at 3:00 p.m.

**12) Closed Session**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council agrees to convene in Closed Session at \_\_\_\_\_ p.m. to discuss the following matters:

- a) Adoption of the May 16, 2023 Closed Session Minutes;
- b) Under Section 239 (2) (a) of the Municipal Act - the security of the property of the municipality or local board – 536 Lakeshore Road
- c) Under Section 239 (2) (c) of the Municipal Act – a proposed or pending acquisition or disposition of land by the municipality or local board – Bay Street

**13) Adjournment**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

**Subject:** Historical Farr Park Area (Mill Creek) Parking Lot

**Report No.:** PW-011-2023

**Agenda Date:** June 6, 2023

Committee of the Whole

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## **Attachments**

**Appendix 01:** Proposed Location

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-011-2023; and
2. That Council directs staff to prepare the necessary by-law to amend By-law 2020-104 to accommodate the request from the Temiskaming Native Women's Support Group to construct a small parking lot at the outlet of Cobalt Avenue; and further;
3. That Council directs staff to prepare the necessary by-law to amend By-law 2021-093 to reduce the area leased by Rick Forbes for cultivation purposes in the Farr Historic Cemetery Area for consideration at the June 20, 2023 Regular Council meeting.

## **Background**

On October 20<sup>th</sup>, 2020, Council passed By-Law 2020-104 executing a Land Use Agreement with Temiskaming Native Women's Support Group (TNWS Group) for the use of municipal land in the area of Mill Creek. The TNWS Group was authorized to use the land for traditional gatherings and educational purposes.

This spring, the TNWS Group reached out to the Public Works department about the opportunity to place/construct an approximately 1.23-acre gravel parking lot at the outlet of Cobalt Ave. Appendix 03 shows the approximate size and location of the lot.

In discussions with the TNWS Group, the parking lot is important due to the size and attendance of gatherings they have been hosting. The gatherings can bring in approximately 150 people from the community and local schools. Also, the lot would allow them to keep vehicles and buses away from the sacred grounds. The parking lot would be fully funded by the TNWS Group and no additional cost would be borne by the City.

## **Analysis**

Public Works Staff reached out to the applicable departments within the City to see if this was achievable. No concerns were brought forward. The Corporate Services department noted that the majority of the land, Area of Mill Creek, was part of a land lease agreement with Mr. Rick Forbes for cultivation under By-Law 2021-093.

Staff reached out to Mr. Forbes to discuss the TNWS Group's request and no concerns were noted. Staff is recommending that By-law 2021-093 be amended to reduce the area leased by Mr. Forbes. The rental rate will reflect this change.

It is recommended that By-law 2020-104 be amended to include the parking lot area. The agreement will also include clauses regarding maintenance of the road versus maintenance to the parking lot. The City will continue to provide road maintenance along Cobalt Avenue in North Cobalt; however, maintenance of the parking lot shall be the responsibility of the TNWS Group.

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

- By-law 2020-104
- By-law 2021-093

## **Consultation / Communication**

- Consultation with City Manager, Director of Corporate Services and Transportation Superintendent throughout the development

## **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 City will continue to provide seasonal Road Maintenance.

## **Alternatives**

No alternatives were considered.

**Submission**

Prepared By:

*“Original signed by”*

Reviewed By:

*“Original signed by”*

Reviewed and Submitted  
By:

*“Original signed by”*


---

Mitch McCrank  
Manager of Transportation  
Services

Shelly Zubyck  
Director of Corporate  
Services

Amy Vickery  
City Manager



An aerial photograph showing a landscape with a mix of green fields and dense forest. A winding road or path is visible, crossing a body of water. A small, irregularly shaped area in the water is highlighted with an orange border. The text '4,995.78 m²' is overlaid on this highlighted area.

4,995.78 m<sup>2</sup>

**Subject:** Contract Administration Services –  
Albert Street Reconstruction

**Report No.:** PW-012-2023

**Agenda Date:** June 6, 2023

Committee of the Whole

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### **Attachments**

**Appendix 01:** EXP – Proposal

**Appendix 02:** Single Source Justification Form

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-012-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with EXP Services Inc. for the required Contract Administration services associated with the reconstruction of Albert Street in the amount of \$ 139,820.00 plus applicable taxes for consideration at the June 20, 2023, Regular Council Meeting.

### **Background**

In 2017, Council approved entering into an agreement (By-law 2017-017) with EXP Services Inc. to complete the detailed design for reconstruction of approximately 600m of Albert Street from Rorke Avenue to Bruce Street. In April of 2023, EXP prepared and released the construction tender for the project.

At the Regular Meeting of Council held on May 16, 2023, Council approved entering into an agreement with Pedersen Construction Inc. (2013) for the reconstruction of Albert St. in the amount of \$ 4,447,705.29 plus applicable taxes. This reconstruction consists of the replacement of water, sanitary, storm and roadway from Rorke Ave. to Bruce St. The project also includes the extension of the Active Travel Trail from Bruce St to Georgina St.

As a result, Contract Administration (CA) services are required during and through to completion of the project. CA is necessary to ensure that the contractor is in compliance with the contract documents which is completed through the monitoring of all construction activities.

Common construction practice is to have the same engineering firm, that completed the design, provide the necessary CA for construction. This ensures that there are no



engineering disputes or conflicts which could lead to costly contract change orders. The cost to provide this service is typically negotiated after the construction is awarded.

## **Analysis**

Staff reached out to EXP to commence negotiations for CA once the tender was awarded. After numerous discussions, EXP presented staff with a proposal in the amount of \$ 139,820.00 plus applicable taxes. Highlights of the Scope of Work within the proposal are listed below:

- Provision of one (1) senior inspector for 18 weeks over a two-year construction period to ensure compliance with the contract documents.
- Maintenance of site records and modifications to contract drawings.
- Verify quantities for payment and perform quality assurance checks.
- Provide any Instruction Notices to the contractor.
- Review of work performed and provide recommendation for monthly payment to the contractor.
- Complete as constructed drawings.

After review of the proposal, staff is recommending that Council consider entering into an agreement with EXP Services Inc. for the required Contract Administration services for the reconstruction of Albert Street in the amount of \$ 139,820.00 plus applicable taxes. Appendix 01 outlines the CA proposal provided by EXP.

Appendix 02 outlines the single source justification.

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

- By-Law No. 2017-015, Procurement Policy

## **Consultation / Communication**

- Consultation with City Manager

## **Financial / Staffing Implications**

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

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

There are sufficient funds within the approved budget for the Albert Street Reconstruction Project to cover the cost associated with the required Contract Administration Services.

### **Climate Considerations**

The climate lens was used to consider the impacts of this project. Results indicate that there are no negative impacts.

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

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Steve Burnett  
Manager of Environmental Services

Amy Vickery  
City Manager



## Contract Administration for Albert Street Reconstruction

*The Corporation of the City of Temiskaming Shores*

**Type of Document:**

Proposal

**Project Name:**

Albert Street Reconstruction – Contract Administration

**Prepared and Reviewed By:**

Amy Kwaka, Engineering Lead

EXP

310 Whitewood Avenue West

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**Approved By:**

Douglas Walsh, C.E.T., Team Lead

**Date Submitted:**

2023-05-17

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>1</b>
1.1	EXP Company Profile .....	1
<b>2</b>	<b>Project Understanding.....</b>	<b>1</b>
<b>3</b>	<b>Project Team .....</b>	<b>1</b>
3.1.1	Project Director, Nolan Dombroski, P.Eng. ....	1
3.1.2	Project Manager/Contract Administrator, Douglas Walsh, C.E.T. ....	2
3.1.3	Senior Inspector, Jeff Davis, C.Tech, rcsi .....	2
3.1.4	Inspector, Solyn Goudreault .....	2
<b>4</b>	<b>Corporate Experience .....</b>	<b>2</b>
4.1	Similar Projects .....	2
4.1.1	Larder Lake– 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> Ave, and Manitoba Street Reconstruction .....	2
4.1.2	Dymond Infrastructure Upgrades, Phase 2&3 .....	2
4.1.3	Kapuskasing – Government Road Reconstruction .....	2
<b>5</b>	<b>Scope of Work.....</b>	<b>3</b>
5.1	Site Records & Contract Document Modification .....	3
5.2	Field Supervision .....	3
5.2.1	Inspection.....	3
5.2.2	Contract Administration.....	3
5.3	Field Meetings.....	4
5.4	Managing Change Orders.....	4
5.5	Daily Diaries and Monthly Status Reports.....	4
5.6	Post Construction Services.....	4
<b>6</b>	<b>Insurance.....</b>	<b>4</b>
<b>7</b>	<b>Closure .....</b>	<b>4</b>
	<b>Appendix 1 – Cost Matrix .....</b>	<b>1</b>

# 1 Introduction

## 1.1 EXP Company Profile

With a mission to understand, innovate, partner, and deliver, EXP Services Inc. (EXP) provides engineering, architecture, design, and consulting services to the world's built and natural environments. Our heritage dates to 1906, when the earliest of EXP's predecessor companies started its engineering infrastructure practice. Today, over 3,000 creative EXP professionals across North America provide the passion and experience needed to deliver successful projects around the world. We provide the experience and expertise needed to deliver successful project outcomes for our clients and add value to their businesses, whether the project is big or small. Our highly qualified professionals and experts include engineers, urban planners, architects, designers, technicians, drafts people, surveyors, and project managers. Using state-of-the-art equipment and technologies, EXP's multi-disciplinary teams' partner with our clients to analyze, plan, develop and implement the most effective and sustainable solutions.

EXP New Liskeard is a full-service, multi-disciplinary engineering firm based locally in the City of Temiskaming Shores, which has provided services for many clients throughout the Northern area. With a strong presence in Northern Ontario, we are well-positioned to undertake projects with key staff familiar with a wide variety of projects including but not limited to Bridge design, Drainage and Hydrology investigations, Environmental services, Geotechnical investigations, Surveying services, and Contract Administration services. EXP New Liskeard has maintained municipal, private and ministry clients ranging from Huntsville to Moosonee and are well versed in the engineering practices and procedures for our Northern area providing services that have been completed on budget and within specified timelines. We take pride in maintaining face to face relationships with our clients while projects are ongoing and after completion, whether they are in the same community or in Moosonee, which is a day's travel from our office. During all stages of projects, we will work in conjunction with Township staff to ensure the needs and requirements of the project are met through consultation meetings and, if required, the attendance at council meetings.

# 2 Project Understanding

EXP has extensive knowledge of the project area from having performed the design of this project, as well as extensive experience working for the City of Temiskaming Shores. EXP would like to highlight the following benefits that we can bring to this project:

- We are based in the Temiskaming District. Our employees are a mix of rural and urban with many of our families involved in the farming, mining, logging industries and relate well to the stakeholders with which EXP will be consulting.
- Most importantly, we are taxpayers in the area and understand the implications of overbudget projects to small townships.

It is our understanding that the Corporation of the City of Temiskaming Shores is requesting contract administration of project NWL-01701012 – Reconstruction of Albert Street located in Haileybury.

# 3 Project Team

## 3.1.1 Project Director, Nolan Dombroski, P.Eng.

Nolan Dombroski, P.Eng., will serve as the Project Director acting as a resource for the team and overseeing the project. Nolan has over 10 years of experience in municipal infrastructure, and extensive project experience in the City of Temiskaming Shores. In addition, he is a capable project manager and has successfully carried out multi-disciplinary projects of varying size.

### 3.1.2 Project Manager/Contract Administrator, Douglas Walsh, C.E.T.

Mr. Walsh will be the Project Manager / Contract Administrator for this assignment. He act as the liaison between the City and the Contractor, and will work with the inspection team. Doug is a graduate Civil Engineering Technologist and has a wide range of experience in municipal infrastructure including water distribution, sewage collection, roadway construction and maintenance and solid waste management. Most recently, he was employed as the Director of Public Works with the City of Temiskaming Shores, managing various linear infrastructure projects related to potable water and wastewater as well as roadway maintenance and construction. Doug will report to the Project Director and will oversee the Inspectors.

### 3.1.3 Senior Inspector, Jeff Davis, C.Tech, rcsi

Jeff Davis, C.Tech, will be the Senior Inspector for this project. Jeff has 20 years of experience performing site inspection and contract administration duties on a variety of Municipal and MTO projects. Jeff is very experienced in dealing with the interpretation of Contract Drawings and Specifications, as well as liaising with the Contractor. Jeff has extensive experience in civil construction including roadways, structures, piping, and grading. Jeff will report to the PM/CA and will work with the Junior Inspector.

### 3.1.4 Inspector, Solyn Goudreault

Solyn Goudreault has nearly 2 years of experience with drafting and topographical surveys. He is a graduate of the Electrical Engineering Technician and the Instrumentation and Control Engineering Technician programs at Cambrian College and Northern College respectively. He is familiar with engineering drawings, specifications and has a basic understanding of construction operations and safety. Solyn will report to Jeff, Senior Inspector.

## 4 Corporate Experience

EXP has extensive experience performing contract administration work on both Municipal and MTO projects in Northeastern Ontario.

### 4.1 Similar Projects

Exp presents the following similar projects to illustrate our experience with contract administration on municipal linear infrastructure.

#### 4.1.1 Larder Lake— 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Ave, and Manitoba Street Reconstruction

This project included the design and contract administration for the reconstruction of approximately 600ms of municipal streets. The project included 200mm PVC sanitary sewer, 150mm diameter watermain, granular, and asphalt hot mix paving. This project had a construction value of \$2,080,500.

#### 4.1.2 Dymond Infrastructure Upgrades, Phase 2&3

This project included design and contract administration for water main upgrades in Dymond. The construction consisted of approximately 1230m of watermain and associated excavation, granulars, hot mix paving, and reinstatement including concrete curb. The construction had a construction value of \$994,400.

#### 4.1.3 Kapuskasing – Government Road Reconstruction

This project included the design and contract administration of approximately 700ms of Government Road. The project included the installation of sanitary sewer, sanitary forcemain, storm sewer, watermain and complete road reconstruction. The roadway reconstruction aspect of this project included: the addition of granular material; placement of concrete curb & gutter; construction of concrete sidewalk; and hot-mix asphalt paving of the roadway and an elevated bicycle lane. The modification and replacement of linear infrastructure including sanitary sewers and structures, sanitary forcemain and tie-ins to sanitary sewers; storm sewers and structures; and watermain with associated appurtenances were also part of this project. The construction value was \$4,720,000.

## 5 Scope of Work

The scope of work includes the onsite inspection contract administration for the reconstruction of Albert Street. This work includes monitoring construction activities and ensuring compliance with the Contract Documents including specifications.

It is understood that the Reconstruction of Albert Street involves storm sewer, sanitary sewer and watermain replacement, as well as hot mix paving.

We have assumed that project completion will require a minimum of 18 weeks over a two-year construction period, based on the Contractor's use of a single crew for all work in 2023 with the final work being carried out in 2024 as weather and ground conditions permit. At the request of the City we have provided an estimate for one (1) Inspector on site for 45 hours per week. Should additional hours or staff be required, we will be able to provide staff as requested.

### 5.1 Site Records & Contract Document Modification

EXP will maintain, as appropriate, record copies of contracts, engineering drawings, codes and standards, change order information, and related documents, and will distribute them as required. EXP will revise contract drawings as needed to ensure compliance with the contract documents. The required documents will be submitted to the Contractor.

The Project Manager will revise contract specifications when necessary, for the proper guidance and coordination of selected materials and equipment conforming to the contract documents. The field inspectors will prepare weekly and monthly written status reports for the clients review to discuss progress on the work, issues encountered during the reporting period, and schedule for upcoming work. EXP will ensure that a set of (marked-up) as constructed drawings are maintained for use in the preparation of record drawings after the project.

### 5.2 Field Supervision

EXP will ensure that the Contractor has all required approvals prior to commencing construction and will ensure that all permanent works are constructed according to the approved design and specifications.

Should it be necessary, the key professional staff of the design team will assist the Contractor in developing alternative methods to overcome unforeseen obstacles to the performance or progress.

#### 5.2.1 Inspection

The Senior and Junior inspector will work together on site to monitor the contractor and their operations. The Senior inspector will be responsible for more complex tasks such as checking pipe inverts and alignment, while the Junior inspector will assist the Senior inspector with tasks, as needed, and perform less complex tasks such as taking tickets, and compaction testing.

The onsite inspectors will oversee construction progress, verify quantities for payment, perform quality assurance checks, and provide front line interpretations of the Contract Documents for the contractor. Areas of non-compliance with the Contract will be identified, including maintenance of a "live" deficiency list and EXP will then notify the City and Contractor through Instruction Notices as to corrective measures required.

#### 5.2.2 Contract Administration

The Project Manager / Contract Administrator will perform the administration of the contract. Tasks will include negotiations with the contractor, creating Change Orders and Instruction notices, providing monthly payment certificates, as well as other administrative support to the construction project, as needed.

The project manager will ensure the following:

- Effective and efficient communication with the inspection team, client, and contractor.

- Schedule, chair and provide minutes for the following meetings: Pre-construction meeting with the contractor, Progress Meetings, Contract Completion.
- Inspection of the Contractor's work for conformance with the contract documents and quality assurance monitoring.
- Preparation of the final payment certificate of construction costs and make recommendation on the release of the Construction Lien and Statutory Holdback.

### 5.3 Field Meetings

When required, the PM/CA and inspectors will attend regular site meetings with the Contractor to review progress of the works, construction scheduling, difficulties encountered, and any other matters affecting project construction. As required, EXP will propose solutions to overcome construction issues and present the solutions to the City for approval.

### 5.4 Managing Change Orders

EXP will monitor construction and will review the work for potential changes. If a change has been identified, negotiation will take place with the contractor, and a change order may be issued. Significant value Changes orders will be review with the City prior to issuing to the Contractor.

### 5.5 Daily Diaries and Monthly Status Reports

EXP will keep daily records of the progress of works at the construction site as well as record all issues on site (using photographs, notes, sketches) which affect the project schedule caused by changes in project scope. Diaries will be submitted weekly. Monthly status reports will give a monthly general overview of the status of the project as well as the status of the consulting and construction budgets.

### 5.6 Post Construction Services

EXP will prepare complete record digital drawings in DWG and PDF format and hard copies (per the RFP) requirement using the "as constructed" drawing data collected during construction. In addition, EXP will perform a warranty inspection 12 months after substantial completion and issue a deficiency report for any necessary repairs.

## 6 Insurance

EXP is Professional Consulting Engineering firm, as such, Professional Liability insurance for any actual or alleged error, omission, or negligent act arising out of the professional services provided by EXP, including environmental services, will be provided. EXP will provide our generic insurance certificates upon award, if requested.

The insurance includes coverage for liability arising out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, including, but not limited to, any solid, liquid, gaseous or thermal irritants, toxic or hazardous substance, and contaminants.

Our insurance certificates will show that we are covered for the following:

- |                        |                |
|------------------------|----------------|
| • General Liability    | \$5,000,000.00 |
| • Errors and Omissions | \$2,000,000.00 |
| • Automobile           | \$2,000,000.00 |

## 7 Closure

This proposal details the work associated with the inspection and contract administration that EXP will perform for the Reconstruction of Albert Street. The total fee for this project is **\$139,820.00** (excluding HST).

We thank you for the opportunity to submit this proposal and look forward to working with you on this project. Should you have any questions concerning the above, please do not hesitate to contact our office.



A handwritten signature in blue ink, appearing to read 'G. Walsh', with a stylized flourish at the end.

