



**The Corporation of the City of Temiskaming Shores  
Committee of the Whole  
Tuesday, July 9, 2024 – 3:00 p.m.  
City Hall – Council Chambers – 325 Farr Drive**

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**Agenda**

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

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

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

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

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

None

**8. Public Works**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Administrative Report No. PW-018-2024 – Temiskaming Shores Downtown Transportation Study 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 No. PW-018-2024;

That Council agrees to adopt in principle the Temiskaming Shores Downtown Transportation Study report as printed, for consideration at the July 9, 2024, Regular Council meeting; and

Further that Council direct staff to implement the short-term Phase 1 recommendations, and to further review and engage with aspects of the Phase 2 portion of the study, emphasizing cost-benefit analysis, functionality, and funding to enhance our vital downtowns.

**2. Administrative Report No. PW-019-2024 – Enterprise Fleet Management Services**

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-019-2024; and

That Council directs staff to prepare the necessary by-law to amend the agreement with Enterprise Fleet Management for light-duty fleet management services, maintenance services, and strategic planning to include an additional six (6) vehicles leases for 2025, for consideration at the July 9, 2024, Regular Council meeting.

**3. Administrative Report No. PW-020-2024 – New Liskeard Landfill Tipping Fee Revenue Analysis**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-020-2024;

That Council agrees to increase Tipping Fees at the New Liskeard Landfill for Category 1 – Sorted Residential/Commercial/Construction Waste and Category 2 – Unsorted Residential/Commercial/Construction Waste, as outlined in the Draft Tipping Fee Schedule (Appendix 02): and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-128 (Solid Waste Management) for the replacement of Appendix 03 with a new Tipping Fee Schedule, titled Tipping Fees: New Liskeard Landfill Site, for consideration at the July 9, 2024, Regular Council Meeting.

**c) New Business**

None

**9. Recreation Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Memo No. 016-2024-RS – NOHFC Community Enhancement Program - Rural Enhancement Stream, Phase 2 Application**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to submit a phase 2 application to the NOHFC Community Enhancement Program – Rural Enhancement Stream, to complete various upgrades to municipal parks;

That Council confirms the City of Temiskaming Shores owns all the lands where the proposed upgrades will take place;

That Council confirms the City will provide a contribution of up to \$175,000 towards the project, as confirmed within the 2024 Municipal Budget; and

Further that Council confirms the City will be responsible for any cost overruns related to the upgrades to municipal parks project.

**2. Memo No. 017-2024-RS – Recreation Operations Update**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 017-2024-RS, regarding the Recreation Operations Update for the month of July for information purposes.

**3. Administrative Report No. RS-014-2024 – Arena Concession Lease Award**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-014-2024; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Smitty's Canteen / Michael Smith for the use of space in the



Shelley Herbert-Shea Memorial Arena to operate a concession and pro shop from September 1, 2024, to April 30, 2027, for consideration at the July 9, 2024, Regular Council meeting.

**4. Administrative Report No. RS-015-2024 - Arena Room Lease Agreements**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-015-2024;

That Council approves the draft lease agreements included with Administrative Report No. RS-015-2024, and delegates authority to the Director of Recreation to execute the various arena lease agreements for use of rooms within the Don Shepherdson Memorial Arena and the Shelley Herbert-Shea Memorial Arena; and

Further that Council directs Staff to prepare the necessary by-law to confirm the arena lease agreements at the July 9, 2024 Regular Council meeting.

**c) New Business**

None

**10. Fire Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Fire Activity Report – June 2024**

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 month of June 2024, for information purposes.

**2. Memo No. 002-2024- PPP – Off-Road Unit (ORU) Response Trailer**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2024-PPP; and

That Council approves the purchase of an Off-Road Unit (ORU) Response Trailer from VJ Trailer Sales in the amount of \$22,895, plus applicable taxes funded by the Haileybury Firefighters Association and through a grant received by the TC Energy Social Impact program, Building Strong.

**3. Administrative Report No. PPP-007-2024 - Renewal of Fire Department Communications System 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 No. PPP-007-2024;

That Council agrees to enter into a Fire Department Communication System Agreement with the Township of Armstrong, Township of Casey, Township of Coleman, Township of Harley, Township of Hudson, Township of Kerns, Town of Cobalt, and the Town of Latchford for the joint operation and maintenance of a radio and paging communication system; and

That Council directs staff to prepare the necessary By-law to adopt the Fire Department Communication System Agreement, for consideration at the July 9, 2024, Regular Council Meeting.

**c) New Business**

None

**11. Corporate Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Memo No. 022-2024-CS – Sale of Municipal Property – Vacant Lots on Albert Street**

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 022-2024-CS; and

That Council directs staff to prepare the necessary by-laws for the Purchase and Sale Agreement between the City of Temiskaming Shores as Vendor, and Investissements Philippe Duguay Inc. as Purchaser, for the vacant property on Albert Street, described as:

- Part 1 and Part 2 on Plan 54R-6433; and
- Part 3 and Part 4 on Plan 54R-6433;

in the total amount of \$33,000 plus taxes (if applicable), plus all associated costs (legal, registration, survey, administration, etc.), in accordance with By-law No. 2015-160, for consideration at the July 9, 2024 Regular Council meeting.

**2. Memo No. 023-2024-CS – Animal Control Update**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 023-2024-CS for information purposes; and

That Council directs staff to prepare the necessary by-law to appoint Sidney Plante as Municipal Law Enforcement Officer for the purpose of enforcing the City's Animal Care and Control By-law and Noise by-law as it relates to Animal Care and Control Services, for consideration at the July 9, 2024 Regular Council meeting.

**3. Administrative Report No. CS-023-2024 – Municipal Employee Benefits**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-023-2024;

That Council directs staff to renew the Manulife Benefit Plan administered through Gallagher Benefit Services Canada Group Inc.; and

That Council approves the Municipal Employee Benefit Plan with premiums of \$575,820 for 2024-2025 in addition to the costs paid by the City for health benefits as they are incurred with applicable administrative fees under the Administrative Services Only portion of the Plan.

**4. Administrative Report No. CS-024-2024 – Municipal Insurance Renewal**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-024-2024; and

That Council directs staff to prepare the necessary by-law to authorize the annual insurance premium payment for Municipal Insurance and Risk Management Services with Marsh brokered by MIS Municipal Insurance Services for July 1, 2024 to June 30, 2025 for consideration at the July 9, 2024 Regular Meeting of Council.

**5. Administrative Report No. CS-025-2024 – North on Tap Financial Contribution Request**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That the financial donation request of \$5,000.00 be denied, on the basis that Council previously approved various in-kind services for the 2024 North on Tap Event, totaling \$14,000 at the March 5, 2024, Committee of the Whole meeting by Resolution No. 2024-091.

**6. Administrative Report No. CS-026-2024 – Service Agreement – Asset Retirement Obligation (ARO) Implementation Program**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-026-2024; and

That Council directs staff to enter into an agreement with 360 Engineering and Environmental Consulting Ltd. for the implementation of an Asset Retirement Obligation Program as required by the Public Sector Accounting Board (PSAB) under the new accounting standard PS 3280 in the amount of \$25,473 plus applicable taxes, for consideration at the July 9, 2024 Regular Council meeting.

**7. Administrative Report No. CS-027-2024 – Retail Business Holiday Exemption Proposed By-law Amendment**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-027-2024;

That Council directs staff to prepare the amendments to By-Law 2005-121 to be outlined at a Public Meeting to be held on Tuesday, August 13, 2024 to allow for local business retailers and the public to provide comments on the proposed retail business holiday exemption by-law; and

That Council directs staff to prepare the necessary By-Law for Council's consideration at the September 17, 2024 Regular Council Meeting.

**c) New Business**

None

**12. Schedule of Council Meetings**

- a) Committee of the Whole Meeting – August 13, 2024 starting at 3:00 p.m.
- b) Regular Council Meeting – August 13, 2024 starting immediately after the Committee of the Whole Meeting

**13. Closed Session**

None

**14. Adjournment**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

**Subject:** Downtown Cores Transportation  
Study - Staff Report

**Report No.:** PW-018-2024

**Agenda Date:** July 9, 2024

### **Attachments**

**Appendix 01:** Final Report By-law (**Please refer to By-law No. 2024-078**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-018-2024;
2. That Council agrees to adopt in principle the Temiskaming Shores Downtown Transportation Study report as printed for consideration at the July 9, 2024, Regular Council meeting; and
3. Further that Council direct staff to implement the short-term Phase 1 recommendations, and to further review and engage with aspects of the Phase 2 portion of the study, emphasizing cost-benefit analysis, functionality, and funding to enhance our vital downtowns.

### **Background**

Over the course of the past year and a half, the City has engaged with TYLin Consultants to produce a plan investigating Traffic and Turning Movements in our two downtown cores. Traffic included vehicular, pedestrian, commercial, and active travel. Centered around previous plans or studies the City has adopted, TYLin took a global look at the current and projected downtown traffic situations, noted the weaknesses in the network and developed alternatives to address those weaknesses. TYLin took into consideration the City's desire to reduce traffic fatalities or injuries while initiating the goal of Vision Zero.

The goal was to evaluate, review, gather feedback and provide recommendations on both the New Liskeard and Haileybury downtowns. This would allow the City to get one step closer into making the Downtown Cores a more pedestrian, cyclist, motorist, business owner and resident friendly area for all to live, play, and work together.

The Purpose and Goals of the study were to:

- Analyze the current and future downtown traffic characteristics and conditions
- Identify the transportation needs of all users

- Evaluate the ability of the existing network of streets and non-motorized facilities to accommodate existing and future needs of all residents and tourists
- Develop a consensus on a transportation strategy that will contribute to an attractive and inviting Downtown now and decades into the future
- Formulate and analyze several alternatives for the street and sidewalk network to optimize and enhance mobility for all users
- Recommend a downtown circulation and access plan that will serve the existing and future needs of the area
- Provide the best transportation service for all users
- Accommodate land use and urban design
- Incorporate Active Travel
- Provide implementation feasibility and cost

There has never been a comprehensive analysis of downtown traffic circulation or processes until now.

## **Analysis**

TYLin provided the report and appendices June 2024, and staff have been reviewing and understanding the data subsequently. Ultimately, recommendations were broken into, what they determined, a Phase 1 and 2 approach.

Phase 1 recommends the completion of seemingly a lot of “low hanging fruit” changes or features that will encourage safety and travel within our project areas by implementing certain items. These items include but not limited to Traffic Control, Pedestrian Crossovers, Markings, Curb extensions.

Phase 2 recommendations are larger items that may need to be discussed in the future and have funding attached. However, there are items in the Phase 2 discussion that can be looked at implementing sooner, such as traffic calming, parkettes, protected intersections.

This study allows staff to make data driven and informed decision when looking at making Traffic and Pedestrian related changes. Staff believe this guide will serve as a backbone towards implementing policy and analysis and making our streets safer for all users.

Next steps from this study is to implement a Vision Zero Policy for the City. How can Council effectively and efficiently reduce the traffic related deaths and injuries?



Start by looking at priority improvements that can be done for 2025 and in conjunction with available dollars and asset management. Effective planning and coordination between staff, council and ratepayers.

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

- City of Temiskaming Shores By-law 2022-164 – TY Lin Consultant Services
- Official Plan, Recreation Plan, Traffic Plans

### **Consultation / Communication**

- Consultation with the Public
  - Two online surveys
  - One Open house
  - Presentation
- Temiskaming Shores Accessibility Advisory Committee
- Consultation with City Manager, Transportation Superintendent and Engineering Technologist

### **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 ☒

### **Climate Considerations**

Use of the climate lens has demonstrated that there are no adverse climate effects associated with the proposed report, currently. Through implementation there may be an uptake in active or pedestrian travel which may evidently reduce GHG emissions by eliminating some motor vehicles off our downtown roadways.

## **Alternatives**

No alternatives were considered.

## **Submission**

Prepared by:

*“Original signed by”*

Mitch McCrank, CET  
Manager of Transportation Services

Reviewed and submitted for  
Council's consideration by:

*“Original signed by”*

Amy Vickery, CMO  
City Manager

**Subject:** Enterprise Fleet Management Services

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

**Agenda Date:** July 9, 2024

### **Attachments**

**Appendix 01:** Draft By-law Amendment (**Please refer to By-law No. 2024-079**)

**Appendix 02:** Enterprise Fleet Analysis Meeting June 20<sup>th</sup>, 2024

**Appendix 03:** Quote Chevrolet Silverado 1500 Work Truck

**Appendix 04:** Quote Ford F-250 Truck

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-019-2024; and
2. That Council directs staff to prepare the necessary by-law to amend the agreement with Enterprise Fleet Management for light-duty fleet management services, maintenance services, and strategic planning to include an additional six (6) vehicles leases for 2025, for consideration at the July 9, 2024, Regular Council meeting.

### **Background**

In June of 2022, The City entered into an agreement with Enterprise Fleet Management for administration of our light-duty fleet services. The service is part of the Local Authority Services (LAS) Canoe Procurement Group as part of the Association of Municipalities of Ontario (AMO), which is mandated to work with municipalities to help realize lower costs through cooperative and competitive procurement efforts.

The Manager of Transportation Services, the Shop Clerk and the Public Works department are responsible for the management and maintenance of all municipal fleet both light and heavy-duty vehicles, including specialized equipment such as street sweepers, dump trucks, plows, etc. As of 2024 the Municipal fleet is comprised of 48 vehicles and pieces of equipment (plus 11 fire fleet) utilized throughout all divisions. Of those vehicles, 26 are considered light/medium duty. This includes: 2 in the Fire department, 9 in the Recreation department, 13 in the Public Works department and 2 in the Corporate Services department.

In years past, Council and staff have utilized a Fleet Management replacement strategy based on a 7–10-year life cycle for light duty vehicles. This approach comes with its

advantages and its fair share of challenges including purchasing and maintenance concerns.

The City's intention of transitioning from the current in-house fleet management strategy into a formal Fleet Management Program for light-duty vehicles is to establish goals for fleet reliability, service delivery and stabilization of annual costs. The idea behind the Enterprise program is to analyse and maximize efficiencies in our fleet operations.

Enterprise has completed numerous reviews of our fleet and has provided information surrounding the benefits of the program. City staff have also completed their due diligence into the program and have dually analysed the financials.

The Enterprise Fleet Management system is a market-value finance (Open-ended lease) program for light duty vehicles. The program would include current vehicle analysis, acquisition, outfitting, maintenance knowledge and final sale of the vehicles. Enterprise completes ongoing evaluations with a highly qualified team and utilizes analytics to pinpoint opportunities to continually improve fleet based on the City's needs.

The Enterprise Fleet Management program has certain advantages, including items that will impact many departments throughout the City. This type of program will allow for a reduction in time spent on internal fleet management, more reliable vehicles allowing for more productivity and greater safety for staff using them, increased fuel efficiency, vehicles tailored to each department's needs, cost savings and allows for staff to focus on increased preventative maintenance of heavy duty and specialized fleet, such as transit.

As part of the program, the Enterprise account managing team meets with Transportation Services staff four times a year to review the program, trends in the market, vehicle maintenance and vehicle usage to re-evaluate the existing lease structure of each vehicle to determine if changes to the lease structure are warranted to ensure financial benefit to the City. As identified, the program is an open-ended lease structure which allows for changes in the lease to occur at any time without any penalties.

As part of the Fleet Management program Enterprise and the City determines the optimal replacement for each vehicle based on the type of vehicle, use and mileage to ensure the lowest overall costs. Based on the municipal fleet and the usage trends, Enterprise is suggesting that vehicles are replaced every 4 to 5 years depending on the vehicle to get the best return on investment.

Enterprise has evaluated operational considerations from fuel and maintenance costs but also what we would get back on the resale of our existing and future vehicles. The proceeds of the resale are being provided directly to the City.

## **Analysis**

Based on the overall benefits and financials of the Enterprise Fleet Management Program it is recommended that the City continue its transition to the Enterprise program in 2025. Interest costs are outweighed by the Enterprise factory pricing, the operational savings on management and mechanics time and the ability to work closely with their staff to deliver reliable fleet for employees.

The next step in the program is to continue to lease vehicles through the program based on the established City replacement program. After evaluating the data and recommendations from 2023 and 2024 staff have confirmed their endorsement to continue with procuring 6 additional light duty fleet.

Proposed Fleet to be replaced (with Projected Mileage at sale):

- 17-16 (113,782 kms)
- 18-16 (169,070 kms)
- 19-16 (110,182 kms)
- 03-17 (83,248 kms, with Heavy Winter Use)
- 04-17 (86,831 kms)
- 02-18 (72,661)

Projected cash return on the sale of these existing vehicles is estimated at \$47,760.00

Maintenance cost (since being on the program) amount to \$19,255.09 for these proposed 6.

This does not factor in the two Fire Department Light duty trucks which amounts to \$9,191.90 in maintenance. Truck 13-17 (86,434) and Truck 14-17 (112,400) could also potentially be looked at for replacement.

The value of the program is knowing when to let the depreciable asset go and sell and when to get new. PW is trying to eliminate maintenance bills after that 5-year mark.

The first round was a total of nine vehicles replaced during late 2022 and mid-2023. Following this next procurement, more than half of our light duty will be on the program. The remaining existing vehicles will continue to be on the maintenance services agreement with Enterprise. The increase in maintenance savings should be realized more evidently forthcoming.

## **Financial Review in Conjunction with the Treasurer**

In an effort to provide some additional background information, the City's historical small fleet purchases made between 2019 – 2022 were non-financed. The Enterprise Fleet

Management program includes interest (Canadian Bond Rate + 3%). The interest expense on a 5-year lease term for a pick-up truck is estimated at \$10,800.

When considering Enterprise's projected market value at the end of a 60 month lease term, the net gain per vehicle is estimated at \$11,805. Damages to fleet are not covered in the terms of the lease which could affect the equity at the end of the term.

### Benefits and Risks

The potential impact to local businesses and dealerships was an item of concern when the pilot project was presented in 2022. It is confirmed that Enterprise has been coordinating and scheduling maintenance work with certified local shops, keeping business in the community.

The leasing model has allowed the City to convert to more energy efficient vehicles thus realizing some savings in terms of maintenance costs and downtime, as well as improving fuel efficiency. After reviewing the maintenance costs per vehicle, as provided by Enterprise, it can be noted that maintenance costs for vehicles that are not part of the lease program (models ranging from 2016-2022) averaged \$1,200/vehicle annually, whereas maintenance costs for those that are part of the program are averaging \$710/vehicle annually. Without having detailed information on the City's fleet for prior years, it is difficult to estimate the true savings in maintenance and fuel costs.

As previously noted in this report, there are additional savings in terms of staff time and the administrative burden associated with fleet management. The City also benefits from Enterprise's expertise in asset management especially in terms of marketability.

Seeing as the interest rates are tied to a government rate, it is basically a variable rate. Since interest rates remain high, this would be unfavourable and mean greater interest expenses. The interest costs for vehicles currently in the program is projected to be higher than estimated at the time of joining the program.

### Other Considerations

- Continuing with a gradual transition into the program may be in the City's best interest as we continue to review the data that is tracked and provided by Enterprise.
- The internal fleet replacement is reviewed and updated as required. The associated financial strategy will need to be updated prior to the next budget.
- The City may wish to consider replacing some of the fleet with hybrid or electric vehicles.

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 ☒

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

- Fleet Replacement Plan
- Asset Management Plan
- By-Law No. 2017-015, Procurement Policy
- By-law No. 2022-107, Enterprise Fleet
- By-Law No. 2023-077, Amend 22-107

### **Consultation / Communication**

- Consultation with City Manager, City Treasurer, Transportation Superintendent, Shop Clerk and Public Works Staff throughout the project
- AMO LAS Procurement Services
- Consultation with the Township of Clearview Deputy Director of Public Works, Dan Perreault.
  - Spoke with Dan regarding his involvement with the Enterprise Program.
  - “Enterprise has done everything they said they were going to do”
- Consultation with other Municipalities using the program including the Municipality of Meaford, the Town of Blue Mountains, and the City of Sudbury.
- Communication with local mechanic shops, regarding maintenance programs.
- Consultation with both the Public Works Committee and Corporate Services Committee.

### **Recommendation PW-2022-022**

*Moved by: Councillor Danny Whalen*

*Be it resolved that:*

*The Public Works Committee hereby recommends that Council consider the Enterprise Fleet Management Program to standardize and improve management of fleet services of City-owned light-duty vehicles.*

**CARRIED**

Recommendation CS-2022-036

*Moved by: Mayor Kidd*

*Be it resolved that:*

*The Corporate Services Committee hereby supports the recommendation to move a portion of the light-duty fleet vehicles into an agreement with Enterprise Fleet Management Program.*

**CARRIED**

- Enterprise Presentation at the April 19<sup>th</sup> 2022, Regular Council Meeting.

**Alternatives**

Revert to the previous City directed management and maintenance of the light-duty fleet inhouse.

**Submission**

Prepared by:

Reviewed by:

Reviewed and submitted  
for Council's consideration  
by:

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*"Original signed by"*

Mitch McCrank, C.E.T.  
Manager of Transportation  
Services

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*"Original signed by"*


Stephanie Leveille  
Treasurer

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*"Original signed by"*

Amy Vickery, CMO  
City Manager



A construction site featuring the wooden frame of a building under construction. A worker wearing a yellow hard hat and safety glasses is using a power tool on the structure. To the right, the rear of a dark-colored pickup truck is visible, with a toolbox on its bed. The entire image has a green gradient overlay.