G. Douglas Walsh, C.E.T.  
Team Lead,  
May 17th, 2023.

## Appendix 1 – Cost Matrix

Project: Contract Administration / Inspection Services - Albert Street  
Client: Corporation of the City of Temiskaming Shores  
Date: May 2023

Cost Estimate and Time Allotment Matrix



Contract Admin.	Nolan Dombroski		Douglas Walsh		Bradley Gilbert		Terry Pascoe		Jeff Davis		TBD		Bruce Praskey		Lisa MacKenzie					
DESCRIPTION of TASKS	Senior Director P.Eng \$205		Project Manager C.E.T. \$165		Quality Assurance A.Sc.T., rcsi \$140		Civil Designer B.Eng \$125		Sr. Inspector C.Tech \$125		Junior Insp. C.Tech. \$80		Drafting / Design Tech. \$80		Project Co-ord. \$80		Disbursements		TOTAL PROJECT COSTS	
	Hours Estimate	Actual	Hours Estimate	Actual	Hours Estimate	Actual	Hours Estimate	Actual	Hours Estimate	Actual	Hours Estimate	Actual	Hours Estimate	Actual	Hours Estimate	Actual	Estimate	Actual	Labour Estimate	Labour + Disb.
1.0 Project Administration & Management																				
Project Initiation (Internal)	2		2		2		2		2						2				\$ 1,680	\$ 1,680
Start-Up Meeting / Site Visit			2		2				2		2				2				\$ 1,180	\$ 1,180
Project Management & Administration (Est 18 Week Period)			54		18				6						18				\$ 13,620	\$ 13,620
2.0 Construction Activities																				
Project Progress Meetings			8		8				8						8				\$ 4,080	\$ 4,080
Construction Inspection (Est 18 Week Period)									800										\$ 100,000	\$ 100,000
QA & QC Testing											72						\$ 2,500		\$ 5,760	\$ 8,260
Payment Cut-off Dates (Last Working Day of Each Month)			12												12				\$ 2,940	\$ 2,940
3.0 Post Project Activities																				
Substantial Completion (45 Days following Final Inspection)			2												2				\$ 490	\$ 490
As-built Drawings							12				20		40						\$ 6,300	\$ 6,300
Attend Final Inspection (End of Maintenance Period)	2		2		2				2										\$ 1,270	\$ 1,270
	4		82		32		14		820		94		40		44		\$ 2,500.00		\$ 137,320.00	\$139,820.00
Total price (Excluding H.S.T.)																		\$139,820.00		

\* Sr. Inspector @ 45 Hr / Wk

\* Sr. Inspector @ 45 Hr / Wk

## Single / sole Source Justification

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

Requested Single/Sole Source Supplier:

Company Name: EXP Services Inc.

Contact Name: Nolan Dombroski

Address: 310 Whitewood Ave

City: New Liskeard      Prov: ON      Postal Code: P0J 1P0

Phone Number: 705-647-4311      E-mail: Nolan Dombroski <nolan.dombroski@exp.com>

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

**Description of  
Product or Service:**

To Provide the necessary Contract Administration services for the re-construction of Albert Street.

**Estimated Cost: \$**

\$ 139,820.00

**Complete the following checklist:**

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

The required items are **proprietary to the Contractor**

A specific item is needed:

To be compatible or interchangeable with existing hardware;

As spare or replacement hardware;

For the repair or modification of existing hardware, or

For technical evaluation or test.

**X** There is a **substantial technical risk** in contracting with any other contractor (e.g. only one contractor has been successful to date in implementing a difficult manufacturing process.)

**X** For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be realized over the incumbent contractor's performance (e.g. the chances of another firm winning a competition are clearly remote).

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

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

EXP Services has provided the City with engineering services associated with the preparation of the detailed design, tender and recommendation to award the construction contract for the reconstruction of Albert Street.

Common construction practice is to have the same engineering firm, that completed the design, provide the necessary contract administration at time of construction. This will ensure that there are no engineering disputes or conflicts which could lead to costly contract change orders as well as providing ownership to the design from the professional engineer. The cost to provide this service is typically negotiated after the construction is awarded.

Contract Administration services have been provided to the City by the engineering firm that completed the detail design on all the major road reconstruction projects completed with no issues identified.

Requested by: Steve Burnett

Department Head

Reviewed by: Amy Vickery

City Manager

**Subject:** Grant Drive Extension Asphalt –  
Tender Award

**Report No.:** PW-013-2023

**Agenda Date:** June 6, 2023

Committee of the Whole

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## **Attachments**

**Appendix 01:** RFT Results

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-013-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Miller Paving Limited for completion of the Grant Drive Extension asphalt in the amount of \$202,415.50, plus applicable taxes, for consideration at the June 20, 2023 Regular Council meeting.

## **Background**

In 2021, the MTO requested a commitment from the city that construction of the approved Grant Drive extension would take place in 2022. At the Regular Council Meeting held on July 13, 2021 this commitment was approved by Council through Resolution No. 2021-298. As a result, Council approved the Grant Drive Extension as a Capital Project within the 2022 budget in the amount of \$ 1,600,000.00.

Through consultation with the MTO consultant, MTO staff, EXP and city staff it was determined that it would be best if the city constructed the Grant Drive extension less asphalt in 2022 and leave closed until the MTO completes construction on Hwy 65E in 2023. This will allow for the MTO's consultant to survey the "tie in" points at Hwy 65E to ensure connection is done properly.

As a result, EXP prepared and released phase one of the extension which did not include asphalt or shouldering. Phase one was completed in 2022.

In 2023, finishing the Grant Drive Extension was presented to Council as a 2023 Capital Project and would be completed in conjunction with the paving within the MTO right of way on Hwy 65E. The cost sharing by-law agreement between the MTO and the city for the Hwy 65E work was signed on December 20<sup>th</sup>, 2022, defining the max cost the municipality may pay at \$266,250.00.

## **Analysis**

One (1) submission was received in response to the Request for Tender prior to the closing date.

Miller Paving Limited supplied the bid of a subtotal of \$202,415.50. It was analysed for errors and/or omissions and was found to be correct and complete. The acquisition process was in keeping with the City's Procurement Policy (By-Law 2017-015).

Miller Paving has successfully completed many projects for Temiskaming Shores and throughout Northern Ontario and has demonstrated the ability to complete this work as intended.

It is recommended that the City proceed with Miller Paving to perform the required road services.

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

- 2023 Public Works Capital Budget
- By-law No. 2017-015, Procurement Policy
- By-law 2022-182 – MTO and City Cost Sharing
- By-law 2022-101 – Pedersen Construction Phase 1
- By-law 2021-190 – EXP agreement
- By-law 2018-054 – Grant Drive Traffic Study

Following this construction, an amendment will be made to the Traffic and Parking By-law to update the signage along this extension. The intersection at Wilson Avenue and Grant Drive will become a 4-Way Stop.

## **Consultation / Communication**

- Consultation with City Manager, Manager of Environmental Services throughout the project
- Consultation with MTO Staff, EXP Staff

## **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 Phase 2 construction of Grant Drive extension was budgeted at \$500,000.00.

The max the municipality will pay for the Agreement with the MTO is \$266,250.00.

The price to pave and shoulder is \$202,415.50. With non-refundable tax included, the total price to complete the extension is \$476,914.01. Note this is the MAX the city may pay. It is subject to reduction if the MTO project costs were less.

### **Climate Considerations**

Climate Lens has been complete. Based on the results there are no expectations for increased GHG emissions, increased temperature, or increased precipitation based on this contract. The method of supply and delivery is in line with current scope of paving operations and no planned changes exist currently.

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

*"Original signed by"*

Mitch McCrank, CET  
Manager of Transportation Services

Amy Vickery  
City Manager



Document Title: **PW-RFT-004-2023 "Grant Drive Extension Asphalt"**

Closing Date: **Tuesday, May 30, 2023**


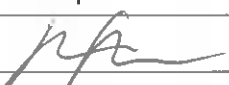
Closing Time: **2:00 p.m.**

Department: **Public Works**

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

Attendees via teleconference: 705-672-2733 Ext. 774

**City of Temiskaming Shores:**

Kelly Conlin, Municipal Clerk	Mitch McCrank Manager of Transportation		
			

**Others (teleconference):**

Christian Paquette,		
Miller Paving		

Bidder: Miller Paving Ltd. Submission Pricing

Bid Form	Amount
Part A – Grant Drive Extension Subtotal	\$ 202,415.50
HST	\$ 26,314.02
Total Price	\$ 228,729.52

Bidder:

Bid Form	Amount
Part A – Grant Drive Extension Subtotal	\$
HST	\$
Total Price	\$

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

# **Memo**

**To:** Mayor and Council  
**From:** Steve Burnett, Manager of Environmental Services  
**Date:** June 6, 2023 – Committee of the Whole  
**Subject:** Environmental Department Update  
**Attachments:**

---

Mayor and Council:

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

## **Operations**

The Environmental Department continues with the yearly maintenance of the Sanitary Collection and Water Distribution Systems within the City. This maintenance includes:

- **Sanitary Main Flushing** – The regular flushing program has commenced but is currently stalled as the crew gets caught up on water service repairs.
- **Watermain Flushing and Valve Exercising Program** – This program started in early May with the Dymond distribution system being completed. The New Liskeard system is approximately ¼ complete with Haileybury to start around June 1<sup>st</sup>.

Staff continue to repair watermains and services as they surface. Since the last department update, there have been 7 water break/service repairs completed with 4 currently leaking. In addition, 1 hydrant and 2 water control valves have been replaced.

## **Capital Projects**

- **ICI Water Meter Program (Carryover)** - There are approximately 50 water meters remaining to be installed. As a result of a delay in production, the installation of these meters is not scheduled until late summer 2023. Staff will continue to be in communication with Neptune and provide Council with updates accordingly.
- **Haileybury Water Treatment Plant Filter Rehabilitation (Carryover)** – The filter is now online. Although functioning, adjustments to the air flow for backwashing is required. OCWA staff is working with the contractors engineer to come up with a solution.
- **Robert/Elm Pumping Station – Overflow Installation** – We are still waiting on approval from the Ministry for the amendment to the Environmental Compliance Approval. A request for quotation for the construction has been released and closes on June 16, 2023.

- **Albert St Reconstruction** – Council approved entering into an agreement with Pedersen Construction for this project in the amount of \$ 4,447,705.29 plus applicable taxes. An administrative report was presented to Council for the required Contract Administration services. The pre-start meeting is scheduled for June 2, 2023. This project is within budget and is tentatively scheduled to commence towards the end of June. Staff will be organizing an open house to allow for Council and residents affected an opportunity to see the design and ask questions. This open house is tentatively scheduled for Tuesday June 13, 2023 at City Hall.
- **Montgomery Street Design** - Staff will be preparing and releasing a Request for Proposal soon to procure a qualified engineering firm to complete the design of Montgomery Street.
- **NL Landfill Expansion** – The installation of conduit for hydro to the scale and scale house has commenced. Once complete the scale will be installed. A pre-start meeting with the contractor for the storage building took place on May 30, 2023 to identify the foot print. All material has been ordered. The concrete footings for the building will commence once the rebar arrives. The conduit for hydro for the building will be installed once the footings are complete. The placement of asphalt will follow soon after.
- **Grant Drive Extension** – The tender for construction released by the MTO has closed but not yet awarded. Timeline for construction is not available currently. Staff released and closed the tender for the placement of asphalt for the city portion of the extension. An administration report was presented to Council for the award of the placement of asphalt. This project remains within budget.

Prepared by:

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Steve Burnett  
Manager of Environmental Services

# **Memo**

**To:** Mayor and Council  
**From:** Mitch McCrank, Manager of Transportation Services  
**Date:** June 6, 2023 – Committee of the Whole  
**Subject:** Transportation / Operations / Fleet / Report  
**Attachments:**

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Mayor and Council:

The Transportation Department would like to provide verbal updates on items that may be of interest.

1. Operations
  - a. Finish sweeping, Lawn repairs, Guardrail repairs, grading, catchbasin repairs and clean outs, replace or repair culverts, ditches, dig out and fix frost heaves, calcium of gravel roads, pothole patching, symbols painting and line painting.
2. Roadway Rehabilitation
  - a. Ongoing. Pulverizing complete. Paving underway
3. Downtown Infrastructure Upgrades and Surface replacement
  - a. Asphalt compromised over the winter causing multiple failures and cold patching
  - b. Storm CSP crossing Armstrong Failure
  - c. Two water breaks, a water service replacement and valve replacement
  - d. Longitudinal and lateral cracking.
4. Asphalt Patching Underway
  - a. Prioritizing main arterial routes due to painting.
5. Transportation Study – Downtown Cores
  - a. Data request complete
  - b. Working on Turning Movement Data collection and review
  - c. Tentative next Public session end of June
6. Planned Projects
  - a. Jaffray Street Storm Reconstruction
  - b. West Road Culvert Reline
  - c. Fleet Purchases
7. Completed Projects
  - a. Fuel Management System



Prepared by:

\_\_\_\_\_  
Mitch McCrank, CET  
Manager of Transportation Services

Reviewed by:

\_\_\_\_\_  
Jamie Sheppard  
Transportation Superintendent

Reviewed and submitted for  
Council's consideration by:

\_\_\_\_\_  
Amy Vickery, CMO  
City Manager

**Subject:** New Liskeard Marina Property

**Report No.:** RS-012-2023

**Agenda Date:** June 6, 2023

Committee of the Whole

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### **Attachments**

**Appendix 01:** New Liskeard Marina Property Aerial Imagery

**Appendix 02:** New Liskeard Marina Engineer Study (May 2021)

**Appendix 03:** Council Minutes - Committee of the Whole Meeting August 10, 2021

**Appendix 04:** Marina Financial Analysis 2018-2022

**Appendix 05:** Economic Development Submission

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-012-2023;
2. That Council directs staff to create a report outlining a public consultation process and an expression-of-interest process for the divestment and development of the New Liskeard Marina property.

### **Background**

The City of Temiskaming Shores operates two municipal marinas with one location (66 slips) in the former Town of Haileybury and the other location (82 slips) in the former Town of New Liskeard. These two marinas offer serviced hookups, fuel for purchase and pump outs. City recreation staff, along with a contingent of summer students, operate these two facilities from mid-May to early October each year.

Prior to 2020, the City of Temiskaming Shores leased the New Liskeard Marina building to a long-time tenant who also provided marina services to boaters. Beginning in the 2020 marina season, the Recreation Department has provided marina services to our boaters utilizing regular staff resources. Also in 2020, the City hired A2S Consulting Engineers to complete a structural condition assessment of the building to provide further

details on its condition. Their report noted that the building was in fair condition but had a number of underlying deficiencies which would need to be rectified within 0 – 5 years. The cost to fix those deficiencies was estimated to be approximately \$120,000 (2020 dollars).

A further engineering study was received on May 5, 2021 and provided two options for a more extensive renovation of the facility to bring it up to code for use by a new tenant or to be renovated as a marina office. Those costs were estimated to be approximately \$250,000 to \$270,000 (2021 dollars).

Since these estimates were well beyond the expectations of staff, a report outlining potential options for the marina building and the property it sits on was brought to a Committee of the Whole meeting on August 10, 2021. The City of Temiskaming Shores owns all the property east of Riverside Drive including the property that the marina building sits.

In the report brought forward to Council, the option to divest the property and/or seek a developer to partner with was proposed as the preferred option to move forward with.

At the meeting, members of the public were afforded the opportunity to speak about the report and the possibility of private development on this property. Of the members of the public who spoke at the meeting, the majority spoke about a desire to see the marina and slips be available regardless of any development on shore.

Following the Committee of the Whole meeting, the Building Maintenance Committee discussed the property at its regular meeting on September 15, 2021. Following a discussion about how the City would best move forward with potential divestment of this property, the committee passed the following recommendation:

*Recommendation BM-2021-030*

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Committee Meeting hereby directs staff to investigate the cost of a geotechnical study for the New Liskeard Marina.

**Carried**

Following the recommendation from the Building Maintenance Committee, a geotechnical study of the property was conducted by WSP Canada in 2022 with a report being presented to the Building Maintenance Committee at its February 7, 2023 regular meeting.

The geotechnical study of the property did not find any disqualifying issues with the subsoil that would inhibit development.

Recreation staff are operating both the Haileybury and New Liskeard marinas for the 2023 summer. However, staff need direction to continue planning for 2024 and beyond.

The extent of the property proposed for development is approximately four acres in size and is located along the east side of Riverside Drive including a grassed area and the property the marina buildings sit on. Appendix 01 includes an aerial image of the proposed property to divest.

## **Analysis**

City staff are looking for direction from Council to move forward with the potential divestment and development of the New Liskeard marina property. As noted in the background information, there is a large capital outlay needed to maintain the marina building to acceptable standards.

City staff have received several unsolicited inquiries over the years from private enterprises and private individuals regarding this property, including as recent as May 2023. As it is situated on the Lake Temiskaming waterfront, it's an attractive property to the private sector for potential development. James Franks, the City's Economic Development Officer has provided a submission to council included as Appendix 05 which outlines some of the private sector's interest in this property.

As noted in the submission from James Franks, should this property be developed by the private sector the City has the potential to see a new development which contributes positively to the city's tax base while also providing continued marina service at this location. Staff are recommending that the City retain the portion of land that the boardwalk sits on to ensure access for the public.

From a financial standpoint, the New Liskeard Marina operates around the breakeven point (direct operations only). Staff have completed a financial analysis of the facility which is included as Appendix 04. The analysis includes the best-case scenario for staffing and utilizes best estimates for an allocation of time of salaried staff. The Haileybury Marina has additional expenses and fewer revenues which translates into a yearly loss of, on average, \$32,000. In total, our marina operations were estimated to have lost, on average, about \$29,600 per year from 2018-2022. Total expenses for operations has averaged \$177,000 each year.

These figures account for only the direct operational expenses of the marina and do not account for capital costs or amortization. Reviewing past capital expenditures at the marinas, the City has spent \$688,500 since 2012, mostly on upgrades to the dock systems at both marinas. This figure averages to a yearly spent of approximately \$76,500.

The City's planner provided the following analysis regarding the property:



The New Liskeard marina property is designated Recreation Area in the City of Temiskaming Shores Official Plan and is zoned Downtown Commercial New Liskeard (C1) in the City of Temiskaming Shores Zoning By-law. The Recreation Area designation permits “waterfront areas, trails, parks, sports fields and recreation complexes, libraries, marinas, campgrounds, conservation areas, curling clubs and golf courses.” While the C1 zone permits a broad range of uses, compliance with the requirements of the official plan will need to be demonstrated prior to moving through the site plan control process and an official plan amendment would be required if the proposed development deviates from those permitted as of right in the official plan.

This area is identified as being within the Flood Hazard Constraint Area and the official plan prohibits “an institutional use associated with hospitals, nursing homes, pre-school, school nurseries, day care and schools, where there is a threat to the safe evacuation of the sick, the elderly, persons with disabilities or the young during an emergency as a result of flooding, failure of floodproofing measures or protection works or erosion,” as well as “an essential emergency service such as that provided by fire, police and ambulance station and electrical substations, which would be impaired during an emergency as a result of flooding, the failure of floodproofing measures and/or protection works, and/or erosion,” and “uses associated with the disposal, manufacture, treatment or storage of hazardous substances” in this area. The Zoning By-law requires that where new development is proposed within the Flood Hazard Constraint Area that the development must be floodproofed to the 181.7m CGD elevation.

Site plan control will be required for any future development of this property, including a geotechnical investigation and stormwater management plan, and any other additional studies/information that may be identified as required through preliminary review of any proposed development.

Staff are proposing to create an expression of interest process whereby private developers are invited to submit expressions of interest for the purchase and development of the marina property granted that they meet minimum requirements. Those minimum requirements are proposed to be:

1. The development shall have no cost to taxpayers.
2. The City will retain ownership of the boardwalk and the public will continue to have access to the boardwalk.
3. The City will retain ownership of the boat launch and the public will continue to have access to the boat launch.
4. The marina (docks and slips) shall remain open for boaters in some capacity.
5. The developer will provide a public washroom on the site or pay for an equivalent public washroom space in the near vicinity.

To move forward, staff are proposing to create a report for Council's consideration that would outline a public consultation process and an expression-of-interest process for this property. Ensuring the public is involved in the process at the early stages will help to ensure the success of whichever outcome is chosen.

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

- City of Temiskaming Shores Zoning By-law No. 2017-154
- City of Temiskaming Shores Official Plan
- City of Temiskaming Shores Recreation Master Plan

### **Consultation / Communication**

- Consultation with the City Manager
- Consultation with the Director of Corporate Services
- Consultation with the City Planner
- Consultation with the Economic Development Officer
- Thorough discussion with the Building Maintenance Committee

### **Financial / Staffing Implications**

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

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

There are no immediate financial implications should council decide to pass this report's recommendations. Staff time associated with this recommendation will be limited to normal administrative duties.