Date: 06/20/2025

# MY25 Fleet Analysis Meeting

City of Temiskaming Shores



**FLEET MANAGEMENT**



# AGENDA

- **CLIENT EXPERIENCE & PARTNERSHIP SUMMARY**

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- **INDUSTRY UPDATE**

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- **VALIDATION & FLEET PROFILE**

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- **STRATEGIC FLEET PLANNING**

---
- **RECOMMENDATIONS & NEXT STEPS**



CLIENT EXPERIENCE

Customer Service Contact: Mitch, (705) 648-5610



AVAILABILITY



RESPONSIVENESS



PROBLEM SOLVING



ORDER AND DELIVERY STATUS

Currently on order:	00
Scheduled to deliver in the next 30 days:	00
Scheduled to be sold in the next 30 days:	00
# of missing items on vehicle orders	00



CREDIT FACILITY

Open credit facility of:	1,300,000
Approximately in use:	343,605
Financial review date:	Feb 2025
Credit line status:	Active



WEBSITE AND MOBILE APP

Number of users:	7
Customized dashboard:	5

Partners since:

June 2022



FLEET SUMMARY:

Total vehicles:	26
EFM leased:	9
Average kilometers per year:	13477
High mileage:	5
Low mileage:	3
Purchase options:	



MOBILITY BUSINESS SOLUTIONS

Business Rental Account:  
Truck Rental Account:

Community Investment  
Foundation grants provided:



PRODUCT SUMMARY:

Vehicles on Full Maintenance:	9
No maintenance in 6+ months:	0
Vehicles on Maintenance Management:	17
No maintenance in 6+ months:	0
Repair Approval Limits:	\$150/\$1250
Vehicles on Risk Management:	00
Renewal date:	00
WEX fuel cards:	00
Cards not used in 30+ days:	00
Geotab telematics devices:	00
Devices offline for 30+ days:	00
Uninstalled devices:	00



CONTACT INFORMATION:

Primary Fleet:	Mitch
Primary Maintenance:	Mitch
Secondary Maintenance:	Kyle
License & Title:	Mitch
Vehicle Delivery:	Mitch
Billing:	Erin
Risk Management:	N/A



# THANK YOU FOR YOUR PARTNERSHIP!



## Who do you know that we can talk to about fleet management?

## REFERRALS

- The best way we grow our book of business is from customers like you sending us opportunities to connect with other companies
- Any companies that have 30 or more vehicles that work in any industry.
- Do you have any companies that you think would benefit from the same program? We would love to see if they are a great fit!



**FLEET MANAGEMENT**

# INDUSTRY UPDATE



A look into the total cost of ownership trends year-over-year.



Acquisition

**-3.85%**

new vehicle prices



Fuel

**+8.4%** | **+9.7%**  
GAS | DIESEL

price per liter



Funding

**+70**

BPS

3-year treasury  
interest rate



Remarketing

**-9.3%**

resale value



Maintenance

**+20%**

repairs



Insurance

**+10-15%**

premium increase

Sources: BankRate, Wards Intelligence, LMC Automotive, Automotive Fleet Magazine, Property Casualty 360, WEX, CAA

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# VALIDATION RECAP

**No replacements last year based on:**

- Budget for multiple years combined for 2023 orders**
- Not enough data from program at the time.**

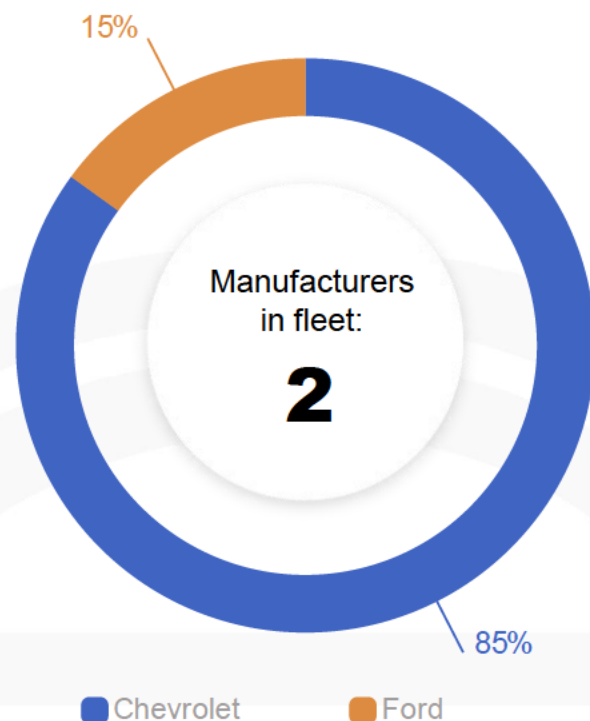
**Meeting coming up to prove the program works, and continue using.**

# Fleet Profile

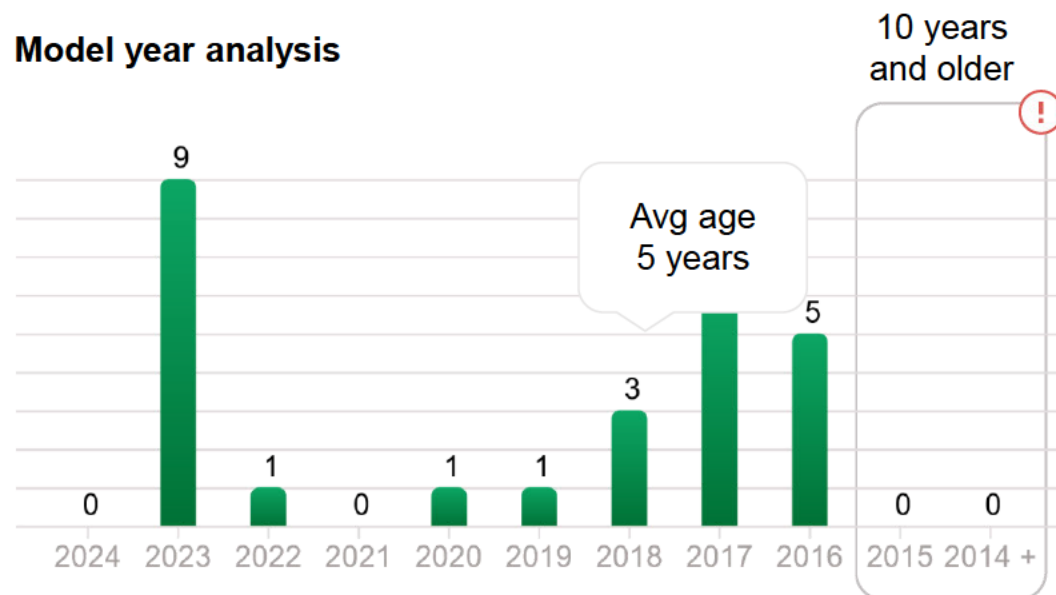
Total fleet size: Total fleet value:

**26** **\$449,570**

## Manufacturer breakdown



## Model year analysis



Avg holding  
Period (in years)

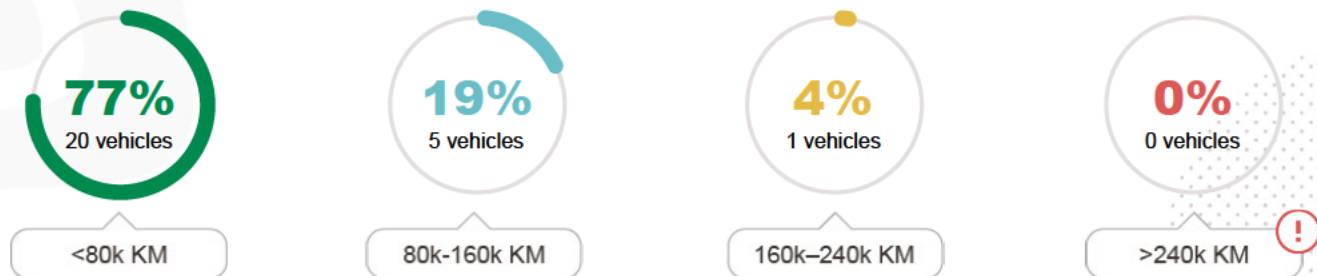
**11.8**

Avg annual  
acquisitions

**2.2**


## Odometer distribution

Average Odometer: 53,293





# Original Plan in 2022

City of Temiskaming Shores Replacement Worksheet						2022		
VIN	Department	Year	Make	Model	Current Odometer	Assigned Category	Recommended Replacement Year	New Replacement Category
	Temiskaming Shores, City of	2010	Chevrolet	Silverado 1500	128,763	1/2 Ton Pickup Ext 4x2	2022	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2011	Chevrolet	Silverado 1500	132,589	1/2 Ton Pickup Ext 4x4	2022	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2017	Chevrolet	Silverado 1500	182,922	1/2 Ton Pickup Reg 4x4	2022	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2015	Chevrolet	Silverado 1500	85,625	1/2 Ton Pickup Ext 4x4	2023	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2015	Chevrolet	Silverado 1500	104,021	1/2 Ton Pickup Quad 4x4	2023	1/2 Ton Pickup Quad 4x4
	Temiskaming Shores, City of	2015	Chevrolet	Silverado 1500	140,073	1/2 Ton Pickup Reg 4x4	2023	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2016	Chevrolet	Silverado 1500	142,936	1/2 Ton Pickup Reg 4x4	2023	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2014	Ford	Escape	96,331	Compact SUV 4x4	2023	Compact SUV 4x4
	Temiskaming Shores, City of	2014	Chevrolet	Equinox	98,295	Compact SUV 4x4	2023	Compact SUV 4x4
	Temiskaming Shores, City of	2016	Ford	E-350 Cutaway	28,382	1 Ton Cab Chassis	2024	1 Ton Cab Chassis
	Temiskaming Shores, City of	2016	Chevrolet	Silverado 1500	78,541	1/2 Ton Pickup Reg 4x4	2024	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2016	Chevrolet	Silverado 1500	81,646	1/2 Ton Pickup Reg 4x4	2024	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2016	Chevrolet	Silverado 1500	85,170	1/2 Ton Pickup Reg 4x4	2024	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2016	Chevrolet	Express Cutaway	62,107	1 Ton Cab Chassis	2024	1 Ton Cab Chassis
	Temiskaming Shores, City of	2017	Ford	F-550 Chassis	51,310	1 1/2 Ton Cab Chassis	2025	1 1/2 Ton Cab Chassis
	Temiskaming Shores, City of	2017	Chevrolet	Silverado 1500	56,604	1/2 Ton Pickup Quad 4x4	2025	1/2 Ton Pickup Quad 4x4
	Temiskaming Shores, City of	2017	Chevrolet	Silverado 1500	56,914	1/2 Ton Pickup Quad 4x4	2025	1/2 Ton Pickup Quad 4x4
	Temiskaming Shores, City of	2017	Chevrolet	Silverado 1500	79,089	1/2 Ton Pickup Reg 4x4	2025	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2017	Chevrolet	Silverado 2500HD	56,483	3/4 Ton Pickup Reg 4x4	2025	3/4 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2018	Chevrolet	Silverado 1500	44,547	1/2 Ton Pickup Reg 4x2	2026	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2019	Ford	F-150	30,083	1/2 Ton Pickup Reg 4x4	2026	1/2 Ton Pickup Ext 4x4
	Temiskaming Shores, City of	2018	Chevrolet	Silverado 2500HD	31,414	3/4 Ton Pickup Quad 4x2	2026	3/4 Ton Pickup Quad 4x4
	Temiskaming Shores, City of	2018	Chevrolet	Silverado 2500HD	34,657	3/4 Ton Pickup Quad 4x4	2026	3/4 Ton Pickup Quad 4x4
	Temiskaming Shores, City of	2020	Chevrolet	Silverado 2500HD	20,949	3/4 Ton Pickup Reg 4x4	2026	3/4 Ton Pickup Ext 4x4

- With no orders placed in 2024, we are now behind schedule on the plan
- This, combined with one of the units planned to be replaced, still being in fleet



# FUNDING OPTIONS

## \$40,000 Pickup Truck

No KM Penalty's  
No Damage provisions  
All Equity goes to City

**1**  
Option

Pay-Cash

\$40,000 in Year 1



2 Vehicles

**2**  
Option

Finance

\$8,000 in Each Year



10 Vehicles

**3**  
Option

Market-Value Finance

5,000 in Each Year



16 Vehicles

If you had a \$80,000 annual fleet budget, how many vehicles could you acquire?

# Real World Comparison

## Prior to Partnership with EFM

- Fleet size 24, average age 6 years old.
- Replacing roughly 4 vehicles/year on average
- \$40,000 cost estimated (2021 Regular Cab)
- \$160,000/year for 4 trucks

Vehicle: [Retail] 2021 Chevrolet Silverado 1500 (CK10903) 4WD Reg Cab 140" Work Truck ( Complete )

	Federal air conditioning excise tax	\$100.00
<b>SUBTOTAL</b>		<b>\$37,708.00</b>
	Adjustments Total	\$0.00
	Total Tax	\$100.00
	Destination Charge	\$1,950.00
	<b>TOTAL PRICE</b>	<b>\$39,758.00</b>

### FUEL ECONOMY

Est City:15.6 L/100 km

Est Highway:11.9 L/100 km

Est Highway Cruising Range:890.18 km

## With EFM

- \$980/month lease payments (2023 Double Cab, Including AME)
- x12= \$11,760/year per vehicle
- \$160,000/\$11,760 = 13 vehicles/year with same cash outlay

<b>3. Vehicle Description</b>	<b>Year</b> 2023	<b>Make</b> Chevrolet	<b>Model</b> Silverado 1500
	<b>Series</b> Work Truck 4x4 Double Cab 6.6 ft. box	147.4 in. WB	
	<b>License #</b>	<b>Unit #</b> 262LZ9	<b>Replacement Unit #</b> 25MRTK
<b>4. Monthly Rental and Other Payments Due</b>			
<b>4A. Calculation of Monthly Rental</b>			
\$49,701.95	Capitalized Price of Vehicle		
\$0.00	Initial License Fee		
\$0.00	Sales Tax		
\$150.00	Other: (See Page 2)		
\$0.00	Extended Mechanical Service Program		
\$0.00	Less Gain Applied From Prior Unit		
\$0.00	Less Capitalized Price Reduction		
<u>\$49,851.95</u>	Total Capitalized Amount (Delivered Price)		
\$747.78	Depreciation Reserve @1.50%		
\$232.78	Monthly Lease Charge		
<u>\$980.56</u>	<b>Total Monthly Rental Excluding Additional Services</b>		

# MAINTENANCE COMPARISON

## PRIOR TO EFM

Total Cost (Provided by City)	\$46,440
Fleet Size	24
Avg Odometer	78,310
Cost Per Unit Per Month	\$161.25

## PAST YEAR OWNED VEHICLES

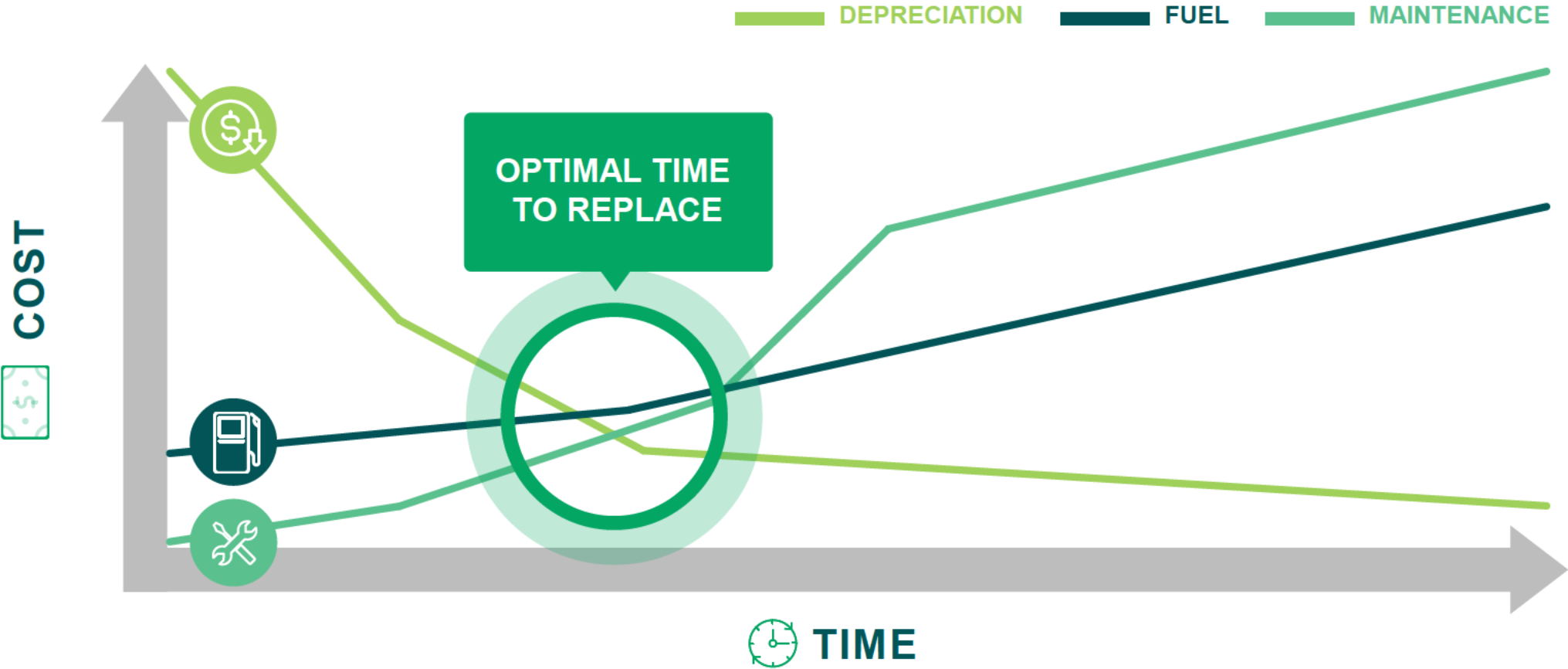
	Current Period
Total Billing	\$25,755
Total MMX Kilometers Driven	211,288
Avg Odometer	77,692
Average Fleet Size on MMX	19
Total Customer Savings	\$580
Total Number of ROs	44
Cost Per Unit Per Month	\$112.47

## EFM LEASED VEHICLES

	Current Period
Total Billing	\$4,891
Total FMX Kilometers Driven	172,562
Total Ending Fleet Size	9
Average Full Maintenance Rate	\$49.95
Full Maintenance Charges	\$4,395.28
Additional Expenses	\$495.62
Total Number of ROs	15
Cost Per Unit Per Month	\$55.58

# EFFECTIVE VEHICLE LIFECYCLE

Determining the right time to replace vehicles



# Monthly Cost Analysis

2025 Chevrolet Silverado 1500 WT Double Cab 4x4									
13,000 KMs/Year									
Vehicle Age (months)	Total KMs	Est. Market Value	Avg. Monthly Depr.	Avg. Monthly Maint.	Avg. Monthly Fuel	Avg. Monthly Downtime	Avg. Monthly Cost	Cumulative Avg. Monthly Cost	Recommended Cycle Indicator
0	0	\$46,604							
12	13,000	\$38,817	\$648.92	\$16.33	\$218.08	\$4.67	\$888.00	\$888.00	
24	26,000	\$35,027	\$315.83	\$28.00	\$219.17	\$8.00	\$571.00	\$729.50	
36	39,000	\$31,834	\$266.08	\$51.00	\$220.25	\$14.50	\$551.83	\$670.28	
48	52,000	\$29,776	\$171.50	\$89.75	\$222.00	\$25.50	\$508.75	\$629.90	<b>*Optimal Hold*</b>
60	65,000	\$27,605	\$180.92	\$291.50	\$223.83	\$82.83	\$779.08	\$659.73	
72	78,000	\$24,370	\$269.58	\$84.58	\$226.08	\$24.00	\$604.25	\$650.49	
84	91,000	\$22,620	\$145.83	\$136.33	\$229.33	\$38.75	\$550.25	\$636.17	
96	104,000	\$20,420	\$183.33	\$170.67	\$233.25	\$48.50	\$635.75	\$636.11	

All components of this Monthly Cost Analysis including, but not limited to, vehicle price, applicable taxes, and interest rates are based on estimates and current market conditions.

2024-06-18

Based on current market conditions, would recommend moving from a 60 month to a 48 month term.

This gets you out of the trucks before the need to replace brakes and tires in most cases.

# BEST IN CLASS

	2025 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB (Est.) (CK10753)	2024 Ford F-150 XL 4x4 SuperCab 6.5 ft. box 145 in. WB (X1L)
		
Engine	2.7L TurboMax	2.7L V6 EcoBoost
L/100 km City	13	13
L/100 km Highway	11	10
Acquisition Cost	\$46,604	\$53,893
Total Actual Depreciation	\$16,728	\$24,133
Total Fuel Cost	\$10,553	\$9,863
Total Maintenance Cost	\$2,733	\$2,878
Monthly Depreciation	\$768.97	\$889.23
Monthly Management Fee	\$69.91	\$80.84
Monthly Interest	\$162.32	\$187.27
Monthly GST/HST Tax	\$130.15	\$150.45
Monthly PST Tax	\$0.00	\$0.00
Monthly Payment with Tax	\$1,131.34	\$1,307.79
Lease Term	48 Months	48 Months
Holding period	4 Years	4 Years
Annual Kilometers	13,000	13,000
Cost per km	\$0.93	\$1.14
RBV at Term	\$9,694	\$11,210
Expected Sales Price at Holding End ?	\$29,876	\$29,760
Estimated Equity at Term	\$20,182	\$18,550

Chevy is the clear winner, due mostly to lower starting price, coupled with more aggressive incentives, and nearly identical resale.