### **Alternatives**

Council could direct staff to continue with regular operations of the New Liskeard Marina.

Council could direct staff to review potential renovations to the New Liskeard Marina building.

**Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

---

Mathew Bahm  
Director of Recreation

*"Original signed by"*

---

Amy Vickery  
City Manager

## Appendix 01





May 5, 2021

CORPORATION OF THE CITY OF TEMISKAMKING SHORES  
325 Farr Drive, PO Box 2500  
Haileybury, ON  
P0J 1K0  
Attn: Mathew Bahm, Director of Recreation

Dear Matt,

Re: WATERFRONT MARINA – 199 RIVERSIDE DRIVE, NEW LISKEARD, ONTARIO  
ROOF ANALYSIS AND COSTING

As per our proposal dated February 8, 2021, and as a follow-up to our visual condition evaluation of the entire Marina building in October 2020, we have completed the following additional work:

- A structural analysis of the existing flat-plate wood trusses to determine their capacity; and
- Provided preliminary costing information for building renovation/partial demolition compared with a new build.

## 1. ROOF ANALYSIS

We returned to site on March 18, 2021 to measure the existing wood trusses. During this visit, we also confirmed that our immediate recommendations included in our previous report were completed – the second-floor and balcony are not occupied, and posts have been added below the second-floor built-up beam.

We were able to confirm that the flat-plate wood trusses generally consist of 2x4 top and bottom chord members, with 2x3 web members towards the ends of the trusses, and 2x4 web members for the vertical truss member at mid-span and the first diagonal to each side. One (1) 2x4 brace was added at the mid-point of this first diagonal each side of the vertical center member. Truss plates (ITS-PT20) of various sizes were installed on each side of the wood truss at each panel point, and at two splice locations in the top and bottom chords. We were not able to expose the truss where it bears on the wall top plate due to a lack of space and the presence of existing insulation. The trusses are spaced at 24" centres, with 2x4 strapping members installed perpendicular to the truss above the top chord supporting metal roofing.

We calculated a total dead load of 10 psf for the trusses (weight of roofing, strapping, trusses, insulation, and ceiling), and analyzed the truss under both the Part 9 snow loading of 38 psf and the Part 4 snow loading of 52 psf. Based on our analysis, the trusses have sufficient capacity to support Part 9 snow loading only, with several of the members and metal truss plates overstressed under the higher Part 4 loading. Reinforcing of the trusses would be required if this building is considering housing a Part 3 occupancy, such as a restaurant with more than 30 patrons. However, most retail spaces qualify under Part 9.

## 2. COSTING

As per your request, we have provided some preliminary costing information for renovating (and partially demolishing) the existing building compared to demolishing the entire existing building and building new. The budget figures presented are approximate in nature; accurate budgeting can only be obtained by establishing a scope of work and receiving quotes from qualified Contractors. It should be noted that the current pandemic has significantly increased the volatility of pricing and availability of some materials.

### SCENARIO A – PARTIAL DEMOLITION AND RENOVATION

ESTIMATE: ~\$250K (\$210/FT<sup>2</sup>)

The following is a rough scope-of-work for the first scenario under consideration. We expect there will be a large premium associated with the partial demolition of the existing building compared with the full demolition in the second scenario.

- 2/3 of the existing building will be demolished (shop and center mono-slope area with partial second-floor), leaving the open retail portion of the building (approx. 1,200 ft<sup>2</sup>).
- The existing slab-on-grade under the demolished portion of building can remain as-is (if desired), although it should be thermally isolated from the remaining building.
- A new wall will be constructed along the new open length of building.
- The roof will be replaced, consisting of new plywood (or OSB) sheathing installed directly above the roof trusses, roof underlay, strapping, and new metal roofing. Insulation levels will remain as-is.
- OPTIONAL: Existing roof trusses will be reinforced to suit Part 4 snow loading.
- Diagonal bracing will be added to the underside of the existing roof trusses.
- The walls will be reinforced from the exterior, adding a 2x4 wall stud at each existing location, new 7/16" OSB sheathing to the exterior, air barrier, insulation, strapping and metal wall cladding. Windows will also be replaced.
- We have included an allowance for moving the heating, lighting, and other electrical systems into the remaining portion of building.
- Similar quality of construction materials will be used to existing.
- We have included an allowance for consulting fees (10%), as well as a construction contingency (10%).
- HST is in addition to the costs noted.

### SCENARIO B – FULL DEMOLITION AND NEW BUILD

ESTIMATE: ~\$270K (\$225/FT<sup>2</sup>)

The following is a rough scope-of-work for the second scenario under consideration.

- The entire building is demolished to the top of the existing structural slab-on-grade.
- A new building, generally matching the size of the remaining building above (approx. 1,200 ft<sup>2</sup>), will be constructed on the existing structural slab-on-grade. We have assumed that the new building will be wood-framed, with the cost of any interior fit-up to be paid for by the future tenant (costs not included here).
- The existing slab-on-grade under the portion of building not being re-built can remain as-is (if desired), although it should be thermally isolated from the new building.
- The new building would be designed to meet current Ontario Building Code, either to Part 9 or Part 3 as determined by the future end use.

- Similar quality of construction materials will be used to existing.
- We have included an allowance for consulting fees (10%), as well as a construction contingency (10%).
- HST is in addition to the costs noted.

Given the similar costs, we would recommend proceeding with Scenario B as the new building can be designed to suit the proposed end-use of the building, will be more energy efficient than the existing building, and will be more durable than modifying an existing building.

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We trust that the above-noted information meets your current needs. Do hesitate to contact us with any questions or comments.

Sincerely,



Aaron Dent, P.Eng  
A2S Consulting Engineers



Attachments: N/A

Cc: Mathew Bahm, City of Temiskaming Shores

[mbahm@temiskamingshores.ca](mailto:mbahm@temiskamingshores.ca)

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**The Corporation of the City of Temiskaming Shores  
Committee of the Whole Meeting  
Tuesday, August 10, 2021 – 6:00 p.m.  
City Hall – Council Chambers – 325 Farr Drive**

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**Minutes**

**1. Call to Order**

The meeting was called to order by Mayor Kidd at 6:00 p.m.

**2. Roll Call**

Council: Mayor Carman Kidd; Councillors Doug Jelly, Jeff Laferriere, Mike McArthur, and Danny Whalen

Present: Logan Belanger, Clerk  
Christopher Oslund, City Manager  
Mathew Bahm, Director of Recreation  
Steve Langford, Fire Chief  
Brad Hearn, IT Administrator  
Steve Burnett, Manager of Environmental Services  
Mitch Lafreniere, Manager of Transportation Services

Regrets: Councillor Foley  
Councillor Hewitt

Media: Blake McChristie, CJTT

Members of the Public: 13

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

None



**4. Approval of Agenda**

*Recommendation No. 2021-318*

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that the Committee of the Whole approves the agenda as printed.

**Carried**

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

None

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

a) Public Meeting – New Liskeard Marina

**Re:** Review the current state of operations and for input on future operations of the facility, and use of the marina property / building

Mayor Kidd declared the meeting to be open and to be a public meeting, and invited Mathew Bahm, Director of Recreation to provide a Presentation via PowerPoint. Mr. Bahm provided background on the marina, including a general overview of operations and expenses. Mr. Bahm outlined that the building has aged and requires upwards of \$200,000 to meet minimum standards and continue current level of service, as well as noted that any further intensification of the site would necessitate waste capacity improvements. Four (4) options were outlined and reviewed for Council consideration:

1. Continue to operate with municipal staff and pursue options to repair/replace building at taxpayer expense;
2. Pursue a private sector operator of the facility and pursue options to repair/replace building at taxpayer expense;
3. Pursue a long-term lease agreement with the private sector to redevelop the property; or
4. Pursue divestment of the property.

Mr. Bahm reviewed two comments received from members of the public in advance of the meeting:

1. Dan Dawson recommended that a marina facility should provide additional services (i.e., more than fuel and sewage pump outs) to better promote the area. These services could be offered by either the City, or from the private sector.
2. Judie Martin recommended keeping the property for a marina use, and to operate the facility like a business, including additional services.

Mr. Bahm summarized that Options 1 and 2 are the safest, but are more costly for taxpayers; and Options 3 and 4 are associated with increased risk, but could provide better outcomes at minimal costs. It was recommended that further public input be sought should options 3 or 4 be pursued. Mr. Bahm outlined that further review at upcoming committee meetings is recommended to consider comments received at this evening's meeting, before returning to council.

Mayor Kidd welcomed Mrs. Suzanne Othmer to make a presentation to Council.

Mrs. Othmer thanked Mayor and Council for the opportunity to provide comments on the future operations of the New Liskeard Marina. Over the years, amenities have decreased, and marina operations appear to occupy approximately one-quarter of the building. The remaining portion of the building is currently unoccupied and/or used by the City. It is believed the City should maintain this portion of the waterfront, and determine how it may be used for the best interest of the public. The current building requires maintenance and is not an accurate representation of what the City represents, when it welcomes boating visitors to the community. The City must find a balance between marina operations and the benefit to the City, as boater tourism creates a significant economic spinoff. If the City expanded services levels, additional profit centers could be realized. Mrs. Othmer suggested researching other municipally owned marinas, as well as provided feedback on each option presented by Mathew Bahm, Director of Recreation. The ultimate goal is to keep the downtown thriving, to grow the City, to showcase the beautiful shores of Lake Temiskaming, and to keep it available to everyone.

Mayor Kidd welcomed Mr. Jeff St. Cyr to make a presentation to Council. Mr. St. Cyr requested Mayor and Council to consider Option No. 4. Investment groups could provide financial and positive advantages to support the development of a prime waterfront property. A new development could drive revenue and help fund the waterfront and the marina. Currently, the land is not generating tax revenue and is used as a snow dump in the winter, and for boat/trailer storage. Many municipalities feature their waterfronts as the gem of the communities, and a proper development could beautify the area and bring people to the City. The marina property is comprised of several parcels of land; therefore, a development would not hamper the view or the use of the waterfront/ marina, as the current building location could be used, leaving the remaining parcels accessible to the public. Several images of buildings were displayed to outline the type of development opportunities.

Mayor Kidd inquired if there are there any questions or comments from members of the public?

Mr. Wayne Corman recommended using the wall facing the water for an art project or display, to help beautify the building, while Council considers the future use of the building.

Mayor Kidd inquired if there were any questions received via the chat box?

Christopher Oslund City Manager, reviewed a comment from Mairead O'Shea regarding the suitability of tenants during the Request for Proposal process for the New Liskeard Marina building. Mr. Oslund clarified that it was not the tenants that were not suitable, it was the proposed use by the tenants that would change the buildings current use from marina operations. A proposed change in use would result in significant investment by the City, through building code implications as well as water / sewer improvements.

Mr. Jeff St. Cyr inquired if there has been discussion for the completion of an environment study, as the study may impact the available options for the property and would be beneficial for any future investors. Mr. Oslund commented that soil sampling may also be required for large scale developments due to the infill used to develop the property, as well as investigation of the floodplain.

Mr. Ryan Primrose submitted an email, recommending that if the privatization option is chosen (i.e., Option no. 4), that conditions be placed on sale to ensure continued public access to the lake, and to provide marina related services. Mr. Primrose noted that once that land is sold, it will have been permanently lost as an asset. Therefore, suggests that Options no. 1-3 be examined thoroughly before Option no. 4 is considered.

Mayor Kidd inquired if there were questions or comments from Council?

Councillor Jelly thanked everyone for their comments and ideas, and recommended further discussion at the Committee level. Councillor McArthur is supportive of the marina and recommends further public consultation with the public. Councillor Whalen commented that both City owned/operated marinas appear to be required considering the number of boats using each facility; however, the revenues have to come from somewhere, and is open to discuss options, including discussions with the private sector. Councillor Laferriere is open to discussing options to understand costs to make a more informed decision. Mayor Kidd commented that the building is deteriorating and that enhancements and further discussions are required. Mr. Oslund, City manager advised that members of the public who have further comments following the meeting, can direct them to the Clerk.

Mayor Kidd declared that the public meeting is closed, and advise that Council will give due consideration to all comments received.

Recommendation No. 2021-319

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that the Committee of the Whole for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-016-2021 for information purposes.

**Carried**

**7. Adjournment**

Recommendation No. 2021-320

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Committee of the Whole hereby adjourns its meeting at 6:51 p.m.

**Carried**

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Mayor

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Clerk

New Liskeard Marina, 2018-2022 Revenues and Expenses						
	2018	2019	2020	2021	2022 (Unaudited)	
NL Marina Lease Revenue	\$ (19,014)	\$ (19,584)	\$ -	\$ -		
NL Marina Boat Slip Revenues	\$ (39,703)	\$ (44,390)	\$ (48,746)	\$ (58,334)	\$ (59,554)	
NL Marina Gas Sales	\$ -	\$ -	\$ (22,108)	\$ (42,756)	\$ (61,145)	
<b>Total NL Marina Revenue</b>	<b>\$ (58,717)</b>	<b>\$ (63,974)</b>	<b>\$ (70,854)</b>	<b>\$ (101,090)</b>	<b>\$ (120,699)</b>	
Hydro	\$ 1,404	\$ 1,542	\$ 2,459	\$ 3,233	\$ 4,077	
Heating	\$ -	\$ -	\$ 3,347	\$ 2,102	\$ 3,108	
Fuel Purchases	\$ -	\$ -	\$ 25,819	\$ 39,782	\$ 52,660	
Dock Maintenance	\$ -	\$ -	\$ 114	\$ 3,109	\$ 81	
Materials & Supplies	\$ 5,022	\$ 3,514	\$ 5,657	\$ 9,220	\$ 2,816	
Taxes	\$ 9,395	\$ 9,172	\$ -	\$ -	\$ -	
Contracted Services	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	
Insurance Costs	\$ 5,745	\$ 6,383	\$ 7,093	\$ 7,447	\$ 7,820	
<i>Estimated Staff Expenses*</i>	\$ 8,309	\$ 8,486	\$ 36,938	\$ 37,692	\$ 39,199	
<b>Total NL Marina Expenses</b>	<b>\$ 54,875</b>	<b>\$ 54,097</b>	<b>\$ 81,426</b>	<b>\$ 102,585</b>	<b>\$ 109,761</b>	
<b>Total Profit (Loss)</b>	<b>\$ 3,842</b>	<b>\$ 9,877</b>	<b>\$ (10,572)</b>	<b>\$ (1,495)</b>	<b>\$ 10,938</b>	

\* - Staff expenses include direct staffing costs and indirect staffing costs such as administration, supervisory and maintenance staff costs

\*\* - Fisheries and Oceans lease for 2021 and 2022 was paid in one installment in 2022 but split into the appropriate year on this analysis

CoTS Marina Operations Total Profit/Loss					
	2018	2019	2020	2021	2022
<b>Total Profit (Loss)</b>	<b>\$ (9,403)</b>	<b>\$ (29,923)</b>	<b>\$ (42,609)</b>	<b>\$ (29,831)</b>	<b>\$ (36,275)</b>
<b>Accumulated Profit (Loss)</b>	<b>\$ (9,403)</b>	<b>\$ (39,327)</b>	<b>\$ (81,936)</b>	<b>\$ (111,767)</b>	<b>\$ (148,042)</b>
<b>Average Yearly Profit (Loss)</b>	<b>\$ (29,608)</b>				

Haileybury Marina, 2018-2022 Revenues and Expenses						
	2018	2019	2020	2021	2022 (Unaudited)	
Hlby Marina Boat Slip Revenues	\$ (32,714)	\$ (25,301)	\$ (31,613)	\$ (35,832)	\$ (39,403)	
Hlby Marina Gas Sales	\$ (10,725)	\$ (854)	\$ (12,120)	\$ (11,466)	\$ (10,488)	
<b>Total Hlby Marina Revenue</b>	<b>\$ (43,439)</b>	<b>\$ (26,155)</b>	<b>\$ (43,733)</b>	<b>\$ (47,298)</b>	<b>\$ (49,891)</b>	
Hydro	\$ 6,424	\$ 6,086	\$ 4,784	\$ 4,116	\$ 4,648	
Fuel Purchases	\$ 9,550	\$ 3,790	\$ 14,372	\$ 12,143	\$ 10,219	
Dock Maintenance	\$ -	\$ -	\$ 169	\$ 2,788	\$ 4,509	
Materials & Supplies	\$ 7,772	\$ 19,756	\$ 5,474	\$ 3,146	\$ 19,295	
Fisheries & Oceans Lease**	\$ 3,036	\$ 4,291	\$ 5,260	\$ 7,301	\$ 7,603	
Service Marina Hydro	\$ 700	\$ 737	\$ 819	\$ 470	\$ 1,472	
Service Marina Heating	\$ 1,359	\$ 1,239	\$ 1,617	\$ 1,498	\$ 3,172	
Service Marina Materials & Supplies	\$ -	\$ 1,198	\$ 534	\$ 387	\$ 589	
Insurance Costs	\$ 4,701	\$ 5,223	\$ 5,803	\$ 6,093	\$ 6,398	
<i>Estimated Staff Expenses*</i>	\$ 23,143	\$ 23,635	\$ 36,938	\$ 37,692	\$ 39,199	
<b>Total Hlby Marina Expenses</b>	<b>\$ 56,684</b>	<b>\$ 65,955</b>	<b>\$ 75,770</b>	<b>\$ 75,634</b>	<b>\$ 97,104</b>	
<b>Total Profit (Loss)</b>	<b>\$ (13,245)</b>	<b>\$ (39,800)</b>	<b>\$ (32,037)</b>	<b>\$ (28,336)</b>	<b>\$ (47,213)</b>	

May 30, 2023

RE: New Liskeard Marina Private Sector Interest

Over the past decade there have been several businesses who have come forward to ask about the purchase and or privatization of the New Liskeard Waterfront Marina property. The property is highly valuable and could drive significant tax dollars into the municipal budget annually.

The property has not been used at or near its highest and best use for many years since the original development of the marina facility which was leased for the purpose of providing a full service marina to the residents of the community and region. The original lessee provided boat sales and service as well as parts and accessories.

For the past decade or so, the service and hours of operation of the facility have varied and the building has become less valuable to the community and its residents. This is not to say that the value to the boaters is not still there. The use of washrooms and laundry services is still appreciated.

Since there is little to no interest from the community in using the facility as a marina facility, now is the time to consider what is the highest and best use for this piece of the community's waterfront and what program or service would be of most value to the residents of Temiskaming Shores and possibly visiting tourists, while not losing the beauty of the public waterfront.

The current facility is no longer "pretty or attractive" on the waterfront, therefore a new, more modern facility would enhance the waterfront and make it more attractive to residents and tourists alike. Since we now have three private sector marina facilities in the community, there is no longer a need for the municipality to subsidize such a service.

Since the building is in need of significant repair or perhaps replacement, this is the perfect time to consider what options may be available through either a sale of the property to the private sector, or perhaps even a private public partnership (P3) where the City retains some ownership of the land, but in partnership with a private sector developer over a long-term lease.

Some members of the public may see this as giving away their waterfront, however it has been suggested that private developments can increase public use of waterfront areas. This can be seen currently through the P3 at Ontario Place that will see a mix of public and private developments to enable greater use of this public property. The ground floor space will be activities and businesses available to be used by all members of the public while upper floors will be private residential development that will create new tax revenues for the City of Toronto.

No matter what is developed on the property, the development should allow for public use of the facilities and current recreational amenities such as the boardwalk and marina slips should not be removed. Uses such as retail or marina operations should offer little to no change as the public is

seeing today. A restaurant or perhaps even a building with a restaurant on the main floor may offer more opportunities for the public to utilize that area of the community's waterfront, especially those who do not currently utilize the services of the marina building.

Those that have approached staff over the past decade have suggested various options. Two of the developers were proposing purchasing the site and replacing the current building to put up a new restaurant building to service residents and tourists in the community. Another entrepreneur proposed a P3 project including a restaurant and marina services facility. Lastly, another group proposed to further develop the site with shopping, restaurants and condominiums.

These are all viable options and either would drive new tax revenues to the City. The new facility should it be privately owned would require no further investments of tax dollars for maintenance and upgrades. Some of the developers may no longer be interested in the property as much time has passed since they expressed interest, however, there are regular requests for information about the property, so it is likely that a public proposal process would result in several proposals being presented for consideration.

The potential sale of other privately owned properties in the area may enable more than one development to be initiated at one time and spur new growth on the waterfront which in turn will often encourage further investments into other parts of the community as developers feel confident in the community's growth.

Should one or more of these options be a consideration of Council, a public awareness and consultation process should be undertaken to ensure that the public is comfortable with the proposed change of use of this waterfront land. Although there is likely to be some public concern over the change in use on the property, it is important that the community continue to grow and develop rather than getting stagnant and shrinking as we have seen other communities in the north.

James Franks  
Economic Development Officer

**Subject:** NOHFC Internship Update

**Report No.:**

RS-013-2023

**Agenda Date:**

June 6, 2023

Committee of the Whole

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### **Attachments**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-013-2022; and
2. That Council direct staff to submit a Request for Replacement application to the NOHFC People and Talent - Workforce Development Stream to hire an Energy and Climate Change Coordinator within the Recreation Department for a period of 1-year.

### **Background**

As part of the City's progress towards implementing new climate change goals, the City hired an Environment and Sustainability Coop Student in the summer of 2022. Our student completed a number of tasks, most importantly, completing a new greenhouse gas emissions inventory for the updated Greenhouse Gas Reduction Plan (GHGRP).

Due to the success of having a dedicated staff person working exclusively on this file, Council considered administrative report RS-014-2022 at its regular meeting on June 21, 2022 and subsequently passed the following resolution:

*Resolution No. 2022-263*

*Moved by: Councillor Jelly*

*Seconded by: Councillor Hewitt*

*Be it resolved that:*

*Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-014-2022; and*

*That Council direct staff to submit an application to the Northern Ontario Heritage Fund Corporation (NOHFC) People and Talent – Workforce Development Stream in the amount of \$35,000 to hire an Environment and Sustainability Coordinator within the Recreation Department for a one-year internship.*



***CARRIED***

The City's subsequent funding request to the NOHFC was approved for an 1-year internship beginning on October 31, 2022. The position was titled Energy and Climate Change Coordinator and the successful applicant began October 31, 2022.

On May 26, 2023, the City's Energy and Climate Change Coordinator provided notice that she had accepted a position with Ontario Northland and submitted her resignation effective June 22, 2023.

### **Analysis**

Since beginning in October 2022, this position has been instrumental in moving the City's climate and sustainability goals forward. The City has now completed milestones 1 and 2 of the Partners for Climate Protection program and our submission for milestone 3 is ready to be reviewed by council at its July 12, 2023 regular meeting. Further, the City has begun submitting applications for grants to improve the energy efficiency of our buildings and begin decarbonization. The Energy and Climate Change Coordinator was scheduled to lead these projects once funding was secured.

Staff reached out to our program coordinator with the NOHFC who suggested that the City submit a Request for Replacement which, if approved, would provide the City with a new grant of \$35,000 for a new 1-year internship position.

The likelihood of having this application approved is considered very high and would afford the City an opportunity to continue working on the climate and energy goals Council just recently set until mid-2024.

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

- City of Temiskaming Shores Greenhouse Gas Reduction Plan (2019)
- By-Law no. 22-103 TOR Climate Change Committee

### **Consultation / Communication**

- Consultation with Director of Corporate Services
- Consultation with the NOHFC

### **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 position would be required to last 52 weeks at a minimum of 35 hours per week. The total funding available is \$35,000 including wages and MERCs.

This position and the City's required portion of the costs have already been approved in the 2023 operating budget.

Staff are proposing a position with a contract from July 31, 2023, to July 26, 2024. The proposed rate of pay would be \$21/hr with no benefits at 35 hours per week.

Dates	Weeks	Estimated Employer Costs (\$845.25 per week including MERCs)	NOHFC Portion	City of Temiskaming Shores Portion
July 31, 2023 to December 31, 2023	22	\$18,595.50	\$14,807.69	\$3,787.81
January 1, 2023 to July 26, 2023	30	\$25,353.75	\$20,192.31	\$5,165.19
<b>Total</b>	<b>52</b>	<b>\$43,953.00</b>	<b>\$35,000.00</b>	<b>\$8,953.00</b>

The City's 2023 portion of the costs are already approved within the 2023 operating budget.

The City's 2024 portion of the costs (\$5,165.19) would be included in the 2024 operating budget.

### **Alternatives**

Council could alternatively:

1. Decline to submit a Request for Replacement to the NOHFC People and Talent - Workforce Development Stream.

**Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

**Recreation Services**  
Energy Consumption and Greenhouse Gas Emissions

## **Memo**

**To:** Mayor and Council  
**From:** Abbigail Shillinglaw, Energy and Climate Change Coordinator  
**Date:** June 6, 2023 – Committee of the Whole  
**Subject:** Energy Consumption and Greenhouse Gas Emissions  
**Attachments:** 2022 Cost and Use Summary Report

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Mayor and Council:

Recent discussions around energy efficiency and greenhouse gases (GHG) have proven that there is value in reviewing how staff tracks energy consumption and uses that information to derive GHG emission data. Effectively tracking the energy consumed in City buildings is an important part of monitoring operations. Energy consumption data provides staff with a clear understanding of what sectors and types of facilities are using the most energy, costing the most, and producing the most GHG emissions.

One tool staff use is the energy management software called EnergyCAP. EnergyCAP is a subscription-based program that allows staff to upload utility bills to track electricity and natural gas consumption. The software organizes the utility data by billing date, building type, and individual meter. This software can flag outliers in the data, helping staff to spot any errors or abnormalities in use and cost. This makes it easier to address any issues on a quicker timeframe. This software also offers a long list of fully customizable reports that helps staff to organize and visualize data in different ways. Reports can be run on any of the utility data that has been uploaded and can categorize information, compare to previous billing periods or create summaries for reviewing at a quick glance. One useful aspect of the reports function is that they are easily sharable. Anyone with access to the City's EnergyCAP profile can set up regular automated reports to be sent to anyone within the organization. Being able to easily share these reports makes the information more widely accessible. Similar to the reports, information can also be shared using dashboards. Dashboards can be public facing and help to summarize all the desired data in one place. Currently, the City shares consumption data for all city buildings on the City's website at [www.temiskamingshores.ca/climatechange/](http://www.temiskamingshores.ca/climatechange/).

With EnergyCAP clearly tracking energy consumption, the City's 2019 baseline greenhouse gas emissions inventory can be used to monitor any changes or progress towards goals. The baseline GHG inventory contains all of the same consumption data

that is input into EnergyCAP except it is also used to show GHG emissions. This first inventory is the baseline from which staff will monitor changes using the data that is, and will be, input into EnergyCAP.

Greenhouse gas emissions are calculated using the amount of energy consumed and the energy source's corresponding emission factor. Emission factors represent the quantity of GHG emissions that are released for a specific activity. The emission factors for each activity can be found in the Government of Canada's National Inventory Report. With different types of greenhouse gases, each has a different global warming potential (GWP) that allows for the comparison of how much heat each gas will trap in the atmosphere. The GWP is used to create a common unit for all types of GHGs which is in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e). Using the GHGs that were calculated with the emission factors and multiplying that by the GWP allows for comparisons to other buildings, energy sources and municipalities. GWPs can also be found in the Government of Canada's National Inventory Report.

There are also online tools available that can help with these calculations. For example, the City is a member of the Partners for Climate Protection program, which offers a tool for calculating GHGs for an inventory. This tool primarily requires consumption data from different energy sources and will apply the current emission factors to calculate the resultant GHGs. It is a quick way to simplify the calculation process.

By effectively tracking energy consumption and calculating the corresponding GHG emissions, staff can identify opportunities to reduce emissions and increase energy efficiency. Using the EnergyCAP tool to identify outliers and facilities that consume significantly more energy than others is a great way to select buildings that should be targeted by energy efficiency initiatives. By using the consumption data to calculate GHG emissions, staff can identify opportunities for reduction projects and monitor progress towards the City's corporate GHG reduction targets. These methods of tracking ensure that the development of any energy efficiency or climate action projects, policies or changes in the future prioritize the buildings that will provide the best "bang for our buck".

Prepared by:

Reviewed by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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*"Original signed by"*

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Abbigail Shillinglaw  
Energy and Climate  
Change Coordinator

Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager



City of Temiskaming Shores -  
EnergyCAP Express  
EnergyCAP Reports

Report-26 - Use and Cost Summary

Use and Cost Summary by Commodity and Building

Electric [ELECTRIC]

Building	#Days	Use	UOM	Demand	UOM	Cost	Cost/Day	Cost/Unit
Waterfront Pool & Fitness Centre [WATERFRONT_POOL_&_FITNESS_CENTRE]	367	364,285.79	kWh			\$69,790	\$190.16	\$0.192
Don Shepherdson Memorial Arena [DON_SHEPHERDSON_MEMORIAL_ARENA]	367	285,965.04	kWh			\$62,580	\$170.52	\$0.219
Temiskaming Shores Library [TS_LIBRARY]	365	74,077.60	kWh			\$15,001	\$41.10	\$0.202
Shelley Herbert-Shea Memorial Arena [SHELLEY_HERBERT-SHEA]	367	451,700.74	kWh			\$92,609	\$252.34	\$0.205
Montgomery Sewage Station [MONTGOMERY_SEWAGE_STATION ]	367	25,645.35	kWh			\$5,278	\$14.38	\$0.206
Brewster Pumping Station [BREWSTER_PUMPING_STATION]	364	5,323.21	kWh			\$1,448	\$3.98	\$0.272
City Hall [CITY_HALL]	368	217,359.29	kWh			\$39,536	\$107.44	\$0.182
Mt. Pleasant Cemetery Vault [MP_CEMETARY_VAULT]	364	73.58	kWh			\$443	\$1.22	\$6.018
Haileybury Fire Station [HLBY_FIRE_STATION]	365	18,933.81	kWh			\$4,189	\$11.48	\$0.221
Dymond Water Reservoir [DY_WATER_RESERVOIR]	362	112,920.00	kWh			\$22,804	\$62.99	\$0.202
Whitewood Pumping Station [WHITEWOOD_PUMPING_STATION ]	368	95,822.47	kWh			\$19,131	\$51.99	\$0.200
Goodman Pumping Station [GOODMAN_PUMPING_STATION]	365	33,300.00	kWh			\$6,870	\$18.82	\$0.206
Riverside Place [RIVERSIDE_PLACE]	370	47,520.00	kWh			\$9,791	\$26.46	\$0.206
New Liskeard Fire Station [NL_FIRE_STATION]	365	13,275.04	kWh			\$3,059	\$8.38	\$0.230
Valleyview Cemetery Chapel [VV_CEMETERY_CHAPEL]	365	(25.64)	kWh			\$430	\$1.18	\$(16.780)
McCamus Water Filtration Plant [MC_WATER_FILTRATION_PLANT]	367	526,096.94	kWh			\$106,380	\$289.86	\$0.202
Spurline Concession [SPURLINE_CONCESSION]	365	24,321.30	kWh			\$5,695	\$15.60	\$0.234
Station St. Sewage Pumping Station [STATION_SEWAGE_PUMPING_STA TION]	365	22,874.66	kWh			\$4,834	\$13.24	\$0.211
Farr Pumping Station [FARR_PUMPING_STATION]	364	71,918.00	kWh			\$15,786	\$43.37	\$0.219
Haileybury Service Marina [HLBY_SERVICE_MARINA]	367	5,617.47	kWh			\$1,539	\$4.19	\$0.274



City of Temiskaming Shores -  
EnergyCAP Express  
EnergyCAP Reports

Report-26 - Use and Cost Summary

Use and Cost Summary by Commodity and Building

NL Tennis Courts [NL_TENNIS_COURTS]	365	20.30	kWh	\$438	\$1.20	\$21,571
New Liskeard Community Hall [NL_COMMUNITY_HALL]	365	19,839.93	kWh	\$6,030	\$16.52	\$0.304
Building Maintenance Shop [BUILDING_MAINTENANCE_SHOP]	364	25,623.00	kWh	\$5,408	\$14.86	\$0.211
Old Haileybury Library [OLD_HLBY_LIBRARY]	289	8,506.00	kWh	\$1,894	\$6.55	\$0.223
View St. Sewage Treatment Plant [VIEWST_SEWAGE_TREATMENT_PLANT]	367	304,376.59	kWh	\$53,667	\$146.23	\$0.176
NL Reservoir [NL_RESERVOIR]	365	184,140.00	kWh	\$36,543	\$100.12	\$0.198
North Cobalt Sewage Lagoon [NC_SEWAGE_LAGOON]	361	198,480.00	kWh	\$39,557	\$109.58	\$0.199
Lions Barn Rental [LIONS_BARN_RENTAL]	367	126.57	kWh	\$453	\$1.24	\$3.581
Shaver Park [SHAVER_PARK]	365	20,902.06	kWh	\$4,417	\$12.10	\$0.211
Algonquin Regiment Park [ALGONQUIN_REGIMENT_PARK]	367	6,645.29	kWh	\$1,913	\$5.21	\$0.288
Haileybury Medical Centre [HLBY_MEDICAL_CENTRE]	365	121,800.00	kWh	\$24,303	\$66.58	\$0.200
Valleyview Cemetery [VALLEYVIEW_CEMETERY]	365	1,274.58	kWh	\$684	\$1.87	\$0.537
Dymond Complex [DYMOND_COMPLEX]	365	52,393.10	kWh	\$10,795	\$29.57	\$0.206
Dymond Outdoor Rink [DY_OUTDOOR_RINK]	365	51,270.26	kWh	\$10,320	\$28.28	\$0.201
New Liskeard Public Works [NL_PUBLIC_WORKS]	367	49,653.15	kWh	\$9,852	\$26.85	\$0.198
NL Dump Garage/Office [NL_DUMP_GARAGE/OFFICE]	365	0.00	kWh	\$430	\$1.18	\$0.000
Haileybury Water Treatment Plant [HLBY_WATER_TREATMENT_PLANT]	361	579,757.98	kWh	\$95,551	\$264.69	\$0.165
Spoke Transfer Station [SPOKE_TRANSFER_STATION]	365	19,111.45	kWh	\$4,287	\$11.75	\$0.224
NL/Dymond Sewage Lagoon [NL_DY_SEWAGE_LAGOON]	367	317,139.89	kWh	\$58,815	\$160.26	\$0.185
Bucke Park [BUCKE_PARK]	365	65,880.00	kWh	\$13,985	\$38.31	\$0.212
Cedar Pumping Station [CEDAR_PUMPING_STATION]	365	4,346.63	kWh	\$1,282	\$3.51	\$0.295
Niven Water Reservoir [NIVEN_WATER_RESERVOIR]	364	218,329.68	kWh	\$42,851	\$117.72	\$0.196
Niven Sewage Station [NIVEN_SEWAGE_STATION]	367	132,653.40	kWh	\$32,700	\$89.10	\$0.247
New Liskeard Marina [NL_MARINA]	367	15,983.68	kWh	\$4,167	\$11.35	\$0.261





City of Temiskaming Shores -  
EnergyCAP Express  
EnergyCAP Reports

Report-26 - Use and Cost Summary

Use and Cost Summary by Commodity and Building

View Street Storage [VIEW_STORAGE]	365	6,789.00	kWh		\$1,748	\$4.79	\$0.258
Groom Dr. Sewage Pumping Station [GROOM_SEWAGE_PUMPING_STAT ION]	365	6,898.41	kWh		\$1,767	\$4.84	\$0.256
Harbour Building/Marina [HARBOUR_BUILDING/MARINA]	369	105,814.46	kWh		\$21,761	\$58.97	\$0.206
Rotary Farr Park [ROTARY_FARR_PARK]	364	12,824.75	kWh		\$3,580	\$9.84	\$0.279
Gray Road Station [GRAY_ROAD_STATION]	365	64,200.00	kWh		\$8,998	\$24.65	\$0.140
Haileybury Public Works Garage [HLBY_PUBLIC_WORKS_GARAGE]	364	24,769.79	kWh		\$5,201	\$14.29	\$0.210
Quonset Hut Public Works [QUONSET_HUT_PUBLIC_WORKS]	365	6,992.00	kWh		\$1,765	\$4.84	\$0.252
New Liskeard Public Works Main Garage [NEW_LISKEARD_PUBLIC_WORKS_ MAIN_G]	367	79,190.80	kWh		\$15,681	\$42.73	\$0.198
Elm St. Pumping Station [ELM_ST_PUMPING_STATION]	365	25,697.09	kWh		\$5,332	\$14.61	\$0.207
<b>Commodity Total</b>	<b>395</b>	<b>5,128,434.49</b>	<b>kWh</b>		<b>\$1,013,368</b>	<b>\$2,565.49</b>	<b>\$0.198</b>

Natural Gas [NATURALGAS]

Building	#Days	Use	UOM	Demand	UOM	Cost	Cost/Day	Cost/Unit
Waterfront Pool & Fitness Centre [WATERFRONT_POOL_&_FITNESS_ CENTRE]	330	50,653.00	M3			\$23,405	\$70.93	\$0.462
Don Shepherdson Memorial Arena [DON_SHEPHERDSON_MEMORIAL_ ARENA]	330	50,163.00	M3			\$21,735	\$65.86	\$0.433
Shelley Herbert-Shea Memorial Arena [SHELLEY_HERBERT-SHEA]	330	70,526.00	M3			\$31,524	\$95.53	\$0.447
City Hall [CITY_HALL]	364	35,631.00	M3			\$17,574	\$48.28	\$0.493
Haileybury Fire Station [HLBY_FIRE_STATION]	330	12,386.00	M3			\$6,202	\$18.80	\$0.501
Dymond Water Reservoir [DY_WATER_RESERVOIR]	331	2,501.00	M3			\$1,489	\$4.50	\$0.596
Riverside Place [RIVERSIDE_PLACE]	334	14,758.00	M3			\$6,896	\$20.65	\$0.467
New Liskeard Fire Station [NL_FIRE_STATION]	330	5,837.00	M3			\$3,073	\$9.31	\$0.526
McCamus Water Filtration Plant [MC_WATER_FILTRATION_PLANT]	331	22,776.00	M3			\$11,236	\$33.95	\$0.493
Haileybury Service Marina [HLBY_SERVICE_MARINA]	364	5,465.00	M3			\$2,916	\$8.01	\$0.534



City of Temiskaming Shores -  
EnergyCAP Express  
EnergyCAP Reports

Report-26 - Use and Cost Summary

Use and Cost Summary by Commodity and Building

New Liskeard Community Hall [NL_COMMUNITY_HALL]	334	23,869.00	M3	\$11,603	\$34.74	\$0.486
Building Maintenance Shop [BUILDING_MAINTENANCE_SHOP]	364	10,422.00	M3	\$5,289	\$14.53	\$0.508
Old Haileybury Library [OLD_HLBY_LIBRARY]	262	4,933.00	M3	\$2,448	\$9.34	\$0.496
Haileybury Medical Centre [HLBY_MEDICAL_CENTRE]	330	6,757.00	M3	\$3,542	\$10.73	\$0.524
Dymond Complex [DYMOND_COMPLEX]	331	15,667.00	M3	\$7,696	\$23.25	\$0.491
New Liskeard Public Works [NL_PUBLIC_WORKS]	330	40,289.00	M3	\$19,216	\$58.23	\$0.477
Haileybury Water Treatment Plant [HLBY_WATER_TREATMENT_PLANT]	364	7,849.00	M3	\$4,198	\$11.53	\$0.535
Spoke Transfer Station [SPOKE_TRANSFER_STATION]	332	20,803.00	M3	\$10,849	\$32.68	\$0.521
New Liskeard Marina [NL_MARINA]	182	1,487.00	M3	\$(1,556)	\$(8.55)	\$(1.046)
Haileybury Public Works Garage [HLBY_PUBLIC_WORKS_GARAGE]	364	22,336.00	M3	\$10,818	\$29.72	\$0.484
<b>Commodity Total</b>	<b>364</b>	<b>425,108.00</b>	<b>M3</b>	<b>\$200,153</b>	<b>\$549.87</b>	<b>\$0.471</b>

<b>Report Totals</b>	<b>\$1,213,522</b>
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Use and Cost Summary by Commodity and Building

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Use and Cost Summary  
Report-26

Monday, May 15, 2023 12:43 PM (Eastern Standard Time)

Data table of summarized use, cost, and demand details. An extremely flexible multi-layer report that shows use, cost, and unit cost over a period. Two levels of grouping let you create a variety of reports. This report is useful for budgeting, accruals, and procurement.