Monthly payments also \$175 lower per truck.



# BEST IN CLASS 3/4 TON

2025 Chevrolet Silverado 2500HD  
Work Truck 4x4 Double Cab 6.75 ft.  
box 149 in. WB (Est.) (CK20753)



2024 Ford F-250 XL 4x4 SD Super  
Cab 6.75 ft. box 148 in. WB (X2B)



Engine	6.6L Gas V8 w/Direct Injection & VVT	7.3L 2V DEVCT NA PFI V8 Gas
L/100 km City	Not Available ⓘ	Not Available ⓘ
L/100 km Highway	Not Available ⓘ	Not Available ⓘ
Acquisition Cost	\$61,091	\$66,400
Total Actual Depreciation	\$25,771	\$28,140
Total Fuel Cost	\$11,643	\$11,643
Total Maintenance Cost	\$2,811	\$2,960
Monthly Depreciation	\$1,008.00	\$1,095.60
Monthly Management Fee	\$91.64	\$99.60
Monthly Interest	\$211.91	\$230.09
Monthly GST/HST Tax	\$170.50	\$185.29
Monthly PST Tax	\$0.00	\$0.00
Monthly Payment with Tax	\$1,482.05	\$1,610.58
Lease Term	48 Months	48 Months
Holding period	4 Years	4 Years
Annual Kilometers	13,000	13,000
Cost per km	\$1.23	\$1.31
RBV at Term	\$12,707	\$13,811
Expected Sales Price at Holding End ?	\$35,320	\$38,260
Estimated Equity at Term	\$22,613	\$24,449

# RECOMMENDED REPLACEMENTS

	FRG Flag	Year	Make	Model	VIN	EFM Unit ID	Replacement Category	Driver Name	Last Known Odometer	Last Known Odometer Date	Projected Current Odometer	12 Month Future Kilometer(EST)	12 Month Market Value
Vehicle Type: 1/2 Ton Pickup													
1	Yes	2016	Chevrolet	Silverado 1500		25MRTS	1/2 Ton Pickup	Pool - PW	110,623	3/20/2024	113,782	127,987	\$5,660.00
2	Yes	2016	Chevrolet	Silverado 1500		25MRTR	1/2 Ton Pickup	Pool - PW	105,133	1/8/2024	110,182	122,202	\$5,660.00
3	Yes	2016	Chevrolet	Silverado 1500		25MRTT	1/2 Ton Pickup	Pool - PW	164,360	1/4/2024	169,070	179,997	\$2,400.00
4	Yes	2017	Chevrolet	Silverado 1500		25MRTW	1/2 Ton Pickup	Pool - Fire	112,225	6/4/2024	112,400	125,148	\$7,600.00
5	Yes	2017	Chevrolet	Silverado 1500		25MRTV	1/2 Ton Pickup	Pool - Fire	84,382	3/25/2024	86,434	96,268	\$13,300.00
6	Yes	2017	Chevrolet	Silverado 1500		25MRTX	1/2 Ton Pickup	Pool - Recreation	82,652	1/26/2024	86,837	98,128	\$13,300.00
7	Yes	2018	Chevrolet	Silverado 1500		25MRV4	1/2 Ton Pickup	Pool - Recreation	68,569	1/29/2024	72,661	83,952	\$8,800.00
8	Yes	2019	Ford	F-150		25MRV7	1/2 Ton Pickup	Pool - Recreation	56,586	12/15/2023	64,374	80,401	\$12,860.00
Totals And Averages													\$69,580.00
Vehicle Type: 3/4 Ton Pickup													
1	Yes	2017	Chevrolet	Silverado 2500HD		25MT7G	3/4 Ton Pickup	Pool - Recreation	79,495	1/22/2024	83,248	93,082	\$11,940.00
2	Yes	2018	Chevrolet	Silverado 2500HD		25MRV6	3/4 Ton Pickup	PW – Shop	42,295	11/22/2023	45,695	51,887	\$18,000.00
3	Yes	2018	Chevrolet	Silverado 2500HD		25MRV5	3/4 Ton Pickup	Pool - Building Maint.	58,808	4/25/2024	60,113	70,676	\$20,020.00
4	Yes	2020	Chevrolet	Silverado 2500HD		25MRV8	3/4 Ton Pickup	Pool - Recreation	44,536	5/30/2024	44,786	53,892	\$24,180.00
Totals And Averages													\$74,140.00

\$143,720

12 month market values represent a conservative estimate of 80% of projected Black Book Value for each vehicle 12 months from now, 1 model year older, with 1 year more of KMs.

It is likely we will be able to sell them earlier with manufacturer timelines improving drastically.



# Real World Comparison Today

## Same Regular Cab Model in 2024

- MSRP \$52,000
- 4 Replacements/year = \$204,000

## With EFM 2025 12 Double Cabs Including Aftermarket

- 8x Silverado 1500, \$1019/month
- 4x Silverado 2500, \$1,306/month
- 12 Replacements, \$160,512
- Plus \$143,000 cash infusion in resale from old units back to the city

## Operational Savings

- \$59/month full maintenance vs \$112 current with EFM, or \$161 prior
- \$8,496/year for 12 units vs \$16,128 current, or \$23,184 prior
- \$2,580/truck Fuel at \$1.60/L for new trucks at avg of 12.4L/100km vs \$2,725 for older trucks at avg 13.1 L/100km
- \$30,960 for 12 new units vs \$32,700 old
- **Total annual savings: Between \$9,372 (current maintenance) and \$16,428 (Maintenance prior to EFM)**

# RECOMMENDATIONS & NEXT STEPS

## Recommendations



### ☐ Order Plan:

- ☐ Order 12 2025 Replacements
  - ☐ 8x Silverado 1500
  - ☐ 4x Silverado 2500250



### ☐ Order Bank Openings

- ☐ HD Trucks - May 15
- ☐ LD Trucks - June 13

## Next Steps/Order Banks Opening:



### ☐ Meeting with Council Next Month

- ☐ Quotes are prepared, can be sent immediately
- ☐ Order banks already open
- ☐ Can attend virtually, to field any questions





THANK YOU FOR YOUR PARTNERSH

Kyle Finlay

289-264-0115

[kyle.Finlay@efleets.com](mailto:kyle.Finlay@efleets.com)





# Open-End (Equity) Lease Proposal

Date: 07/02/2024

Prepared For: Corporation of the City of Temiskaming Shores (619296)

## Proposal Summary

Proposal #: P1715134

Prepared For: McCrank, Mitch

Quantity: 5

Driver Information					Base Lease Payment											Initial Charges Billed upon Delivery		
					Capitalized Amount (Delivered Price per Vehicle)	Lease Term	Depr Rate	Depr Amount	Mgmt Fee	Interest <sup>1</sup>	Monthly Use Tax	Full Maint Program <sup>2</sup>	Additional Services <sup>3</sup>	Total Monthly Payment inc. Tax and Addl Services	Book Value at Term	Initial Charges <sup>4</sup>	License, Registration, Certain Other Charges and Tax	Total Initial Charges Billed upon Delivery
Quote	Driver	ST	Use Tax Rate	Expected Annual Mileage														
2025 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - CA Summit White / Jet Black w/Vinyl Seat Trim																		
8122776		ON	13.0000%	13,000	\$46,804.00	48	1.6500%	\$772.27	\$84.46	\$166.64	\$140.73	\$59.15	\$0.00	\$1,223.25	\$9,735.04	\$637.00	\$0.00	\$637.00
8122777		ON	13.0000%	13,000	\$46,804.00	48	1.6500%	\$772.27	\$84.46	\$166.64	\$140.73	\$59.15	\$0.00	\$1,223.25	\$9,735.04	\$637.00	\$0.00	\$637.00
8122778		ON	13.0000%	13,000	\$46,804.00	48	1.6500%	\$772.27	\$84.46	\$166.64	\$140.73	\$59.15	\$0.00	\$1,223.25	\$9,735.04	\$637.00	\$0.00	\$637.00
8122779		ON	13.0000%	13,000	\$46,804.00	48	1.6500%	\$772.27	\$84.46	\$166.64	\$140.73	\$59.15	\$0.00	\$1,223.25	\$9,735.04	\$637.00	\$0.00	\$637.00
8122780		ON	13.0000%	13,000	\$46,804.00	48	1.6500%	\$772.27	\$84.46	\$166.64	\$140.73	\$59.15	\$0.00	\$1,223.25	\$9,735.04	\$637.00	\$0.00	\$637.00
Total Monthly Payment for 5 vehicles:														\$6,116.25	Total Initial Charges for 5 vehicles:		\$3,185.00	

<sup>1</sup>Monthly Lease Charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor)

<sup>2</sup>See the following pages for details of Full Maintenance Service

<sup>3</sup>Additional Services may include Commercial Automotive Liability Enrollment or Physical Damage Management

<sup>4</sup>Excludes License, Registration, Certain Charges, and Tax

Current market and vehicle conditions may also affect value of vehicles.

Proposal is subject to Customer's Credit Approval.

Enterprise FM Trust will be the owner of the vehicles covered by this Proposal. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicles under the Master Open-End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open-End (Equity) Lease Agreement with respect to such vehicles.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

Lessee: Corporation of the City of Temiskaming Shores

Signature

Title

Date



## Open-End (Equity) Lease Proposal

Date: 07/02/2024

Prepared For: Corporation of the City of Temiskaming Shores (619296)  
Prepared For: McCrank, Mitch

### Capitalized Amount Calculations

Proposal #: P1715134  
Quantity: 5

Quote	Capitalized Prices/ Billed on Delivery	Manufacturer Invoice Price	Incentives & Rebates	Adjustment	Capitalized Price of Vehicle <sup>1</sup>	Certain Other Charges	Initial License & Registration Fee	Capitalized Price Reduction	Certain Other Charges on CPR	Gain Applied from Prior Unit	Certain Other Charges on GOP	Tax on Incentives	Aftermarket Equipment	Courtesy Delivery / Dealer Prep Fee	Delivery Charge	Other Costs	Total
2025 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - CA Summit White / Jet Black w/Vinyl Seat Trim																	
8122776	Capitalized Price	\$52,854.00	(\$9,500.00)	\$1,150.00	\$44,504.00	\$0.00	\$0.00	\$0.00		\$0.00			\$0.00	\$0.00	\$0.00	\$2,300.00	\$46,804.00
	Billed on Delivery							\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$337.00	\$637.00
8122777	Capitalized Price	\$52,854.00	(\$9,500.00)	\$1,150.00	\$44,504.00	\$0.00	\$0.00	\$0.00		\$0.00			\$0.00	\$0.00	\$0.00	\$2,300.00	\$46,804.00
	Billed on Delivery							\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$337.00	\$637.00
8122778	Capitalized Price	\$52,854.00	(\$9,500.00)	\$1,150.00	\$44,504.00	\$0.00	\$0.00	\$0.00		\$0.00			\$0.00	\$0.00	\$0.00	\$2,300.00	\$46,804.00
	Billed on Delivery							\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$337.00	\$637.00
8122779	Capitalized Price	\$52,854.00	(\$9,500.00)	\$1,150.00	\$44,504.00	\$0.00	\$0.00	\$0.00		\$0.00			\$0.00	\$0.00	\$0.00	\$2,300.00	\$46,804.00
	Billed on Delivery							\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$337.00	\$637.00
8122780	Capitalized Price	\$52,854.00	(\$9,500.00)	\$1,150.00	\$44,504.00	\$0.00	\$0.00	\$0.00		\$0.00			\$0.00	\$0.00	\$0.00	\$2,300.00	\$46,804.00
	Billed on Delivery							\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$337.00	\$637.00

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

<sup>1</sup>Capitalized price of vehicles may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicles.

All language and acknowledgments contained in the signed proposal apply to all vehicles listed on the 'Equity Lease Proposal Summary' page of this document. In addition, you may incur additional fees required to register and operate these vehicles in accordance with various state, county, and city titling, registration, and tax laws.

Initials



Open-End (Equity) Lease Proposal

Date: 07/02/2024

Prepared For: Corporation of the City of Temiskaming Shores (619296)  
Prepared For: McCrank, Mitch

Additional Services Details

Proposal #: P1715134  
Quantity: 5

Driver Information		Commercial Automobile Liability Enrollment	Physical Damage Management		Full Maintenance Program <sup>1</sup>				
Quote	Driver	Liability Limit	Comprehensive Deductible	Collision Deductible	Term	Total Contract Miles	Overmileage Charge	Brake Sets	Tires
2025 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - CA Summit White / Jet Black w/Vinyl Seat Trim									
8122776					48	52,000	\$0.0375	0	0
8122777					48	52,000	\$0.0375	0	0
8122778					48	52,000	\$0.0375	0	0
8122779					48	52,000	\$0.0375	0	0
8122780					48	52,000	\$0.0375	0	0

<sup>1</sup>The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate Maintenance Agreement entered into by and between Lessee and Enterprise Fleet Management, Inc., provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Initials



Open-End (Equity) Lease Proposal

Date: 07/02/2024

Prepared For: Corporation of the City of Temiskaming Shores (619296)  
Prepared For: McCrank, Mitch

Aftermarket & Other Costs

Proposal #: P1715134  
Quantity: 5

Other Costs

Quote	Driver	Description	Capitalized Price	Billed Price
2025 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - CA		Summit White / Jet Black w/Vinyl Seat Trim		
8122776		PPSA Fee		\$52.00
8122776		OMVIC Fee		\$10.00
8122776		BackRack with Attached Beacon	\$2,300.00	
8122776		Initial Administration Fee		\$275.00
8122777		Initial Administration Fee		\$275.00
8122777		BackRack with Attached Beacon	\$2,300.00	
8122777		OMVIC Fee		\$10.00
8122777		PPSA Fee		\$52.00
8122778		PPSA Fee		\$52.00
8122778		OMVIC Fee		\$10.00
8122778		BackRack with Attached Beacon	\$2,300.00	
8122778		Initial Administration Fee		\$275.00
8122779		OMVIC Fee		\$10.00
8122779		Initial Administration Fee		\$275.00
8122779		BackRack with Attached Beacon	\$2,300.00	
8122779		PPSA Fee		\$52.00
8122780		BackRack with Attached Beacon	\$2,300.00	
8122780		PPSA Fee		\$52.00
8122780		OMVIC Fee		\$10.00

Quote	Driver	Description	Capitalized Price	Billed Price
8122780		Initial Administration Fee		\$275.00
		Total Other Costs	\$11,500.00	\$1,685.00



**VEHICLE INFORMATION:**

2025 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - CA

Series ID: CK10753

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 47,645.00	\$ 52,299.00 (Est.)
Total Options	\$ 3,009.00	\$ 3,540.00 (Est.)
Destination Charge	\$ 2,200.00	\$ 2,200.00
<b>Total Price</b>	<b>\$ 52,854.00</b>	<b>\$ 58,039.00 (Est.)</b>

**SELECTED COLOR:**

Exterior: GAZ - Summit White  
Interior: H2G - Jet Black w/Vinyl Seat Trim

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
1WT	Preferred Equipment Group 1WT	NC	NC (Est.)
A2S	4-Way Manual Driver Seat Adjuster	Included	Included (Est.)
A68	Rear 60/40 Folding Bench Seat (Folds Up)	Included	Included (Est.)
AED	Power Front Windows w/Passenger Express Down	Included	Included (Est.)
AEQ	Power Rear Windows w/Express Down	Included	Included (Est.)
AKP	Solar Absorbing Tinted Glass	Included	Included (Est.)
AQQ	Remote Keyless Entry	Included	Included (Est.)
AXG	Power Front Windows w/Driver Express Up/Down	Included	Included (Est.)
AZ3	40/20/40 Front Split-Bench Seat	Included	Included (Est.)
BG9	Rubberized-Vinyl Floor Covering	Included	Included (Est.)
BLUE	Bluetooth For Phone	Included	Included (Est.)
C5W	GVWR: 7,000 lbs (3,175 kg)	Included	Included (Est.)
CGN	Chevytec Spray-On Black Bedliner	\$ 550.00	\$ 625.00 (Est.)
CTT	Hitch Guidance	Included	Included (Est.)
D31	Inside Rearview Mirror w/Tilt	Included	Included (Est.)
DEN	Black Manual Outside Mirrors	Included	Included (Est.)
G80	Auto-Locking Rear Differential	\$ 396.00	\$ 450.00 (Est.)
GAZ_01	Summit White	NC	NC (Est.)
GU6	3.42 Rear Axle Ratio	Included	Included (Est.)
H2G_01	Jet Black w/Vinyl Seat Trim	NC	NC (Est.)
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD (Est.)
JL1	Integrated Trailer Brake Controller	\$ 308.00	\$ 350.00 (Est.)
K05	Engine Block Heater	\$ 172.00	\$ 195.00 (Est.)
K34	Electronic Cruise Control	Included	Included (Est.)
KC9	120-Volt Bed Mounted Power Outlet	Included	Included (Est.)
KI4	120-Volt Interior Power Outlet	\$ 242.00	\$ 275.00 (Est.)
KW5	220 Amp Alternator	Included	Included (Est.)
L3B	Engine: 2.7L TurboMax	Included	Included (Est.)
MFC	Transmission: 8-Speed Automatic	Included	Included (Est.)
N06	Electrical Steering Column Lock	Included	Included (Est.)
N33	Manual Tilt Wheel Steering Column	Included	Included (Est.)
NP0	Single-Speed Transfer Case	Included	Included (Est.)
PAINT	Solid Paint	STD	STD (Est.)
PDB	Dark Essentials Package (LPO)	\$ 395.00	\$ 570.00 (Est.)
PED	Chevy Safety Assist	Included	Included (Est.)
QBR	255/70R17 AS BW Spare Tire	Included	Included (Est.)
QK1	Standard Tailgate	Included	Included (Est.)

QT2	Manual Tailgate Function w/No EZ Lift	Included	Included (Est.)
QT5	EZ Lift Power Lock & Release Tailgate	\$ 154.00	\$ 175.00 (Est.)
RC5	Tires: LT265/70R17C AT BW	\$ 396.00	\$ 450.00 (Est.)
RD6	Wheels: 17" x 8" Ultra Silver Painted Steel	Included	Included (Est.)
RHM	LT265/70R17 AT BW Spare Tire	Included	Included (Est.)
RIK	Black Name Plates (LPO)	Included	Included (Est.)
SB7	Black Tailgate CHEVROLET Lettering (LPO)	Included	Included (Est.)
SFZ	Front Black Bowtie Emblem (LPO)	Included	Included (Est.)
STD TM	Vinyl Seat Trim	Included	Included (Est.)
TDM	Teen Driver	Included	Included (Est.)
TQ5	IntelliBeam Automatic High Beam On/Off	Included	Included (Est.)
U2J	SiriusXM Delete	Included	Included (Est.)
UBI	Dual Rear USB Ports (Charge Only)	Included	Included (Est.)
UDC	3.5" Monochromatic Display Driver Info Centre	Included	Included (Est.)
UE1	OnStar & Chevrolet Connected Services Capable	Included	Included (Est.)
UE4	Following Distance Indicator	Included	Included (Est.)
UEU	Forward Collision Alert	Included	Included (Est.)
UHX	Lane Keep Assist w/Lane Departure Warning	Included	Included (Est.)
UHY	Automatic Emergency Braking	Included	Included (Est.)
UJN	Tire Pressure Monitoring System	Included	Included (Est.)
UKJ	Front Pedestrian Braking	Included	Included (Est.)
UQF	6-Speaker Audio System	Included	Included (Est.)
UVB	HD Rear Vision Camera	Included	Included (Est.)
V76	Front Frame-Mounted Black Recovery Hooks	Included	Included (Est.)
VH6	Black (Semi-Gloss) Front Bumper	Included	Included (Est.)
VJG	Black (Semi-Gloss) Rear Bumper	Included	Included (Est.)
VV4	Wi-Fi Hot Spot Capable	Included	Included (Est.)
Z82	Trailer Package	\$ 396.00	\$ 450.00 (Est.)
Z85	Standard Suspension Package	Included	Included (Est.)

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## **CONFIGURED FEATURES:**

### Body Exterior Features:

Number Of Doors: 4  
Rear Cargo Door Type: tailgate  
Driver And Passenger Mirror: manual folding side-view door mirrors  
Door Handles: black  
Front And Rear Bumpers: black front and rear bumpers with black rub strip  
Rear Step Bumper: rear step bumper  
Front Tow Hooks: 2 front tow hooks  
Bed Liner: bed liner  
Box Style: regular  
Body Material: galvanized steel/aluminum body material  
: class IV trailering with harness, hitch, brake controller  
Grille: black grille

### Convenience Features:

Air Conditioning: manual air conditioning  
Console Ducts: console ducts  
Cruise Control: cruise control with steering wheel controls  
Power Windows: power windows with front and rear 1-touch down  
Remote Keyless Entry: keyfob (all doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Integrated Key Remote: integrated key/remote  
Auto Locking: auto-locking doors  
Passive Entry: proximity key  
Trunk FOB Controls: keyfob trunk/hatch/door release  
Steering Wheel: steering wheel with manual tilting  
Day-Night Rearview Mirror: day-night rearview mirror  
Emergency SOS: OnStar emergency communication system  
Front Cupholder: front cupholder  
Overhead Console: mini overhead console with storage  
Glove Box: locking glove box  
Driver Door Bin: driver and passenger door bins  
Rear Door Bins: rear door bins  
Seatback Storage Pockets: 2 seatback storage pockets  
Dashboard Storage: dashboard storage  
IP Storage: covered bin instrument-panel storage  
Front Underseat Storage Tray: locking front underseat storage tray  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 1 12V DC power outlet  
AC Power Outlet: 2 120V AC power outlet

### Entertainment Features:

radio: SiriusXM AM/FM/Satellite-prep with seek-scan  
Radio Data System: radio data system  
Speakers: 6 speakers  
Internet Access: Wi-Fi Hotspot capable internet access  
TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions  
1st Row LCD: 1 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: fixed antenna

### Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector halogen headlamps  
Auto-Dimming Headlights: IntelliBeam auto high-beam headlights  
Cab Clearance Lights: cargo bed light  
Front Wipers: variable intermittent wipers  
Tinted Windows: light-tinted windows  
Dome Light: dome light with fade  
Front Reading Lights: front and rear reading lights  
Variable IP Lighting: variable instrument panel lighting

Display Type: analog appearance  
Tachometer: tachometer  
Voltmeter: voltmeter  
Compass: compass  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Lane Departure Warning: lane departure  
Front Pedestrian Braking: front pedestrian detection  
Following Distance Indicator: following distance alert  
Forward Collision Alert: forward collision  
Oil Pressure Gauge: oil pressure gauge  
Water Temp Gauge: water temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: driver information centre  
Check Control: redundant digital speedometer  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Low Oil Level Warning: low-oil-level warning  
Low Coolant Warning: low-coolant warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Turn Signal On Warning: turn-signal-on warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning  
Brake Pad Wear: brake pad wear

#### Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: full-size spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st and 2nd row overhead airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Rear Child Safety Locks: rear child safety locks  
Ignition Disable: immobilizer  
Panic Alarm: panic alarm  
Tracker System: tracker system  
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-rollover  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints  
Rear Headrest Control: 2 rear head restraints

#### Seats And Trim:

Seating Capacity max. seating capacity of 6

Front Bucket Seats: front split-bench 40-20-40 seats

Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments

Reclining Driver Seat: manual reclining driver and passenger seats

Driver Fore/Aft: manual driver and passenger fore/aft adjustment

Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-up cushion

Leather Upholstery: vinyl front and rear seat upholstery

Door Trim Insert: vinyl door panel trim

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Cabback Insulator: cabback insulator

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

Interior Accents: chrome interior accents

Standard Engine:

Engine 310-hp, 2.7-liter I-4 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual



Prepared For: Corporation of the City of Temiskaming Shores  
McCrank, Mitch

Date 07/03/2024  
AE/AM NB/KF

## Unit #

Year 2024 Make Ford Model F-250

Series XL 4x4 SD Super Cab 6.75 ft. box 148 in. WB

Vehicle Order Type Ordered Term 48 Province/State ON Customer# 619296

\$ 62,228.00	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00	Sales Tax 0.0000% Prov. ON
\$ 0.00	Initial License Fee
\$ 0.00	Registration Fee
\$ 5,404.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00 )

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

## Order Information

## Driver Name

Exterior Color (0 P) Oxford White

Interior Color (0 I) Medium Dark Slate w/HD Vinyl 40/20/40 B

Lic. Plate Type Unknown

GVWR 0

\$ 67,632.00	Total Capitalized Amount (Delivered Price)
\$ 1,115.93	Depreciation Reserve @ 1.6500%
\$ 342.49	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>

**\$ 1,458.42 Total Monthly Rental Excluding Additional Services**

## Additional Fleet Management

\$ 0.00	Commercial Automobile Liability		
	Liability Limit	\$ 0.00	
\$ 0.00	Physical Damage Management	Comp/Coll Responsibility	0 / 0
\$ 61.67	Full Maintenance Program <sup>3</sup>	Contract Kilometres 52,000	Excess Use Charge \$ 0.0000 Per Km
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0	Loaner Vehicle Not Included

**\$ 61.67 Additional Services SubTotal**

\$ 197.61 HST 13.0000% Province/State ON

**\$ 1,717.70 Total Monthly Rental Including Additional Services**

\$ 14,067.36	Reduced Book Value at 48 Months
\$ 495.00	Service Charge Due at Lease Termination

Quote based on estimated annual kilometres of 13,000  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)  
Notes

Enterprise Fleet Management Canada, Inc., is the owner of the vehicle covered by this Quote.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

**LESSEE** Corporation of the City of Temiskaming Shores

**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

<sup>2</sup> Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management Canada, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management Canada, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management Canada, Inc.



Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 275.00
Pricing Plan Delivery Charge	B	\$ 300.00
OMVIC Fee	B	\$ 10.00
PPSA Fee	B	\$ 52.00
BackRack with Attached Beacon	C	\$ 2,300.00
2025 Price Increase Estimated	C	\$ 3,104.00
Courtesy Delivery Fee	C	\$ 0.00
Total Other Charges Billed		\$ 637.00
Total Other Charges Capitalized		\$ 5,404.00
Other Charges Total		\$ 6,041.00





VEHICLE INFORMATION:

2024 Ford F-250 XL 4x4 SD Super Cab 6.75 ft. box 148 in. WB - CA  
Series ID: X2B

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 58,805.00	\$ 65,579.00
Total Options	\$ 878.00	\$ 975.00
Destination Charge	\$ 2,395.00	\$ 2,395.00
Total Price	\$ 62,078.00	\$ 68,949.00

SELECTED COLOR:

Exterior: Z1 - (0 P) Oxford White  
Interior: AS - (0 I) Medium Dark Slate w/HD Vinyl 40/20/40 Bench Seat w/Recline

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
148WB	148" Wheelbase	STD	STD
153	Front License Plate Bracket	NC	NC
41H	Engine Block Heater	\$ 338.00	\$ 375.00
44F	Transmission: TorqShift-G 10-Speed Automatic	STD	STD
600A	Order Code 600A	NC	NC
64A	Wheels: 17" Painted Steel	Included	Included
68D	GVWR: 4,490 kgs (9,900 lbs) Downgrade Pkg Delete	NC	NC
85S	Tough Bed Spray-In Bedliner	\$ 540.00	\$ 600.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	STD	STD
A	HD Vinyl 40/20/40 Bench Seat w/Recline	Included	Included
AS_04	(0 I) Medium Dark Slate w/HD Vinyl 40/20/40 Bench Seat w/Recline	NC	NC
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: AM/FM Stereo MP3 Player	Included	Included
SYNC4	SYNC 4	Included	Included
TD8	Tires: LT245/75Rx17E BSW A/S (5)	Included	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

## **STANDARD EQUIPMENT:**

### Body Exterior Features:

Number Of Doors: 4  
Rear Driver Door: reverse opening rear passenger doors  
Rear Cargo Door Type: tailgate  
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator  
Convex Driver Mirror: convex driver and passenger mirror  
Mirror Type: manual extendable trailer mirrors  
Door Handles: black  
Front And Rear Bumpers: black front and rear bumpers with black rub strip  
Rear Step Bumper: rear step bumper  
Front Tow Hooks: 2 front tow hooks  
Front License Plate Bracket: front license plate bracket  
Bed Liner: bed liner  
Box Style: regular  
Body Material: aluminum body material  
: class V trailering with harness, hitch, brake controller  
Grille: black grille

### Convenience Features:

Air Conditioning: manual air conditioning  
Air Filter: air filter  
Cruise Control: cruise control with steering wheel controls  
Power Windows: power windows  
Remote Keyless Entry: keyfob (front doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Integrated Key Remote: integrated key/remote  
Remote Engine Start: remote start - smart device only (subscription required)  
Steering Wheel: steering wheel with manual tilting, manual telescoping  
Day-Night Rearview Mirror: day-night rearview mirror  
Emergency SOS: SYNC 4 911 Assist emergency communication system  
Front Cupholder: front and rear cupholders  
Overhead Console: full overhead console with storage  
Glove Box: illuminated locking glove box  
Dashboard Storage: dashboard storage  
IP Storage: covered bin instrument-panel storage  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 2 12V DC power outlets

### Entertainment Features:

radio: AM/FM stereo with seek-scan  
Voice Activated Radio: voice activated radio  
Speed Sensitive Volume: speed-sensitive volume  
Steering Wheel Radio Controls: steering-wheel mounted audio controls  
Speakers: 4 speakers  
Internet Access: FordPass Connect 5G internet access  
1st Row LCD: 2 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: fixed antenna

### Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector halogen headlamps  
Cab Clearance Lights: cargo bed light  
Front Wipers: variable intermittent wipers  
Tinted Windows: light-tinted windows  
Dome Light: dome light with fade  
Front Reading Lights: front reading lights  
Variable IP Lighting: variable instrument panel lighting  
Display Type: digital/analog appearance  
Tachometer: tachometer  
Compass: compass  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer

Trip Odometer: trip odometer  
Oil Pressure Gauge: oil pressure gauge  
Water Temp Gauge: water temp. gauge  
Transmission Oil Temp Gauge: transmission oil temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: driver information centre  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Door Ajar Warning: door-ajar warning  
Brake Fluid Warning: brake-fluid warning

#### Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: full-size spare tire  
Spare Tire Mount: underbody mounted spare tire w/crankdown  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag  
Height Adjustable Seatbelts: height adjustable front seatbelts  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
Ignition Disable: SecuriLock immobilizer  
Panic Alarm: panic alarm  
Electronic Stability: electronic stability stability control with anti-rollover  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints  
Rear Headrest Control: 3 rear head restraints

#### Seats And Trim:

Seating Capacity max. seating capacity of 6  
Front Bucket Seats: front split-bench 40-20-40 seats  
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments  
Reclining Driver Seat: manual reclining driver and passenger seats  
Driver Lumbar: manual driver and passenger lumbar support  
Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
Front Centre Armrest Storage: front centre armrest with storage  
Rear Seat Type: rear 60-40 split-bench seat  
Rear Folding Position: rear seat fold-up cushion  
Leather Upholstery: vinyl front and rear seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Shift Knob Trim: urethane shift knob  
Interior Accents: chrome interior accents

#### Standard Engine:

Engine 405-hp, 6.8-liter V-8 (regular gas)

#### Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

**Subject:** New Liskeard Landfill Tipping Fee  
Revenue Analysis

**Report No.:** PW-020-2024

**Agenda Date:** July 9, 2024

### **Attachments**

**Appendix 01:** NL Landfill Tipping Fee Analysis

**Appendix 02:** Draft Tipping Fee Schedule (**Please refer to By-law No. 2024-080**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-020-2024;
2. That Council agrees to increase Tipping Fees at the New Liskeard Landfill for Category 1 – Sorted Residential/Commercial/Construction Waste and Category 2 – Unsorted Residential/Commercial/Construction Waste as outlined in the Draft Tipping Fee Schedule (Appendix 02): and
3. That Council directs staff to prepare the necessary by-law to amend By-law 2015-128 (Solid Waste Management) for the replacement of Appendix 03 with a new Tipping Fee Schedule, titled Tipping Fees: New Liskeard Landfill Site, for consideration at the July 9, 2024, Regular Council Meeting.

### **Background**

At the Regular Meeting of Council held on September 19, 2023, Council approved the By-law to amend By-law 2015-128 (Solid Waste Management) for the replacement of a new Tipping Fee Schedule associated with the opening of the New Liskeard Landfill. The new tipping fee schedule was required to accommodate the transition from a charge per cubic yard to a charge per metric tonne as a scale was incorporated into the design.

To assist with the creation of the tipping fee schedule, the City engaged EXP Services Inc. to complete a review and analysis and provide recommendations for the new tipping fees. This endeavor proved to be quite challenging based on the accuracy of the volume data used to transition to the charge per metric tonne.

As a result, staff informed Council that a six-month revenue analysis would be conducted on the new tipping fees at the New Liskeard Landfill.

## Analysis

Staff recently completed the six-month revenue analysis utilizing November to April as the time period. A five-year, volume based, revenue average from 2018/19 to 2022/23 was utilized. This average was then compared to the new tipping fees associated with the weight-based revenue. Appendix 01 outlines the results of the revenue analysis and is summarized in the table below.

Volume Revenue			Weight Revenue	
Month	Total	5 yr avg		Variance with 5 yr avg
	2018/19-2022/23		2023/24	
Nov	152,684.00	30,536.80	15,461.00	(15,075.80)
Dec	123,994.00	24,798.80	10,217.00	(14,581.80)
Jan	109,906.00	21,981.20	12,474.00	(9,507.20)
Feb	97,690.00	19,538.00	9,564.00	(9,974.00)
Mar	127,071.00	25,414.20	13,857.00	(11,557.20)
Apr	123,714.00	24,742.80	20,780.00	(3,962.80)
<b>Total</b>	<b>\$ 735,059.00</b>	<b>\$ 147,011.80</b>	<b>\$ 82,353.00</b>	<b>\$ (64,658.80)</b>

Based on the above, staff is recommending that an increase to the Sorted Residential/Commercial/Construction (R/C/C) Waste and unsorted R/C/C waste tipping fee categories be applied. Sorted R/C/C Waste and Unsorted R/C/C Waste (Resident) account for approximately 95% of waste deposited at the landfill. An analysis was conducted to determine the appropriate fee to ensure consistency with past revenue based on the five-year average. This analysis utilized the weights registered for the material deposited at the landfill from November 2023 to April 2024 and is summarized in the table below.

Month 2023/24	Sorted R/C/C Waste		Unsorted R/C/C Waste		Combined Total	
	Current Fee \$20/MT	Increase to \$45/MT	Current Fee \$40/MT	Increase to \$90/MT	Current Fee	Proposed Increase
Nov	9,141.20	20,567.70	2,356.40	5,301.90	11,497.60	25,869.60
Dec	5,670.80	12,759.30	1,699.60	3,824.10	7,370.40	16,583.40
Jan	5,780.20	13,005.45	3,408.80	7,669.80	9,189.00	20,675.25
Feb	4,705.00	10,586.25	2,428.80	5,464.80	7,133.80	16,051.05
Mar	5,613.40	12,630.15	5,567.20	12,526.20	11,180.60	25,156.35
Apr	7,883.00	17,736.75	7,101.20	15,977.70	14,984.20	33,714.45

<b>Total</b>	<b>\$38,793.60</b>	<b>\$87,285.60</b>	<b>\$22,562.00</b>	<b>\$50,764.50</b>	<b>\$61,355.60</b>	<b>\$138,050.10</b>
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Based on the analysis, the total revenue for all categories with the proposed increase equals \$ 159,047.50. This would result in an overall revenue increase of \$ 12,035.70 from the 5-year average.

As a result, it is staff's recommendation that the Sorted R/C/C Waste category be increased from \$20/metric tonne to \$45/metric tonne for Resident and from \$40/metric tonne to \$90/metric tonne for Non-resident. In addition, it is recommended that the Unsorted R/C/C Waste category be increased from \$40/metric tonne to \$90/metric tonne for Resident and from \$80/metric tonne to \$180/metric tonne for Non-resident.

To minimize the impact of the increase, staff is also recommending that the increase be completed in 2 phases.

Phase 1 is recommended to come into effect on August 1, 2024, and see the Sorted R/C/C Waste category be increased from \$20/metric tonne to \$30/metric tonne for Resident and from \$40/metric tonne to \$60/metric tonne for Non-resident. The Unsorted R/C/C Waste category would be increased from \$40/metric tonne to \$60/metric tonne for Resident and from \$80/metric tonne to \$120/metric tonne for Non-resident.

Phase 2 is recommended come into effect on January 1, 2025, and see the Sorted R/C/C Waste category be increased from \$30/metric tonne to \$45/metric tonne for Resident and from \$60/metric tonne to \$90/metric tonne for Non-resident. The Unsorted R/C/C Waste category would be increased from \$60/metric tonne to \$90/metric tonne for Resident and from \$120/metric tonne to \$180/metric tonne for Non-resident.

Appendix 02 outlines the draft Tipping Fee Schedule.

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

- Solid Waste Management By-law 2015-128

### **Consultation / Communication**

- Environmental Department Update – Memo 029-2023-PW

### **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 tipping fee line item within the 2024 Solid Waste Operating Budget was established utilizing historical data for material deposited and revenue. The phase 1 increase will positively impact year end revenues.

### **Climate Considerations**

There are no related climate implications.

### **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



New Liskeard Landfill Tipping Fee Revenue Analysis

Volume Revenue

Month	2018/19			2019/20			2020/21			2021/22			2022/23			Total	5 yr avg
	TS	Cobalt	Out of Town	TS	Cobalt	Out of Town	TS	Cobalt	Out of Town	TS	Cobalt	Out of Town	TS	Cobalt	Out of Town		
Nov	14,426.00	443.00	24.00	22,305.00	791.00	12.00	46,581.00	649.00	233.00	27,702.00	1,122.00	375.00	34,253.00	1,502.00	2,266.00	152,684.00	30,536.80
Dec	11,915.00	215.00	-	25,017.00	132.00	560.00	37,187.00	555.00	-	22,583.00	651.00	13.00	22,991.00	1,872.00	303.00	123,994.00	24,798.80
Jan	12,596.00	158.00	252.00	33,395.00	286.00	210.00	16,943.00	327.00	-	22,657.00	451.00	260.00	21,882.00	164.00	325.00	109,906.00	21,981.20
Feb	10,080.00	145.00	-	25,592.00	211.00	13.00	16,315.00	151.00	224.00	21,042.00	2,131.00	13.00	21,008.00	192.00	573.00	97,690.00	19,538.00
Mar	12,283.00	189.00	3,807.00	26,980.00	164.00	-	31,678.00	762.00	-	26,853.00	1,302.00	650.00	21,905.00	120.00	378.00	127,071.00	25,414.20
Apr	15,876.00	235.00	12.00	19,132.00	247.00	13.00	33,884.00	867.00	60.00	27,609.00	546.00	339.00	24,381.00	513.00	-	123,714.00	24,742.80
Total																\$ 735,059.00	\$ 147,011.80

Weight Revenue all Categories		Variance with 5 yr avg
Month	2023/24	
Nov	15,461.00	(15,075.80)
Dec	10,217.00	(14,581.80)
Jan	12,474.00	(9,507.20)
Feb	9,564.00	(9,974.00)
Mar	13,857.00	(11,557.20)
Apr	20,780.00	(3,962.80)
Total	82,353.00	(64,658.80)

Total w/proposed    \$            159,047.50    \$            12,035.70

Month	Sorted Residential/Commercial Waste			Unsorted Residential/Commercial Waste		
	2023/24 Weight (MT)	Current Fee \$20/MT	Increase to \$45/MT	2023/24 Weight (MT)	Current Fee \$40/MT	Increase to \$90/MT
Nov	457.06	9,141.20	20,567.70	58.91	2,356.40	5,301.90
Dec	283.54	5,670.80	12,759.30	42.49	1,699.60	3,824.10
Jan	289.01	5,780.20	13,005.45	85.22	3,408.80	7,669.80
Feb	235.25	4,705.00	10,586.25	60.72	2,428.80	5,464.80
Mar	280.67	5,613.40	12,630.15	139.18	5,567.20	12,526.20
Apr	394.15	7,883.00	17,736.75	177.53	7,101.20	15,977.70
Total	1939.68	38,793.60	87,285.60	564.05	22,562.00	50,764.50

**Notes:**  
Recommend increase to Sorted Residential/Commercial/Construction (R/C/C) Waste and Unsorted R/C/C Waste Categories  
Recommend \$10 increase to sorted and \$20 increase to unsorted for Resident and double increases for Non-resident effective Aug 1, 2024  
Recommend \$15 increase to sorted and \$30 increase to unsorted for Resident and double increases for Non-resident effective Jan 1, 2025  
Sorted R/C/C Waste and Unsorted R/C/C Waste account for approximately 95% of waste deposited at the landfill

Combined Revenue Summary:  
Current Fee                \$    61,355.60  
Proposed Increase        \$    138,050.10

Total Revenue with Increase                        \$ 159,047.50

**Tipping Fees: New Liskeard Landfill Site**

Category	Description	Applicable Fee Per Metric Tonnes/Per Cubic Yard	
		Resident	Non-Resident
1	Flat Rate – Scale Fee	\$5.00	\$10.00
2	Sorted Residential/Commercial/Sorted Construction/Metals/Bulky Waste/ Non-Hazardous Waste: <i>includes abandoned residential or commercial waste, either animal or vegetable, organic waste, wearing apparel, broken crockery and refuse of a similar nature, but shall not include metal, weighty or bulky articles such as large appliances, furniture, barrels, bed springs, furnaces, or anything of a similar nature. Items whose large size precludes or complicates handling by normal collection, processing, or disposal methods such as furniture and appliances. Also, ferrous metal, aluminum, mixed metal, white goods, and old vehicles.</i>	Effective Aug 1/2024 \$30.00/\$10.00  Effective Jan 1/2025 \$45.00/\$10.00	Effective Aug 1/2024 \$60.00/\$10.00  Effective Jan 1/2025 \$90.00/\$10.00
3	Unsorted Residential/Commercial/Construction Waste and Inorganic Earth Like Material – <i>Recyclable materials not sorted from waste and reclaimed asphalt products, aggregate, and soils free of chemical contaminants.</i>	Effective Aug 1/2024 \$60.00/\$10.00  Effective Jan 1/2025 \$90.00/\$10.00	Effective Aug 1/2024 \$120.00/\$10.00  Effective Jan 1/2025 \$180.00/\$10.00
4	Yard Waste: <i>Includes clean wood, brush, yard, and plant materials.</i>	\$10.00/\$5.00	\$20.00/\$10.00
5	Contaminated Waste: <i>includes excavated soils containing organic or hydrocarbon contaminants at a level that is acceptable to the Ministry of the Environment for disposal at the Municipality’s Landfill Site.</i> <i>Asbestos waste includes \$100.00 flat rate, plus tipping fee.</i>	\$75.00/\$50.00	\$150.00/\$100.00
6	Freon Containing Items	\$75 each	\$150 each
7	Rubber Tires: <i>Passenger Vehicle and Light Truck Tires</i> <i>Medium Truck Tires</i> <i>Small and Medium Off-the-Road Tires</i>	No Fee	
	<b>Notes:</b> 1. All other tire sizes will not be accepted at the Landfill Site. 2. Landfill attendant shall accept up to a total of ten (10) tires per day per person.		