**Filters Used**

- Data Displayed equals Billing Period
- Display Data Grouped By equals Commodity
- Display Rows As equals Place Type - Building
- Include Account Charges equals False
- Account is Active equals True
- Bill is Void equals False
- Billing Period between 202201 and 202212
- Include Accruals equals False

# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** June 6, 2023 – Committee of the Whole  
**Subject:** June Proclamations  
**Attachments:** Appendix 01 – June is Recreation and Parks Month  
Appendix 02 – June is Bike Month

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Mayor and Council:

The City of Temiskaming Shores is a progressive Northern Ontario City which is fortunate to have ample recreation infrastructure including numerous parks, trails, and indoor facilities. Every June, municipalities across Canada take the time to highlight Recreation and Parks as an integral part of their local communities. I am submitting the proposed proclamation for Council's consideration to name June is Recreation and Parks Month in Temiskaming Shores.

Additionally, June is designated as Bike month, a month to get out on your bicycle for the numerous benefits of cycling. The City of Temiskaming Shores, as a Bicycle Friendly Community has already opened the STATO trail for use by cyclists and is excited to again be a partner in the community Bike Exchange upcoming on June 10<sup>th</sup>. Mayor, council and the public are also invited to join us for the Mayor's Ride on Saturday June 17<sup>th</sup> from Algonquin Regiment Park at 10am. I have therefore also submitted a proposed proclamation for Council's consideration to name June as Bike Month in Temiskaming Shores.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

# **Memo**

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** June 6, 2023 – Committee of the Whole  
**Subject:** Recreation Operations Update (June)  
**Attachments:** Appendix 01 - Photos  
Appendix 02 - PFC Monthly Admissions Summary (April)  
Appendix 03 - Recreation Department Projects Tracking Sheet

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Mayor and Council:

I am pleased to provide the following update from the Recreation department:

## **Parks and Facilities:**

**Ball Diamond Maintenance** - Staff have been busy working the ball diamonds into shape after a slow wet spring. Practices started May 15th, with regular league games starting after the May long weekend. The NL center diamond is currently closed for maintenance as we will be adding infield material and we have been waging a battle with grubs in the outfield. The diamond is going to be hydroseeded next week and will remain closed for approximately 6 weeks.

**Parks and Soccer Fields** - The soccer fields are ready to go as the season officially began the week of May 29th. Grass cutting is in full operation now as the warm weather has finally arrived. Staff installed volleyball nets at the courts in New Liskeard. Currently we only have 1 post-secondary student working full-time hours for the summer. The other 7 secondary students are working weekends until school ends.

**Seasonal Maintenance** - Staff installed bollards the week of May 15th. We also added new bollards on Farr Drive past City Hall. There are now a total of 261 bollards on the trail. Recreation staff assisted Building Maintenance with dock installations at Bucke Park and both marinas. Both marinas officially opened for the season on May 19th.

**Bucke Park** - Recreation staff hauled granular A to Bucke Park and repaired washouts on the park roads in early May at the same time as the dock installs. Staff also built and delivered some new picnic tables, which are a welcome addition to the campsites and new fire pits were delivered to the park.

**Halls** - Rentals in our banquet halls were busy in May as we had three weddings, three stag n doe's, two farmer's markets, the Northdale Manor fundraiser along with our regular weekly rentals.

### **Building Maintenance:**

**Seasonal Parks Buildings** – All our seasonal park buildings are now open for the summer season. Staff replaced some toilets in the outdoor bathrooms and had some minor plumbing and lighting repairs prior to opening. The Fry Pit chip stand is open at Farr Park as well as the Mini putt/concession at the Spurline building.

**Marina Docks** – Staff made repairs to a broken dock at the Haileybury Marina. The old gas dock at the harbour was also removed and repaired, as well as some plumbing modifications to the potable water line that services the boat slips.

**Haileybury Marina/Beach/Vandalism** – The old Harbourplace office, beach concession and harbour place washrooms were all vandalized recently in separate incidents. A police report was filed, and the windows are temporarily repaired for now. The beach fountain top portion was recently re-built by New Liskeard Welding. Staff painted the fountain and installed new diffusers, replacing the damaged ones. We will be installing the fountain in early June along with a replacement motor for the beach slide pump.

### **Programming:**

**Waterfront Pool and Fitness Centre** – Registrations for youth ball ended up at 358 which is a big increase from 2022. Staff ran a National Lifeguard Course the last weekend of May and first weekend of June with 16 participants and a swim instructors' course is upcoming at the end of June.

The pool is busy this month with the schools taking Swim to Survive lessons. There are 43 school rentals in May and half of June. The pool has also provided a family swim pass to the Temiskaming Shores Public Library to add to their Library of Things.

Spring swimming lessons wrapping up this week with summer swim registration beginning on June 13th for residents and June 15th for non-residents with classes running for two weeks Monday-Friday during the day.

We have received two new pieces of equipment at the Fitness Centre. We have a new Precor treadmill which will replace an older model. We also have a functional trainer; it will alleviate the congestion of members waiting to use the cable crossover machine. The gym has been very busy with the PFC seeing a 22% increase in check-ins in April 2023 vs the same month last year.

**Age Friendly Program** – The Dymond Court exercise class is still running until the end of May with approximately 12 people in attendance every class. It runs every Monday and Wednesday and will resume in September.

The Women's exercise class in Haileybury will run until the end of June, possibly continue throughout the summer months, depending on interest. Over 12 participants every class and runs every Tuesday and Thursday morning.

Staff, along with community partners launched the community fridge in May with multiple media interviews and an official launch event on May 5<sup>th</sup>.

Spring Fling planning with the Elder Abuse Task Force is in full swing with 3 events happening in June. One in Kirkland Lake, Englehart and New Liskeard, June 7th, 14th and 21st.

**Healthy Kids Program** – Wrapped up the in-class cooking sessions with NLPS grade 5 classes. Did 4 recipes with 2 classes, 60 students in total.

The Road Safety Event is back this year on Saturday June 17th, in partnership with CSCT. Emergency vehicles and other road vehicles are participating. Haileybury Fire Association will be hosting a charity barbecue.

**Other Programming** - The bike exchange program is taking place on June 10<sup>th</sup> from 11am-1pm. There are approximately 100 bikes now ready to go.

The community garden boxes are now filled at the PFC. We've seen a strong interest from the public for them.

## Administration:

**Energy and Climate Change** – The City was awarded milestone 2 (Corporate) in the Partners for Climate Protection program. As well, the City's new Greenhouse Gas Reduction Plan has been reviewed by the Climate Change Committee and will be brought forward to Council at the July 12<sup>th</sup> meeting. Once adopted, the plan will be submitted to the PCP program for approval as milestone 3. Our Energy and Climate Change Coordinator has accepted a permanent position and provided notice of resignation. I have a more thorough update in a standalone report.

**Haileybury Fire Station** – The City has received full occupancy for the Haileybury Fire Station. Staff are completing some last purchases before the brigade will move in and begin using the space. An official grand opening is expected to take place in the fall in conjunction with Fire prevention week.

**PFC Hours and Staffing** – We recently made changes to the hours and staffing of the PFC beginning with the hiring of Prince as our new full-time receptionist. The PFC is now open until 9:15pm every weekday, rather than 8:30pm. This change was in response to our growing list of gym members.

**Marinas** – To better utilize our staff resources we have made some changes to our hours of operations at the marinas for the remainder of the season. We are going to close for services on Tuesdays for the remainder of the season and some additional weekdays in June. The amount of traffic we see on weekdays before July doesn't justify the staff resources we've allocated at this time.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager



## Appendix 01







<b>2023 PFC Monthly Summary</b>	
<b>April 2023</b>	
<b><u>Statistics</u></b>	
Pool	1352
Squash	78
Gym	3836
Class	158
<b>Total</b>	<b>5424</b>
Firemen	57
Doctors	97
Community Living	16
NEOFACS	0
Northern Star	1
A. Recovery	0
Lifetime	17
<b>Total</b>	<b>188</b>
Temagami Health	0
Northern Loons	20
<b>Total</b>	<b>20</b>
City Employees	104
City Summer Students	0
Councillors	11
<b>Total</b>	<b>115</b>
<b><u>Residents</u></b>	
Tem. Shores	4508
Other	449
Quebec	467
<b>Total Residents</b>	<b>5424</b>
Increase (Decrease) vs Apr 2022	22.44%
<b>Total Attendance April 2022</b>	
	4430

2023 Budgeted Recreation Department Projects										
Project	Rec/ BM	Budgeted Cost	Project Lead	Project Method	Year	Capital/Operating	April 25, 2023		May 30, 2023	
Haileybury Fire Station	BM	\$ 2,513,000	Matt	RFP	2021	Capital	Contractor is on site this week completing most of the remaining outstanding items. Final electrical work has been waiting for Hydro1 disconnect which will take place this week. Lockers will still be outstanding. Full occupancy will be provided once work this week is completed and building is inspected.		Full Occupancy for the building has been received. Staff are completing some final purchases for the building. Fire department is coordinating facility move in.	
Splash Pad	Rec	\$ 522,000	Matt	RFP	2021	Capital	Contractor has provided all necessary preconstruction documentation. Updated mobilization date is June 5th with final completion date unchanged.		The contractor will now be mobilizing on June 10th.	
NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	Aluminum doors are expected to be received and installed in mid-May. Contractor is working on all other closeout documentation. Estimated completion date is June 30, 2023.		The supplier of the aluminum entrance doors has pushed back the delivery date to mid-June. Closeout documents are still outstanding but nearing completion. Our consultant is expected to complete a review of the project once the entrance is completed in July.	
Olympia Replacement	Rec	\$ 170,000	Matt	RFT	2022	Capital	Vehicle is not delivered yet. Once received, staff will get the charger station installed.		Had a meeting with Resurfice production manager. They have faced continual delays receiving parts and have pushed back the estimated delivery of our machine to September 2023.	
Rebecca St Playground	Rec	\$ 32,000	Paul	Quotations	2023	Capital	No change.		Staff will be installing this playground in June 2023	
Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Abby	Canoe	2023	Capital	Full application is ready to be submitted once resolution from council is passed.		Application for funding has been submitted to the FCM for consideration. Staff received a reply with suggestions from the FCM. Staff are working on the proposed changes and will reurn our submission by the requested date.	
NL Arena Condenser	Rec	\$ 120,000	Matt	Canoe	2023	Capital	Agreement with CIMCO/Toromont has been signed and purchase order has been issued.		No change.	
PFC Chlorination and Water Quality	Rec	\$ 60,000	Jeff	RFQ	2023	Capital	Installation of the chlorination and ph controllers has been completed.		No change.	
PFC Window Repairs	BM	\$ 15,000	Jeff	Quotations	2023	Operating	No change.		Windows have been ordered and staff are awaiting their installation once received.	
City Hall HVAC Recommissioning	BM	\$ 30,000	Matt	RFP	2023	Operating	Staff are working on the grant application for this project.		No change.	
Lions Courts Panel Replacement	Rec	\$ 9,000	Paul	RFQ	2023	Capital	A RFQ for this work will be released on May 27th.		RFQ did no receive any bids. Staff have reached out directly to some local contractors for pricing.	
Bleacher Replacement Dymond A/B	Rec	\$ 11,500	Matt	Quotations	2023	Operating	No change.		Items have been purchased and staff are awaiting delivery.	

Ball Diamond Infield Material	Rec	\$	15,000	Paul	Quotations	2023	Operating	Staff are waiting for weather to improve before ordering this material.	Material has been purchased and received on site. Staff will be working on spreading the material over the next few weeks as time allows.
Kickplate Replacement (Hlby and NL)	Rec	\$	18,000	Paul	Canoe	2023	Operating	Staff are finalizing the order of these items.	Material has been purchased and received on site.
Dog Park Lighting	Rec	\$	40,000	Matt	RFQ	2023	Operating	The RFQ for this project closed on May 25th and a recommendation for award has been provided in a reprot to council.	Project has been awarded to Miller Maintenance. Materials have been ordered and will be installed once received.
Motor/Pump Support Brackets	BM	\$	5,000	Paul	Quotations	2023	Operating	No change.	No change.
Hlby Beach Mushroom Conversion	Rec	\$	25,000	Matt	Quotations	2023	Capital	Staff will review this project with our splash pad installer when they are on site in June 2023.	No change.
<u>Treadmill (1)</u>	<u>Rec</u>	<u>\$</u>	<u>17,000</u>	<u>Jeff</u>	<u>Quotations</u>	<u>2023</u>	<u>Capital</u>	<u>No change.</u>	<u>Equipment has been received, assembled and is now in use.</u>
<u>Dymond Hall Floor Machine</u>	<u>BM</u>	<u>\$</u>	<u>6,500</u>	<u>Paul</u>	<u>Quotations</u>	<u>2023</u>	<u>Operating</u>	<u>A new floor machine has been ordered.</u>	<u>Machine has been received and is in use.</u>
<u>Bucke Park Chalet Repair</u>	<u>BM</u>	<u>\$</u>	<u>65,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2023</u>	<u>Capital</u>	<u>Pedersen Construction are awaiting the weather to improve before beginning this project. Construction is expected to be completed by mid-May.</u>	<u>Project has been completed and is in use.</u>
<u>Picnic Tables</u>	<u>Rec</u>	<u>\$</u>	<u>8,000</u>	<u>Matt</u>	<u>Quotations</u>	<u>2023</u>	<u>Operating</u>	<u>Staff will order these items for delivery in May</u>	<u>Equipment has been received and is in use.</u>
<u>Fire Pits</u>	<u>Rec</u>	<u>\$</u>	<u>3,000</u>	<u>Matt</u>	<u>Quotations</u>	<u>2023</u>	<u>Operating</u>	<u>Fire Pits have been ordered</u>	<u>Equipment has been received and is in use.</u>
<u>NL Arena Water Softening</u>	<u>BM</u>	<u>\$</u>	<u>5,000</u>	<u>Paul</u>	<u>Quotations</u>	<u>2023</u>	<u>Operating</u>	<u>Equipment is installed and operational</u>	

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



**June 6, 2023**

**EMERGENCY RESPONSES**

**Total responses for the period April 21, 2023 – May 31, 2023**

<b>Total Emergency Responses (All Stations)</b>	<b>Estimated Dollar Loss</b>	<b>Estimated Dollar Saved</b>
14	Vehicle \$30,000	\$1,000,000

**Station 1 - Incident Response Summary** (5 Calls)

- Fire Call, 367 Sutherland Way – Pre-Fire Condition – Other cooking/toasting. (no fire)
- Fire Call, 175488 Fleming Road – Open air burning – no uncontrolled fire.
- Fire Call, Tracks west of Ecole St. Croix – No loss outdoor fire.
- Accident of Illness – 341 Sutherland Way – Person fainted.
- Assist Other FD – 937820 Marsh Bay Road, Coleman Twp.

**Station 2 - Incident Response Summary** (4 Calls)

- Fire Call, 240 Shepherdson Road – False Alarm - Alarm System Malfunction.
- Vehicle Collision, Lakeshore Road and Sunnyside Road.
- Fire Call, 240 Shepherdson Road – False Alarm - Alarm System Malfunction.
- Fire Call, Tracks at Spruce and Scott – No loss outdoor fire.

## Activity Report – April 21, 2023 – May 31, 2023

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### **Station 3 - Incident Response Summary** (5 Calls)

- Fire Call, 722144 Appaloosa Drive (Harris Twp) – Vehicle fire.
- Fire Call, 742252 Dawson Pt Road (Harris Twp)- False alarm working on system.
- Assist Other FD, Casey Mine Road and Hwy 65, Casey Twp.
- Fire Call, 998075 Highway 11 – False Alarm – Human, malicious intent, prank.
- Fire Call, 883330 Highway 65 - False Alarm – Other cooking/toasting/smoke. (no fire)

**Total responses this year to date,**

<b>Total Emergency Responses (All Stations)</b>	<b>Estimated Dollar Loss</b>	<b>Estimated Dollar Saved</b>
40	\$190,000	\$2,769,000

### **FIRE PREVENTION DIVISION**

**Fire safety inspections** conducted for the period of April 21, 2023 – May 31, 2023, by reason included the following:

<b>Request</b>	<b>Complaint</b>	<b>Routine</b>	<b>Licensing</b>	<b>Follow-up</b>	<b>Annual</b>	<b>Burning Permits</b>	<b>Total Inspections</b>
8	8	13		9		64	102

Total Inspections year to date 2023 – 174

### **Public Education**

- Assisted with Youth in Care Day.
- Fire Safety Presentation and firehall visit 4 classes from St. Michel.
- Fire Safety Presentation, Brownies.
- Assisted with M<sup>c</sup>Happy Day.
- Attended Open House at St. Michel
- CJTT monthly morning chats continue.
- Fire safety information via social media, CJTT, and the Speaker.

**ONGOING INVESTIGATIONS/CHARGES**

Nothing to report.

**TRAINING AND EDUCATION**

- DZ training ongoing all stations.
- Station 1 - SP103 Forest Firefighter Refresher, Apparatus and Equipment.
- Station 2 – Fire Hydrants, Apparatus and Equipment.
- Station 3 – SP103 Forest Firefighter Refresher, Apparatus and Equipment.

**MAINTENANCE**

- Regular maintenance.

**NEW BUSINESS**

- Municipal Fire Ban put in place May 29<sup>th</sup>.
- Restricted Fire Zone implemented by Province June 1<sup>st</sup>.
- New extractor has arrived for Station 1.
- Harris Twp has added shortform wording and set fines to their burning by-law.



Kathy Demarce

New Liskeard, Ontario

POJ 1PO

May 1, 2023

To The Temiskaming Shores Mayor and City Councillors:

This letter comes to you, as a request for approval to have a Free Treasure Hunting Day in Temiskaming Shores June 17<sup>th</sup>.

I saw this great idea on the City of North Bay Facebook page, and thought, we need to do this here!

How it works: Community members would put their gently used household goods at their curb for the day, allowing neighbours to come by and Hunt for a Treasure, FREE of charge! This is not a yard sale, no money will be exchanged. At the end of the day, residents are responsible for removing the items from the curb, as the city will not be responsible for doing so. Suggested date: June 17<sup>th</sup>, Rain day: June 24<sup>th</sup> 8am-5pm Only.

What is the purpose and importance of this event?

1. With the cost of living continually increasing, some people are having a tough time purchasing household items, why not help your neighbour and give away that small table you never use anymore!
2. Our landfills are full to overflowing, so, to lessen the capacity, give away those drapes, those pots and pans or mirror that are sitting in your basement. We need to decrease the amount we put in our landfills!
3. Comradery.. what better way to get to know the new neighbour, but by exchanging pleasantries while searching for a treasure!

It would be very beneficial if the city advertise on social media, radio and newspaper so as to get the word out across the district. If you wish, I could make a Facebook page, keep it updated with answering questions, inquiries etc? I certainly do not mind volunteering for this.

If approved, please let me know how I can help/volunteer to further promote this event.

Thank you for your time and consideration.

Kathy Demarce from New Liskeard

# **Memo**

**To:** Mayor and Council  
**From:** James Franks  
**Date:** June 6, 2023 — Committee of the Whole  
**Subject:** Pow Wow Sponsorships  
**Attachments:** Request from Keepers of the Circle – June 21  
Request from Timiskaming First Nation – August 12

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Mayor and Council:

The City received two requests recently from area First Nation groups asking for our support of Pow Wow events taking place in and around our community. The Keepers of the Circle is hosting a Pow Wow event on Wednesday, June 21<sup>st</sup> in Temiskaming Shores at their cultural training site near Mill Creek in North Cobalt. The event is scheduled to run from 10am to 4pm and is open to the public to come and watch an Indigenous cultural ceremony.

The Timiskaming First Nation is also hosting their annual Traditional Pow Wow in Notre Dame du Nord on their site opposite the Keewatin school. Their event is scheduled on August 12 and again the public is welcome to watch the activities.

It is recommended that the City sponsor both of these events at the \$500 level to show our support and to assist in continuing to build a stronger relationship with our First Nation partners and that some members of City Council and staff attend the two events to show our support for our local Indigenous community.

The funds are included within the Economic Development budget under community support.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

James Franks  
Economic Development  
Officer

Amy Vickery Menard  
City Manager



May 31, 2023

City of Temiskaming Shores

In recognition of National Indigenous Peoples Day, Keepers of the Circle will be hosting our 2nd annual Indigenous Peoples Day Powwow on June 21st, 2023, at the Mill Creek Cultural Grounds.

We extend a warm invitation to you and humbly ask for your support. We hope to continue hosting this annual event at the Mill Creek Cultural Grounds. This day is a Canadian federal holiday to recognize the efforts and contributions of the Indigenous Peoples of Canada and is very important to Indigenous peoples and your attendance will be greatly welcomed and appreciated.

Keepers of the Circle is also seeking sponsorships which will allow us to successfully host this event annually. Your contribution would be acknowledged at the entrance to the event on a poster board.

Proceeds from this Indigenous Peoples Day Powwow event will support the traditional giveaway, supporting the drummers and dancers and feast.

This year, we will be offering an **Event Sponsorship** package to promote your company to a targeted audience. There will be 4 levels of recognition. This donation to Keepers of the Circle will help cover the costs of the event and the continued cultural learning that Keepers provides for our Youth.

**Diamond Sponsor (\$5,000.00 and over)**

- An "Every Child Matters" flag.
- 10 Every Child Matters Shirts
- 6 'Keepers of the Circle' Shirts
- Your company logo on advertising at the event.

**Gold Sponsor (\$1,000.00 to \$4,999.00)**

- 8 Every Child Matters Shirts
- 4 Keepers of the Circle Shirts
- Your company logo on advertising at the event.

**Silver Sponsor (\$500.00 to \$999.00)**

- 5 Every Child Matters Shirts
- Your company logo on advertising at the event.

**Bronze Sponsor (\$100.00 to \$499.00)**

- 2 Every Child Matters Shirts
- Your company logo on advertising at the event.

Please don't hesitate to reach out if you have any questions to be an Event Sponsor. To help us plan please let us know if you would be interested in sponsoring the event by emailing Darlene at [d.skani@keepersofthecircle.com](mailto:d.skani@keepersofthecircle.com).

We look forward to hearing from you and are hoping to see you at the Mill Creek Cultural Grounds in North Cobalt to celebrate with us!

Miigwetch,

On behalf of the Powwow Committee at Keepers of the Circle



22 Algonquin Avenue, Notre-Dame-du-Nord, QC, J0Z 3B0  
Tel: 819-723-2260 Fax: 819-723-2576

Kwey, Hello,

As an Indigenous community, we at Timiskaming First Nation take great pride in organizing our annual Pow Wow for members as a means of connecting, embracing our culture and traditions, as well as sharing our practices with those who wish to join us.

As you know events like this are quite costly, which is why we are reaching out to your company to ask if you would kindly sponsor Timiskaming First Nation's 2023 Annual Pow Wow. Regardless of the amount, your donation will make a difference in making this event a great success.

The funds will go towards costs like advertisement, equipment, and entertainment such as special guests and master of ceremony. Your company will be advertised as one of our sponsors and you will be provided with a receipt for your monetary donation for your yearly tax return.

Should you be interested in sponsoring this event please see sponsorship levels on page two. If you have any questions please reach out to Cassandra Bourdon at (819) 723-2260 ext. 154. Cheques can also be made out to Timiskaming First Nation and mailed to the Health Center at 22 Algonquin Avenue, Timiskaming First Nation, QC, J0Z 3B0.



On behalf of the Timiskaming First Nation 2023 Pow wow Committee, we want to thank you for your consideration and for supporting our annual Pow Wow.

Chii Meegwetch, Thank you!

Aug 12. on TFN grounds

# SPONSORSHIP LEVELS



LEVELS	DONATION	BENEFITS
<div>Eagle</div> 	\$5000 +	<div>→</div> <p>Name &amp; Logo on Pow Wow page Social Media Post Event Shout Out TFN Community Newsletter Entry Traditional Gift on behalf of the Pow Wow Committee</p>
<div>Bear</div> 	\$2500 < \$1000	<div>→</div> <p>Name &amp; Logo on Pow Wow page Social Media Post Event Shout Out Community Newsletter Advertisement</p>
<div>Turtle</div> 	\$1000 < \$500	<div>→</div> <p>Name &amp; Logo on Pow Wow page Social Media Post Event Shout Out</p>
<div>Beaver</div> 	\$500 < \$250	<div>→</div> <p>Name &amp; Logo on Pow Wow page Social Media Advertisement Post</p>
<div>Wolf</div> 	\$250 or less	<div>→</div> <p>Name &amp; Logo on Pow Wow page</p>

# **Memo**

**To:** Mayor and Council  
**From:** Jennifer Pye, Planner  
**Date:** June 6, 2023 — Committee of the Whole  
**Subject:** Deeming By-law for Toupin – 353 & 357 Joyal Drive  
**Attachments:** Appendix 01: Deeming By-law Application Form

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Mayor and Council:

Rejean Toupin has submitted a request for a deeming by-law for his properties located at 353 & 357 Joyal Drive in Haileybury. Mr. Toupin also submitted an application for a demolition permit to demolish the existing single detached dwelling at 353 Joyal Drive, and once the house is demolished a detached garage will be constructed on the property accessory to Mr. Toupin's residence at 357 Joyal Drive. MPAC records indicate that the dwelling at 353 Joyal Drive was constructed in 1935. The original lots were created by a plan of subdivision that was registered in 1909. Each lot measures 50' x 100', which means after the deeming by-law is passed the merged property will have 100' of frontage on Joyal Drive and will be 100' deep. Both lots have individual water and sanitary sewer services, and the demolition of the dwelling at 353 Joyal will result in the abandonment of the existing services. Mr. Toupin may also choose to connect the detached garage to the existing services.

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

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

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

Prepared by:

"Original signed by"  
Jennifer Pye, MCIP,  
RPP  
Planner

Reviewed by:

"Original signed by"  
Shelly Zubyck  
Director of Corporate  
Services

Reviewed and submitted for  
Council's consideration by:

"Original signed by"  
Amy Vickery  
City Manager



**Application for Deeming By-law  
Under Section 50(4) of the Planning Act**

**Approval authority:**  
Council of the City of Temiskaming Shores

**Fee:** \$200 + 13% HST  
= \$226.00  
+ legal and land titles fees required to register by-law  
(billed directly from solicitor)

**Office Use Only**

File No.: D-2023-01

Date Received: February 10, 2023

Roll No.: 5418- 030-005-240.00/241.00

**1. Owner Information**

Name of Owner: REJEAN TOUPIN

Mailing Address: 357 JOYAL DRIVE

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

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

If more than one registered owner, please provide information below (attach separate sheet if necessary):

Name of Owner: \_\_\_\_\_

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

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

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

**2. Applicant/Agent Information (if applicant is not the owner or applicant is an agent acting on behalf of the owner):**

Name of Agent: \_\_\_\_\_

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

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

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

**3. Please specify to whom all communications should be sent:**



Owner



Applicant/Agent



4. Property Information

a. Location of the subject land:

☐ Dymond ☐ New Liskeard ☒ Haileybury

Municipal Address 353 JOYAL DRIVE

357 JOYAL DRIVE

Legal Description (concession and lot numbers, reference plan and lot/part numbers)

M128NB LOT41 PCL23701SST / M128NB LOT43 PCL16772SST

b. Date the property/properties were acquired by the current owner: 1992 & NOV. 2020

c. Are there any easements or restrictive covenants affecting the property/properties?

☐ Yes ☒ No

If yes, describe the easement or covenant and its effect:

5. Reason a deeming by-law is required:

TO BUILD GARAGE

6. Registration of By-law

If approved the deeming by-law must be registered on title to the property/properties to which it applies. The City will send the approved by-law directly to the lawyer of the applicant's choosing to ensure registration. The applicant is responsible for all fees associated with the registration of the by-law.

Name of Lawyer: BILL RAMSAY

Name of Firm: RAMSAY LAW OFFICE

Mailing Address: 18 ARMSTRONG STREET, BOX 160

Email Address: RAMSAYLAW@RAMSAYLAW.CA

Phone: (705) 647-4010

**7. Applicant/Agent Authorization**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We, \_\_\_\_\_ are the registered owners of the subject land and I/we hereby authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

**8. Authorization for Site Visits**

I/We authorize Municipal Staff and Council and/or Committee members, as necessary, to enter the subject property to gather information necessary in the assessment of the application.

R. T.  
Applicant Initial

\_\_\_\_\_  
Applicant Initial

**9. Notice re: Use and Disclosure of Personal Information**

In accordance with the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, I/We acknowledge and understand that any information collected on this form and any supplemental information submitted as part of this application can be disclosed to any person or public body.

R. T.  
Applicant Initial

\_\_\_\_\_  
Applicant Initial

## 10. Declaration of Applicant

- ✓ If the application is being submitted by the property owner and there is more than one registered owner, each owner must complete a separate declaration.
- ✓ If the application is being submitted by the property owner and the owner is a firm or corporation the person signing this declaration shall state that he/she has authority to bind the corporation or affix the corporate seal.
- ✓ This declaration must be completed in front of a Commissioner for Taking Affidavits.

I, REXAN TOUPIN of the CITY OF TEMISKAMING SHORES  
in the DISTRICT of TEMISKAMING make oath and say  
(or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true and I make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Sworn (or declared) before me

at the City of Temiskaming Shores  
in the District of Timiskaming  
this 10<sup>th</sup> day of February, 2023

  
Signature of Applicant

  
A Commissioner for Taking Affidavits

Jennifer Lynn Pye, a Commissioner, etc.,  
Province of Ontario, for the Corporation of the  
City of Temiskaming Shores  
Expires June 26, 2024.

**Subject:** Lease Agreements – Haileybury  
Medical Centre

**Report No.:** CS-021-2023

**Agenda Date:** June 6<sup>th</sup>, 2023  
Committee of the Whole

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### **Attachment**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-021-2023;
2. That Council directs staff to prepare the necessary by-law to enter into a five (5) year lease agreement with Dr. Hillary Lawson for use of space in the Haileybury Medical Centre at the June 20, 2023 Regular Council meeting; and
3. That Council direct staff to prepare the necessary by-law to enter into a five (5) year lease agreement with Dr. Lynne Lacasse for use of space in the Haileybury Medical Centre for consideration at the June 20, 2023 Regular Council meeting.

### **Background**

In 2017, Dr. Hillary Lawson signed a Physician Services Agreement with the City to provide medical services to the community through a family medical practice. She has been leasing space at the Haileybury Medical Centre since that time. Dr. Lawson's lease with the City expires on June 30, 2023.

In 2018, Dr. Lynne Lacasse signed a Physician Services Agreement with the City to provide medical services to the community through the Centre de santé communautaire du Témiskaming. In August of 2019, Dr. Lacasse joined the Haileybury Family Health Team. She has been leasing the space since. Dr. Lacasse's lease with the City expires on August 31, 2023.

### **Analysis**

Attached as Appendix 1 and 2 are the draft lease agreements with Dr. Lawson and Dr. Lacasse for a term of five years each. A 2% increase has been factored into the lease rates as well as a 2% annual increase over the term to remain consistent with the other physician agreements.

### **Consultation / Communication**

### **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 are limited to normal administrative functions and duties.

Currently the Medical Centre revenues are approximately \$129,000 per year. Once all expenses are paid, 50% of any remaining revenue is placed into a reserve to be used towards capital projects related to the Medical Centre.

The lease agreement with Dr. Lawson and Dr. Lacasse will generate approximately \$10,154 in revenue for 2023.

### **Alternatives**

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Shelly Zubycck, CHRP  
Director of Corporate Services

\_\_\_\_\_  
Amy Vickery  
City Manager

**Subject:** Dr. Subbotin Lease Agreement

**Report No.:** CS-022-2023

**Agenda Date:** June 6<sup>th</sup>, 2023

Committee of the Whole

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### **Attachments**

None

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-022-2023;
2. That Council directs staff to prepare the necessary by-laws to enter into two agreements with Daniil Subbotin Dentistry Professional Corporation for the use of space at the Haileybury Medical Centre for consideration at the June 20<sup>th</sup>, 2023 Regular Council meeting.

### **Background**

Dr. Subbotin has been leasing space in the Haileybury Medical Centre since 2018. Currently, there are two different leases for two separate spaces with Dr. Subbotin. Appendix 1 incorporates the office and exam rooms while Appendix 2 is a lunchroom for staff and storage. Both leases expire on June 6<sup>th</sup>, 2023.

### **Analysis**

Included in both leases are renewal clauses where provided that the Tenancy has been in substantial compliance with the terms and conditions of the Lease and has promptly paid all rent due during the term, the Tenancy shall have an option to extend the Lease for a further two (2) terms of five (5) years each commencing on the expiry date of the previous term.

Based on the above it is recommended the City extend both lease agreements for a five year term with the option of a further five year term.

The current rental rate for Lease A is \$15.84 per square foot. This rate was reduced to \$14.00 to incorporate a \$1.84 per square foot reduction in lieu of leasehold improvements completed by Dr. Subbotin at the time he began using the space.

The current rental rate for Lease B is \$16.01 per square foot.

It is recommended that both rental rates be increased to take into consideration the Consumer Price Index of 6%.

Lease A rental rate would be increased to \$16.79 per square foot (1878 square feet).  
Lease B rental rate would be increased to \$16.97 per square foot (1694 square feet).

All other terms and conditions in both leases remain unchanged.

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

- Consumer Price Index figures
- Fair Market Rental Rates

### **Consultation / Communication**

- None.

### **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 two lease agreements will result in total revenues of \$60,280 per year.

Currently the Medical Centre revenues are approximately \$129,000 per year. Once all expenses are paid, 50% of any remaining revenue is placed into a reserve to be used towards capital projects related to the Medical Centre.

Staffing implications related to this matter are limited to normal administrative functions and duties.

### **Climate Considerations**

Use of the climate lens has demonstrated that there are no adverse climate effects.

### **Alternatives**

No alternatives were considered.

## **Submission**

Prepared by:

*“Original signed by”*

Shelly Zubych  
Director of Corporate  
Services

Reviewed and submitted for  
Council’s consideration by:

*“Original signed by”*

Amy Vickery  
City Manager



**Subject:** 2022 Annual Building Statistics

**Report No.:** CS-023-2023

**Agenda Date:** June 6<sup>th</sup>, 2023

Committee of the Whole

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## **Attachments**

**Appendix 01:** Prescribed Report Content

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-023-2023;
2. That Council directs staff to post the 2022 Annual Report - Building Permit Fees on the City's website, and to make the report available to persons or organizations in accordance with the Ontario Building Code Act.

## **Background**

Section 7(1) of the Building Code Act (BCA) authorizes the Council of a municipality to pass by-laws to prescribe classes of permits, provide for applications for permits and require applications to be accompanied by such plans, specifications, documents and other information as is prescribed, and require the payment of fees on applications for the issuance of permits, and prescribe the amounts of the fees.

Section 7(2) of the BCA prescribes that the total amount of fees authorized in such by-law must not exceed the anticipated costs to the City to administer and enforce the BCA.

Section 7(4) of the BCA further requires that every 12 months, the City shall prepare a report that contains such information as may be prescribed, about the fees authorized in the by-law, and the costs of the City to administer and enforce the BCA. Appendix 01 to this report lists the information which is prescribed in the Ontario Building Code (OBC) to be included in the annual report. Section 7(4) also requires that the Annual Building Report be made available to the public.

The Annual Report – Building Permit Fees provides information to Council and the public regarding the revenues received from Building Permit Fees and the direct and indirect costs for administering and enforcing the Building Code Act.

## **Analysis**

The following table is a summary of the figures included in the 2022 Annual Report – Building Permit Fees which is attached as Appendix 01:

Revenues Collected =	\$245,377.00
Direct Costs =	(\$301,521.87)
Indirect Costs =	<u>(\$34,620.24)</u>
<b>Shortfall =</b>	<b>\$90,765.11</b>
<b>2021 Cost Stabilization Reserve Balance =</b>	<b><u>\$125,026.23</u></b>
<b>2022 Cost Stabilization Reserve Balance =</b>	<b>\$34,261.12</b>

**Permit Fees** are collected under the authority of the Building By-law 2013-052 and include fees for construction, demolition, change of use permits. The total Building permit fees collected in 2022 was **\$245,377**.

**Direct Costs** are costs for the operation of the Building Department with respect to the processing of permit applications, the review of building plans, conducting inspections and enforcement duties under the authority of the BCA/OBC. The figure provided includes a percentage of wages and benefits for the City Manager, Director, CBO, and the Administrative Assistant; as well as, costs of providing training for staff to meet the qualification requirements prescribed by the BCA. Also included are the total costs for contracted CBO services for large building projects. **The total direct costs are \$301,521.87.**

**Indirect Costs** are the Building Department's share of overhead such as: office supplies, postage and courier service, telephone, IT support, CGIS service contract, payroll services, and office expenses. Indirect costs also include the Building Department's share of capital asset costs of vehicles and their operation expenses. **The total indirect costs are \$34,620.24.**

**Cost Stabilization Reserve Fund** - As revenue did not exceed operating costs in 2022, a total of \$90,765.11 was used from the Cost Stabilization Reserve Fund to offset the loss. The fund has a remaining balance of \$34,261.12.

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

- Ontario Building Code Act

## **Consultation / Communication**

- None.

### **Financial / Staffing Implications**

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

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

Staffing implications related to this matter are limited to normal administrative functions and duties.

### **Climate Considerations**

Use of the climate lens has demonstrated that there are no adverse climate effects.

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

"Original signed by"

Shelly Zubyyck  
Director of Corporate  
Services

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

Amy Vickery  
City Manager

**BCA/OBC Prescribed Report Content**

Building Code Act, 1992  
ONTARIO REGULATION 332/12  
BUILDING CODE  
Division C Part 1

**1.9.1.1. Annual Report**

- (1) *The report referred to in subsection 7 (4) of the Act shall contain the following information in respect of fees authorized under clause 7 (1) (c) of the Act:*
- (a) *total fees collected in the 12-month period ending no earlier than three months before the release of the report,*
  - (b) *the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),*
  - (c) *a break-down of the costs described in Clause (b) into at least the following categories:*
    - (i) *direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and*
    - (ii) *indirect costs of administration and enforcement of the Act, including support and overhead costs, and*
  - (d) *if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).*
- (2) *The principal authority shall give notice of the preparation of a report under subsection 7 (4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.*

**Of special note:** As revenues cannot be forecasted with any certainty, and often vary substantially from year to year, the BCA/OBC does allow municipalities to establish a cost stabilization reserve fund in which permit fees in excess of operating costs must be held. Those reserve funds may then only be used to offset costs of BCA/OBC administration / enforcement in future years. Should revenues continue to exceed costs, it is the intent being that the permit fee structure would then be revised accordingly.

**Subject:** Animal Control Service Transition

**Report No.:**

CS-024-2023

**Agenda Date:**

June 6, 2023

Committee of the Whole

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### **Attachments**

**Appendix 01:** PPP Committee - Animal Control Review Report dated Feb 15, 2023

**Appendix 02:** Service Transition Timeline

**Appendix 03:** Estimated Budget 2023/2024

**Appendix 04:** Haileybury Marina Building Layout

**Appendix 05:** Sample Job Descriptions

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-024-2023.
2. That Council directs staff to implement a Pilot Program for Animal Care and Control as recommended by the review team including but not limited to the following:
  - a. Preparing a by-law for Animals to include key language with a draft for consideration, followed by a 30 day public consultation period;
  - b. Improve the database and licensing and registration of dogs and cats to be more cost effective for the municipality and have regard for responsible pet ownership;
  - c. Authorizes the use of the Marina Building located at 306 Farr Drive as a pilot impound facility and further authorizes the scope of renovations, directing staff to prepare the procurement package for award at the July 11, 2023 council meeting;
  - d. Directs staff to finalize the position description and evaluate the human resource principles and options related to this pilot proposal and report back on the final determination at the July 11, 2023 council meeting.

### **Background**

On February 15, 2023, the Protection to Persons and Property Committee received a report of the Animal Control Service Review team's efforts and recommended direction to further explore. The Committee provided a recommendation to continue to evaluate and proceed with the proposed direction. The direction at that time was to further evaluate and analyse the following:

- 1- A new By-law for Animal Care and Control in accordance with the preferred level of service with public consultation period.

- 2- Prepare for a pilot of a city owned facility for animal care and impoundment and determine the necessary renovations in conformity with the standards.
- 3- Prepare position descriptions and set required skill sets for the staffing and appointment of officer(s) for consideration.
- 4- Continue to explore community programs and partnerships for the delivery of service(s) and address community animal concerns such as abandonment and overpopulation, etc.

The Review Team has done a solid comprehensive review, meeting with professionals to learn about best practices and programs, evaluated all aspects animal care and control in a municipal setting and conducted research. Staff continue to compile resources and evaluate options as identified in the analysis section of the report.

The remainder of this report outlines the proposed pilot service for Animal Care and Control for the City of Temiskaming Shores and discusses the impact, challenges, constraints, and benefits.

Due to this service historically being provided through a contract and managed independently and in conjunction with a sheltering type of operation, it is difficult to have a true determination of needs. A pilot program is being recommended to ensure the review team findings align with required level of service for the long term.

## **Analysis**

### **By-law for Animal Care and Control**

Firstly, a review of municipal authority is set out under the Municipal Act, 2001 apply with respect to Animals.

Municipal Act, 2001 as amended provides the following:

- Section 10 (1) provides for the Broad Authority; single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.
- Section 10 (2)(9) provides that a single-tier municipality may pass by-laws respecting Animals.

*Note: This provision provides for regulating animals owned by the public, wild animals, to protect animals, establish minimum size and sanitary standards and can also provide for destruction of animals as pests (i.e., termites or spraying of insects)*

- Sections 103-105 provides all local single-tier or lower-tier municipalities may pass by-laws in respect to animals being at large, trespassing and the impounding of animals as well as muzzling of dogs.

*Note: A municipality has limited powers of entry and may be restricted to enter onto private property to do things like trapping animals or spraying for insects and would need to coordinate with the property owner.*

- Section 103 is key as it sets out the following:

**103** (1) If a municipality passes a by-law regulating or prohibiting with respect to the being at large or trespassing of animals, it may provide for,

(a) the seizure and impounding of animals being at large or trespassing contrary to the by-law; and

(b) the sale of impounded animals,

(i) if they are not claimed within a reasonable time,

(ii) if the expenses of the municipality respecting the impounding of the animals are not paid, or

(iii) at such time and in such manner as is provided in the by-law.

- Section 391 enables municipalities to pass by-laws imposing fees and charges on persons.
- Part XIV - provides the authority to create offences, set fines and enforce by-laws.

### **Language and Policies**

Municipal By-laws vary and the main regulatory concern in the past has been related to licensing and control of animals at large.

The goal is to produce a more “enlightened” municipal bylaw and service model, with humane animal care and regulations to limit health and safety concerns. The By-law requires an update with key language and focus on the following:

- Provision of Animal Needs including the prohibition of unsanitary conditions
- Owners’ Responsibilities – Being at Large, Providing Care, Stoop & Scoop, etc.
- Licensing - Dogs & Cats & Kennels or Catteries
- Impoundment Provisions & End Points for animals based on Humane practices.
- Fines & Penalties
- Prohibit the Feeding of Animals; domestic and wild unless in a controlled community feeding area.

Recognizing stray and abandoned pet problems, several municipalities have considered or are considering restrictions on the retail sale of animals and regulating the acquisition of pets. The review team determined the limits of companion pets should be reduced and set in relation to property zoning. For example, rural and agricultural properties would have greater limits on pets than a residential property and multi residential buildings should have further restricted limits.

The general provisions of the current by-law continue to be relevant although the objectives should be clearly stated with further best practice policies and guidelines established to avoid misconceptions.

It is recommended that a public consultation period for the By-law be established for the period of 30 days.

### **Tracking & Database Management – Licensing & Registrar**

All pet owners should have their dogs and cats identified, spayed, or neutered with a system that encourages responsible pet ownership.

Dog Control has existed for many years and historically it has been widely accepted that cats are allowed to roam free. This is now causing concern in urban and settlement areas.

Database Management and registration of dogs and cats helps to return pets to their owner without incurring pound costs and track pets versus feral animals. Incentives should be provided for responsible pet owners that comply with the by-law.

The By-law will reflect updated fees to be more cost effective for the municipality and responsible pet owners. Improved tracking and database management efforts along with public education should help reduce animals running at large and free roaming cats.

Any revenue generated from an improved licensing system may help offset the service costs that could be shifted to community programs to address other matters such as overpopulation, abandonment, and feral animals.

### **Seizure & Impoundment & Animal Care**

Seizing and impounding animals must be done with care and have regard to health and safety. There may be times when animals are required to be quarantined, require veterinary attention or even euthanasia for the safety of persons or in the interest of the animal.

The review team has determined a city managed impound facility is necessary. This facility would not be used for sheltering animals and would be in accordance with the retention periods. This is necessary for the health and safety of people and animals and to clearly define the responsibility of the municipality to be accountable and able to track and manage animals within the City's jurisdiction. This also provides more oversight to ensure the proper standard of care and accountability.

The retention of animals at a facility is intended to be short term and within the retention periods provided in the by-law and/or provincial regulation and regarding a set standard of care. These retention periods are typically five days and are subject to fines, and fees for licensing and care. Retention periods can differ for different circumstances i.e.: feral, injured, ill.

It was noted through the review that a person's income or ability to pay may determine if the pet is claimed or abandoned. Unclaimed animals not redeemed within the time specified become property of the City. The burden then rests on the city to determine the next steps for that animal and some unique situations can arise which could affect retention periods.

In consultation with a veterinarian or an animal care professional, an injured or ill animal seized and impounded, may be destroyed without delay for humane reasons or for reasons of safety to persons.



End points are important to establish to determine next steps for the animals such as appropriate shelters for adoption, veterinary care, etc. Relationships with these organizations need to be built with guidelines and expectations clear.

All efforts shall be made to locate the owner of an animal however in the case of abandonment or seizure and it will be imperative to work with shelters, adoption agencies and other end points to be successful. However it should be noted animals may in some very exceptional times, be required to be euthanized humanely if all reasonable efforts have been exhausted.

It is recommended to have an established Veterinary Contract for emergencies, serious injuries, illness, and vet care when determined necessary and persons employed or under contract must be trained and receive continuous development for humane animal care, striving for best practice within the sector.

It is further recommended to establish a liaison with the local or provincial humane society to deal with cases of abuse or neglect of animals.

### **Municipal Facility - Pound**

OMAFRA sets a minimum standard of care for impound type facilities and an inspection is required to meet site conditions. It was determined a large portion of the costs for the service is for the facility and its operations. All possible locations within the City in accordance with zoning, setbacks to mitigate nuisance, ease of access and feasibility were reviewed.

The committee recommends a site as a pilot location for a municipal impound facility. The location is 305 Farr Drive, formerly operating as a Marina and currently a workplace for Parks and Recreation Staff. The site would be a shared space and renovated in a cost-effective manner as a pilot site. This site would be staffed as needed when animals are impounded and linked to City Hall for administrative and records management purposes.

Attached in Appendix 04 is a copy of the floor plan and within the estimated budget the general scope of the renovations is listed.

### **Staffing**

It is difficult to find an individual that has the skill set of both an enforcement officer as well as an animal care professional. It is not necessary that every part of the service is done by the same individual although past practice has been to contract this out entirely.

It is necessary to give discretionary authority to the Officer(s) to handle matters relating to animal control as set out in the by-law however training, standards and guidelines must be established to ensure performance is in accordance with municipal by-laws and policy.

The review team determined two separate position descriptions with clear competencies and training. The positions are Animal Care Attendant and the other Animal Control Officer. Sample position descriptions are attached in Appendix 05 for information.

It is necessary to appoint officers by by-law to provide the authority to administer and enforce the provisions of the By-law. This appointment should be limited to trained individuals whether the city has an employment contract or other contract provisions. Estimated costs are set out in the budget summary. It is anticipated that some duties may be done by enforcement staff already employed by the municipality.

We still need to determine if the Animal Care Attendant position is better positioned as a temporary employment position or temporary contract. It is expected this position will not normally conduct animal control enforcement activities and will be more in relation to animal care, administration and janitorial of the pound facility and assist the Animal Control Officer when necessary. Once the program is established this position could be filled in other ways however due to the need for administrative and planning support at the onset of the program, it is recommended to have a motivated individual to take the position for successful implementation.

It is clear greater management and oversight by the municipality is preferred and necessary to ensure the level of service is being met and performance is reviewed. Liability and insurance risks should be considered when setting out contracts.

### **Oversight**

It is recommended an advisory team (formerly the review team) be established to oversee the pilot program. Supervisory of enforcement staff would be in accordance with the current organizational structure under the umbrella of Corporate Services and the supervisory of the Animal Care Attendant position or contract would be under the direction of the advisory team led by the City Manager. At the end of the pilot, the position would be evaluated and reassigned if deemed appropriate.

### **Other considerations:**

Transport of Animals and use of city vehicles has been identified as a concern. The budget provides for cleaning costs and some basic equipment and tools, however at this time it is unknown to what extent the vehicle will be required. Patrolling is not recommended, and the service will be complaint based and more focused on licensing and responsible pet ownership with public education.

After hours coverage for emergency situations and coverage for vacations has also not been clearly identified at this time. A communication plan and phone directory will be necessary and call outs for emergencies may trigger overtime or additional time off in lieu and may impact other scheduled duties.

### **Implementation:**

#### **The 2023 timeline attached in Appendix 02 identifies:**

- Governance & policy updates with public education and consultation

- Recruitment, onboarding, and training
- Determine service delivery and standard operation procedures.
- Renovation and set up of pound facility.
- Building relations and establishing service contracts such as vet care, shelters

**2024 involves:**

- Public education
- Establish community programs.
- Continue to train staff.
- Continue to build relations.
- Improved registrar and database

**2025**

- Evaluation of pilot

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

- Municipal Act, 2001 as amended.
- By-law 2013-051 Being a By-law to regulate the keeping of Animals and the registration of dogs and cats within the City of Temiskaming Shores
- City of Temiskaming Shores Official Plan and Zoning By-law

**Consultation / Communication**

- Review Committee
- City Staff
- Protection to Persons & Property Committee

**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 ☐

Please refer to the Transition Cost Estimate for details. There will be additional costs for 2023 estimated at \$15,095 which includes renovations to the Marina Facility. The renovations would only serve to improve the building. Future years would be estimated at an annual expense of \$88,000.00 which includes support to community programs and would be offset by greater revenues, estimated at \$15,000.00.

Staffing implications related to this matter will have added duties of enforcement and some additional costs for training however staff have assumed these duties within the last year based on deficient performance under the current contract and have managed well.

There will be additional administrative functions and duties to establish the program however it is expected the part time, temporary position under the pilot program will help offset this burden.

An amendment to the City's Animal Control By law is required and required to be filed with the Courts and approved for set fines.

### **Climate Considerations**

The purpose of this report is to establish a program for service delivery for Animal Care and Control and is in relation to developing policy, establishing governance, management and oversight and climate considerations would not apply.

### **Alternatives**

All service alternatives were evaluated in depth and considered. Council could consider the following:

Provide for an update to the by-law, establish guidelines for the service and

1. Contract out the entire service including the provision of a facility under a request for proposal; or
2. Contract out part of the service under a request for proposal and provide the facility.

### **Submission**

Prepared, reviewed, and  
submitted for Council's  
consideration by:

*"Original signed by"*

Amy Vickery  
City Manager

Prepared for	PPP Committee
Prepared by	Amy Vickery, City Manager

## **I. Background**

On October 4, 2022 Council directed staff to undertake a review of the level of service required by the City for Animal Control, in consultation with an animal professional, for the development of a new Request for Proposal and Animal Control By-law for Council's consideration.

The Staff appointed to the project included the following persons along with Dr. Wendy Ing, Veterinarian

Amy Vickery, City Manager  
Stephanie Léveillé, Treasurer  
Gabriel Tassé, By-law/Property Standards Officer  
Mike Pilon, Chief Building Official

The group met on the following occasions:

October 6, 2022  
October 13, 2022  
November 3, 2022  
December 9, 2022

## **II. Purpose**

The group reviewed and researched various aspects of the service including animal control and enforcement, impoundment and animal care, end points for impounded or abandoned animals and other areas of concern such as database management and tracking, public education, community programs, etc.

## **III. Interesting Facts**

- Regulating and tracking dogs is fairly easy and relocation is often successful.
- Cats are much more difficult to track and relocate and only approximately 2% of cats roaming in the community are actually owned pets. It is extremely difficult to identify owned pets versus community cats.
- Feral and community cats can easily adapt to the environment and although the typical life span is shorter, they can reproduce more often and can have up to 2 litters per year.
- Patrols not recommended as they are costly and often not effective; Complaint based response and public education efforts may be more effective.
- Rescues and shelters are overburdened and there has been a significant rise of abandonment since COVID-19.
- OMAFRA Standards are outdated and the community has greater expectations for animal care, proper facilities, etc.

#### **IV. Findings**

The group determined, there are many moving parts with offering this service and the municipality's level of involvement differs at the various stages of service. In the past this service has been contracted out and left discretionary to the appointed officer. This appointed officer must have a variety of competencies and discipline to deal with the various stages of service with management and oversight by the municipality.

For ease of reporting the findings, the areas are broken down into the following 5 categories and the key findings are summarized under each heading.

##### **1. Animal Control Enforcement & Regulation**

The By-law and policies require a full comprehensive review with a change in language to represent the expectations of the community. It is noted OMAFRA Standards are outdated and the community has expectations for animal care, proper facilities for impoundment and expect community programs and shelter/rescue type options within the community.

The service must relate to the By-law and policy should be developed to guide the service in relation to the authority set out in the By-law. In general, the by-law sets out the Keeping of Animals, Regulating Animals and Set Fines for Infractions. Additional Policy is required in relation to a standard of care and the role and duties of the appointed officers.

There are licensing provisions, along with improvements to database management and public education that can be included in the By-law to regulate the keeping of domestic animals. If enforced or promoted may offset some further burden on the system down the line.

For example:

- Limit the number of animals with consideration to rural and urban type settings and in relation to property use and zoning.
  - Limiting numbers will ensure people have the means to properly care for their pets (vet care, feeding) and reduce conflicts in areas such as multi-residential buildings, etc.
- Prohibit the feeding of animals; domestic and wild unless in a designated controlled community feeding area. It was noted cats are adaptable and will continue to return to a food source.

Note: the by-law has set fines and would be required to be filed with the courts to be deemed enforceable.

##### **2. Seizure, Impoundment & Animal Care**

Seizing and impounding animals must be done with care and have regard to health and safety. There may be times when animals are required to be quarantined, require veterinary attention or even euthanasia for the safety of persons or in the interest of the animal.

The committee findings determined a City managed impound facility would be preferred. This facility would not be used for sheltering animals and would be in accordance with the retention periods. This is necessary for the health and safety of persons and animals and to clearly define the responsibility of the municipality to be accountable and able to track and manage animals within the City's jurisdiction. This also provides more oversight to ensure the proper standard of care and accountability.

The retention of animals at a facility is intended to be short term and within the retention periods provided in the by-law, with regard to a set standard of care. These retention periods are typically five days and may be subject to fines, and fees for licensing and care. Retention periods can differ for different circumstances i.e.: feral, injured, ill. End points would be required to be established to determine next steps for the animals such as appropriate shelters, veterinary care, etc.

It was noted through the review that a person's income or ability to pay may determine if the pet is claimed or abandoned. Unclaimed animals not redeemed within the time specified become property of the City. The burden then rests on the City to determine next steps for that animal and some unique situations can arise.

### **Municipal Facility**

OMAFRA sets a minimum standard of care for impound type facilities and an inspection is required to meet site conditions. As noted above, the committee determined a City managed impound facility would be preferred.

It was determined a large portion of the costs for the service is for the facility and its operations.

The group evaluated all possible locations within the City in accordance with zoning, setbacks to mitigate nuisance, ease of access and feasibility. The committee is prepared to recommend a site as a pilot location for a municipal impound facility. The location is within a city owned building and can easily be renovated in a cost-effective manner as a pilot site.

## **3. Tracking & Database Management**

Upon review, it was determined the record keeping and database management of animals within the City is difficult. Key findings:

- Tags are undersold and most people are not aware of the responsibility to renew annually or do not see value in obtaining a license.
- Responsible dog owners purchase tags and/or chip their pets and are often not an issue for animal control.
- Most cat owners do not tag their pets for a variety of reasons.
- In 2022 there were 106 new tags sold and 344 renewed tags resulting in approximately \$6,000 in revenue to offset the service.



- Very few fines are imposed and little incentive to purchase licenses.

### **Activity & Reporting by Contractor**

Additional reporting requirements were put in place for part of 2022 and a summary of the activity is attached in Appendix A.

## **4. Community Programs or Initiatives**

Best practices were examined to determine what other communities are doing and educational material was provided on free roaming cat management. The committee wishes to further explore other potential community programs associated with animal care and control.

Shelters and rescues play a huge part in the community, however should be considered an end point and remain at arm's length of the municipality.

There is an expectation for greater public engagement in respect to this service and community programs. Consultation with the many stakeholders would be beneficial and help build relations and align effort. The municipality must rely on a variety of partners for an effective service and program.

## **5. Staffing & Officers**

It is difficult to find an individual that has the skill set of both an enforcement officer as well as an animal care professional. It is not necessary that every part of the service is done by the same individual although past practice has been to contract this out entirely.

It is necessary to give discretionary authority to the Officer(s) to handle matters relating to animal control as set out in the by-law.

Regardless of the structure, the committee would recommend position descriptions with clear competencies and training plan to ensure they are meeting the expectations of the city, performance can be measured and reduce any real or perceived conflicts of interest.

Policy on performance, discipline, code of conduct, etc. to deal with the various stages of service would help to set expectations of all parties.

It is necessary to appoint officers by by-law to provide the authority to administer and enforce the provisions of the By-law. This appointment should be limited to trained individuals the city has an employment contract or other contract with.

It is clear greater management and oversight by the municipality is preferred and necessary to ensure the level of service is being met and performance is reviewed. Liability and insurance risks should be considered when setting out contracts.



## **V. Summary**

To summarize, the committee seeks direction on the following:

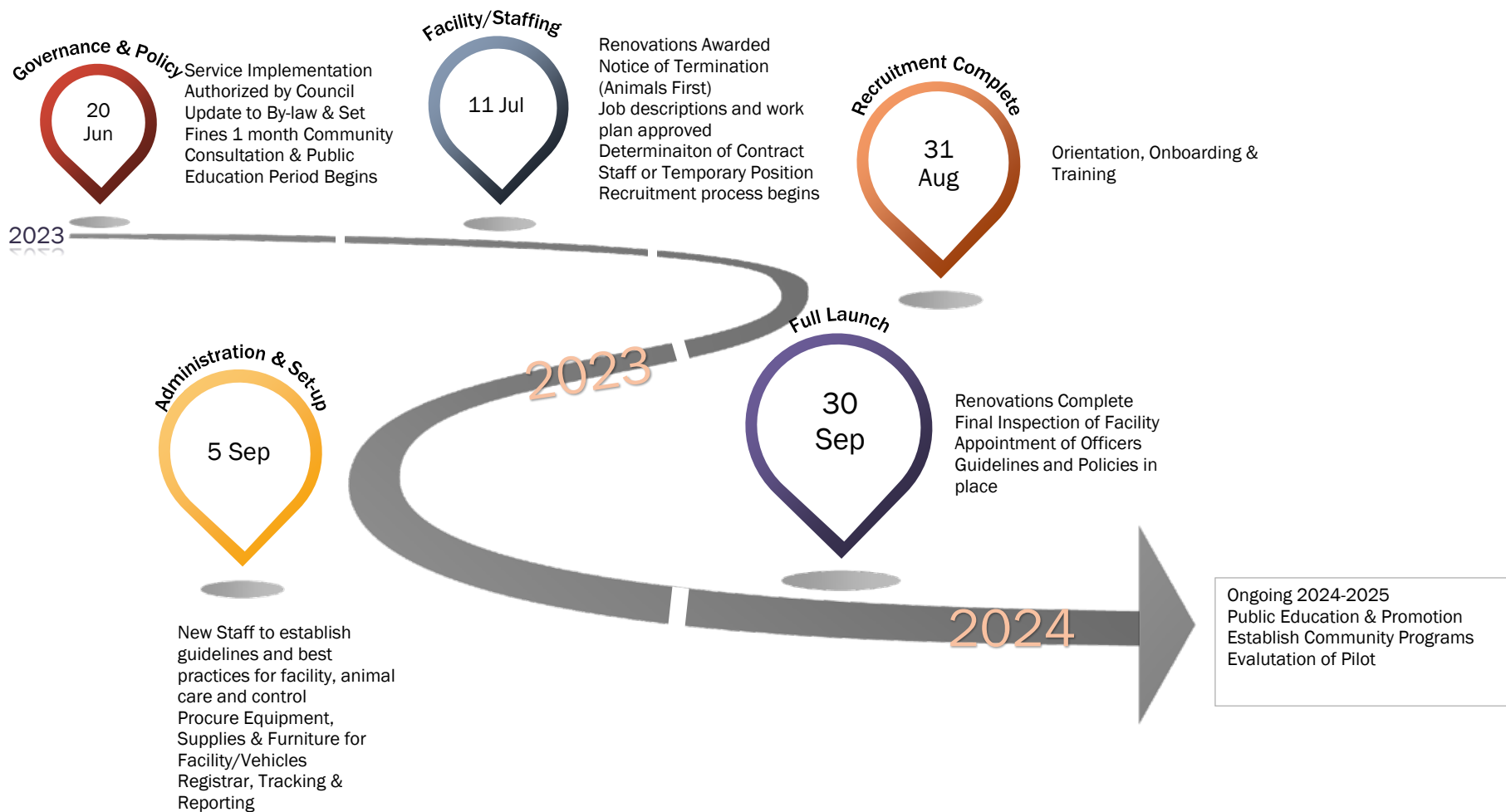
- 1- New By-law for Animal Care and Control in accordance with the preferred level of service with public consultation period.
- 2- Prepare for a pilot of a city owned facility for animal care and impoundment and complete the necessary renovations in conformity with the standards.
- 3- Prepare position descriptions and set required skill sets for the staffing and appointment of officer(s) for consideration.
- 4- Continue to explore community programs and partnerships for the delivery of service(s).

Other items of note:

- District wide issues and lack of service in other communities add constraints to our service, this could also be an opportunity for shared service in the future.
- Beneficial to foster relations with partners and stakeholders to explore opportunities and build relations for end points.
- Public Education is key and Public Consultation necessary.
- Current contract has continued on a month by month basis and may need consideration to indexing.
- With the cancellation of the bid, other proponents may be waiting for the release of an RFP.

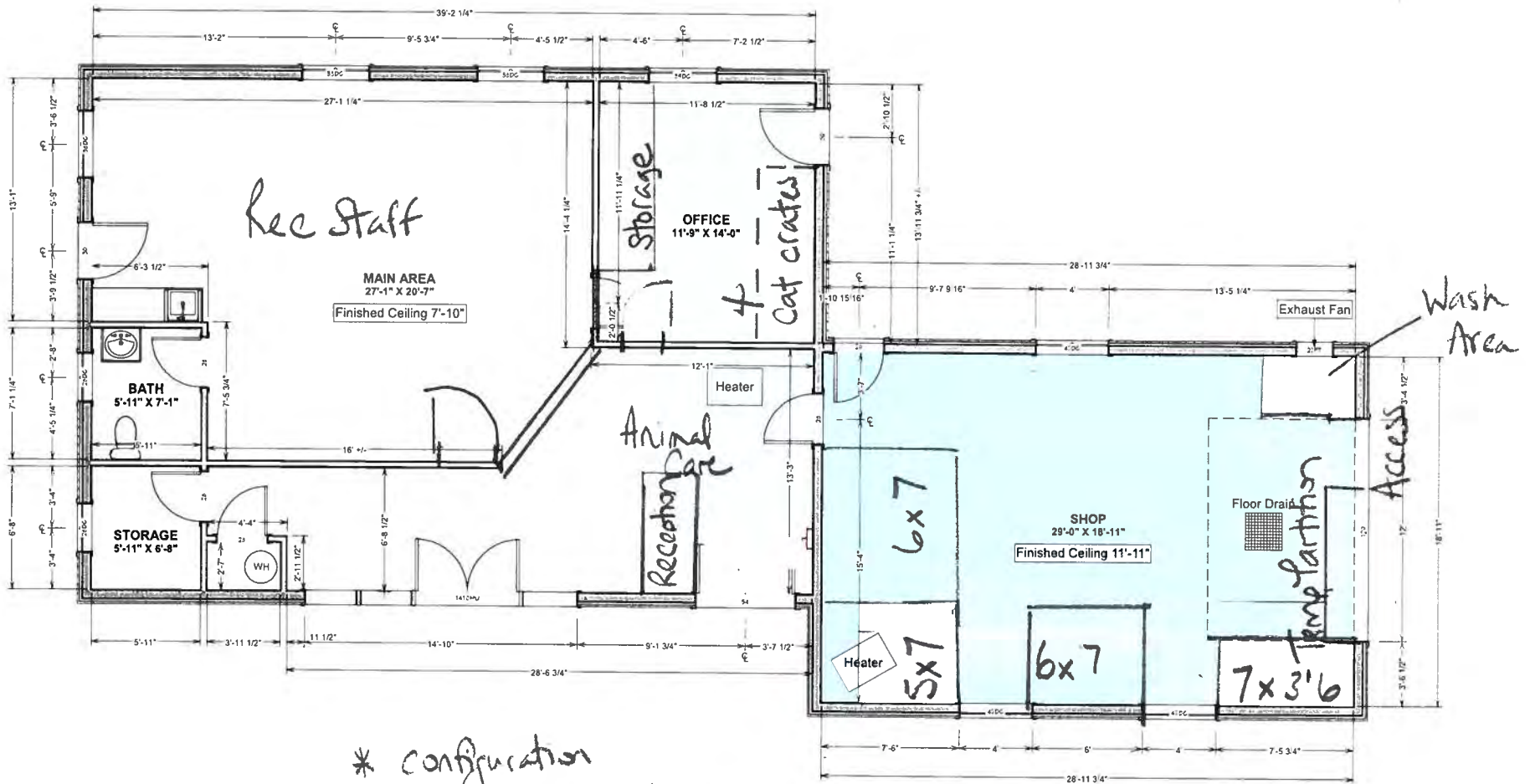
## **APPENDIX A**

[2022 Annual Report](#)  
[2022 Activity Summary](#)



## Animal Control Service Transition Cost Estimate

2023						2024					
Salaries/Benefits or Contract	hours	salary	Employer costs	Total		Salaries/Benefits or Contract	hours	salary	Employer costs	Total	
By-Law/Property Standards Officer/Animal Control Officer	280	\$ 30.97	\$ 8,671.60	\$ 2,167.90	\$ 10,839.50	By-Law/Property Standards Officer/Animal Control Officer	910	\$ 31.90	\$ 29,029.00	\$ 7,257.25	\$ 36,286.25
Animal Care Attendent	280	\$ 19.73	\$ 5,524.40	\$ 1,381.10	\$ 6,905.50	Animal Care Attendent	910	\$ 20.33	\$ 18,500.30	\$ 4,625.08	\$ 23,125.38
					\$ 17,745.00						\$ 59,411.63
Facility Reno	General Scope					Training & Development					\$ 5,000.00
	Exhaust/Ventilation (ERV)	\$ 3,500.00									
	Concrete Floor	\$ 5,000.00									
	Wall Board	\$ 2,000.00									
	Interior wall and install door	\$ 1,000.00									
	Plumbing and Wash Area	\$ 4,000.00									
	Stalls /Crates	\$ 6,000.00									
	Contingency	\$ 3,500.00									
		\$ 25,000.00			\$ 25,000.00						
Building Maintenance					\$ -	Building Maintenance					\$ 4,000.00
Animal Care Supplies - Facility Vehicles & Administration						Animal Care Supplies - Facility Vehicles & Administration					
	Food	\$ 100.00					Food	\$ 1,000.00			
	Uniforms PPE	\$ 500.00					Uniforms PPE	\$ 250.00			
	Equipment & Furniture	\$ 1,000.00					Equipment & Furniture	\$ 250.00			
	Vehicle Cleaning	\$ 250.00					Vehicle Cleaning	\$ 500.00			
	Admin & Misc	\$ 500.00					Admin & Misc	\$ 500.00			
		\$ 2,350.00			\$ 2,350.00			\$ 2,500.00			\$ 2,500.00
Animal Care Services	Veterinarian	\$ 1,000.00			\$ 1,000.00	Animal Care Services	Veterinarian	\$ 7,500.00			\$ 7,500.00
Community Programs		\$ -			\$ -	Community Programs					\$ 10,000.00
Total Annual Cost					\$ 46,095.00	Total Annual Cost					\$ 88,411.63
	Plus Animal Control Contract to August 31, 2023			\$ 49,000.00	\$ 95,095.00						
	Less estimated Revenues			\$ (5,000.00)	\$ 90,095.00		Less estimated Revenues		\$ (15,000.00)		\$ 73,411.63



\* configuration  
subject to change

AS-BUILT/LAYOUT

SCALE: 1/4" = 1'0"

"ALL MEASUREMENTS TO EDGE OF INTERIOR FINISHED WALL COVERING, EDGE OR CENTER OF WIDOW/DOOR UNLESS OTHER WISE INDICATED"



## Animal Control Officer

Reporting to the \_\_\_\_\_ the Animal Control Officer is responsible for attending to complaints and assigned calls within the City of Temiskaming Shores.

Work includes administering, enforcing, and educating on municipal by-laws and animal health and welfare best practices and protocols and includes maintaining a registrar and licensing of dogs and cats. In addition, this position also gives support to the Animal Care Attendant and other team members as required.

You treat the animals humanely, with compassion and concern. You are a level-headed team player who is calm under pressure and able to deal with difficult situations in a humane manner. You are an excellent communicator and have experience in conflict resolution.

This position is also responsible for the capture and transport of animals with various behavior (including aggressive) and knowledge of the care and handling of different species.

### General Responsibilities:

Treats all animals humanely, with compassion and concern. Following standards, policies, and protocols at all times to ensure animal health and welfare. This includes, but is not limited to:

- Appointed as an Officer of the Corporation as an Animal Control Officer and responsible under the By-law's of the City, including but not limited to:
  - Issuing licenses to members of the public, collecting payment and issuing receipt.
  - Issuing warning notices and bylaw infraction tickets for offenses and ensuring all related documentation and reports are completed.
- Investigating and resolving animal bylaw-related complaints in keeping with policy/procedure/standards.
- Receiving calls from the public, addressing directly or referring to appropriate authority, and following up as necessary.
- Conducting routine patrols of assigned areas (e.g. parks).
- Completing animal transport duties
- Ensuring all records related to any and all of the above duties are kept up to date, including documenting pertinent information, completing required registrar, forms and reports, including those that may be used in the prosecution of offences.
- Giving evidence in court or adjudication as related to prosecutions for bylaw violations.
- Working collaboratively with other stakeholders such as government representatives, police, special provincial constables, and other enforcement agencies to ensure animal welfare and public safety.
- Assists colleagues when they are in need, including being proactive in identifying ways to collaborate with them to meet or exceed operational requirements.
- Regular participation in meetings with other members of the staff to share ideas and increase productivity

- When required, assisting facility staff in their duties
- Ensures that safe work practices are implemented as per the Occupational Health and Safety Act and regulations to protect staff, volunteers and animals from injury and/or illness
- Other duties as assigned.

Duties and Responsibilities in the Field include:

- Responding to complaints of deceased domestic and wild animals and removing them safely from the community.
- Responding to other calls and completing other related duties as assigned.
- Investigate cases and reports of animal abuse, injured animals, and stray animals.
- Interview members of the public who have been in contact with said animals.
- Capture and deliver animals to the pound facility for assessment and processing.
- Testify in legal proceedings when necessary.
- Assist with the necessary adjustments and paperwork to move animals to shelters or agencies when there are no found owners.

To succeed in this role, you must have:

- Grade 12 education, completion of Bylaw \_\_\_\_\_ and 1-2 years' related experience; or an equivalent combination of education and experience acceptable to the employer. Related experience includes, but is not limited to:
  - Working hands-on with animals in a veterinary clinic, animal care facility, animal control setting, or other care/training facility;
  - Public Enforcement Officer such as By-law Enforcement, Property Standards or Animal Control Officer
- Managing and diffusing conflict;
- Record-keeping
- Valid driver's license in good standing
- Criminal Record Check
- Physical ability to lift, pull, and push heavy objects as well as handle aggressive animals
- Ability to work co-operatively as a team player and demonstrate well-developed interpersonal skills
- Basic computer skills sufficient to deal effectively
- Ability to prioritize demands on time and work with limited supervision

Training - <https://www.securityguardtrainingcanada.ca/animal-control-bylaw-officer-course/>

# Job Description

## Animal Care Attendant

Location:

Number of Positions: 1

Job Start Date:

Job Competition Closes: When position is filled

Job Type: Part time

Salary:

The Animal Care Attendant participates in the day-to-day animal care and operational practices of the Animal Impound Facility making certain they are compliant with the City Animal Care By-laws and Policies and animal care standards.

### Responsibilities

Assures all nutritional, housing, grooming and medical needs are met on a daily basis according to approved processes. Is responsible for maintaining a safe and sanitary facility for animals and people. Provides humane handling and care for all impounded, domestic animals.

Responsibilities may include, but are not limited to:

- Responsible for all duties related to the care of animals (ex: cleaning of the holding areas, assuring that animals receive food and water, bathing and basic grooming, cleaning animal dishes, doing laundry, etc);
- Providing humane handling and restraining techniques;
- Observing animals for signs of illnesses or injuries and reports symptoms to the appropriate personnel;
- Performing requested tasks for facility maintenance. This may include lawn and garden work, deep-cleaning duties, organizing storage areas, and other regular upkeep and maintenance duties;
- Cleaning all equipment and work areas to maintain the highest standard of cleanliness and sanitation by following health and safety regulations and protocols;
- Maintaining accurate records for animal inventory, health, medications, treatments, procedures and behaviour history;
- Providing excellent customer service, handling phone calls, provide animal control information;
- Performing a wide range of administrative and clerical duties and working well with minimal supervision;
- Maintaining positive interactions with the public, city staff and volunteers in a sometimes hectic and noisy environment while remaining kind, calm, resourceful and efficient;
- Assisting members of the public in person, over the phone and via email communication;

- Make the necessary adjustments and paperwork to move animals to shelters or agencies when there are no found owners.
- Completing other duties as required.

In addition to the duties listed above, the City expects the following of each employee:

- adhere to policies and procedures;
- works in a safe manner;
- acts as a role model within and outside the workplace;
- performs duties as workload necessitates;
- maintains a positive and respectful attitude;
- communicates regularly with supervisor about issues;
- demonstrates efficient time management and prioritizes workload;
- consistently reports to work on time prepared to perform duties of the position; and,
- participates in events and on committees as needed or required.

#### Qualifications/Requirements

- Applicants must be extremely dependable, with flexible availability. Weekends will be part of the regular weekly schedule, and some evenings may also be required.
- All applicants must have a driver's license.
- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to work from a step ladder, reach/stretch overhead, and work from a crouched/kneeling position.
- Physical ability to lift and carry 40 pounds regularly.
- Working conditions include, but are not limited to: working alone, working outside in varying weather conditions, frequent interruptions, and some meetings.
- Employee must demonstrate ability to work effectively with others (including co-workers, customers, volunteers and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; and addressing problems and issues constructively to find mutually acceptable and practical business solutions.

#### Assets

The following skills would be part of the training for the position. Previous knowledge of these skills is considered an asset.

- Demonstrate animal control knowledge, including proper restraining techniques.
- Knowledge of animal behaviours, and basic obedience training methods.
- Ability to identify species, breeds, age and sex of animals.
- Ability to identify signs of animal illnesses, diseases and injuries.
- Ability to identify different medications and methods of administration.
- Ability to perform sanitation procedures and general maintenance.



**Subject:** Cobalt Haileybury Curling Club  
Land Lease Agreement

**Report No.:** CS-025-2023

**Agenda Date:** June 6<sup>th</sup>, 2023  
Committee of the Whole

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### **Attachments**

**None**

### **Recommendation**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-025-2023.
2. That Council directs staff to prepare the necessary by-law to enter into a five (5) year lease agreement with the Cobalt Haileybury Curling Club for the lands described as 434 Leslie McFarlane Way for consideration at the June 20<sup>th</sup>, 2023, Regular Council Meeting.

### **Background**

On December 18, 2012, the Council of the City of Temiskaming Shores passed a by-law to authorize the sale of land to the Cobalt-Haileybury Curling Club in the amount of \$1.00.

Although the Curling Club has existed and operated under a general understanding for many years and in accordance with By-law 2012-141 (Tax Write-off Policy for Non-municipally owned Recreational Facility), the land sale was postponed. At the time the corporate status of the Curling Club was under review and the transfer of the property was delayed.

The Haileybury Curling Club has recently applied for funding under the Northern Ontario Heritage Fund Corporation and is set to sign a funding agreement, however, it is necessary to formally recognize the long-standing land lease to be eligible for the funding and enable the club to make improvements to their building and components.

The City has been approached by the Haileybury Curling Club to enter into a land lease agreement to enable the Club to move forward with their project later this year.

## **Analysis**

Included in the lease agreement is the term of five (5) years along with provisions for the agreement of purchase and sale. There is a renewal clause in the agreement and the land will be transferred as intended upon confirmation of the Corporations Status under Ontario Not-for-Profit Corporations Act. Failure to obtain status within the period of the leasehold agreement may result in default and the property would remain in the name of the City.

The current rental rate for the landholdings is \$2.00, recognizing the Club has and will continue to pay the taxes in accordance with the Tax Write-off Policy for Non-municipally owned Recreational Facilities. All legal fees in relation to the preparation of the land lease agreement will be the responsibility of the Curling Club, however, the land transfer fees and registration fees will be in accordance with By-law 2012-192 and Closed Session Report CGP-043-2012.

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

- By-law 2012-192 Authorize the Sale of Land to the Cobalt-Haileybury Curling Club

## **Consultation / Communication**

- Legal Counsel
- Haileybury Curling Club
- NOHFC

## **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 land lease agreement will have no change in realized revenues or expense. It is anticipated that the corporate status will be achieved and property ownership will be resolved. At the time to divest there will be legal and land transfer fees.

Staffing implications related to this matter are limited to normal administrative functions and duties.

### **Climate Considerations**

Use of the climate lens has demonstrated that there are no adverse climate effects.

### **Alternatives**

Not enter into a lease agreement. This is not recommended as the Haileybury Curling Club would have to postpone the project until land ownership is obtained, which could impact the funding for the project.

### **Submission**

Prepared, reviewed, and  
submitted for Council's  
consideration by:

"Original signed by"

Amy Vickery  
City Manager