**Note:** The landfill site will only accept waste that is within the conditions of the Environmental Compliance Approval.

# **Memo**

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** July 9, 2024  
**Subject:** NOHFC Community Enhancement Program  
**Attachments:** Phase 1 Application Letter

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Mayor and Council:

The City received a response from our phase 1 application to the NOHFC Community Enhancement Program, Rural Enhancement Stream for upgrades to municipal parks including Farr Park and Shaver Park.

The NOHFC has indicated that our application is potentially eligible for funding and we have been invited to submit a phase 2 application.

As part of that submission, the City needs to confirm certain aspects of our application. As such, staff are recommending that the City pass a resolution affirming the following:

1. That the City direct staff to submit a phase 2 application to the NOHFC Community Enhancement Program – Rural Enhancement Stream, to complete various upgrades to municipal parks;
2. That the City confirms it owns all the lands where the proposed upgrades will take place;
3. That the City will provide a contribution of up to \$175,000 towards the project, as confirmed within the 2024 Municipal Budget; and
4. That any cost overruns will be borne by the City.

The City has already confirmed this project within the 2024 Capital Budget and staff have begun on our phase 2 application.

Without this resolution, it is unlikely that the City will be awarded funding.

Prepared by:

*"Original signed by"*

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Mathew Bahm

Director of Recreation

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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Amy Vickery

City Manager

# **Memo**

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** July 9, 2024  
**Subject:** Recreation Operations Update (July)  
**Attachments:** Appendix 01 - Recreation Department Projects Tracking Report  
Appendix 02 - PFC Monthly Statistics (May)

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Mayor and Council:

Below is the monthly operational update from the Recreation department:

## **Parks and Facilities:**

### **STATO**

Staff recently added additional bollards to enhance safety on Hessle Street. The bollards complement the change with the STATO trail now occupying the south side of the road. Additional bollards were placed on Lakeshore Rd near Lowery Street as part of the passing lane change.

### **Arenas**

Seasonal maintenance on both arena ice plants was done last week by Northland Refrigeration. No major deficiencies were found during the scheduled maintenance, and we are ready to go for the upcoming season.

### **Special Events**

Staff finished all the pre-event setup for the Rockin On Canada Day event the week of June 24<sup>th</sup>. As per the resolution of Council, recreation staff provided setup and take down of both of our stages and fencing, as well as supplying tables, garbage cans and garbage pickup for the event. As outlined previously to Council, staff placed temporary signage reminding the public that camping on municipal land is not permitted. The signage was removed the week of July 1<sup>st</sup>.

## **Building Maintenance:**

### **NL Marina**

At the New Liskeard Marina, Tri-Town Welding completed building and installing a new sewage vacuum tank, with the assistance of staff. Staff removed and disposed of the old vacuum tank.

### **Haileybury Service Marina/Animal Pound**

Staff re-installed fencing at the back of the building, which will allow for a closed in section of chain link fencing. This will allow any animals in our care to have a safe space outside the facility. Staff also completed a last deficiency noted by the building inspector and the permit for the renovation is now closed.

### **Seasonal Buildings**

Staff built a set of entrance stairs for the back door of the soccer clubhouse in New Liskeard, replacing the old rotten ones.

### **Haileybury Beach**

Maintenance staff completed some pre-opening maintenance on the beach slide, caulking the joints, and performed routine maintenance on the beach slide, and fountain pumps. TSSA completed the inspection of the slide on June 27<sup>th</sup>.

## **Programming:**

On June 15<sup>th</sup> the Bike Exchange took place at Harbourplace in Haileybury. There were 80 bicycles to give away and a good crowd of people came to the event. 65 people picked up a bike with about 15 little tot bikes were left over.

The garden beds at the PFC are all rented out for the summer.

For June is Recreation and Parks Month, an activity calendar was made for the public to participate in. It was put in the City Bulletin and on social media.

Mary Jaye has been hired as our active travel co-ordinator. She has been busy with the Road Safety event that was held on June 7<sup>th</sup>. Mary Jaye organized the bike obstacle course and colouring station at the Bike Exchange Event. She is also in the planning stages for other projects. The next major project upcoming is a colour bike ride scheduled for mid July.

### **Aquatics**

Head lifeguards for the summer season were evaluated, chosen and onboarded. All aquatics staff were trained on the new employee scheduling system and were provided training.

Aquatics staff completed the Swim to Survive program for local schools this spring. A total of 45 hours of instruction was provided. There were 8 schools and 15 different classes that took the program with a total of 242 children in the class, including 74 that successfully completed it.

All of our aquatic forms, templates and tracking sheets have been reviewed and are in the process of being updated. This includes things like our aquatic leadership pathways chart, leadership course evaluation sheets, emergency procedures plan, etc.

The PFC and Beach have a new swim admission policy implemented at the end of June. The biggest change to the policy is that we now have two different colours of wristbands to designate people able to use the deeper areas and those who can only use the shallow areas. This has been changed to match existing best practices around Ontario.

We were able to complete a set of aquatic leadership courses including a great group within the National Lifeguard course. This bodes well for recruitment into the fall and next year.

#### Age Friendly

Chair Yoga sessions continue throughout the month of June. Approximately 10-15 participants per class. We also completed a demo class specifically for Manor residents.

Kubb has resumed and takes place in New Liskeard next to the splash pad. There have been 6-12 in attendance each week so far.

Horseshoes has also resumed in New Liskeard, there have been approximately 8-12 in attendance every week.

Our Age Friendly Coordinator attended the Englehart Spring Fling on Wednesday June 5<sup>th</sup>. Approximately 60 older adults attended the event. The Haileybury Spring Fling was held on Wednesday June 26<sup>th</sup> at Northern College in Haileybury.

We participated in a flag raising on Thursday June 13<sup>th</sup> at City Hall for World Elder Abuse Awareness Day, completed an interview with the Speaker regarding Age Friendly Programs available in the community and a Music in the Park concert took place on June 18<sup>th</sup> at the New Liskeard Band Stand.

#### Healthy Kids Programs

Road Safety Day was held on Friday June 7<sup>th</sup> with approximately 130 people in attendance. Voyago, Stock, Ebert Welding, Temiskaming Shores Fire Department, EMS, OPP, Temiskaming Health Unit, 5<sup>th</sup> Wheel and the Public Works Department all helped out. We continue to support the Planet Youth Temiskaming initiative with a representative on both the overall steering committee and the south region implementation team.



## **Administration:**

The NOHFC has moved our application for funding to upgrade municipal parks to phase 2. Staff are working on the phase 2 application with a deadline to submit at the end of July. The best-case scenario at the moment is to receive a final response in September. In the meantime, we can start incurring eligible expenses for the project and some procurements have begun.

The Haileybury Beach opened for the season on June 27<sup>th</sup> with lifeguards scheduled from noon to 6pm daily. The beach slide will be open the same times and the One Foot Forward Spray Zone continues to be open from 9am to 8pm daily.

Projects at the McCamus Well building, Niven St Reservoir, and Animal Pound building have all been completed with final inspections done. Another round of procurements will be taking place this month with some of our smaller projects being moved forward towards completion.

Staff are scheduled to meet with Miller Group to discuss options for the repair of the Pete's Dam Bridge pier that was undermined in the April storm.

The Lions Multi-Sport Courts in New Liskeard have been well used so far this summer and are truly multi-purpose. Almost every day you can see people playing pickleball, tennis and basketball throughout the day and into the evening. We even have a regular group playing half-court cricket on the court most evenings.

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



*Figure 1 - City staff repairing the fencing at the Animal Pound*



*Figure 2 - City staff repaired the stairs at the Soccer Clubhouse*



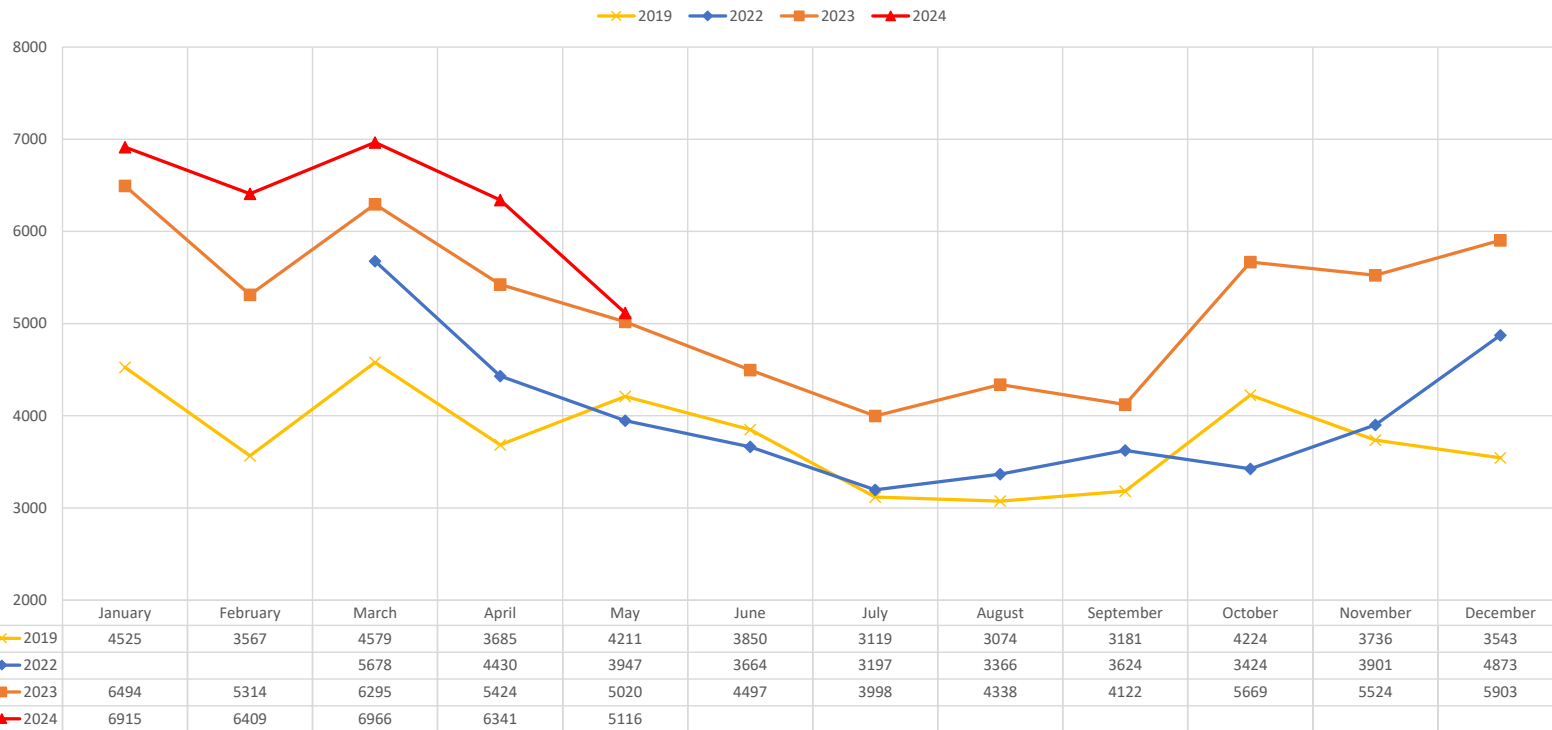
*Figure 3 – TriTown Welding refurbished the vacuum pump at the New Liskeard Marina*

2024 Budgeted Recreation Department Projects										
No.	Project	Rec/B M	Budgeted Cost	Project Lead	Project Method	Year	Capital /Operating	June 1, 2024	June 27, 2024	
1	NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	No update	No update	
2	Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Kristen	Canoe	2023	Capital	Consultant is working on the modeling for City Hall to bring a case study building to the project team for review and consideration.	No update	
3	Kickplate Replacement (Hlby and NL)	Rec	\$ 18,000	Paul	Canoe	2023	Operating	No change	No change	
4	Gym Equipment (Hack Squat, Treadmill)	Rec	\$ 25,000	Jeff	Quotes	2024	Capital	No change	No change	
5	Ball Diamond Groomer	Rec	\$ 23,000	Matt	Canoe	2024	Capital	Step 1 application was approved. A phase 2 application is now due	Ball diamond groomer has been ordered and is expected to arrive in early August.	
6	Farr Park Project	Rec	\$ 480,000	Matt	RFP	2024	Capital	Step 1 application was approved. A phase 2 application is now due	Phase 1 application was approved and a phase 2 application was requested. Staff are working on the application to submit by the end of July.	
7	Shaver Park Rehab Project	Rec	\$ 95,000	Matt	RFQ	2024	Capital	Step 1 application was approved. A phase 2 application is now due	Phase 1 application was approved and a phase 2 application was requested. Staff are working on the application to submit by the end of July.	
8	Dymond Sports Park Fence	Rec	\$ 25,000	Matt	RFQ	2024	Capital	Step 1 application was approved. A phase 2 application is now due	Fencing RFQ was released on June 28th	
9	Hlby WTP Security Fence	ES	\$ 6,000	Matt	RFQ	2024	Capital	No change	Fencing RFQ was released on June 28th	
10	St Michel AT Path	Rec	\$ 85,000	Matt	RFQ	2024	Capital	Demora Construction has signed an agreement to complete this work by August 31, 2024	No update	

11	Spurline Concrete	Rec	\$	45,000	Matt	RFQ	2024	Capital	Contractor has been waiting for locates before mobilizing to complete this project. Estimated duration is expected to be 3 weeks from start.	Project has been postponed due to expected busy June/July/August season. Contractor will now complete the work in September
12	Library Roof Repair	BM	\$	35,000	Matt	RFQ	2024	Capital	No Update	No Update
13	Haileybury Arena AODA Engineering	BM	\$	31,500	Matt	RFP	2024	Capital	A draft report has been completed and currently being reviewed by City staff	No update
14	EV Charger (New Liskeard)	CS	\$	100,000	Kristen	RFP	2024	Capital	Staff are awaiting a response to our grant application	Staff are awaiting a response to our grant application
15	Dymond Hall Door Replacement	BM	\$	13,000	Matt	Quotes	2024	Capital	No Update	No Update
16	Bandstand Roof Replacement	BM	\$	10,000	Paul	Quotes	2024	Capital	No Update	No Update
17	Harbourplace Deck Repair	BM	\$	15,000	Paul	Quotes	2024	Operating	A repair has been completed on once section of the deck. Further repairs are planned for the other section	No Update
18	Hlby Marina Redecking	Rec	\$	15,000	Paul	Quotes	2024	Operating	Staff have completed some redecking, mostly on C dock. Further redecking to be completed as time allows	No update
19	Playground Surfacing	Rec	\$	25,000	Paul	Quotes	2024	Operating	The product to be applied has been purchased and received. Staff will apply it once the weather conditions are favourable. It requires temperatures to drop no lower than 10C without rain for 48 hours.	No update, with additional staff now avaiable this work is planned to be completed in July.
20	PFC Window Replacement	BM	\$	5,000	Jeff	Quotes	2024	Operating	No update	No update
21	NL Community Hall Feasibility Study	BM	\$	15,000	Matt	RFP	2024	Operating	No Update	No Update
22	<u>Niven St Reservoir Roof Replacement</u>		\$	<u>75,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2024</u>	<u>Capital</u>	<u>Material and permits have been received by the contractor. Construction is slated to begin</u>	<u>Project is completed</u>
23	<u>Dymond Apartment Bathroom Reno</u>	<u>BM</u>	\$	<u>15,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>	<u>Contractor has mobilized and begun the project. The expect to finish by June 7th</u>	<u>Project is completed</u>
24	<u>Hlby Beach Mushroom Conversion</u>	<u>Rec</u>	\$	<u>25,000</u>	<u>Matt</u>	<u>Quotations</u>	<u>2023</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
25	<u>McCamus WTP Roof Replacement</u>		\$	<u>45,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
26	<u>Albert Street (STATO)</u>	<u>Rec</u>	\$	<u>176,210</u>	<u>Mitch</u>	<u>RFT</u>	<u>2023</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
27	<u>Animal Pound Renovation</u>	<u>BM</u>	\$	<u>75,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>	<u>Project is completed</u>	<u>Project is completed</u>
28	<u>Recreation Parks Equipment</u>	<u>Rec</u>	\$	<u>20,000</u>	<u>Matt</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	<u>Completed</u>
29	<u>Olympia Replacement</u>	<u>Rec</u>	\$	<u>170,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2022</u>	<u>Capital</u>		

<b>2024 PFC Monthly Summary</b>	
<b>May 2024</b>	
<b><u>Statistics</u></b>	
Pool	1035
Squash	62
Gym	3691
Class	328
<b>Total</b>	<b>5116</b>
Firefighters	50
Doctors	93
Community Living	22
NEOFACS	0
Northern Star	1
A. Recovery	0
Lifetime	23
<b>Total</b>	<b>189</b>
Temagami Health	0
Northern Loons	21
<b>Total</b>	<b>21</b>
City Employees	174
City Summer Students	53
Councillors	5
<b>Total</b>	<b>232</b>
<b><u>Residents</u></b>	
Tem. Shores	4411
Other	498
Quebec	207
<b>Total Attendance</b>	<b>5116</b>
Increase (Decrease) vs May 2023	1.91%
<i>Total Attendance May 2023</i>	<b>5020</b>

**PFC ATTENDANCE 2019, 2022-2024**



	2019	2022	2023	2024
January	4525		6494	6915
February	3567		5314	6409
March	4579	5678	6295	6966
April	3685	4430	5424	6341
May	4211	3947	5020	5116
June	3850	3664	4497	
July	3119	3197	3998	
August	3074	3366	4338	
September	3181	3624	4122	
October	4224	3424	5669	
November	3736	3901	5524	
December	3543	4873	5903	
Total Mar-Dec	37202	40104	50790	
Total Year	45294	40104	62598	31747
Avg /Mth	3774.5	4010.4	5216.5	6349.4

**Subject:** Arena Concession Lease Award

**Report No.:** RS-014-2024

**Agenda Date:** July 9, 2024

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## **Attachments**

**Appendix 01:** Proposed Lease Agreement (**Please refer to By-law No. 2024-081**)

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-014-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Smitty's Canteen / Michael Smith for the use of space in the Shelley Herbert-Shea Memorial Arena to operate a concession and pro shop from September 1, 2024, to April 30, 2027, for consideration at the July 9, 2024, Regular Council meeting.

## **Background**

The SHSMA has a concession which is utilized by tenants to provide food and beverage services to patrons of the arena. The concession has typically been open throughout the arena season from September to April each year.

City Council considered report RS-021-2023 at their September 5, 2023 Committee-of-the-Whole meeting. The report outlined a proposal received from Michael Smith to operate the SHSMA concession as "Smitty's Canteen" for the 2023-2024 arena season. Council subsequently passed By-law No. 2023-104, being a by-law to enter into a Lease Agreement with Smitty's Canteen / Michael Smith for the operation of the Shelley Herbert-Shea Memorial Arena Concession (September 22, 2023 to April 30, 2024).

Mr. Smith operated the canteen for the time period of the lease to great reviews from patrons and staff.

Section 4 of the lease agreement provided for both parties to negotiate a renewal so long as the City was satisfied. City staff engaged with Mr. Smith shortly after the current lease expired to discuss a potential renewal of the space at an increased rate to more closely align with the City's other concession lease. In the process of negotiating, Mr. Smith



expressed a desire to rent an additional room in the SHSMA, which is currently unoccupied, to operate a pro shop including skate sharpening services.

## Analysis

City staff were satisfied with the operations of Smitty's Canteen over the course of the 2023-2024 season and note that having a concession operator greatly increases the user experience patrons of the facility. This is especially notable for out-of-town visitors who come to our community for hockey games at the rink.

The SHSMA is well used throughout the winter season for games and tournaments with lots of games scheduled as double-headers where out-of-town visitors have a break between games that doesn't allow them much time to venture far away from the facility.

The City has expanded vending services at this location, but vending is designed to compliment a concession operator, not replace them.

The proposed pro shop location is currently used sparingly as a storage space within the lobby of the facility. City staff have alternative locations for these stored items and instead, by leasing this space as a pro shop, patrons can have access to another amenity in the facility.

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

- 2024 Recreation Services Operation Budget
- [By-law 2023-104](#)

## Consultation / Communication

- Consultation with the Superintendent of Parks and Facilities

### **Financial / Staffing Implications**

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

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

Within the 2024 Recreation Operation Budget, revenue of \$1,000 was budgeted to be received for the concession lease with \$400 being received so far. The proposed lease agreement would see the City receive \$825 in 2024.

### **Climate Considerations**

After review with the City's Climate Lens, some considerations for decreased CO2 emissions could be expected if some patrons choose to eat at the facility rather than another location within the community. No considerations for temperature or precipitation adaptation were noted.

### **Alternatives**

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

Council could direct staff to forego a tenant for this space.

### **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

**Subject:** Arena Room Lease Agreements

**Report No.:**

RS-015-2024

**Agenda Date:**

July 9, 2024

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## **Attachments**

**Appendix 01:** Proposed Lease Agreements – TSSC (DSMA); TSSC (SHSMA); Grant Propane Oldtimers; Lions U18A; TSMHA; Cubs U18AA; and Armstrong Oldtimers (**Please refer to By-law No. 2024-082**)

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-015-2024;
2. That Council approves the draft lease agreements included with Administrative Report No. RS-015-2024, and delegates authority to the Director of Recreation to execute the various arena lease agreements for use of rooms within the Don Shepherdson Memorial Arena and the Shelley Herbert-Shea Memorial Arena; and
3. Further that Council directs Staff to prepare the necessary by-law to confirm the arena lease agreements at the July 9, 2024 Regular Council meeting.

## **Background**

At the Special Meeting of Council on January 15, 2020, Council reviewed a staff report which recommended that the City enter into lease agreements with various user groups which utilized exclusive space within the Don Shepherdson Memorial Arena and the Shelley Herbert-Shea Memorial Arena. Due to the emergence of COVID-19 those agreements were signed for a 1-year period until July 2021 at a cost of only \$1 to each user group.

On May 10, 2021, the Recreation Services Committee received report RSC-2021-01 which outlined various proposals to implement a fee structure for designated user groups who were using private spaces within the City's arenas for a three-year term. The Committee passed resolution RS-2021-019 which stated:

Recommendation RS-2021-019

Moved by: Councillor Jesse Foley

Be it resolved that:

The Recreation Committee hereby directs staff to sign new 3-year lease agreements with designated user groups using the fee structure outlined in option 2 within Appendix 02 of report RSC-2021-01.

**CARRIED**

The Director of Recreation subsequently received signed agreements for all seven spaces within City Arenas.

**Analysis**

Those lease agreements expired on June 30, 2024. Staff are satisfied that the agreements in place provide a net benefit to the municipality not only in the revenue generated from user groups having exclusive access to their spaces but also by allowing them to provide better programs for the community.

Staff reviewed the lease agreements from the previous three-year term and have made the following modifications:

1. Proposed that all agreements be extended by an additional three-year term until June 30, 2027.
2. Increased the rate for all agreements by 5% from 2023-2024 to 2024-2025 which will stay the same over the full term of the new agreements.
3. Revised the payment timeline such that fees are due yearly on October 1<sup>st</sup> to coincide with the general start of the ice season.

Requiring user groups to sign lease agreements for these spaces ensures that the municipality is protected in the event of negligence of the user, provides assurances that they will follow municipal by-laws and ensures that tenants are required to keep their leased space at a respectable level of cleanliness.

As noted previously, all other tenants within municipally owned buildings have lease agreements in place including those who pay minimal or no rent for their space(s) and requiring user groups to have lease agreements in place for private rooms within municipal recreation spaces is a standard practice for municipalities.

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

- 2024 Recreation Services Operation Budget

### **Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities
- Consultation with all seven user groups affected by these proposed agreements

### **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 ☐

Within the 2024 Recreation Operation Budget, revenue of \$13,260 is budgeted to be received from various facility lease agreements at the DSMA including the pro shop, gymnastics lease and room leases. \$4,613 has been received so far and revenues from the proposed room leases is needed to reach the budgeted figure.

Revenue of \$10,900 is budgeted to be received from various facility lease agreements at the SHSMA including the Open Studio Libre lease, hall rentals and room leases. \$7,074 has been received so far and revenues from the proposed room leases is needed to reach the budgeted figure.

### **Climate Considerations**

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

### **Alternatives**

Council could direct staff to issue an RFP for these spaces.

**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

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



**July 9<sup>th</sup>, 2024**

**EMERGENCY RESPONSES**

**Total responses for the period May 30, 2024 – June 28, 2024**

<b>Total Emergency Responses (All Stations)</b>	<b>Estimated Dollar Loss</b>	<b>Estimated Dollar Saved</b>
22	Nil	Nil

**Station 1 - Incident Response Summary** (13 Calls)

- Fire Call, Hwy 11 and Sharpe Lake Rd – False Alarm – Overheat no fire.
- Fire Call, 143 Bruce Street – False Alarm – Alarm System Malfunction.
- Fire Call, 304 Rorke Avenue – False Alarm – Alarm System Malfunction.
- Fire Call, 448 Georgina Avenue – False Alarm – Alarm System Malfunction.
- Fire Call, 304 Rorke Avenue – False Alarm – Alarm System Malfunction.
- Fire Call, 313 Niven Street S - False Alarm – Alarm System Malfunction.
- Fire Call, 400 Ferguson Avenue – False Alarm – Accidental Activation.
- Fire Call, 59 King Street - False Alarm – Other Cooking/Smoke/Steam, no fire.
- Fire Call, 301 Little Street – No Loss Outdoor fire.
- Fire Call, Mowat Landing Road – No Loss Outdoor fire.
- Fire Call, 156168 Clover Valley Road – No Loss Outdoor fire.
- CO Call, 501 Marcella Street – CO present.
- Power Lines Down, Arcing – 427 Lakeview Avenue.



## Activity Report – May 30, 2024 – June 28, 2024

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### **Station 2 - Incident Response Summary** (6 Calls)

- Fire Call, 90 Niven Street – False Alarm – Accidental Activation.
- Fire Call, 1267 Lakeshore Road South – No Loss Outdoor fire.
- Fire Call, Under the Wabi Bridge – Open Air Burning, Unauthorized.
- Fire Call, 55 Scott Street – Alarm System Malfunction.
- CO Call, 264 Robin Street – CO present.
- CO Call, 191 Melville Street – False Alarm – Equipment Malfunction.

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

- MVC, Hwy 11 and Golf Course Road – Vehicle Extrication.
- Fire Call, 883303 Hwy 65 – False Alarm – Accidental Activation.
- Fire Call, 883280 Hwy 65 East – False Alarm – Alarm System Malfunction.

**Total responses this year to date,**

<b>Total Emergency Responses (All Stations)</b>	<b>Estimated Dollar Loss</b>	<b>Estimated Dollar Saved</b>
78	\$4,245,000	\$1,350,000

### **FIRE PREVENTION DIVISION**

**Fire safety inspections** conducted for the period of April 25, 2024 – May 29, 2024, 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>
4	6	14			1	35	<b>60</b>

Total Inspections year to date 2024 – **223**

## **Public Education/Events**

- FD Staff attended Pow Wow Sunrise Ceremony.
- FD Staff attended Road Safety Day.
- FD Staff attended Ecole Ste. Croix water fun day.
- Ecole St Michel, Station 3 tour, Fire Safety Presentation, Equipment Demo. 29 Students, 2 Adults.
- CJTT monthly morning chat, open air burning safety and smoke alarms.
- Fire safety information via social media, CJTT, and the Speaker.

## **ONGOING INVESTIGATIONS/CHARGES**

Nil

## **TRAINING AND EDUCATION**

- Station 1 – Apparatus and equipment checks, Basic Pumper Operations, Hose and Hose Stream Operations, Fire Hose, Wildland Equipment Servicing.
- Station 2 - Apparatus and equipment checks, Basic Pumper Operations, Water Drafting.
- Station 3 - Apparatus and equipment checks, Structural Search and Rescue, Basic Pumper Operations, Water Drafting.
- Firefighters David Barton and Kevin Plant received NFPA 1041 Fire Instructor 1 certification.
- FPO completed EM200 Course.
- RTC, OFC postponed Pump Ops Course, no explanation.

## **MAINTENANCE**

- Regular maintenance.
- Annual pumper testing and maintenance, all trucks passed.
- Annual ladder testing and maintenance, all ladders passed.
- Station 2 Extractor in service.

## **NEW BUSINESS**

- Off Road Unit update, trailer funding. (Memo)

# **Memo**

**To:** Mayor and Council  
**From:** Steve Langford, Fire Chief  
**Date:** July 9, 2024  
**Subject:** Off-Road Unit (ORU) Response Trailer  
**Attachments:** Appendix 01: Trailer Quotations

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Mayor and Council:

As part of the 2024 Capital Project Budget, Fire Services included the purchase of an enclosed trailer for the purpose of transporting the new Off-Road Unit and support equipment to and from emergencies.

Initially, we hoped to secure funding from Emergency Management Ontario, through the Community Preparedness Grant to fund the project at no cost to the City. Unfortunately, our grant application was not successful, and the project was suspended.

On March 11<sup>th</sup>, 2024, Fire Services submitted a funding application to TC Energy through their Social Impact program, Building Strong.

On May 15<sup>th</sup>, 2024, Fire Services received notification from the TC Energy Social Impact team that our Build Strong application was approved for the amount of \$20,000.00, supporting our ORU Response Trailer initiative.

Subsequently, formal quotations to purchase an enclosed trailer were obtained from three potential vendors, with a lowest quotation of \$25,871.35 (Appendix 01).

The Haileybury Firefighters Association has raised funds through various fund-raising activities and is committed to donating the balance of funds, \$5,871.35 required to purchase the trailer.

Upon receipt of the funding from TC Energy, Fire Services will move forward with this project at no cost to the City as originally planned. I trust this is satisfactory and meets your approval.

Prepared by:



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Steve Langford  
Fire Chief

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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Amy Vickery  
City Manager

Date Ordered



**PACKING SLIP**  
QUOTE #2810  
MODEL: PAN8520TA3

### PAN8520TA3 Options

ID	PACKAGE: CAR HAULER	QTY
1202	Car Hauler Package: BEAVERTAIL Heavy Duty Ramp Door W/Spring 60" Triple Tube Tongue With 4 Hole Adjustable Coupler (4) 5000# Recessed Floor D-Rings (2) Scoop Vents Additional Pull Down Handle On Rear Door Flushlock Side Mount Turn Signals (1) Additional 12V Interior Light and Switch	1
ID	AXLE: SLIPPER SPRING	QTY
1449	Slipper Springs Axles From Standard Spring	1
ID	SKIN: .030	QTY
1026	.030 Victory Red Aluminum	20
ID	ELECTRICAL: 12V LIGHTING EXTERIOR	QTY
2222	LED Loading Lights Above Rear Ramp Door With Switch (Pair)	1
2232	LED 12V Scene Light	4
ID	ELECTRICAL: 110V	QTY
2262	Ã~ Wall Receptacle With GFI Interior-Exterior	4
Interior or Exterior? 2 Interior, 2 exterior		
2270	Ã~ 30 Amp Panel With 25' Lifeline and 30 Amp MBP	1
ID	ELECTRICAL: GENERATOR	QTY
2340	Ã~ Generator Box Tongue Mounted	1
ID	TIE DOWN: E-TRACK	QTY
3020	Recessed Floor Steel E-Track	40
3022	Recessed Wall Steel E-Track Horizontal	40
ID	EXTERIOR: AWNING	QTY
3228	Ã~ 18' Powered Awning 12V Battery and Hardware Included "(Side Door Lowered 6" Typical)"**SPECIFY AWNING COLOR**	1
Note Location Choose Awning Color [NO RESPONSE]		
3240	Awning Color - Black Fade to White	1
ID	VENT: ROOF VENTS	QTY
3420	Roof Vent Non Powered	2

### Exterior Color

Primary: Victory Red  
Secondary:

### Special Notes & Instructions

Make side door 2' from front of trailer (move  
back 1')

### 2462869 ONTARIO, INC

O/A VJ TRAILERS SALES, 95 CRAVEN DRIVE

NEW LISKEARD, ON P0J 1P0

Phone: (705) 647-2079

Email: vjtrailers@hotmail.com

Customer: Fire Department





## PACKING SLIP

QUOTE #2810

MODEL: PAN8520TA3

ID	TIRE: SPARE TIRE	QTY
1606	ST225/75R15 Spare Tire With Wheel For TA3 Axles	1

ID	TIRE: TIRE CARRIER	QTY
1630	Ã~ Interior Wall Mount Spare Tire Carrier Mounted with Tire Supported on Floor	1

Note Location  
Please ship loose

ID	FRAME: JACK	QTY
1854	Heavy Duty 7000# Drop Down Bolt On Jack	1

ID	FRAME: FRAME JACK	QTY
1862	Deluxe Scissor Jacks 5,000 Lbs.	2

ID	FRAME: WALLS / HEIGHT	QTY
1822	Add Height 18"	20

### PAN8520TA3 Specifications

SPECIFICATION	VALUE
Rear Door Standard	Ramp Beavertail
Interior Height	7' 11"
Rear Height	7' 9"
Rear Width	7' 10"
Interior Length	21'
Interior Width	8' 1"
Side Door Width	36"
Side Door Height	80"
Overall Width	8' 6"
Overall Length	24' 4"
Overall Height	9' 11"
Platform Height	1' 10"
Main Rail	6" Beam
Axles	(2) Axle, Spring 5,200 Electric Brakes



# **BRAY'S TRAILERS SALES**

## **705-737-5522**

### **(2025) STEALTH TRAILERS TITAN WEDGE NOSE**

**Model: TT8520TA3 – 8.5 x 20 GVWR 9,900 lbs**

#### **Options:**

- Upgrade Axles to (2) 5,200 lb Drop Axles with Electric Brakes both Axles
- Increase Interior Height 24" from 78" to 102" Interior Height
- Rear Ramp Opening is approximately 95"
- Scissor Jacks with Crank Front and Rear
- Generator Door 48"Wx36"H
- A-Frame Spare Tire Mount Vertical – Requires Extended Tongue
- 6" Extended Tongue
- 16' Power Awning Vinyl Fabric with Hardware, LED Lights and 12V Battery with Box
- Insulated Generator Compartment – 24" Deep for Fuel – On Tongue
- Qty (2) 14x14 Non Powered Roof Vent
- Qty (2) 20' Sections of Recessed Floor ETracking – Heavy Duty
- Qty (2) 20' Sections of Recessed Wall ETracking – Heavy Duty
- 30 AMP Breaker Box, 25' 30AMP Lifeline and Cable Hatch, Includes 110V Wiring
- Qty (2) 110V Exterior GFI Receptacle
- Qty (2) 110V Interior Receptacles
- Qty (2) Outside Loading Lights with Switch
- Qty (4) 12V LED 40" Light in Cove Molding

#### **Standard Features:**

- 2"x6" Tube Steel Main Rails on 8.5' w up to 28' long
- 16" O/C Floor C-Channel Crossmembers
- 16" O/C Steel Tube Wall Posts
- 24" O/C Tube Steel Roof Bows
- Triple Tube A-Frame on Models 20' & Above
- Lippert Spring Axle with 4' Drop
- Silver Modular Steel Wheels with Radial Tires and Chrome Center Caps
- TA3 & TTA3 Models include Tandem or Triple 5200# Axles with Radial Tires
- 2-5/16" Coupler on TA
- 7-Way Electrical Plug
- .030" Screwless Sides
- (1) Pair Plastic Flow Thru Vents
- Seamless Aluminum Flat Top Roof
- 3" Heavy Duty Flat Top Trim
- 1-1/2" Flat Bottom Trim
- ATP Fenders
- 3/4" Drymax Floor
- 3/8" Drymax Walls
- 48Wx78H Side Door with Barlock on 8.5 Wide Models
- Aluminum Door Holdback
- Rear Ramp Door with Flap
- Stainless Steel Door Hardware
- Beavertail on 8.5'x20' and above
- (4) 5000# Recessed D-Rings
- (2) 12V LED Dome Lights with Switch

**\$26,695.00**

(plus HST, annual yellow safety sticker & licensing)





\*\*\*\*Aerostone Services\*\*\*\* D.B.A

Hwy 22 Action Sales

4728 Egremont Dr (Hwy 22) HST# 131476657

Strathroy, ON, N7G 3H3

(866) 885-2569 accounting@actiontrailers.ca

OFFER TO  
PURCHASE

#### SOLD TO

**KYLE BROWN**

, ON

Phone:

Email: kbrown@temiskamingshoresfire.ca

Order #: CO-0026193

PO #:

Date: 26/01/2024

Sold By: Steve Hodgins

#### UNIT PURCHASED -

2024 NEW - HAULIN, V-NOSE CARGO/HAULER-8.5' WIDE TANDEM AXLE PREMIUM STEEL TRAILER, 8.5' X 20' WITH 7,000LB GVWR [20] RED 0Hrs

##### FEATURES:

- LED LIGHTS W/ LIFE TIME WARRANTY (EXCLUDING SHIPPING)
  - (2) 3500 LB AXLES LEAF SPRING AXLES
  - ALL WHEEL ELECTRIC BRAKES W/BATTERY BREAKAWAY SWITCH
  - UPGRADED TAPERED WEDGE NOSE
  - (2) SIDE WALL CROSS FLOW VENTS
  - SIDE ACCESS DOOR WITH UPGRADED RV FLUSH LOCK
  - LED REVERSE LIGHTS STANDARD (BUILT INTO TAIL LIGHTS)
  - SCREWLESS EXTERIOR PANELS
  - REAR DOUBLE BARN DOORS STD
  - 3/4" DRYMAX MOISTURE RESISTANT FLOOR
  - 3/8" DRYMAX MOISTURE RESISTANT WALLS
  - UPGRADE TO 16" OC CONSTRUCTION
  - AMERAGUARD COATED TONGUE + REAR BUMPER
  - STAINLESS STEEL DOOR HOLD BACKS
  - 15" RADIAL TIRES WITH SILVER MOD RIMS
  - 2-5/16" COUPLER (2-5/16" BALL REQUIRED TO TOW)
  - 7 WAY TRAILER PLUG CONNECTOR
- \*\*\*CUSTOM ACTION PACKAGE INCLUDED FREE WITH ABOVE FEATURES\*\*\*

##### Unit Details

Base Unit	\$14,455.00
700CLB SPRING AXLE UPGRADE	\$4,990.00
30 AMP ELEC. PKG WITH ESA CERTIFICATION - 4 WALL RECEPTICALS, 8-12V LED LIGHTS, 12V BATTERY & CHARGE LINE	\$2,695.00
110V EXTERIOR GFCI OUTLETS. 4-PCS	\$392.00
RECESSED E-TRACK - WALL MOUNT 36'	\$1,064.00
RECESSED E-TRACK - FLOOR MOUNT 40'	\$1,480.00
SCISSOR JACKS 5000LB CAPACITY. 2-SETS	\$794.00
GENERATOR DOOR (42" W X 30" H) 2-PCS	\$491.00
GENERATOR SLIDE OUT TRAY	\$665.00

GENERATOR COMPARTMENT -2 PCS	\$1,330.00	
ONE COMPARTMENT FOR GENERATOR, ONE FOR GAS	\$0.00	
TIRE MOUNT, EXTERIOR MOUNT ON NOSE	\$98.00	
14" X 14" ROOF VENT. 2-PCS	\$266.00	
ELECTRIC AWNING	\$1,632.00	\$30,352.00

**Installed Options**

425941-99A06 - SPARE TIRE ST205/75R15 5 BOLT STEEL MOD LOAD RANGE "C" 6 PLY	1	@	\$219.00	\$219.00	\$219.00
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**Other Products & Fees**

WAR - WARRANTY REGISTRATION ( APPLIES TO ALL NEW TRAILER SALES )	\$69.00	
TSF - RESOURCE RECOVERY CHARGE- COVERS COST OF TIRE COLLECTION AND RECYCLING FOR THE TIRES YOU PURCHASE TODAY	\$24.60	
LIC - LICENSE PLATE - ACTION TRAILERS WILL AUTHORIZE ALL THIRD PARTY LICENSING REQUIRMENTS ON YOUR BEHALF	\$119.00	
SAFE - SAFETY INSPECTION CERTIFICATE	\$110.00	
DISC-PART - DISCOUNT ON PARTS GIVEN TO FIRE DEPARTMENT	(\$219.00)	\$103.60

**TOTALS**

Units	\$30,352.00
Installed Options	\$219.00
Other Products & Fees	\$103.60
<b>Sub-Total</b>	<b>\$30,674.60</b>
HST Collected	\$3,972.23
<b>Total</b>	<b>\$34,646.83</b>
Balance Due	\$34,646.83

\*\*\*Due to rapidly changing material costs and availability at the manufacturer level, Action Trailers reserves the right to adjust final costs on ordered trailers to account for market volatility. We are committed to deliver the best price for our product for our customers, and believe this to be the most sustainable and fair solution to these unprecedented times. Your patience and understanding is appreciated \*\*\* N&N trailers, Formula/Impact Trailers as well as US Cargo/Ameralite trailers will be honoring all sold orders, so this disclaimer does not apply to these manufacturers effective July 1st 2022 \*\*\*

Deposits on ordered inventory (on order/being built) will be fully refundable if a price increase applies to your order during the course of the build process and you wish to cancel your order due to the increase. Deposits on in stock units are non refundable.

Deposits on delayed trailers & custom built trailers are 100% non-refundable . Custom units will consist of but not limited to additional windows/doors, electrical packages, interior finishes, cabinets and custom unique features/upgrades. Our manufactures reserve the right to change specs & materials at any given time.

It is the customer's responsibility to ensure they have the correct driver's license and/or documentation required to legally tow/operate the trailer(s) purchased and that their vehicle is rated appropriately to tow the trailer.

Payment methods: cash, debit, certified cheque, email transfer, credit card (credit cards are subject to a 2% surcharge fee) All certified cheques need to be made out to Hwy 22 Action Sales. ALL CERTIFIED CHEQUES/DRAFTS WILL BE REQUIRED TO BE REVIEWED BEFORE PROCESSING PAYMENT - FASTEST & EASIEST FORMS OF PAYMENT ARE: E-TRANSFER & DEBIT

Buyer : \_\_\_\_\_

Seller : \_\_\_\_\_

**Subject:** Renewal of Fire Department Communications System Agreement.

**Report No.:** PPP-007-2024

**Agenda Date:** July 9, 2024

## Attachments

Appendix No. 01 – Fire Department Communications System Agreement By-law (**Please refer to By-law No. 2024-083**)

## Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-007-2024;
2. That Council agrees to enter into a Fire Department Communication System Agreement with the Township of Armstrong, Township of Casey, Township of Coleman, Township of Harley, Township of Hudson, Township of Kerns, Town of Cobalt, and the Town of Latchford for the joint operation and maintenance of a radio and paging communication system; and
3. That Council directs staff to prepare the necessary By-law to adopt the Fire Department Communication System Agreement, for consideration at the July 9, 2024, Regular Council Meeting.

## Background

For the past 35 years, local area fire departments have shared in the costs of operating and maintaining a radio and paging communication system.

In 2013 such cost sharing was made formal with the establishment of a cost sharing agreement.

The agreement is administered by the Township of Hudson, and it was recently identified that the agreement expired in 2020 and must be renewed.

## **Analysis**

The communication system in question is not the primary communications system for the Temiskaming Shores Fire Department, however is required for the department to communicate with local area fire departments during mutual aid activations, and serves as a backup in the event the City's digital system were to be out of service.

Each municipality participating in the cost sharing does realize lower costs for both emergency radio communications and paging.

The cost for the operation and maintenance of the system varies annually depending on the maintenance required.

The cost to the City the past four years was \$380.00 in 2020, \$405.00 in 2021, \$353.00 in 2022, and \$464.00 in 2023.

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

- By-Law No. 2013-187, Fire Department Communications Systems Agreement.
- By-Law No. 2016-041, Amendment to By-law No. 2013-187.

## **Financial / Staffing Implications**

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

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

Financial implications include costs associated with the annual fees as outlined in the draft agreement, shared equally among the participants in the agreement for the proposed term of the agreement.

Staffing implications associated with the proposed agreement are limited to normal administrative functions and duties

## **Alternatives**

Council could decide not to enter into a formal agreement. This alternative is not being recommended.

## **Submission**

Prepared by:



Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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Steve Langford  
Fire Chief

Amy Vickery  
City Manager

# **Memo**

**To:** Mayor and Council  
**From:** Logan Belanger, Municipal Clerk  
**Date:** July 9, 2024  
**Subject:** Sale of Municipal Property –Vacant Lots on Albert Street  
**Attachments:** Survey – Reference Plan No. 54R-6433  
**Please refer to By-law No. 2024-084** - Purchase and Sale Agreement Part 1&2 of Plan 54R-6433  
**Please refer to By-law No. 2024-085** - Purchase and Sale Agreement Part 3&4 of Plan 54R-6433

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Mayor and Council:

At the April 2, 2024 Committee of the Whole meeting, Council was presented with Administrative Report No. CS-010-2024 related to the sale of municipal property on Albert Street, and the following resolution was adopted:

**Resolution No. 2024-135**

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-010-2024;

That Council directs staff to continue with the disposition of municipal land, being three vacant lots described as PLAN M30NB LOTS 73 74 75 PCLS 6163 7724 14655SST, in accordance with the City's Disposition of Land By-law No. 2015-160; and

Further that Council directs staff to order a survey to legally describe the lands in order prepare an Offer of Purchase and Sale Agreement between the City of Temiskaming Shores as Vendor, and Yvon Champoux Inc. as Purchaser, in the amount of \$33,000 plus taxes (if applicable), plus all associated costs (legal, registration, survey, administration, etc.), in accordance with By-law No. 2015-160, for consideration at a future Regular Council meeting.

**Carried**

Following the meeting, a survey was ordered from Callon Dietz to sever the middle lot, to create two lots, each sized 75' x 125'. The survey was completed and registered on June

11, 2024. As such, staff recommend completing the process for the sale, and the purchase and sale agreements have been prepared for Council consideration at the July 9, 2024 Regular Council meeting.

Note: The applicant, Phillipe Duguay clarified that when he began the discussion related to the Sale in November 2023, the application was made under Yvon Champoux Inc.; however, there was a correction, and the agreement will be with Investissements Philippe Duguay Inc.

Prepared by:

Reviewed by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Logan Belanger  
Municipal Clerk

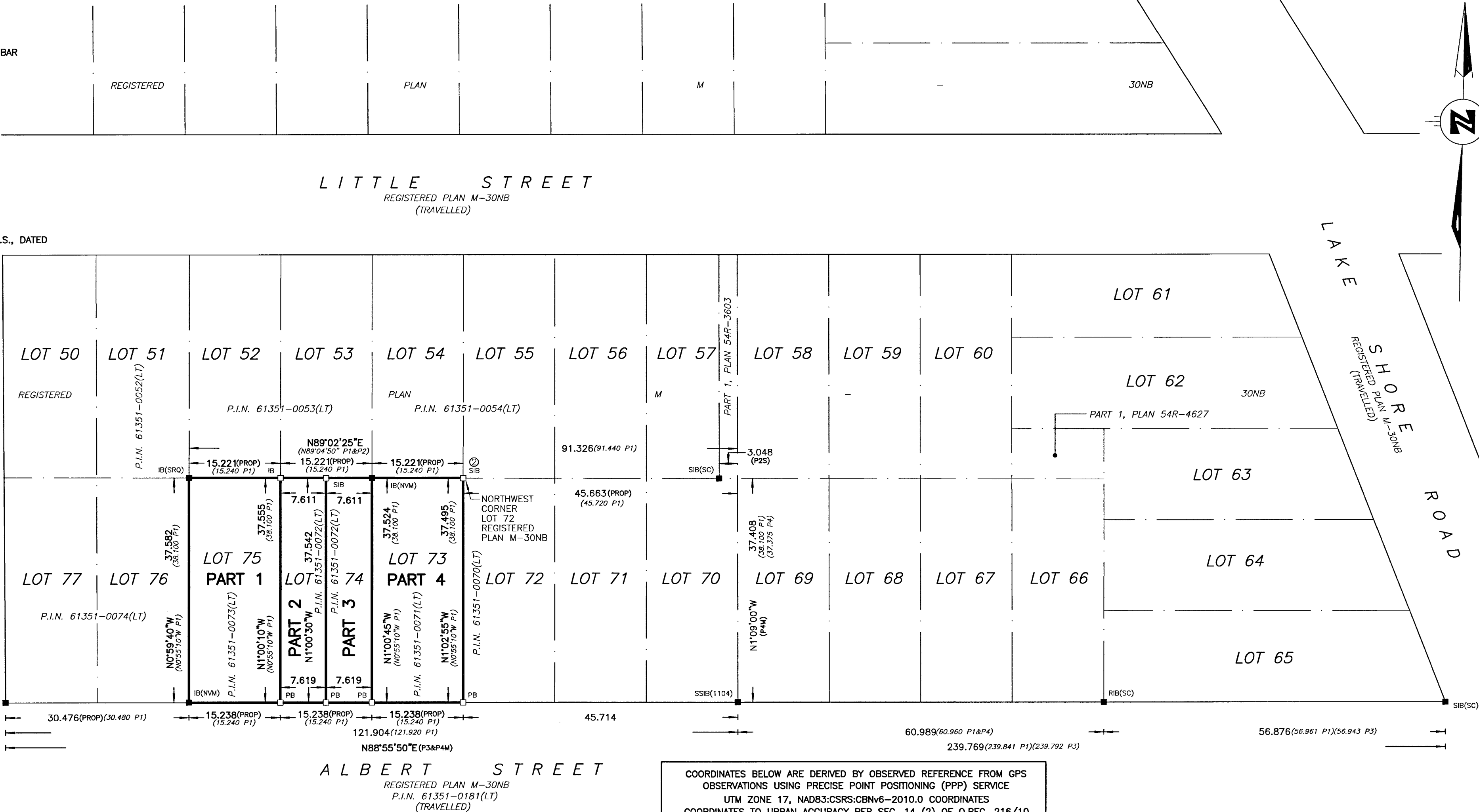
Shelly Zubycyk  
Director of Corporate  
Services

Amy Vickery  
City Manager



LEGEND

- DENOTES SURVEY MONUMENT SET  
■ DENOTES SURVEY MONUMENT FOUND  
IB DENOTES IRON BAR  
PB DENOTES PLASTIC BAR  
RIB DENOTES 16mm DIAMETER ROUND IRON BAR  
SIB DENOTES STANDARD IRON BAR  
SSIB DENOTES SHORT STANDARD IRON BAR  
P.I.N. DENOTES PROPERTY IDENTIFIER NUMBER  
M DENOTES MEASURED  
S DENOTES SET  
NVM DENOTES NO VISIBLE MARKINGS  
ORP DENOTES OBSERVED REFERENCE POINTS  
PROP DENOTES PROPORTIONED  
1104 DENOTES P.A. BLACKBURN, O.L.S.  
SC DENOTES H. SUTCLIFFE, O.L.S.  
SRQ DENOTES SUTCLIFFE RODY QUESNEL INC.  
P1 DENOTES REGISTERED PLAN M-30NB  
P2 DENOTES PLAN 54R-3603  
P3 DENOTES PLAN 54R-4627  
P4 DENOTES SRPR BY P.A. BLACKBURN, O.L.S., DATED JANUARY 30, 2013



INTEGRATION DATA

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS ORP 100 AND ORP 101, UTM ZONE 17, NAD83:CSRS:CBNv6-2010.0.

FOR BEARING COMPARISONS, A ROTATION OF 0°55'10" COUNTER-CLOCKWISE, WAS APPLIED TO THE BEARINGS FROM P1, P2, P3, AND P4.

ALL DIMENSIONS SHOWN ARE MEASURED, UNLESS OTHERWISE NOTED.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999731.

COORDINATES BELOW ARE DERIVED BY OBSERVED REFERENCE FROM GPS OBSERVATIONS USING PRECISE POINT POSITIONING (PPP) SERVICE UTM ZONE 17, NAD83:CSRS:CBNv6-2010.0 COORDINATES COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10		
POINT ID	NORTHING	EASTING
ORP 100	5255156.415	603336.104
ORP 101	5255164.221	603530.929
PLAN COORDINATES, UTM ZONE 17, NAD83:CSRS:CBNv6-2010.0		
1	5255159.749	603291.266
2	5255198.649	603366.737
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

METRIC

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT	PLAN 54R-6433
RECEIVED AND DEPOSITED	RECEIVED AND DEPOSITED
DATE 2024-06-06	DATE 2024-06-11
 M.J. SIMPSON, O.L.S.	 REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF TIMISKAMING (No. 54)

SCHEDULE				
PART	LOT	PLAN	P.I.N.	AREA (ha)
1	ALL OF LOT 75	REGISTERED PLAN M-30NB	ALL OF P.I.N. 61351-0073(LT)	0.0571
2	ALL OF LOT 74		ALL OF P.I.N. 61351-0072(LT)	0.0286
3				0.0286
4	ALL OF LOT 73		ALL OF P.I.N. 61351-0071(LT)	0.0571
TOTAL AREA:				0.1714

PART 1 COMPRISES ALL OF P.I.N. 61351-0073(LT)  
PARTS 2 AND 3 COMPRISE ALL OF P.I.N. 61351-0072(LT)  
PART 4 COMPRISES ALL OF P.I.N. 61351-0071(LT)

PLAN OF SURVEY  
OF ALL OF  
LOTS 73, 74, AND 75  
REGISTERED PLAN M-30NB

IN THE  
MUNICIPALITY OF TEMISKAMING SHORES  
DISTRICT OF TIMISKAMING

SCALE 1:500 (Metric)



( SCALE IN METRES )

M.J. SIMPSON  
ONTARIO LAND SURVEYOR

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

(1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

(2) THE SURVEY WAS COMPLETED ON THE 29th DAY OF MAY, 2024.

JUNE 4, 2024

DATE

M.J. SIMPSON

ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2215672.

Callon + Dietz INCORPORATED

ONTARIO LAND SURVEYORS

CARLETON PLACE LONDON NORTH BAY

info@callondietz.com

callondietz.com

SURVEY BY: AC/MS

DRAWN BY: AC

FILE No: 24-26144

PLAN No: P-2574

REGISTERED  
1509001

# **Memo**

**To:** Mayor and Council  
**From:** Amy Vickery, City Manager  
**Date:** July 9, 2024  
**Subject:** Animal Services Update  
**Attachments:** Please refer to Appointment **By-law No. 2024-088**

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Mayor and Council:

It is my pleasure to provide an update on the activities of the Animal Services Program and provide a recommendation to appoint the Animal Services Coordinator as an enforcement officer under By-law 2023-122 being a by-law to regulate the care and control of animals and provide for the registration of dogs and cats within the City of Temiskaming Shores.

The Animal Services Coordinator onboarded January 8, 2024, and has been working on animal related matters, impoundments and care and procedures and is now prepared to take the role of “Officer” for animal related matters in accordance with the By-law.

The pound facility was inspected on May 13, 2024, and registered with the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). To date there has been five impounded dogs and one cat of various lengths of stays with all but one reunited with owners. Overall, the pilot program is meeting expectations and staff continue to build processes, including enforcement and the levying of fees and fines were necessary.

In May, the city supported the high volume spay/neuter clinic. A total of 50 cats over 2 days were done along with some additional vet support for vaccines and surgeries to local rescues. This was with help of Northern College and the OSPCA and many volunteers and veterinarians. Although the city was requested to match the donation at an estimated cost of \$5,000, private donations covered 60% of the actual expenses and the City invoiced for 40% for a total contribution by the city of \$1,781.08.

## **Operating totals to date (unposted)**

Revenue	\$ 6,120
Expenses	
Salaries & Benefits overhead	\$ 5,211
Other Expenses	\$ 5,897
Donation to community program	<u>\$ 1,781</u>
	\$12,889

The capital estimate of the renovation to the facility is \$80,595.

Reviewed and submitted  
for Council's consideration  
by:

*"Original signed by"*

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Amy Vickery  
City Manager

**Subject:** Municipal Employee Benefits

**Report No.:**

CS-023-2024

**Agenda Date:**

July 9, 2024

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## **Attachments**

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-023-2024;
2. That Council directs staff to renew the Manulife Benefit Plan administered through Gallagher Benefit Services Canada Group Inc.; and
3. That Council approves the Municipal Employee Benefit Plan with premiums of \$575,820 for 2024-2025 in addition to the costs paid by the City for health benefits as they are incurred with applicable administrative fees under the Administrative Services Only portion of the Plan.

## **Background**

The Municipal Employee Benefit Plan is scheduled to be renewed on July 1<sup>st</sup>, 2024.

## **Analysis**

Currently, the City is using an Administrative Services Only (ASO) Plan. An ASO Plan has two (2) components:

1. A cash component used to pay for everyday benefits such as drug or dental costs; and
2. An insurance component to cover a catastrophic event such as an unforeseen need for special medicines or treatments.

Under an ASO Plan the administrator and the employer work together to establish a budget for self-insured health and dental care components. Employees or their health care providers will submit their claims directly to the administrator (Manulife) who processes the claims and issues the payments. The City's average claims are approximately \$31,820 per month.

Manulife's 2024-2025 proposal was submitted with a 0.2% overall decrease to the current premium level.

For this renewal, the City of Temiskaming Shores' main driver for the premium decrease is the Long-Term Disability portion. LTD is recalculated based on the risk characteristics of the current insured employees. Risk factors such as age, gender, occupation, industry and the amount of coverage on each insured are applied against your carrier's LTD rate tables to determine the composite rate for your plan.

Based on these factors, the associated risk of the City's group demographics decreased moderately since the last renewal.

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

### **Consultation / Communication**

- Consultation with the City's Broker

### **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 renewal of the City's benefit plan is part of ongoing operations costs. Gallagher Benefit Services Canada Group Inc. has negotiated a renewal decrease of 0.2% for the overall combined plan. This will result in an overall decrease of approximately \$11,577 in premiums for the year. Administrative Rates as follows:

<b>Admin Charges</b>	<b>2024-2025 Rates</b>
General Admin	3.0%
Profit Charge	0.50%
Commissions	2.00%
Taxes	As legislated
STD	5.0%
Vision	3.75%
Pay Direct Drugs	3.75%
Dental	3.75%

## **Alternatives**

No alternatives were considered.

## **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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Shelly Zubycck  
Director of Corporate Services

*'Original signed by'*

---

Amy Vickery  
City Manager

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**Subject:** Municipal Insurance Renewal

**Report No.:** CS-024-2024

**Agenda Date:** July 9, 2024

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### **Attachments**

Appendix 1 – By-law – Insurance Renewal (**Please refer to By-law No. 2024-086**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-024-2024; and
2. That Council directs staff to prepare the necessary by-law to authorize the annual insurance premium payment for Municipal Insurance and Risk Management Services with Marsh brokered by MIS Municipal Insurance Services for July 1, 2024 to June 30, 2025 for consideration at the July 9, 2024 Regular Meeting of Council.

### **Background**

The City's coverage for Municipal Insurance and Risk Management Services with Marsh brokered by MIS expired on July 1, 2024. The City is currently covered by an extension.

### **Analysis**

The City's broker has negotiated the annual renewal of \$616,657. While we are still facing a hard insurance market, MIS has worked with our insurer to try and keep premium increases as low as possible.

The renewal is up 14% over the expiring term.

Below is a summary of the renewal policies – the majority of the increase is coming from the liability insurance policy and is tied to increased claims activity. It is important to note that the 2024 rates still remain quite competitive - with this increase, the rates are just slightly above the 2021 annual insurance premium for the City.

Below is a summary of the increase:



## **Municipal General Liability, including Environmental Impairment Liability (EIL)**

- Increase of 18% applied to the primary
- Increase of 5% applied to the EIL

## **Umbrella**

- Increased Layer 1 and Layer 2 by 5% due to market inflationary changes

## **Property**

- 8% increase applied to the limits to account for inflation
- 5% rate increase applied
- Under Combined Physical Damage & Machinery Breakdown, the Blanket POED Limit is **\$98,631,338**.

## **Automobile**

- 3% rate increase applied

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

## **Consultation / Communication**

- Consultation with the City's Insurance Broker

## **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 ☐

For information purposes, previous premiums have been:

2021-2022 - \$613,635

2022-2023 - \$492,139

2023-2024 - \$540,928

2024-2025 - \$616,657

The budget incorporates 50% of the 2023/2024 premiums and 50% of the 2024/2025 premiums.

The premium is paid in full upon endorsement by Council with the unexpended 50% posted to a prepaid insurance account.

The 2024-2025 Insurance Deductible budgeted remains at \$50,000.

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

---

Shelly Zubyck  
Director of Corporate Services

*'Original signed by'*

---

Amy Vickery  
City Manager

**Subject:** North on Tap Request

**Report No.:** CS-025-2024  
**Agenda Date:** July 9, 2024

### **Attachments**

**Appendix 01:** North on Tap letter of request for financial assistance dated May 31, 2024

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-025-2024; and
2. That the financial donation request of \$5,000.00 be denied, on the basis that Council previously approved various in-kind services for the 2024 North on Tap Event, totaling \$14,000 at the March 5, 2024, Committee of the Whole meeting by Resolution No. 2024-091.

### **Background**

Created in 2017, North on Tap hosts an annual craft beer event. This is a third-party event promoting Ontario craft breweries with local food vendors and musicians. The event is scheduled for July 13, 2024. They are a registered not for profit with proceeds of the event donated to local community groups. A "Family Night" and "Golf Mixed Social" have been added to the festivities on July 12, 2024. The location of the main events are Harbour Place Pavilion and Parkland Area including a section of Farr Drive.

The City is in receipt of a request that the city cover the cost of the family night expenses, estimated at \$5,000.00.

### **Analysis:**

This event is considered a Third-Party Event hosted by the North on Tap Committee with the venue to take place on municipal land.

The City received an initial Request for Support on January 31, 2024. Council was presented with Administrative Report No. RS-003-2024 at the March 5, 2024 Committee of the Whole meeting, and adopted Resolution No. 2024-091, to approve the request from North On Tap for the use of municipal land and in-kind services including set-up and take down of the event, supply of various equipment and provision of free boat docking the day of the event, with an estimated subsidy of \$14,000.

Note: In and around 2010, following a service delivery review, the City stepped away from leading and organizing special events and activities to concentrate on core services. Since that time, Council has committed to assisting organizations through the provision of in-kind equipment, facilities, and staffing where possible and within operational budgets. On February 5, 2019, Council considered a RS-004-2019 Report and sanctioned a number of events as being “events of municipal significance”, such as the New Liskeard Fall Fair; New Liskeard Festival of Lights; Village Noel Temiskaming; Haileybury Night of Lights; and North on Tap (not an inclusive list).

### **Request for Sponsorship of \$5,000:**

There were no provisions for financial support set out in the 2024 budget, and the budget was adopted in principle on December 19, 2024.

Council traditionally has not approved cash donations to third party events that are fundraisers. The level of support provided has been restricted to marketing support, in-kind equipment, facilities, and staff time in accordance with operational budgets. However, some exceptions apply, such as the 2024 Rockin’ on Canada Day Event).

**Recommendation** – That the May 31, 2024 request from North on Tap, for a financial donation of \$5,000.00 be declined for the reasons outlined above.

### **Alternative**

Offer a donation that could be applied to the event at the discretion of the organizers.

Similarly with other recipients of a City sponsorship, a completed financial report from the organization would be required upon acceptance of the City’s support, and upon completion of the project/ event.

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

- 2024 Budget

### **Consultation / Communication**

- Director of Recreation

### **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 above request is not included in the current budget and support to this event has been previously considered and approved within the 2024 operating budget. Considerations over and above the recommendations may have financial implications.

### **Climate Considerations**

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

### **Submission**

Prepared and presented for Council's consideration by:

"Original signed by"

---

Amy Vickery  
City Manager



PO Box 752 Haileybury, On POJ 1K0

May 31, 2024

City of Temiskaming Shores  
Mayor and Council  
325 Farr Drive  
Haileybury, ON POJ 1K0

Dear Mayor and Council,

We have recently learned that the city is open to supporting community events with a financial contribution.

North on Tap is a not for profit corporation registered in the Province of Ontario. We host a Friday "Family Night", which is alcohol free and there is no cost for families to attend. We had over 300 kids and families attending in 2023. We also partner with the Haunted Hustle committee to host a 5KM fun run along the STATO trail. We have introduced a new golf event for 2024. We are hosting a golf social at the Haileybury Golf Club. Our data shows that this weekend attracts many tourists from across Ontario, Quebec and the USA.

The free family night consists of inflatables, face painting, kids games, family movie, toy donations, BBQ and more. We are requesting that the city cover the cost of the family night expenses, which are estimated at \$5,000.00.

Since 2017, North on Tap has donated \$325,500 to local community groups. Our Saturday craft beer event is always a sold-out event with over 2,000 attendees. We promote Ontario craft breweries along with local food vendors and musicians. We also have over 100 volunteers that help run the festival.

Thanks for your consideration of this request. Please let me know if you have any questions.

Regards,

Hugo Rivet  
Committee Member

---

**Subject:** Service Agreement – Asset Retirement Obligation (ARO) Implementation Program

**Report No.:** CS-026-2024

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### **Attachments**

**Appendix 01:** Service Agreement with 360 re Asset Retirement Obligation (ARO) Implementation Program (**Please refer to By-law No. 2024-087**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-026-2024; and
2. That Council directs staff to enter into an agreement with 360 Engineering and Environmental Consulting Ltd. for the implementation of an Asset Retirement Obligation Program as required by the Public Sector Accounting Board (PSAB) under the new accounting standard PS 3280 in the amount of \$25,473 plus applicable taxes, for consideration at the July 9, 2024 Regular Council meeting.

### **Background**

The new Public Sector Accounting Board standards PS 3280 on Asset Retirement Obligations relates to quantifying and disclosing legal obligations associated with the retirement of tangible capital on the financial statements.

According to PS 3280, an asset retirement obligation should be recognized when all of the following criteria are satisfied:

- There is a legal obligation to incur retirement costs associated with the tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- Reasonable estimate of the amount can be made.

PS 3280 requires all public sector entities to comply by fiscal year 2023 therefore compliance is required in order to finalize the City's 2023 financial statements.

## **Analysis**

As noted in the background section of this report, the new Public Sector Accounting Board standards PS 3280 requires all public sector entities to comply with the new regulation effective for the 2023 financial statements.

Previously, municipalities were obligated to report on any contaminated sites and solid waste (landfill) sites. This has now been expanded to include other items such as buildings with asbestos, fuel storage, linear assets/roads, assets held for sale and leases.

A meeting was held with all the Treasurers in the District of Timiskaming to discuss the new requirements and how to work together on implementation. A subcommittee reviewed potential quotes and confirmed the following:

- DM Wills, Story Environmental, EXP, and Craig Davidson were not able to provide a quote to do the full ARO process.
- Baker Tilly (another auditing firm) confirmed that they have decided not to provide a quote outside of their clients (Englehart, Charlton Dack, Chamberlain, Evanturel).
- 360 and CityWide were willing to provide quotes.
- 360 is offering a discount based on the number of communities from the Timiskaming District who participate.

It is recommended that the City accept the proposal for one (1) year. It is expected that the municipal auditors would be able to adjust the estimates annually moving forward. Attached as Appendix 1 is the agreement.

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

- Public Sector Accounting Board standard PS 3280 on Asset Retirement Obligations

## **Consultation / Communication**

- N/A

## **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 ☐

360 will calculate and implement the adoption of the City of Temiskaming Shores Asset Retirement Obligation reporting requirement per PSAB 3280 standards for a fee of \$25,473 plus applicable taxes.

The Corporate Services department has had a staffing vacancy since early 2024 and has been backfilling for the position internally. The savings in salaries and benefits resulting from this vacancy would offset the cost of this agreement.

### **Alternatives**

There are no alternatives to propose at this time.

### **Submission**

Prepared by:	Reviewed by	Reviewed and submitted for Council's consideration by:
<u>"Original signed by"</u>	<u>"Original signed by"</u>	<u>"Original signed by"</u>
Stephanie Leveille Treasurer	Shelly Zubyck Director of Corporate Services	Amy Vickery City Manager



Attention: Ms. Stephanie Leveille, Treasurer  
**The Corporation of The City of Temiskaming Shores**  
325 Farr Drive, PO Box 2050  
Haileybury, ON  
POJ 1K0

June 24, 2024

## SERVICE AGREEMENT FOR THE CORPORATION OF THE CITY OF TEMISKAMING SHORES - ARO IMPLEMENTATION PROGRAM

### SCOPE OF WORK

360 will calculate and implement the adoption of the City of Temiskaming Shores Asset Retirement Obligation reporting requirement per PSAB 3280 standards. The project will be completed in five phases.

1. **Framework Development**
  - Develop project delivery schedule and adoption of new accounting standard
  - Assign roles and responsibilities to project team
  - Risk assessment of hurdles to project delivery and completeness
  - Develop guidelines and supporting documentation for adoption and ongoing compliance
2. **Identification**
  - Establish the legal retirement obligations of each asset
  - Review list of Tangible Capital Assets to determine applicable assets
  - Categorize appropriate assets into categories based on asset type
3. **Recognition and Measurement**
  - Collaborate on appropriate transition method
  - Support decision on end-of-life dates and discounting
  - Calculate ARO based on applicable retirement activities
4. **Reporting and Presentation**
  - Support implementation into financial statements for 2023
  - Define roles and responsibilities for future reporting years
5. **Risk Assessment and Analysis**
  - Detail process, data, and assumptions to prepare assessment
  - Identify potential discrepancies or unknowns in available data and assumptions
  - Assess probability and severity of risks to calculate potential materiality

### DATA RETENTION

360 will maintain and store data related to all projects for a minimum of 7 years. Data is stored on a cloud-based server and backed up to a secondary server and physical drive each day.

### EXECUTION TIMELINE

The 2023 deliverables, in Fees, will be issued within 50 days from the date of acceptance and Receipt of the signed contract by 360 Engineering & Environmental Consulting Ltd.



## FEES

The fixed fee for the assessment is detailed below:

### 2023

Task Description	Fee
Framework Development	\$2,857
Identification	\$6,453
Recognition and Measurement	\$6,917
Reporting and Presentation	\$5,638
Risk Assessment and Analysis	\$5,091
<b>Total (prior to TMSA Discount)</b>	<b>\$26,956</b>

### City of Temiskaming Shores – Fee and TMSA applied discount

Task Description	Fee
(2023) Total – ARO	\$26,956
(2023) TMSA Discount 5.5%	-\$1,483
<b>(2023) Invoice Fee &amp; Discount Total</b>	<b>\$25,473</b>

The estimated fee is based on the following assumptions:

- 1) Phase 1 and 2 in our proposed methodology are initiated. (360 has received asset listings from CCTS).
- 2) Known assets will be holistically assessed and determined whether in scope or out of scope. Note: Additional assets including any leased property, miscellaneous/contaminated sites, ancillary infrastructure (such as storage tanks, bridges, pipes, and closure/post closure liabilities (Reference: Fees 8)).
- 3) Access to information and staff will not deviate from the timeframes outlined in the Service Agreement.
- 4) The City will engage with third party auditors for the purposes of reviewing and responding to requests for clarification or information upon the implementation and restatement of ARO within its financial statements.
- 5) Intrusive sampling to confirm the presence of or delineate environmental contamination, asbestos, or other hazardous materials/substances will not be required.
- 6) Groundwater monitoring to confirm the presence of or delineate environmental contamination will not be required.
- 7) Historical records will be available electronically and site visits will not be required for physical data collection or ARO estimating.
- 8) Change order requests/submissions will govern any requirement not defined or contained herein (Out-of-scope) that is/are deemed relevant and necessary to the implementation of the new ARO standard for the City. A change order request will be generated and approved prior to initiating any out-of-scope activities and/or producing any out-of-scope deliverables.
- 9) Ontario Tax Compliance Certificate: 23-015130-TCV, Business No: 786032326
- 10) Invoicing – All fees are subject to applicable taxes (HST/GST), payable within 30 days of receipt.

Any required time and material costs for the project are based on the fee schedule below:

Position	Rate
Director/Partner	\$300
Project Manager	\$195
Professional 2	\$140
Professional 3	\$90



THIS GENERAL SERVICE AGREEMENT (the "Agreement") between 360 Engineering & Environmental Consulting Ltd. ("360") and The Corporation of the City of Temiskaming Shores ("the Client") of 325 Farr Street, Haileybury, ON P0J 1K0.

#### BACKGROUND

- A. The Client is of the opinion that 360 has the necessary qualifications, experience, and abilities to provide services to the Client.
- B. 360 is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and 360 (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

#### SERVICES PROVIDED

- 1. The Client hereby agrees to engage 360 to provide the Client with the services outlined in the Scope of Work attached (the "Services")
- 2. The Services will also include any other tasks which the Parties may agree on. 360 hereby agrees to provide such Services to the Client. Change orders will be issued for additional, agreed upon services.

#### TERM OF AGREEMENT

- 3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
- 4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days' written notice to the other Party.
- 5. This Agreement may be terminated at any time by mutual agreement of the Parties.
- 6. Except as otherwise provided in this Agreement, the obligations of 360 will end upon the termination of this agreement.
- 7. Partial invoicing may be required based on length of project and pre-planning needs.
- 8. The invoice is payable within 30 days of receipt.

#### CONFIDENTIALITY

- 9. The Parties agree that this Agreement, its commercial terms, and any and all work product produced by 360 constitute confidential information, and neither Party shall, without the prior written consent of the other Party, or as required to enable it to perform its obligations hereunder, disclose the terms and conditions hereof to any third party (other than its professional legal and other advisors) provided that if a court of competent jurisdiction orders any disclosure of this Agreement, then the Party required to make the disclosure shall make reasonable commercial efforts to enable the other Party to protect the terms from disclosure. All work product of 360 created in connection hereunder is proprietary and confidential, may only be used by Client for its intended purpose under this Agreement, and may not, without the prior written consent of 360, be relied on by any third party. Client agrees to indemnify 360 for any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever (collectively, "Losses"), which 360 may suffer or incur resulting from Client allowing or inducing a third party to rely on the work product without having first obtained 360's prior written consent.

#### INDEMNIFICATION

- 10. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all Losses which result from or arise out of any breach of this Agreement or any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.
- 11. The maximum aggregate liability of 360 in connection with this agreement, whether arising as a result of a claim, at law, equity or otherwise, shall not exceed the purchase price for the Services.

#### GOVERNING LAW

- 12. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario.



#### SEVERABILITY

- 13.** In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

#### WAIVER

- 14.** The waiver by either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures on this \_\_\_\_ day of \_\_\_\_\_ 2024.

The Corporation of the City of Temiskaming Shores

360 Engineering & Environmental Consulting Ltd.

PER: \_\_\_\_\_

NAME: \_\_\_\_\_

PER: \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'G. Hawkins', is written over a horizontal line.

NAME: GRAEME HAWKINS, MANAGER - ARO



**Subject:** Retail Business Holiday Exemption  
By-Law Amendment

**Report No.:** CS-027-2024  
**Agenda Date:** July 9, 2024

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## **Attachments**

**Appendix 01:** By-Law 2005-121

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-027-2024; and
2. That Council directs staff to prepare the amendments to By-Law 2005-121 to be outlined at a Public Meeting to be held on Tuesday, August 13, 2024 to allow for local business retailers and the public to provide comments on the proposed retail business holiday exemption by-law; and
3. That Council directs staff to prepare the necessary By-Law for Council's consideration at the September 17, 2024 Regular Council Meeting.

## **Background:**

Subject to an increase in recent inquiries, staff are seeking Council's direction in the consideration of an amendment to By-Law 2005-121 being a by-law to permit retail business establishments to remain open on certain holidays in the City of Temiskaming Shores.

At their meeting on March 18, 2024, the Temiskaming Shores Development Corporation (TSDC) Board discussed the Retail Business Holiday Bylaw and suggested that the municipality should not decide which days business should or should not operate and that these decisions should be made by the businesses based on profitability and their ability to support staffing needs.

The board passed the following resolution at that meeting: Resolution No. 2024-003

Be it resolved that the Temiskaming Shores Economic Development Corporation review and revise By-law 2005-121 and further that staff develop a report for Council consideration on behalf of the Committee.

## **Analysis:**

The earliest version of the [Retail Business Holidays Act](#), R.S.O. 1990, c. R.30 (the Act), regulates the opening and closing of retail businesses on certain holidays. It specifies which holidays require retail businesses to be closed or restricts the operating hours.

This legislation aims to balance the interests of employees, consumers, and businesses by designating specific holidays where retail businesses must remain closed or operate with limited hours.

### **Provincial Requirement for Business Closures on Statutory Holidays**

Currently in Ontario, retail business establishments must be closed on the following nine (9) holidays each year:

1. New Year's Day (January 1)
2. Family Day (the third Monday of February)
3. Good Friday (the Friday before Easter Sunday – typically in March or April)
4. Easter Sunday (typically in March or April)
5. Victoria Day (the last Monday before or on May 24)
6. Canada Day (July 1 – if July 1 is a Sunday, the mandatory closure moves to Monday)
7. Labour Day (the first Monday in September)
8. Thanksgiving Day (the second Monday in October)
9. Christmas Day (December 25)

### **Exemptions**

However, these mandatory closures do not apply to municipalities if (and only if) they have enacted a by-law stating that the Act does not apply. The Act currently allows for limited exceptions to the holiday closures, including:

- shops under 2,400 square feet and with three or fewer employees where the only goods available for sale on the holiday are in one or more of the following categories:
  - a) tobacco or articles required for the use of tobacco,
  - b) antiques
  - c) handicrafts
  - d) books
- nurseries / flower shops / gardening centres
- gas stations
- tourist areas, as specified in municipal by-laws
- pharmacies
- sale or offering for sale of liquor, other than liquor sold at a retail store as defined in the *Liquor Licence and Control Act*, 2019.
- tourist establishments
- goods or services sold or offered for sale by retail in the form of or in connection with



- a) prepared meals
- b) living accommodation
- c) laundromats and other coin-operated services
- d) rentals of vehicles or boats
- e) servicing and repairing vehicles or boats

The TSDC Board identified that by granting local retail businesses the flexibility to operate without restrictions under the Act, may promote financial viability by capitalizing on peak periods of retail, specifically, during a holiday period. Locally, retail stores do experience fluctuating levels of business due to holiday traffic from visiting family members, returning students, and tourists, etc.

From a tourism perspective, allowing for a full exemption may enhance the overall visitor experience. Open businesses cater to the diverse needs of tourists and locals. On a community level, allowing retail establishments to remain open may foster a sense of convenience and satisfaction among residents.

Our current by-law only allows retail establishments to open on Victoria Day, Canada Day, Labour Day and Thanksgiving Day rather than all of the 9 holidays listed above. It is the recommendation of the TSDC Board, that Council amend By-Law 2005-121 to allow businesses to choose to remain open on all of the 9 holidays listed within the Act.

As defined under the *Retail Business Holidays Act*, R.S.O. 1990, c. R.30, as amended, prior to the passage of such a by-law, a public meeting must be held to allow a platform for the business community to weigh in on the proposed exemption.

Since the Civic holiday weekend is not listed as a holiday that businesses must remain closed, this date will have no impact to our businesses. In addition, since our current 2005-121 By-Law states that Labour Day is a day that the City allows businesses to remain open, we have the required time to hold a public meeting at the August 13<sup>th</sup> meeting and provide time for public comment prior to passing the bylaw at our September 17<sup>th</sup> meeting.

Section 4.3 of the Act includes a built-in appeal period noting that the by-law could only take effect on the 13<sup>th</sup> day after it is passed, so the by-law would be in effect prior to Thanksgiving.

### **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 have no financial commitment toward this change, but the change will enable businesses within the community to benefit from additional revenue opportunities during holidays when tourists are visiting the community.

### **Alternatives**

No alternatives were considered during the preparation of this report.

### **Submission**

Prepared by:

Reviewed by

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

James Franks  
Economic Development  
Officer

Shelly Zubyck, CHRP  
Director of Corporate  
Services

Amy Vickery  
City Manager

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**  
**BY-LAW NO. 2005-121**  
**BEING A BY-LAW TO PERMIT RETAIL BUSINESS**  
**ESTABLISHMENTS TO REMAIN OPEN ON CERTAIN**  
**HOLIDAYS IN THE CITY OF TEMISKAMING SHORES.**

**WHEREAS** pursuant to Section 4(1) of the Retail Business Holidays Act, R.S.O. 1990, c.R.30, as amended, Council may, subject to the regulations, permit retail business establishments to remain open on holidays for the maintenance or development of tourism; and

**WHEREAS** Council has received applications from owners of business establishments over 2400 square feet in area or with four or more employees normally serving the public requesting that they be permitted to remain open on holidays; and

**WHEREAS** in accordance to the requirements of Section 4(6) of the Retail Business Holidays Act, the October 24<sup>th</sup>, 2005 public meeting was advertised in the September 23<sup>rd</sup>, 2005 Temiskaming Speaker Weekender; and

**WHEREAS** Council passed Recommendation No. 2005-206 at the Council-in-Committee meeting held on November 8<sup>th</sup>, 2005 agreeing to consider a by-law at the November 14<sup>th</sup>, 2005 regular meeting of council, to allow all retail business establishments located within the boundaries of the City of Temiskaming Shores to remain open on Victoria Day, Canada Day, Labour Day, and Thanksgiving Day under the tourism criteria as set out in Ontario Regulation 711/91 of the Retail Business Holidays Act; and

**WHEREAS** Council recognizes the principle that holidays should be maintained as common pause days; and

**WHEREAS** the City of Temiskaming Shores complies with the tourism criteria as it borders Lake Temiskaming which is connected to the Ottawa River Waterway; and

**WHEREAS** the City of Temiskaming Shores is a well known summer tourist destination offering a wide variety of outdoor recreational opportunities; and

**WHEREAS** the City of Temiskaming Shores is a well known winter tourist destination offering a wide range of outdoor recreational activities such as snowmobiling; and


**WHEREAS** certain special events occur on an annual basis; and

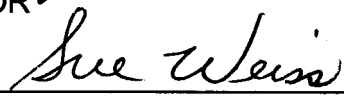
**WHEREAS** the City of Temiskaming Shores has many historical, educational, cultural, natural and outdoor attractions;

**NOW THEREFORE** the Council of The Corporation of the City of Temiskaming Shores hereby enacts as follows:


- 01) That all retail business establishments located within the boundaries of the City of Temiskaming Shores are hereby permitted to remain open on Victoria Day, Canada Day, Labour Day, and Thanksgiving Day; and
- 02) That subject to Section 4.3 of the Retail Business Holidays Act, this by-law shall come into force and take effect on December 15<sup>th</sup>, 2005.


READ a FIRST AND SECOND TIME this 14<sup>th</sup> day of November, 2005.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK

READ a THIRD TIME and FINALLY PASSED this 14<sup>th</sup> day of November, 2005.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK