



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

Agenda

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

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

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

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

a) Presentation – Draft No. 1 - 2025 Municipal Operating and Capital Budget

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges the presentation of the 2025 Operating and Capital Budget, Draft No. 1.

8. Public Works

a) Delegations/Communications

None

b) Administrative Reports

1. Memo No. 027-2024-PW – 2024 OSIM Bridge and Culvert Inspection Program

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 027-2024-PW, regarding the 2024 Bridges and Culverts Infrastructure report based on the Ontario Structure Inspection Manual (OSIM) and Capital Plan, prepared by EXP Services for information purposes.

2. Memo No. 028-2024-PW – Dymond Industrial Phase 1 Project – Project Update and Change Order

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council approves a Contract Change Order of \$29,998.25 to the agreement with Miller Paving Limited for the Dymond Industrial Phase 1 Project, as authorized by By-law No. 2024-065, resulting in a revised contract value of \$730,728.25 plus applicable taxes.

3. Memo No. 029-2024-PW – Transportation Services Operations Update

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 029-2024-PW, regarding the Transportation Services Update for information purposes.

4. Memo No. 030-2024-PW – Environmental Services Operations Update

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 030-2024-PW, regarding the Environmental Services Update for information purposes.

5. Administrative Report No. PW-030-2024 – Equipment Rental – Excavator

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-030-2024; and

That Council directs Staff to prepare the necessary By-law to enter into a one (1) year agreement with Pedersen Construction (2013) Inc., for the equipment rental excavator c/w operator for water/sewer breaks and repairs:

Description	Regular Rate (+tax)	After Hour Rate (+ tax)
Float Time	\$168.00/ hour	\$210.00/ hour
Breaker Attachment	\$273.00/ hour	\$315.00/ hour
Excavation Time	\$168.00/ hour	\$210.00/ hour

for consideration at the December 17, 2024, Regular Council Meeting.

6. Administrative Report No. PW-031-2024 – Non-eligible Recycling Collection and Processing

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-031-2024;

That Council agrees to provide payment to GFL Environmental Inc. for the collection and processing of recyclables from non-eligible properties that are currently receiving curbside collection during the transition period from January 1, 2025 until December 31, 2025;

That Council agrees to recover the costs related to the collection and processing of recyclables from non-eligible properties, at a rate of \$28 per bin per month through the property taxation process, effective February 1, 2025 until December 31, 2025; and

That Council directs staff to finalize negotiations with GFL Environmental Inc. (GFL) and prepare the necessary by-law to provide the collection/processing services, for consideration at the December 17, 2024, Regular Council Meeting.

c) New Business

None

9. Recreation Services

a) Delegations/Communications

None

b) Administrative Reports

1. Memo No. 030-2024-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. 030-2024-RS, regarding the Recreation Operations Update for the month of December for information purposes.

2. Administrative Report No. RS-022-2024 – Pete’s Dam Park Bridge Repair Update

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-022-2024, regarding the Pete’s Dam Bridge Repair Update, for information purposes.

3. Administrative Report No. RS-023-2024 – EV ChargeON Funding 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. RS-023-2024;

That Council directs staff to return previously purchased Level 2 charging equipment to the vendor;

That Council confirms its support of the City of Temiskaming Shores application to the EV ChargeON Program, for the installation of a Level 3 charger with two ports in the Municipal Parking Lot for a total project cost of \$200,000; and

That Council provides the Mayor and Clerk with the delegated authority to sign the EV ChargeON funding agreement with the Ministry of Transportation, and to prepare the necessary by-law to confirm the funding agreement in the amount of \$150,000, for consideration at the December 17, 2024, Regular Council meeting.

c) New Business

None

10. Fire Services

a) Delegations/Communications

None

b) Administrative Reports

1. Fire Activity Report – October to November 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 from October 16, 2024 to November 27, 2024, for information purposes.

2. Administrative Report No. PPP-008-2024 – Appointment of Auxiliary Firefighter

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-008-2024; and

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

c) New Business

None

11. Corporate Services

a) Delegations/Communications

None

b) Administrative Reports

1. Memo No. 038-2024-CS – Annual Accessibility Status Report

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 038-2024-CS, and accepts the 2024 Accessibility Status Report for information purposes; and

That Council directs staff to distribute the 2024 Accessibility Status Report to the Temiskaming Shores Accessibility Advisory Committee, and to post on the City's website.

2. Memo No. 039-2024-CS – Year End Transfers to/from Reserve and Reserve Funds

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 039-2024-CS; and

That Council for the City of Temiskaming Shores hereby directs the Treasurer to transfer any surplus/deficit from 2024 to/from the applicable Reserve or Reserve Funds per the summary below:

Program or Service	To/From Reserve or Reserve Fund
Bucke Park Operations	Bucke Park Reserve
Business Improvement Area (BIA)	BIA Reserve
Cemetery Operations	Cemetery Reserve
District of Timiskaming Social Services Administration Board's (DTSSAB) Working Fund Reserve Refund	Working Funds Reserve
Doctor Recruitment	Doctor Recruitment Reserve
Elections	Elections Reserve
Fire Marque and Auto Extrication Net Revenues	Fire Equipment Reserve
Gain on Sale of Surplus Fleet Assets	Fleet Replacement Reserve
Land Leases and Net Land Sales	Community Development or Economic Development Reserve
Landfill Operations	Landfill Reserve
Medical Centre	Medical Centre Reserve
Municipal Budget Capital	Working Funds Reserve
Municipal Budget Environmental Operations	Environmental Water Working Fund and/or Environmental Sewer Working Fund Reserve
Municipal Budget General Operations	Working Funds Reserve
Municipal Transit Operations	Municipal Transit Reserve
Temiskaming Shores Library	Library Reserve

And further that any other surplus/deficit not listed above from the 2024 fiscal year be transferred to/from Working Funds Reserve.

3. Memo No. 040-2024-CS – 2025 Borrowing By-law

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 040-2024-CS; and

That Council directs staff to prepare the necessary by-law to authorize borrowing from time-to-time to meet current expenditures during the Fiscal Year ending December 31, 2025, for consideration at the December 17, 2024 Regular Council meeting.

4. Administrative Report No. CS-042-2024 – Lease Agreement – Dr. Peter Hutten-Czapski and Dr. Chelsea Pretty

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-042-2024;

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with Doctor Peter Hutten-Czapski, for the rental of 648 square feet of office space in the Haileybury Medical Centre from January 1, 2025 to December 31, 2026, at a rate of \$15.26 per square foot plus HST, and to apply a 2 percent annual increase for the term of the lease, for consideration at the December 17, 2024 Regular Council meeting; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with Doctor Chelsea Pretty, for the rental of 408 square feet of office space in the Haileybury Medical Centre from January 1, 2025 to December 31, 2026, at a rate of \$15.26 per square foot plus HST, and to apply a 2 percent annual increase for the term of the lease, for consideration at the December 17, 2024 Regular Council meeting.

5. Administrative Report No. CS-043-2024 – Health and Safety Compliance

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-043-2024; and

That Council confirms it has reviewed the City of Temiskaming Shores Health and Safety Policy and Program and the Violence in the Workplace Harassment and Violence in the Workplace Prevention Program, in accordance with the Occupational Health and Safety Act.

6. Administrative Report No. CS-044-2024 – Management Agreement Deferral

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-044-2024; and

That Council agrees to defer review of the 2025 Management/ Non-Union agreement until July 1, 2025 and/or until completion of the organizational review.

7. Administrative Report No. CS-045-2024 – Pete’s Dam & Devils Rock Trail System upgrades Project

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-045-2024;

That Council for the City of Temiskaming Shores confirms and approves the funding application to the Northern Ontario Heritage Fund Corporation (NOHFC) in the amount of \$500,000 for the Pete’s Dam & Devils Rock Trail System Upgrades Project;

That Council for the City of Temiskaming Shores confirms and approves the funding application to the Federal Economic Development Agency for

Northern Ontario (FedNor) in the amount of \$115,000, for the Pete's Dam & Devils Rock Trail System Upgrades Project; and

That Council confirms the City of Temiskaming Shores commitment to cover the municipal contribution for the Pete's Dam & Devils Rock Trail System Upgrades Project in the amount of \$70,000, funded through the working fund reserve, along with any project cost overruns should they occur.

c) New Business

None

12. Schedule of Council Meetings

- a) Regular Council Meeting – December 17, 2024 starting at 6:00 p.m.
- b) Committee of the Whole Meeting – January 21, 2025 starting at 3:00 p.m.
- c) Regular Meeting – January 21, 2025 starting immediately following 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.



2025 Municipal Budget

Prepared by: Stephanie Leveille, Treasurer

For Presentation to Council

December 3rd, 2024

BUDGET REVIEW PROCESS

The Management Team has been reviewing and preparing the City's 2025 operating and capital budgets since the beginning of August. As always, the main goal when preparing the 2025 budget was to remain fiscally responsible while maintaining service levels and ensuring critical infrastructure needs were addressed, all while trying to minimize the impact to the taxpayers. The team was mindful about setting realistic and achievable goals within their departments.

All outstanding budgeted loans were debentured in 2024 as interest rates began to decline. These loans had been budgeted in previous years to offset some significant capital projects in 2022 and 2023. Based on the Financial Indicator Review which is prepared by the Ministry of Municipal Affairs on an annual basis, the City has had one indicator within the lower range of the "moderate" level of risk since 2019: Debt Servicing Cost (the "low" risk threshold is < 5% of total revenues). Management was aware of this moderate risk as they were preparing their capital requests for 2025.

Operating and capital projects within this budget were reviewed closely and were prioritized based on alignment with several existing plans such as the Asset Management Plan, Recreation Master Plan, Active Transportation Plan and other internal capital replacement plans, immediate needs, end of life, funding opportunities and savings due to partnerships or combination of projects. The Senior Management Team was asked to maintain capital spending in line with pre-pandemic levels, with the ultimate goal of not incurring any new debt for 2025 capital investments.

The budget team set some goals, which will be addressed within this report:

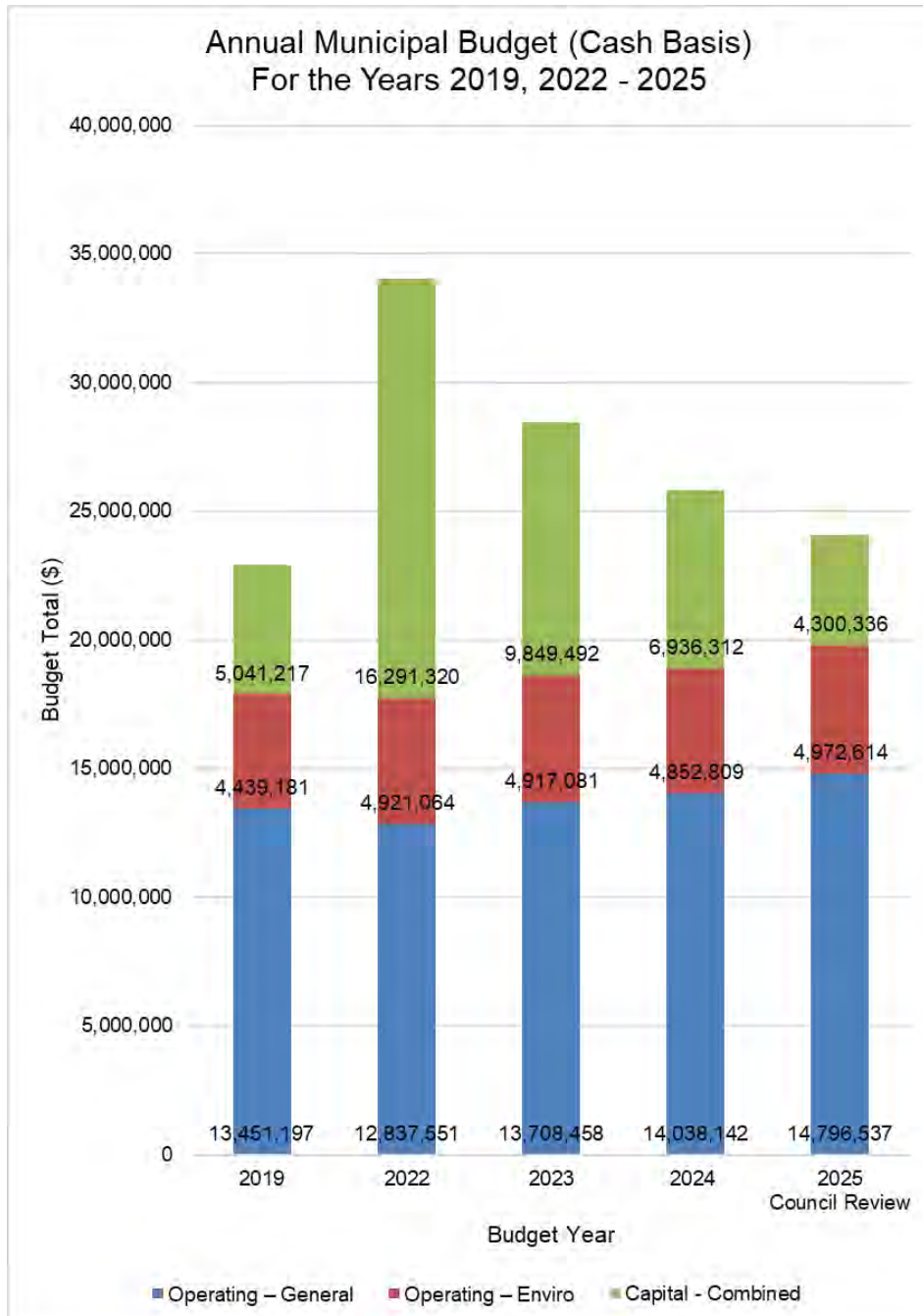
- No new debt for 2025 capital projects.
- Build reserves for future capital projects.
- Plan for potential recommendations from strategic plan and organizational review.
- Present tax impact scenarios based on an increase to the tax levy between 1.0% - 3.0%.

OPERATING BUDGET

The annual budget was prepared assuming maintenance to existing service levels and increases due to contractual and legislated obligations. For 2025, we are proposing a total combined budget slightly over \$24M. This represents a 5.4% increase to general operations, a 2.5% increase to environmental operations and a 38% decrease in overall capital.

Figure 1 below illustrates historical trends on total municipal budgets (cash basis) for the City including the breakdown between operations and capital. 2020 and 2021 were excluded seeing as operational budgets were adjusted to reflect Covid-19 impacts. It should also be noted that 2022 and 2023 capital were anomalies, as disruptions in supply chain and labour market during the pandemic impaired the City's ability to complete capital works and purchases. There were several carryovers and catch up during those two years.

Figure 1: Annual Municipal Budget Trends (Cash Basis)



The key pressures and changes to this budget are noted in Figures 2 & 3 below, with the following being the main drivers:

- **Corporate Services:** The main drivers for the increase in the Corporate Services budget can be attributed to the projected increase to municipal insurance premiums, the inclusion of an estimate for implementation of initiatives or recommendations from the strategic plan and organizational review, as well as the absence of Provincial Offences Administration (POA) municipal surplus distribution. These items have been budgeted at approximately \$275K and the lost revenue from POA is estimated at \$150K.

Members of Council have been advocating for financial and other assistance through delegations with the Ministry of the Attorney General, specifically to address the financial burden experienced since the interim transfer of POA Part III/IV matters. No financial assistance has been provided by the Ministry at this time.

Changes to building services were included in the budget. Specifically, backfilling of the By-Law Officer vacancy and removal of the contract services for the Building Official with the Municipality of Temagami.

On a positive note, the investment income was increased to closer align with the past trends.

- **Economic Development:** The most notable changes within this department are the addition of a temporary Economic Development position which would be funded by at 90% for year 1, an extension to the Communications position and the introduction of a grant program for businesses to embellish store fronts. The grant program was budgeted at \$25K and comes from a recommendation from the Economic Development Corporation. This program requires additional work such as policy development to determine items such as application process, eligibility, administration etc. This would be presented to council for approval prior to implementation.
- **Fire Services, Recreation and Property Maintenance:** There were very little material changes in these three departments. Most of the savings in recreation are due to the removal of the Aquatic Youth Programmer Shadow which is offset by an increase to operating projects in Property Maintenance.

- **Public Works and Fleet:** Public works budget increased by \$88K, just over one third is due to wages & benefits per the collective agreement. The remainder includes adjustments in several different accounts.

The capital lease program for small fleet with Enterprise was increased by \$89K over the last budget. An increase of \$50K to parts and maintenance for fleet has also been incorporated in this budget. It should be noted that the 2024 year-to-date actuals for parts and maintenance currently exceeds the 2024 budget.

- **Solid Waste Management:** The savings within the Solid Waste Management department are a result of the transition to full producer responsibility as required by the newly implemented blue box regulation. This change resulted in not having to budget for curbside recycling collection and processing of recyclables as producers are now 100% responsible for this cost.
- **Transit:** An increase to the transit budget of close to \$100K has been included. The Provincial Gas allocation was entirely budgeted to offset operations in 2024, whereas \$115K of the 2025 allocation will be used towards the purchase of two new transit buses. On a positive note, transit operated for the full year in 2024, compared to a partial year in 2023 due to the transition to a new provider. Also, Temiskaming Transit's debenture loan will be maturing early in 2025 and no new borrowing has been budgeted in 2025. The transit committee is committed to explore additional revenue generation and funding opportunities and have budgeted for a transit study in 2025 which is fully funded through the Rural Transit Solutions Fund (RTSF).

Seeing as the Town of Cobalt is conducting a service review for their municipality, the transit budget presents a potential financial risk to the City of Temiskaming Shores.

- **Policing, Health and Social Services:** The overall increase to Policing, Health and Social Services expenditures is expected at 8.1% for 2025. This is comprised of an increase of 12% to municipal policing costs, the breakdown being an increase of \$284,331 for the OPP contract, a decrease of approximately \$50K for our Prisoner Transportation Grant which is partially offset by the addition of \$20K for Detachment revenues. Just to note, 2024 had seen a decrease of 11.9% to municipal policing costs.

We have assumed just over \$100K to cover potential increases to the Timiskaming Health Unit (THU) fees and District of Timiskaming Social Services Administration Board (DTSSAB) fees. Both those proposed budgets were not available at the time of writing this report.

- **Capital Planning and Financing:** Due to high interest rates, 2022 and 2023 long-term borrowing for capital was deferred. All outstanding loans were debentured in 2024 as interest rates started to decline. Ontario Community Infrastructure Funding (OCIF) continues to be used to offset all principal and interest costs associated with the 2021/22 Roads Program as approved in the 2021 Budget.

In an effort to build a healthier working capital reserve, we are proposing a transfer to reserve equivalent to approximately 1% of our general taxation revenue. This would be used to offset future capital purchases or projects as approved.

- **Ontario Municipal Partnership Fund (OMPF):** An increase of 12.1% or \$411,500K has been included in accordance with the 2025 Allocation Notice. This funding increase is all absorbed by the increases to policing, health and social services which the municipality has no control over.
- **Assessment Growth:** Taxation revenue from 2024 assessment growth has been included in the budget however, 2025 growth is not included. See Figure 2 below for 2017-2023 Assessment Growth by property class (Taxable & PIL) (*2024 growth and breakdown was not available on the Ministry site at time of preparing the report pending return of roll*). The average total net growth between 2017-2023 was \$6.7M.

Figure 2: 2017-2023 Assessment Growth (Taxable & PIL)



- **Statutory Benefits:** Statutory benefit costs were adjusted in accordance with the 2025 guidelines.
- **Utilities:** Assumed an increase based on average rate, past usage, anticipated changes to operations, plus a 3% inflationary increase.
- **Environmental Services:** In order to reduce service interruptions, it is critical that the City's existing assets be maintained and repaired as required. In the proposed Environmental Services budget, the increase to Administration is mostly driven by the inclusion of a Water/Sewer Maintenance position which was approved and fully supported in 2024.

A \$183K increase has been incorporated in the budget to cover the projected increase to cost for chemicals as well as the increase to the Ontario Clean Water Agency service contract. Expected savings in electricity and operating projects for water treatment facility maintenance offset a portion of this. Operating projects for sewer treatment plant

facility maintenance have increased, the list of projects is included in ***Appendix A: Operating Project List***.

OPERATING PROJECTS

The operating budget includes a number of purchases or projects which have been recommended to enhance or improve service delivery, and in some cases identified as necessary for day-to-day operations. Within the 2025 budget, management have recommended \$535,800 in operating projects or purchases across nine cost centres. Please see ***Appendix A: Operating Project List*** at the end of the report for the breakdown.

Figures 3 & 4 below provide a summary of the general municipal and environmental services budgets.

Figure 3: General Municipal Operational Budget

	Actuals			Budget					Budget Change	
	2021 Actuals	2022 Actuals	2023 Actuals	2024 Final Budget	2025 Council Review	1.0% Scenario #1	2.0% Scenario #2	3.0% Scenario #3	Variance (\$) 2024 Final vs 2025 Council Review	
									Increase / (Decrease)	% Notes
Council	138,561	152,195	147,997	161,500	161,500				-	-
General Government	2,545,529	2,899,024	2,392,888	2,572,477	2,904,878				332,401	12.9% A
Fire Services	422,662	493,442	496,408	538,168	551,551				13,383	2.5%
Economic Development	278,017	(470,545)	(216,863)	335,331	364,111				28,780	8.6% B
Recreation	1,435,731	1,548,648	1,530,590	1,710,034	1,677,551				(32,483)	(1.9)%
Property Maintenance	564,535	666,331	525,060	599,554	644,932				45,378	7.6%
Public Works & Fleet	3,177,743	3,520,753	4,110,942	3,931,752	4,150,929				219,177	5.6% C
Solid Waste Management	542,345	53,558	681,504	670,247	463,363				(206,884)	(30.9)% D
Transit	170,013	135,180	510,053	397,988	496,190				98,202	24.7% E
Libraries	351,914	353,959	388,342	426,104	452,452				26,348	6.2%
Net Municipal Operations	9,627,050	9,352,544	10,566,921	11,343,155	11,867,457	11,845,754	11,845,754	11,845,754	524,302	4.6%
Policing	2,372,565	2,224,755	2,430,863	2,175,242	2,488,331				313,089	14.4% F
Public Health	402,468	475,834	740,729	563,530	608,107				44,577	7.9% G
Social Services	2,377,966	2,388,796	2,185,569	2,397,278	2,457,210				59,932	2.5% G
Policing, Health & Social Services Expenditures	5,152,999	5,089,385	5,357,161	5,136,050	5,553,648	5,553,648	5,553,648	5,553,648	417,598	8.1%
Reserve Allocation					156,000				156,000	H
Capital Financing	1,111,851	1,313,021	1,464,397	950,537	1,022,532				71,995	7.6% I
Capital Planning and Financing	1,111,851	1,313,021	1,464,397	950,537	1,178,532	1,178,532	1,178,532	1,178,532	227,995	24.0%
Ontario Municipal Partnership Fund (OMPF)	(3,186,300)	(3,202,400)	(3,328,800)	(3,391,600)	(3,803,100)	(3,803,100)	(3,803,100)	(3,803,100)	(411,500)	12.1% J
Tax Levy Required for Operations	12,705,600	12,552,550	14,059,679	14,038,142	14,796,537	14,774,834	14,774,834	14,774,834	758,395	5.4%
General Taxation (net)	(14,056,738)	(14,382,049)	(14,824,884)	(15,161,641)	(15,633,159)	(15,789,491)	(15,945,822)	(16,102,154)		K
Transfer to Capital				1,123,499	836,622	1,014,657	1,170,988	1,327,320		

General Notes

Statutory benefits increased in accordance to 2025 guidelines.

Operating projects are included in applicable departmental budgets. (See Appendix A: Operating Project List for breakdown)

Utilities increased based on average rate, past usage, anticipated changes to operations, plus a 3% inflationary increase.

Variance from 2024 Final Budget to 2025 Council Review

- A - Increase to insurance premiums
 - Estimate for implementation of initiatives or recommendations from the Strategic Plan and Organizational Review
 - Backfill of By-Law Officer vacancy
 - Decrease to Provincial Offences municipal surplus distribution
 - Removal of contract for Building Official services
 - Increase to investment income
- B - Introduction of a grant program for downtown businesses to embellish store fronts
 - Extension of Communications position
 - Additional Economic Development position - funded by FedNor at 90% year 1
- C - Overall increase of \$133K to Fleet budget mainly due to increase to Enterprise Fleet lease (\$89K) & parts and automotive supplies (\$50K)
 - Public works budget increased by \$88K, just over one third is due to wages & benefits per the collective agreement.
 - The remainder includes adjustments in several different accounts.
- D - Savings due to transition to full producer responsibility
- E - Increase to transit operations due to full Provincial Gas Tax allocation used to offset operations in 2024 whereas majority of 2025 allocation used to offset purchase of two transit buses
- F - OPP Contract increased by \$284,331 or 12% and provincial grant down by \$50K
- G - Assuming increases to Timiskaming Health Unit (THU) & District of Timiskaming Social Services Administrative Board (DTSSAB) levies
- H - Working capital reserve building for use on future capital
- I - Increase to debenture loan payments. All outstanding debenture loans were executed in 2024.
- J - Ontario Municipal Partnership Fund (OMPF) increase in accordance to 2025 Allocation Notice
- K - Tax levy estimated using 2024 MPAC roll information. 2025 roll expected to become available beginning of December.
 - Three scenarios for property tax levy increases were prepared: 1.0%, 2.0% and 3.0% increases are being presented for consideration

Figure 4: Environmental Services Operational Budget

**2025 Budget - Council Review
Environmental Services**

	Actuals			Budget		Budget Change		
	2021 Actuals	2022 Actuals	2023 Actuals	2024 Final Budget	2025 Council Review	Variance (\$) 2024 Final vs 2025 Council Review		
						Increase / (Decrease)	%	Notes
Administration	984,381	1,033,171	1,007,023	1,094,128	1,148,106	53,978	4.9%	A
Sewage Treatment & Collection	915,977	997,689	1,263,311	1,066,934	1,125,252	58,318	5.5%	B
Water Treatment & Distribution	1,613,237	2,003,475	1,885,657	2,007,543	2,025,122	17,579	0.9%	C
Capital Financing	700,415	682,677	632,823	684,204	674,134	(10,070)	(1.5)%	
W/S Revenue Required for Ops	4,214,010	4,717,012	4,788,814	4,852,809	4,972,614	119,805	2.5%	
User Fees	(5,089,721)	(5,253,005)	(5,378,969)	(5,462,039)	(5,674,474)			D
Transfer to Capital	875,711	535,993	590,155	609,230	701,860			

General Notes

Statutory benefits increased in accordance to 2025 guidelines.

Operating projects are included in applicable departmental budgets. (See Appendix A: Operating Project List for breakdown)

Variance from 2024 Final Budget to 2025 Council Review

A - New Water Sewer Maintenance Person approved in 2024 is now built into the budget. This position was only built in for 8/12 months in 2024, full year in 2025.

B - Increase of \$40K for Ontario Clean Water Agency (OCWA) & chemicals increased by \$40K

Increase of \$45K for treatment facility maintenance (see operating project list)

C - Increase of \$83K for Ontario Clean Water Agency (OCWA) contract & chemicals which were fully offset by savings in electricity and treatment facility maintenance (see operating project list)

D - 2% increase to user fees incorporated into the budget

LONG-TERM DEBT

The City currently has external debt related to capital infrastructure. The Province of Ontario limits municipal debt based on a maximum percentage of revenues that may be used to service the debt costs annually. Debt servicing costs include interest and principal payments and are currently limited to 25 per cent (25%) of the municipality's net own source revenues. As noted at the beginning of this report, per the MMAH's financial indicator review, the City's debt servicing costs have been within the moderate risk level since 2019.

The Province of Ontario calculates the Annual Repayment Limit (ARL) for municipalities, based on the municipalities' calculation of revenues and debt servicing costs. For the year 2024, the City's ARL statement indicates that it has a repayment limit of \$ 3,957,848. The Municipality's debt servicing costs are not projected to exceed the ARL in 2025. The 2025 ARL statement has not been provided to the Municipality at the time of preparing this report.

Please see **Appendix C: External Debt Summary** at the end of the report for the 2025 debt repayment schedule.

CAPITAL BUDGET

The municipality's capital budget represents the investment the City will make to purchase, create, repair and rehabilitate assets used to provide services to the community. In 2025, 16% of the total municipal budget is dedicated towards capital investments. The total investment is less than last year in anticipation of significant capital projects planned to be proposed in 2026. The main funding sources of these assets include government grants, private partners and donors, reserves, transfer from the tax levy and long-term debt.

The figure below provides a combined summary of all 2025 capital projects. As previously mentioned, Senior Management were mindful of our level of risk with our current debt servicing cost when prioritizing capital projects. As such, we are pleased to report that no new investments will be funded by debt for a second year. Please see **Appendix D: Reserve and Reserve Fund Projections** at the end of the report for information purposes.

Figure 5: 2025 Capital – Combined Summary

**2025 Proposed Capital
General & Environmental Services Combined Total**

Department	Budgeted Costs	Funding / Partners	Designated Reserve	Borrowing	Working Capital Reserve	Transfer from Operations
		(A)	(B)	(C)	(D)	(E)
Corporate Services	335,000	100,000	-	-	25,000	210,000
Fire & Emergency Management	79,600	-	33,600	-	-	46,000
Fleet	200,000	-	-	-	-	200,000
Property Maintenance	332,475	83,580	-	-	19,395	229,500
Public Works	1,705,000	1,276,375	55,000	-	-	373,625
Solid Waste	-	-	-	-	-	-
Recreation	435,261	287,897	-	-	69,664	77,700
Transit	613,000	563,000	50,000	-	-	-
Environmental	600,000	-	-	-	20,000	580,000
Grand Total	\$ 4,300,336	\$ 2,310,852	\$ 138,600	\$ -	\$ 134,059	\$ 1,716,825

Carryovers	1,043,636
New Requests	3,256,700
Previously Approved	-
Grand Total	\$ 4,300,336

HIGHLIGHTS

A detailed list of capital projects along with descriptions is available in **Appendix B: Detailed Capital Project List** at the end of the report. The following section summarizes capital projects by cost centre with a breakdown of funding sources.

2025 CORPORATE SERVICES

Project	Total Cost	Funding	Reserves	City Cost
Organizational Review Consultant	\$ 25,000		25,000 a	\$ -
Official Plan & Zoning Consultant	\$ 75,000			\$ 75,000
Mount Pleasant Land Stabilization	\$ 85,000			\$ 85,000
Electric Vehicle Charger	\$ 150,000	100,000 1		\$ 50,000
Capital Projects Recommended	\$ 335,000	\$ 100,000	\$ 25,000	\$ 210,000

1 - Electric Vehicle (EV) ChargeOn Funding Program (Provincial)

a - Working Fund Reserve (carryover)

2025 FIRE & EMERGENCY MANAGEMENT

Project	Total Cost	Funding	Partners	Reserves	City Cost
SC 358 E3 Combi 9Ah Edraulic Rescue Tools (2)	\$ 46,000		1		\$ 46,000
6 Radios	\$ 15,000			15,000 a	\$ -
Mobile Turnout Gear Dryers (3)	\$ 18,600			18,600 a	\$ -
Capital Projects Recommended	\$ 79,600	\$ -	\$ -	\$ 33,600	\$ 46,000

1 - Will be exploring opportunity for partnership

a - Fire Equipment Reserve

2025 PUBLIC WORKS/ENVIRONMENTAL CAPITAL PROJECTS

Project	Total Cost	Funding	Borrowing	Reserves	City Cost
Public Works:					
Street Lighting Upgrades	\$ 55,000			\$ 55,000 a	-
2025 Roads Program	\$ 500,000	\$ 500,000 1			-
Colette Street Storm and Road Upgrades	\$ 500,000	\$ 226,375 1/2			273,625
Engineering - Reconstruction of Intersections and Construction New	\$ 50,000				50,000
Pedestrian Crossovers (downtown Haileybury)					
Golf Course Road Bridge - East	\$ 500,000	\$ 500,000 3			-
Dawson Point / Peter's (Phase 1 - Engineering & Coordination)	\$ 50,000	\$ 25,000 4			25,000
Tree Canopy Project	\$ 50,000	\$ 25,000 5			25,000
Capital Projects Recommended	\$ 1,705,000	\$ 1,276,375	\$ -	\$ 55,000	\$ 373,625

- 1 - Federal Gas Tax
2 - Ontario Community Infrastructure Fund (OCIF) Funding
5 - Northern Ontario Resource Development Support (NORDS) Funding
3 - Housing-Enabling Core Service Stream Funding
4 - Green Municipal Fund - Growing Canada's Community Canopies Funding (up to 50%)

a - Community Development Reserve

2025 RECREATION CAPITAL PROJECTS

Project	Total Cost	Funding	Partners	Borrowing	Reserves	City Cost
TS Recreational Park Upgrades	\$ 325,661	\$ 205,997 1	\$ 50,000 2		\$ 69,664 a	-
Georgina Street Engineering (STATO)	\$ 20,000					\$ 20,000
Gym Equipment	\$ 26,000					\$ 26,000
Wacker Attachment	\$ 9,600					\$ 9,600
New Liskeard North / New Liskeard Centre	\$ 30,000	\$ 7,900 2				\$ 22,100
Backstop Replacements						
Dymond B Outfield Fence	\$ 24,000	\$ 24,000 3				\$ -
Capital Projects Recommended	\$ 435,261	\$ 237,897	\$ 50,000	\$ -	\$ 69,664	\$ 77,700

- 1 - Northern Ontario Heritage Fund Corporation (NOHFC) & Private Donor
2 - Smart and Caring Fund
3 - Frog's Breath & Private Donation

a - Working Capital Reserve (carryover)

2025 PROPERTY MAINTENANCE

Project	Total Cost	Funding / Partners	Borrowing	Reserves	City Cost
Dymond Hall Door Replacement (carryover)	\$ 13,000			\$ 13,000 a	\$ -
Bandstand Roof Replacement (carryover)	\$ 10,000	\$ 10,000 1			\$ -
Energy Audits (PW, PFC, CH, DSMA, RP) (carryover)	\$ 31,975	\$ 25,580 2		\$ 6,395 a	\$ -
Spoke Transfer Station Refurbishment	\$ 50,000				\$ 50,000
Furnace (Don Shepherdson Memorial Arena)	\$ 35,000				\$ 35,000
Bucke Park Chalet Roof	\$ 65,000				\$ 65,000
Fleet Electrification Study	\$ 60,000	\$ 48,000 3			\$ 12,000
Lions Den Fire Exit Stairs (Shelley Herbert-Shea Memorial Arena)	\$ 22,500				\$ 22,500
New Liskeard Fire Station Showers	\$ 45,000				\$ 45,000
Capital Projects Recommended	\$ 332,475	\$ 83,580	\$ -	\$ 19,395	\$ 229,500

- 1 - Private Donor
2 - Federation of Canadian Municipalities Funding
3 - Net Zero Pathways Funding (80%)
4 - Potential Fire Protection Grant

a - Working Capital Reserve (carryover)

Future Project:

Arena roof replacement projected for 2026

2025 FLEET

Project	Total Cost	Funding	Borrowing	Reserves	City Cost
Wing and Plow for Loader	\$ 100,000				100,000
Loader (shared with Enviro)	\$ 100,000				100,000
Capital Projects Recommended	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

2025 TRANSIT

Project	Total Cost	Funding	Borrowing	Reserves	City Cost
Buses	\$ 563,000	\$ 538,000	1	25,000 a	-
Transit Study	\$ 50,000	\$ 50,000	2		-
Capital Projects Recommended	\$ 613,000	\$ 588,000	\$ -	\$ 25,000	\$ -

1 - Investing in Canada Infrastructure Program (ICIP) and Provincial Gas Tax

2 - Rural Transit Solutions Fund (RTSF)

a - Transit Reserve

2025 ENVIRONMENTAL CAPITAL PROJECTS

Project	Total Cost	Funding	Borrowing	Reserves	City Cost
ICI Water Meters (carryover)	\$ 20,000			\$ 20,000 a	\$ -
Haileybury Reservoir Upgrades	\$ 40,000				\$ 40,000
Haileybury Water Treatment Plant Upgrades	\$ 160,000				\$ 160,000
Sewer Pump Replacements	\$ 50,000				\$ 50,000
New Liskeard Sanitary - Increase in Capacity - Engineering Report	\$ 30,000		1		\$ 30,000
Loader (shared with PW)	\$ 300,000				\$ 300,000
Capital Projects Recommended	\$ 600,000	\$ -	\$ -	\$ 20,000	\$ 580,000

a - Working Capital Reserve - Enviro (carryover)

1 - Funding opportunity Canada Housing Infrastructure Fund (CHIF)

If successful, this would be the study required to identify the need for increased capacity at the New Liskeard Lagoon and address aeration issues.

Future Project:

McKelvie/Baker Housing Enabling Project dependant on Housing-Enabling Water Systems Funding.


TAX RATE SCENARIOS

The Municipal Property Assessment Corporation (MPAC) is responsible for accurately assessing and classifying all properties in Ontario in compliance with the Assessment Act and regulations set by the provincial government. According to the data available through MPAC, the assessment for the median residential property in Temiskaming Shores was valued at \$192,000 in 2024 and the average commercial occupied property was assessed at \$280,743.

In order to demonstrate the impact of a tax increase on the median residential property and the average commercial occupied property in Temiskaming Shores, a few analyses are provided below. *(Seeing as the year end roll was not available at the time of preparing this report, we were not able to use the Ministry's tax tool to project the tax impacts therefore increases were applied directly to 2024 tax rates).*


Figure 6: Tax Scenario Impact Analysis

What does a tax increase represent for residential taxpayers in 2025?


Median Single Family Detached Home Assessment (2024)		\$ 192,000				
Property Tax Levy Increase	2024	0.0%	1.0%	2.0%	3.0%	
Water/Wastewater Increase		2.0%	2.0%	2.0%	2.0%	
Impact Analysis						
Property Tax	2,371	-	24	47	71	
Education	294	-	-	-	-	
Water/Wastewater Fees	1,031	21	21	21	21	
Solid Waste Diversion Fee (SWDF)	40	10	10	10	10	
Total Annual Impact to Median Household	\$ 3,736	\$ 31	\$ 54	\$ 78	\$ 102	
Total Monthly Impact to Median Household		\$ 3	\$ 5	\$ 7	\$ 8	

Proposed Levy Increase	2024 Mun Rate	2025 Mun Rate
0.00%	0.01234850	
1.00%	0.01234850	0.0124719850
2.00%	0.01234850	0.0125954700
3.00%	0.01234850	0.0127189550

Breakdown of Property Taxes

Median Single Family Detached Home Assessment (2024)		\$ 192,000				
Property Tax Levy Increase		0.0%	1.0%	2.0%	3.0%	
Water/Wastewater Increase		2.0%	2.0%	2.0%	2.0%	
Impact Analysis						
	2024	2025 Proposed				
Property Tax	2,371	2,371	2,395	2,418	2,442	
Education	294	294	294	294	294	
Water/Wastewater Fees	1,031	1,051	1,051	1,051	1,051	
Solid Waste Diversion Fee (SWDF)	40	50	50	50	50	
Total Annual Property Taxes	\$ 3,736	\$ 3,766	\$ 3,790	\$ 3,814	\$ 3,837	
Monthly Property Taxes	\$ 311	\$ 314	\$ 316	\$ 318	\$ 320	
Additional Property Taxes to be Paid in 2025		\$ 31	\$ 54	\$ 78	\$ 102	


What does a tax increase represent for commercial taxpayers in 2025?

Average Commercial Occupied Assessment (CT Category) (2024)		\$ 280,743				
Property Tax Levy Increase	2024	0.0%	1.0%	2.0%	3.0%	
Water/Wastewater Increase		2.0%	2.0%	2.0%	2.0%	
Impact Analysis						
Property Tax	6,903	-	69	138	207	
Education	2,751	-	-	-	-	
Water/Wastewater Fees	995	20	20	20	20	
Solid Waste Diversion Fee (SWDF)	40	10	10	10	10	
Total Annual Impact to Average Commercial	\$ 10,689	\$ 30	\$ 99	\$ 168	\$ 237	
Total Monthly Impact to Average Commercial		\$ 2	\$ 8	\$ 14	\$ 20	

Proposed Levy Increase	2024 Mun Rate	2025 Mun Rate
0.00%	0.0245873	
1.00%	0.0245873	0.024833173
2.00%	0.0245873	0.025079046
3.00%	0.0245873	0.025324919

**Note that CS had approved the gradual elimination of the sub-class reduction.
This has not been applied in these scenarios and may mean a greater impact to excess and vacant properties*

Breakdown of Property Taxes

Average Commercial Occupied Assessment (CT Category) (2024)		\$ 280,743				
Property Tax Levy Increase		0.0%	1.0%	2.0%	3.0%	
Water/Wastewater Increase		2.0%	2.0%	2.0%	2.0%	
Impact Analysis						
	2024	2025 Proposed				
Property Tax	6,903	6,903	6,972	7,041	7,110	
Education	2,751	2,751	2,751	2,751	2,751	
Water/Wastewater Fees	976	995	995	995	995	
Solid Waste Diversion Fee (SWDF)	40	50	50	50	50	
Total Annual Property Taxes	\$ 10,670	\$ 10,699	\$ 10,768	\$ 10,837	\$ 10,906	
Monthly Property Taxes	\$ 889	\$ 892	\$ 897	\$ 903	\$ 909	
Additional Property Taxes to be Paid in 2025		\$ 30	\$ 99	\$ 168	\$ 237	

**Note that CS had approved the gradual elimination of the sub-class reduction.
This has not been applied and may mean a greater impact to excess and vacant properties*

CONCLUSION

On November 29th, 2024 the Province of Ontario issued a press release announcing the proposal to provide financial relief to small and rural municipalities to help offset the increased cost of municipal police services provided by the Ontario Provincial Police (OPP). The impact to the City's 2025 billing is not available at this time but will be provide as soon as it becomes available.

The Government of Ontario establishes the province's assessment and taxation regulations and for 2025, property assessments continue to be based on January 1, 2016 values. The Minister of Finance has not made any announcements at this time regarding the next update to property assessment values. Projected growth for the City in 2025 has not been incorporated into this budget however past trends have been included in this report.

Three scenarios have been presented in the 2025 Draft Budget: 1.0%, 2.0% and 3.0% increases to the tax levy. A \$10 increase to the Solid Waste Fee has been incorporated in the budget. The capital budget presented does not assume any tax levy increase. Without any increase to the tax levy, there would be a shortfall to cover the proposed general operating and capital works as presented in the budget.

A 2% increase to water/sewer rates has been incorporated in the budget. This increase is sufficient to cover the proposed environmental operating and capital and would allow for a transfer of \$121K to the Working Capital Reserve – Enviro.

We are seeking recommendation from Council on the tax levy as well as approval of the budget in principle. The increase to the tax levy would have a direct impact on the capital projects presented in the budget, specifically the City's ability to undertake and fund the projects.

Appendix A: Operating Project List

City of Temiskaming Shores 2025 Operating Projects Budget Summary

Operating Projects	Estimated Cost
Building Maintenance	\$ 70,000
Building Condition Assessments	\$ 40,000
Dymond Complex Roof Repair	\$ 10,000
Overhead door Replacement	\$ 12,000
PFC Glass	\$ 8,000
Environmental - Sanitary	\$ 169,000
Aeration Maintenance	\$ 25,000
Master Electrician	\$ 4,000
New Liskeard Lagoon Berm Repair/Maintenance	\$ 25,000
Sewer Facility Maintenance	\$ 10,000
Sewer Related Equipment Maintenance	\$ 90,000
Spare HMI - Haileybury Sewer Treatment Plant	\$ 15,000
Environmental - Water	\$ 139,000
Master Electrician	\$ 4,000
Water Facility Maintenance	\$ 35,000
Water Feed Pump to CL-17 - New Liskeard Water Treatment Plant	\$ 10,000
Water Related Equipment Maintenance	\$ 90,000
Fire	\$ 9,500
20 Particulate Blocking Hoods	\$ 2,500
3 Multi Radio Chargers	\$ 3,000
6 Pagers	\$ 4,000
Fleet	\$ 20,000
Sand and Gravel Hopper / Conveyor for existing	\$ 10,000
Tires	\$ 10,000
Public Works	\$ 35,000
Community Signs	\$ 10,000
High Street Culvert	\$ 15,000
Road Safety Initiatives	\$ 10,000
Recreation	\$ 55,300
Curb Removal (Lakeshore/Lowry)	\$ 15,000
Haileybury Iceplant Electrical Engineering	\$ 6,000
Lions Court Wind Screen	\$ 9,300
Park Maintenance	\$ 10,000
Recreation Parks Equipment	\$ 10,000
Riverside Audio Upgrade	\$ 5,000
Recycling	\$ 18,000
Food Cycler Program	\$ 18,000
Solid Waste	\$ 20,000
Internal Roadway Maintenance / Culvert Installation	\$ 20,000
Grand Total	\$ 535,800

Department	Dept. Total Estimated Cost
Building Maintenance	\$ 70,000
Environmental - Sanitary	\$ 169,000
Environmental - Water	\$ 139,000
Fire	\$ 9,500
Fleet	\$ 20,000
Public Works	\$ 35,000
Recreation	\$ 55,300
Recycling	\$ 18,000
Solid Waste	\$ 20,000
Grand Total	\$ 535,800

Appendix B: Detailed Capital Project List

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
Fire Services	SC 358 E3 Combi 9Ah Edraulic Rescue Tools (2)	\$ 46,000	During annual testing, it was identified that Hydraulic Rescue Tools are being phased out and servicing may become an issue. This tool will begin the transition from Hydraulic Rescue Tools to Edraulic Tools (for Station 1 Haileybury). For Station 3 Dymond, the tool will replace an outdated Holmatro Hydraulic Rescue Tool set.
	Portable R7 Digital Two-Way Mototurbo Radios (6)	\$ 15,000	This is a continuation of portable radio replacement program started in 2023. The department's portable radios are currently 10 years old, Motorola provides service support for 7 years only.
	Mobile Turnout Gear Dryers (3)	\$ 18,600	National Fire Protection Association (NFPA) 1851 requires firefighter protective clothing to be subjected to advance cleaning after every exposure to fire or smoke resulting from emergency responses or training. Soiled or contaminated gear is a hazard to firefighters, as soils and contaminants can be flammable, toxic, or carcinogenic. Additionally, soiled, or contaminated gear can have reduced protective performance. The proposed units will be used for drying firefighter protective clothing and are NFPA and ESA approved.
Corporate Services	Organizational Review Consultant	\$ 25,000	Consultant services to provide a full organizational review including job evaluations, update job descriptions, benchmarking.
	Official Plan & Zoning Consultant	\$ 75,000	Consultant services for review and update of the official plan and zoning by-law.
	Mount Pleasant Land Stabilization	\$ 85,000	A land subsidence was identified in the gully/ ravine to the south of the Mount Pleasant Cemetery in Haileybury. The erosion is nearing a tree line, originally established to increase stability. Should the tree line be impacted, there are concerns for the cemetery plots in close proximity to this area. Staff are recommending this stabilization project to prevent further erosion to protect the cemetery lands.
	Electric Vehicle Charger	\$ 150,000	To be installed downtown New Liskeard.

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
Public Works	Street Lighting Upgrades	\$ 55,000	<p>Phase 1 of this project was approved in 2021 but deferred due to timing and high cost of fixtures. Street lighting is deteriorating fast, especially on the "Highway" route through New Liskeard and Haileybury downtowns and are starting to present safety concerns. Old steel poles cannot handle the sand salt mixture that is thrown at them. We have approximately 22-25 foot poles in downtown Haileybury that would be changed over time, and LED upgrades would be for both Haileybury and New Liskeard downtowns and walking paths. Not only will the replacement of these lights minimize safety concerns but they will also provide savings in terms of energy costs.</p> <p>Not all 25 foot poles will be changed during this budget year as the proposed budget would not be sufficient. Staff will work with successful contractor to supply as many as possible within the proposed budget. 5 - 25' Poles in Haileybury will be replaced in 2025.</p>
	Roads Program	\$ 500,000	This project consists of road rehabilitation work which was identified and prioritized according to the asset management plan, pavement condition index, road use and function, approximations of average annual daily traffic, maintenance class type and operational review and records. Also, below ground infrastructure was another factor in the consideration for road repairs.
	Colette Street Storm and Road Upgrades	\$ 500,000	Upgrade ditch and culvert system along this road with underground storm infrastructure. Upgrade road structure (Base and Asphalt) and entrances. Finish with landscaping.
	Engineering - Reconstruction of Intersections and Construction New Pedestrian Crossovers (downtown Haileybury)	\$ 50,000	Engineering and final design assignment for the reconstruction of intersections and new construction of pedestrian crossings as well as continue raised path along Georgina. This is in line with the Recreation Master Plan, Transportation Study and Vision Zero Policy.
	Golf Course Road Bridge - East	\$ 500,000	Phase 1. Consume remaining NORDS Funding – finish engineering, tender and award construction. Successful contractor to begin with traffic control, removals and ordering materials.

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
			Approval of Phase 1 does mean a pre-commitment to completing Phase 2 in 2026 with a completion of September 30th, 2026, as per NORDS agreement. The estimated cost for Phase 2 is \$1,300,000.
	Dawson Point / Peter's (Phase 1 - Engineering & Coordination)	\$ 50,000	This consists of Phase 1 of 2 phase project - Soft Costs - Engineering and Coordination. The street ranks in the lowest section of the Pavement Condition Index (PCI). This road has seen an increase to the annual average daily traffic (AADT) and is considered a main collector to the City center. Asphalt surface edges have completely deteriorated and crossing culverts must be reviewed. The project would also incorporate additional street lighting. Completing this work is expected to generate savings in terms of road maintenance. There is a funding application submitted for this potential project.
	Tree Canopy Project (Phase 1 of 2)	\$ 50,000	This project would see the addition of trees in downtown New Liskeard and the Algonquin Beach Park. Upgrades to infrastructure will be required to support tree placement and a canopy will be added to the park. Funding application has been submitted for this potential project.
Recreation	Temiskaming Shores Recreational Park Upgrades	\$ 325,661	Upgrades to Farr Park and Shaver Park. Farr Park is planned to receive an expansion to the basketball court to make it full size, a resurfaced tennis court, path lighting, improvements to the ball diamond infield and backstop and the purchase of a ball diamond groomer. This renovation to Farr Park will setup the park for the installation of an accessible playground in a future year. At Shaver Park, in conjunction with a private donor, we will pave the surface of the outdoor rink, replace the end fencing of the outdoor rink and paint a bicycle obstacle course on the new surface.
	Georgina Street Engineering (STATO)	\$ 20,000	This project will see an engineer complete the design of a STATO trail extension between Albert St and Farr Park along Georgina Ave. This section of Georgina St is the last missing link of the STATO trail in Haileybury and, if built, would see the STATO trail link North Cobalt, uninterrupted, all the way to the Pool Fitness Centre.

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
	Gym Equipment	\$ 26,000	Regular replacement of our gym equipment. We're proposing to purchase 1 treadmill and 2 recumbent bikes.
	Wacker Attachment	\$ 9,600	To best utilize the small wheel loader, we plan to purchase a 72" power broom to assist with snow clearing, trail cleaning and outdoor rink maintenance.
	New Liskeard North (NLN) / New Liskeard Centre (NLC) Backstop Replacements	\$ 30,000	NLN and NLC are the City's two most frequently used ball fields. The backstops on each field are at the end of their useful life and require replacement. The current backstops pose a safety hazard to players and can be reconfigured to increase player safety further. By completing these two replacements at the same time we expect to receive better pricing than doing them individually.
	Dymond B Outfield Fence	\$ 24,000	This project will see the installation of a permanent outfield fence at the Dymond B field where a temporary fence is currently used. This project has already received funding from the Frog's Breath Foundation and is 100% funded by outside organizations.
Property Maintenance	Energy Audits (PW, PFC, CH, DSMA, RP) (carryover)	\$ 31,975	This is a carryover project from 2024. The City has targeted a grant through the Federation of Canadian Municipalities to have a Net Zero pathway created for 14 buildings. The net-zero pathway will provide the city with a costed plan to reduce greenhouse gas emissions at 14 of our highest emitting buildings over the next 15 years with energy efficiency upgrades. These upgrades would provide operational cost savings which would accrue every year and help ensure the municipality can meet emission reduction targets. The project is scheduled to be finished in February 2025.
	Dymond Hall Door Replacement	\$ 13,000	The accessible front entrance to the Dymond Hall is not operating properly and the frame is deteriorating such that repair is not possible.

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
	Bandstand Roof Replacement	\$ 10,000	Bandstand roof shingles are showing advanced deterioration and need to be replaced along with other minor repairs.
	Spoke Transfer Station Refurbishment	\$ 50,000	This project will see some minor modifications to the Spoke Transfer Station to allow for the Parks and Facilities division of the Recreation department to use it as a home base of operations. Modifications will include building a staff lunch/locker-room, updating the washroom and adding an office for the Superintendent of Parks and Facilities.
	Furnace (Don Shepherdson Memorial Arena)	\$ 35,000	The forced-air furnace at the Don Shepherdson Memorial Arena which supplies heating to the front of the building is at the end of its useful life. It needs to be replaced to ensure it does not fail during an inopportune time and replacement will allow for increased energy efficiency. Findings from the decarbonization pathways report will help to guide the specific type of equipment installed.
	Bucke Park Chalet Roof	\$ 65,000	The roof on the Bucke Park Chalet building is nearing the end of its useful life and is becoming difficult to continue to repair. There are numerous patches on the roof however we struggle to keep the roof watertight. This project proposes to refurbish the existing metal roof with a special metal roof sealant and paint which should extend the life of the roof by an additional 15 years.
	Fleet Electrification Study	\$ 60,000	To be eligible for further grants to assist with transitioning our fleet to EVs we are required to complete a comprehensive feasibility report. As fleet electrification is a component of the City's Greenhouse Gas (GHG) reduction plan it would be beneficial to complete this study and be eligible for capital grants to begin implementing the transition.
	Lions Den Fire Exit Stairs at the Shelley Herbert-Shea Memorial Arena (SHSMA)	\$ 22,500	The fire exit stairs at the SHSMA were showing considerable deterioration so the City hired an engineer to produce a report on their structural integrity. The report noted that the stairs are not up to code, show signs of considerable deterioration and should be replaced. A design has been completed.

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
	New Liskeard Fire Station Showers	\$ 45,000	The New Liskeard Fire Station does not have a shower facility for firefighters to adequately decontaminate themselves after a fire. The project will see existing space within the fire hall reconfigured to allow for adequate shower facilities.
Fleet	Wing and Plow for Loader	\$ 100,000	In the winter months, the City currently rents three graders at a cost of approximately \$43K each per season. These attachments along with the appropriate loader would reduce the number of rental graders required and can be operated by our staff.
	Loader (shared with Enviro)	\$ 100,000	In the Fleet Management Plan, a backhoe was planned to be replaced in 2025 and a loader in 2026. Staff have identified benefits with bumping up the replacement of the loader with one that could serve the City multiple purposes. The proposed loader would be in used condition and would be capable of lifting the attachments proposed above. This piece of equipment could then be used in the winter months instead of a rental grader. Cost of this equipment will be shared with the environmental department as they frequently use this equipment while working on water breaks.
Transit	Transit Buses (2)	\$ 563,000	Purchase of two new accessible buses including accessories.
	Transit Study	\$ 50,000	Fully funded project consisting of hiring a consulting firm to complete a transit solutions study. The study would explore ways to increase revenues and would assist the Transit Committee in making an informed decision on operations model.
Environmental	Industrial, Commercial, Institutional (ICI) / Multi-Residential Water Meter Program – (carryover)	\$ 20,000	There has been a substantial delay in the delivery of water meters resulting in the need of this carryover project.
	Haileybury Reservoir Upgrades	\$ 40,000	Upgrades to the Haileybury Reservoir would include replacement of ammonium pumps, turbidity analyzer and air relief valve. The components / equipment are aged and require replacement prior to failure to ensure compliance is met.
	Haileybury Water Treatment Plant Upgrades	\$ 160,000	Upgrades to the Haileybury Water Treatment Plant would include replacement of solenoid valves for actuators of main filter valves, alum chemical feed pumps, pace to flow chlorine analyser, clear well and floc tank hatch's, filter turbidity analysers. The

Cost Centre	Project / Purchase	Budgeted Cost	Project Description
			components / equipment are aged and require replacement prior to failure to ensure compliance is met.
	Sewer Pump Replacements	\$ 50,000	This project would see the replacement of sewer pumps at the Station and Brewster pumping stations. These pumps are aged and showing signs of fatigue leading to improper operations.
	New Liskeard Sanitary - Increase in Capacity - Engineering Report	\$ 30,000	The New Liskeard sanitary lagoon is nearing capacity based on the average/peak flows allowed within the current Environmental Compliance Approval. Planning is required to ensure the City is prepared to meet the current and future growth demand. In addition, the Federal Government announced that there will be a release of funding opportunity in the Fall of 2024 for infrastructure improvements to support housing growth. Increasing the capacity at the New Liskeard Lagoon will meet the criteria and this report will strongly support the application.
	Loader (shared with PW)	\$ 300,000	See description above in Fleet.
	Grand Total	\$ 4,300,336	

Appendix C: External Debt Summary

2025 Annual Repayment Principle and Interest

Lender	Principal	Interest	Total	Description	Maturity Date
OILC	\$ 38,565.31	\$ 469.21	\$ 39,034.52	Transit	03-Apr-25
CMHC	\$ 27,797.78	\$ 950.68	\$ 28,748.46	Albert Street	01-Sep-25
CHMC	\$ 84,353.50	\$ 3,028.29	\$ 87,381.79	Hessle / Lakeshore	01-Dec-25
OILC	\$ 105,500.04	\$ 3,999.60	\$ 109,499.64	Fleet (City 61%, Enviro 39%)	20-Dec-26
OILC	\$ 54,180.60	\$ 4,195.07	\$ 58,375.67	Fleet	02-Oct-27
OILC	\$ 41,939.68	\$ 3,268.46	\$ 45,208.14	NC Water Stabilization	01-Nov-27
OILC	\$ 119,268.48	\$ 14,458.62	\$ 133,727.10	Dump Truck & Fire Rescue	15-Nov-27
OILC	\$ 54,900.00	\$ 5,422.98	\$ 60,322.98	NL WTP Iron Removal	16-Apr-28
OILC	\$ 58,327.02	\$ 6,631.04	\$ 64,958.06	Fleet	01-Aug-28
OILC	\$ 37,989.88	\$ 6,524.83	\$ 44,514.71	Backhoe - Executed Dec 2023	01-Dec-28
OILC	\$ 89,161.48	\$ 15,224.59	\$ 104,386.07	Roads Program 2021 - Executed Dec 2023	01-Dec-28
OILC	\$ 42,200.00	\$ 4,871.75	\$ 47,071.75	Fleet (Fire)	15-Feb-29
OILC	\$ 66,043.04	\$ 11,876.86	\$ 77,919.90	Snow Blower Attachments	02-Apr-29
OILC	\$ 49,252.12	\$ 4,674.77	\$ 53,926.89	Fleet	16-Sep-29
OILC	\$ 371,202.68	\$ 45,464.69	\$ 416,667.37	2020 Roads Program	03-May-31
OILC	\$ 22,990.04	\$ 3,289.36	\$ 26,279.40	Loader	01-Nov-31
OILC	\$ 52,263.16	\$ 20,744.43	\$ 73,007.59	ICI Water Meters	02-Apr-34
OILC	\$ 38,250.24	\$ 14,356.56	\$ 52,606.80	Grant Drive Extension	01-Nov-34
OILC	\$ 218,207.40	\$ 94,484.30	\$ 312,691.70	TS Infrastructure - Gray Rd/Robert St/Elm St	01-Nov-37
OILC	\$ 61,367.12	\$ 38,832.16	\$ 100,199.28	Landfill Site	02-Apr-39
OILC	\$ 36,267.28	\$ 22,328.65	\$ 58,595.93	Haileybury Fire Station	01-Nov-39
OILC	\$ 69,581.80	\$ 42,839.38	\$ 112,421.18	Albert Street - Enviro Share	01-Nov-39
OILC	\$ 84,750.00	\$ 26,747.46	\$ 111,497.46	Library	15-Dec-40
	\$ 1,824,358.65	\$ 394,683.74	\$ 2,219,042.39		

Annual Debt Repayment Limit for 2024 as per the Ministry of Municipal Affairs and Housing is \$3,957,848

Appendix D: Reserve and Reserve Fund Projections

	ACTUALS PER AUDITED FINANCIAL STATEMENTS			ESTIMATES	
Reserve	Ending Balance 31-Dec-21	Ending Balance 31-Dec-22	Ending Balance 31-Dec-23	Ending Balance 31-Dec-24	Ending Balance 31-Dec-25
Working Capital - General	\$ 9,462,497	6,897,422	6,089,094	4,228,648	4,418,811
Working Capital - Environmental	1,782,187	2,060,156	309,855	252,565	374,425
Working Capital - Business Improvement Area	52,594	63,568	53,978	53,978	53,978
Election Expense Reserve	25,643	-	7,500	15,000	22,500
Fire Equipment Reserve	71,970	25,914	3	29,726	-
Solid Waste Diversion Fee Reserve	89,955	89,955	89,955	77,455	51,455
Cemetery Reserve	-	-	-	-	-
Doctor Recruitment Reserve	14,764	20,598	64,647	64,647	64,647
Medical Centre Reserve	14,637	4,628	29,471	29,471	4,471
Bucke Park Reserve	34,732	52,170	-	-	-
Accessibility Reserve	52,753	30,000	8,021	8,021	8,021
Fleet Replacement Reserve	298,097	336,345	164,279	164,279	164,279
Transit Reserve	53,175	141,534	70,474	27,597	27,597
Library Reserve	-	-	-	-	-
PDAC Reserve	160,823	119,392	116,630	116,630	116,630
Economic Development Reserve	134,234	134,234	725,559	236,347	236,347
Community Development Reserve	155,478	141,215	153,707	153,707	98,707
Solid Waste Landfill Reserve Fund	2,293,625	248,319	135,991	28,491	158,491
Total Reserve Balance	\$ 14,697,164	\$ 10,365,449	\$ 8,019,164	\$ 5,486,562	* \$ 5,800,359 *

**Projected balance prior to entries relating to 2024 & 2025 in-year reallocations and year end surplus/deficits*

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: December 3, 2024
Subject: 2024 OSIM Bridge and Culvert Inspection Program
Attachments: EXP Report

Mayor and Council:

In order to keep all structures in good repair, the structural integrity, safety and condition of every bridge shall be determined by performing at least one inspection in every second calendar year under the direction of a professional engineer and in accordance with the Ontario Structure Manual (Ontario Regulation 104/97).

Earlier in 2024, Council awarded the Engineering Services contract to EXP Services, to prepare the necessary documents to inspect the structures and prepare a report.

These inspections and plans are now complete and have been provided to all members for their information and adoption.

Staff plan to schedule construction for projects identified within the document over the next few years.

It should be noted:

Emergency Repairs of the Steel Beam Energy Attenuating Terminal (SBEAT) shall be a priority. Staff have reached out to manufacturers for pricing.

The next large Bridge Rehabilitation is tentatively scheduled for 2025 and 2026 on Golf Course Road East Bridge.

The Firstbrook Line Bridge needs repair in the coming years. Service level of this bridge should be reviewed.

Recommendation:

That Council receives this report regarding City of Temiskaming Shores Bridges and Culvert infrastructure based on the Ontario Structure Inspection Manual (OSIM) and Capital Plan prepared by EXP Services, for information.

Prepared by:

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Reviewed and submitted for Council’s
consideration by:

“Original signed by”

Sandra Lee
City Manager



November 22, 2024

The City of Temiskaming Shores
Attention: Mitch McCrank, Manager of Transportation Services

Re: **City of Temiskaming Shores – NWL-023014483 - 2024 Bridge and Culvert Inspections
Final Report Submission**

EXP Services has completed a detailed visual inspection of six (6) bridges, six (6) culverts, and eight (8) small diameter culverts in the City of Temiskaming Shores. Inspections were conducted from July 26 to July 31, 2024 (inclusive), in accordance with the Ontario Structural Inspection Manual (OSIM). The inspections were performed by Ms. Amy Kwaka, P.Eng. and Chanelle Menard.

The report for each structure is an update to the 2022 OSIM Inspection report performed by DM Wills, describing the overall condition of each bridge and culvert. Below is a brief summary of the general condition of each bridge or culvert inspected as well as the estimated cost or the recommended work.

Number	Type	Road	Summary	Estimated Cost of Recommended Work*
1	Bridge	Firstbrook Line Road	Replace in 1 to 5 years	\$1,788,000.00
2	Bridge	Mowatt Landing Road	Minor Rehabilitation in 1 to 5 years	\$500,000.00
3	Bridge	Rockley Road	Minor Rehabilitation in 1 to 5 years	\$267,000.00
4	Bridge	Pete's Dam Road	Minor Rehabilitation in 1 to 5 years	\$728,000.00
5	Bridge	Golf Course Road	Immediate repair of SBEAT – Safety Issue	
7	Bridge	Armstrong Street	Minor Rehabilitation in 1 to 5 years	\$780,000.00
8	Culvert	Lakeshore road (Hwy 11B)	Minor Rehabilitation in 1 to 5 years	\$192,000.00
9	Culvert	Lakeview Avenue	Replace in 6 to 10 years	\$861,000.00
10	Culvert	Groom Drive	Replace in 6 to 10 years	\$850,000.00
11	Culvert	McLeans Road	Maintenance Work – Reshape Barrel Inlet	
12	Culvert	Peter's Road	Maintenance Work – Grade Gravel	
13	Culvert	River Road	Maintenance Work – Remove Debris	
*Recommended work cost estimate is for the rehabilitation or replacement of structures as noted in the OSIM reports and does not include maintenance work.				

As noted in the above table, the Steel Beam Energy Attenuating Terminal (SBEAT) at Golf Course Road Bridge requires immediate repair. The SBEAT on the North West quadrant of the bridge has sustained impact damaged. As these safety features are designed to absorb an impact, they require repair and/replacement of parts after

impact. The NW SBEAT is no longer functioning and should be repaired or replaced as soon as possible to protect the safety of the travelling public.

The small diameter culvert inspection reports are standalone reports with no prior report provided for each culvert. A brief summary of the general condition of the small culverts inspected as well as the cost estimate for recommended work is presented in the table on the following page.

Number	Type	Road	Summary	Estimated Cost of Recommended Work*
30	Small Culvert	Laforest Road	Replace in 6 to 10 years	\$55,000.00
31	Small Culvert	Laforest Road	Maintenance Work – Remove Debris	
32	Small Culvert	Laurette Street	Replace in 1 to 5 years	\$90,000.00
33	Small Culvert	Peter's Road	Replace in 6 to 10 years	\$115,500.00
34	Small Culvert	Peter's Road	Maintenance Work – clear debris, remove tree, repair erosion and potholes.	
35	Small Culvert	West Road	Replacement in 1 to 5 years	\$237,000.00
36	Small Culvert	West Road	Replacement in 1 to 5 years	\$179,000.00
37	Small Culvert	Carter Boulevard	Maintenance Work – Clear Debris and tree on inlet	
*Recommended work cost estimate is for the rehabilitation or replacement of structures as noted on the OSIM reports and does not include maintenance work.				

We ask that you review the enclosed reports and provide any comments you may have for incorporation into the final report documents. Should you have any further questions, do not hesitate to contact our office.

Sincerely,



Amy Kwaka, P.Eng.
 Engineering Lead, New Liskeard.
 EXP Services

Douglas Walsh, C.E.T.
 Team Lead, Infrastructure
 EXP Services

Attachment: 2024 OSIM Reports

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Firstbrooke Line Road Bridge		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input checked="" type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Firstbrooke Line Road		
Structure Location	2.0 km South of Mowat Landing Road		
Latitude	47d 26'41.9" N	Longitude	79d 45'35.1" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input checked="" type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	<input type="text"/> No. of Lanes <input type="text"/> 1
Old County	Temiskaming	AADT	<input type="text"/> % Trucks <input type="text"/>
Geographic Twp.	Town of Haileybury	Inspection Route Sequence	N/A
Structure Type	Modular (Bailey Panels)	Interchange Number	N/A
Total Deck Length	15.24 (m)	Interchange Structure Number	N/A
Overall Str. Width	3.48 (m)	Min. Vertical Clearance	<input type="text"/> (m)
Total Deck Area	53.0352 (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input checked="" type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	3.18 (m)	Detour Length Around Bridge	14 (km)
Skew Angle	0 (Degrees)	Direction of Structure	North/South
No. of Spans	1	Fill on Structure	0 (m)
Span Lengths	15.24 (m)		

Historical Data:			
Year Built	1953	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	06/28/2022	Last Evaluation	06/15/1996
Last Enhanced OSIM Inspection	<input type="text"/>	Current Load Limit	<input type="text"/> / / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			
2018 - New longitudinal and diagonal decking installed, some new pieces of curb installed			

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Replace with Modular bridge (Assumed founded on piles)

\$1,638,000.00

Engineering and Contract Administration

\$150,000.00

Estimate Total: \$1,788,000.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/27/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	19° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes:			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input checked="" type="checkbox"/> Replace		
Timing of Recommended Work:	<input checked="" type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	Generally in all around fair to poor shape with severe corrosion throughout. The extent and severity of corrosion on the Transom top flanges necessitates bridge replacement in near future.		
Date of Next Inspection:	7/27/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Decks	Length:	21.45			
Element Name:	Wearing Surface	Width:	0.57			
Location:	Longitudinal Running Boards	Height:	0.038			
Material:	Wood	Count:	2			
Element Type:	Wood Planks	Total Quantity:	24.5			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.			24.5		
Comments: Some weathering and wear throughout. Some medium splits.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Decks	Length:	21.24			
Element Name:	Deck Top	Width:	3.48			
Location:		Height:	0.051			
Material:	Wood	Count:	1			
Element Type:	Wood Planks	Total Quantity:	74			
Environment:	Severe	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		39	35		
Comments: 20mm to 45mm of sand covering whole deck top, average of 25mm. Spots were exposed to view and generally appeared in fair to good condition.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				Clean off sand and reinspect.		

Element Group:	Accessories	Length:				
Element Name:	Signs	Width:				
Location:		Height:	4			
Material:	Steel	Count:	4			
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each				4	
Comments: Sign posts present, however no Hazard signs or load posting signs present.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				Install hazard markers & posting		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Sidewalks/curbs	Length:	24.45			
Element Name:	Curbs	Width:	0.305			
Location:	Each Side	Height:	0.102			
Material:	Wood	Count:	2			
Element Type:		Total Quantity:	24.5			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.			14.5	7	
Comments: Southwest section of curb is loose. Split in timber at bolt connection separating from bridge deck. South end split at bolt. Board at southwest end damaged. Distorted bolt on west side.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Replace damaged curb and bolts.				

Element Group:	Barriers	Length:	39.2			
Element Name:	Railing Systems	Width:				
Location:	Each Side	Height:				
Material:	Steel	Count:	2			
Element Type:	Steel Flex Beam	Total Quantity:	78.5			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		20	38.5	20	
Comments: Impact damage throughout barrier. Backwards connections on east side. Numerous missing bolts. Post disconnected on southwest end. Southeast end damaged.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Install new SBGR.						

Element Group:	Abutments	Length:				
Element Name:	Abutment walls	Width:	6.04			
Location:	Each End	Height:	1.14			
Material:	Wood	Count:	2			
Element Type:	Timber Crib	Total Quantity:	14			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	Penetrant applied					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.			14		
Comments: North abutment experiencing some weathering. South abutment appears to have some material loss.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutments	Length:				
Element Name:	Bearings	Width:				
Location:	Each End	Height:				
Material:	Steel	Count:	4			
Element Type:	Plate	Total Quantity:	4			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Epoxy zinc/acrylic/acrylic					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each				4	
Comments: Severe corrosion. Covered in gravel and debris. Northwest and northeast bearing pad perforated.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
				Clear debris and reinspect.		

Element Group:	Beams/MLE's	Length:	5.44			
Element Name:	Floor Beams	Width:	0.1			
Location:		Height:	0.25			
Material:	Steel	Count:	10			
Element Type:	I-type	Total Quantity:	43.52			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	Epoxy zinc/acrylic/acrylic					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.				43.52	
Comments: Very severe corrosion and section loss of the top flanges of the Transoms. Medium to severe corrosion of bottom flanges. Coating has failed. Transom clamps generally have severe corrosion and appear inoperable.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Beams/MLE's	Length:	21.24			
Element Name:	Stringers	Width:	0.051			
Location:		Height:	0.102			
Material:	Steel	Count:	15			
Element Type:	I-type	Total Quantity:	15			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	Epoxy zinc/acrylic/acrylic					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		12	3		
Comments: Light corrosion on 12, medium on 3. Coating has failed.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Beams/MLEs	Length:	5.49		
Element Name:	Bracing	Width:			
Location:		Height:			
Material:	Steel	Count:	10		
Element Type:		Total Quantity:	10		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Each				10
Comments: Severe corrosion with section loss including at connections. Pitting noted in sway brace by south abutment. Evidence of sagging at all sway braces.					
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:	
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
Replace bracing.		should tighten, but likley inoperable			

Element Group:	Trusses/Arches	Length:	3.05		
Element Name:	Top chords	Width:	0.051		
Location:		Height:	0.102		
Material:	Steel	Count:	20		
Element Type:	Channel	Total Quantity:	18.66		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.		1	16.16	1.5
Comments: Light to medium surface corrosion throughout.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Trusses/Arches	Length:	3.05		
Element Name:	Bottom chords	Width:	0.051		
Location:		Height:	0.102		
Material:	Steel	Count:	20		
Element Type:	Channel	Total Quantity:	18.66		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.		1.5	12.66	4.5
Comments: Extensive moderate to severe surface corrosion.					
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:	
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Trusses/Arches	Length:	1.5		
Element Name:	Verticals/diagonals	Width:	0.076		
Location:	Verticals (Rakers)	Height:	0.038		
Material:	Steel	Count:	30		
Element Type:	Channel	Total Quantity:	10.25		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.			9.25	1
Comments: Medium surface corrosion. Raker damaged and not connected to the structure at southwest. Coating peeling and cracking.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Trusses/Arches	Length:	1.1		
Element Name:	Verticals/diagonals	Width:	0.076		
Location:	Diagonals	Height:	0.038		
Material:	Steel	Count:	80		
Element Type:	I-type	Total Quantity:	20.06		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.			20.06	
Comments: Medium surface corrosion. Coating peeling and cracking throughout.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Trusses/Arches	Length:			
Element Name:	Connections	Width:			
Location:		Height:			
Material:	Steel	Count:	24		
Element Type:	Hinge	Total Quantity:	24		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Each		24		
Comments: Connections has some corrosion.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Coatings	Length:				
Element Name:	Structural Steel	Width:				
Location:		Height:				
Material:		Count:				
Element Type:	Epoxy zinc/acrylic/acrylic	Total Quantity:				
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.				All	
Comments: Peeling and loss of coating noted. Coating has failed extensively.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:	All	Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:	Under Bridge	Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		1			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Foundations	Length:				
Element Name:	Foundation	Width:				
Location:	Below Grade	Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	N/A					
Comments: Appears to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each					
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1 – Roadway Looking North



Figure 2 - Wearing Surface running boards and sand on deck top

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 3: Modular bridge panels (Trusses) and guiderail, West side.



Figure 4 - Deck Top

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 5 - Loose Curb separated from deck



Figure 6 - Split Curb and distorted bolt.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7: Damaged Timber Curb



Figure 8 - Damaged Guide Rail

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9: Damaged guide rail at connection point.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 10: guiderail - improper connection.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 11: Broken Sign post.



Figure 12 - North Abutment Wall

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 13 - Bearing Plate with severe corrosion, perforations, and debris.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 14: Bearing pad covered in debris



Figure 15 - Corroded Transoms, Top flange

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 16: Transom top flange showing corrosion.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 17: Overall view of underside of bridge showing extensive corrosion

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 18 – Stringers with medium (left) and light (right) corrosion.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 19 – Bracing with severe corrosion.



Figure 20 – Outside of Truss, corrosion can be seen throughout.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 21: Corrosion and coating failure of raker.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 22: End panel connection point damaged and experiencing extensive corrosion.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



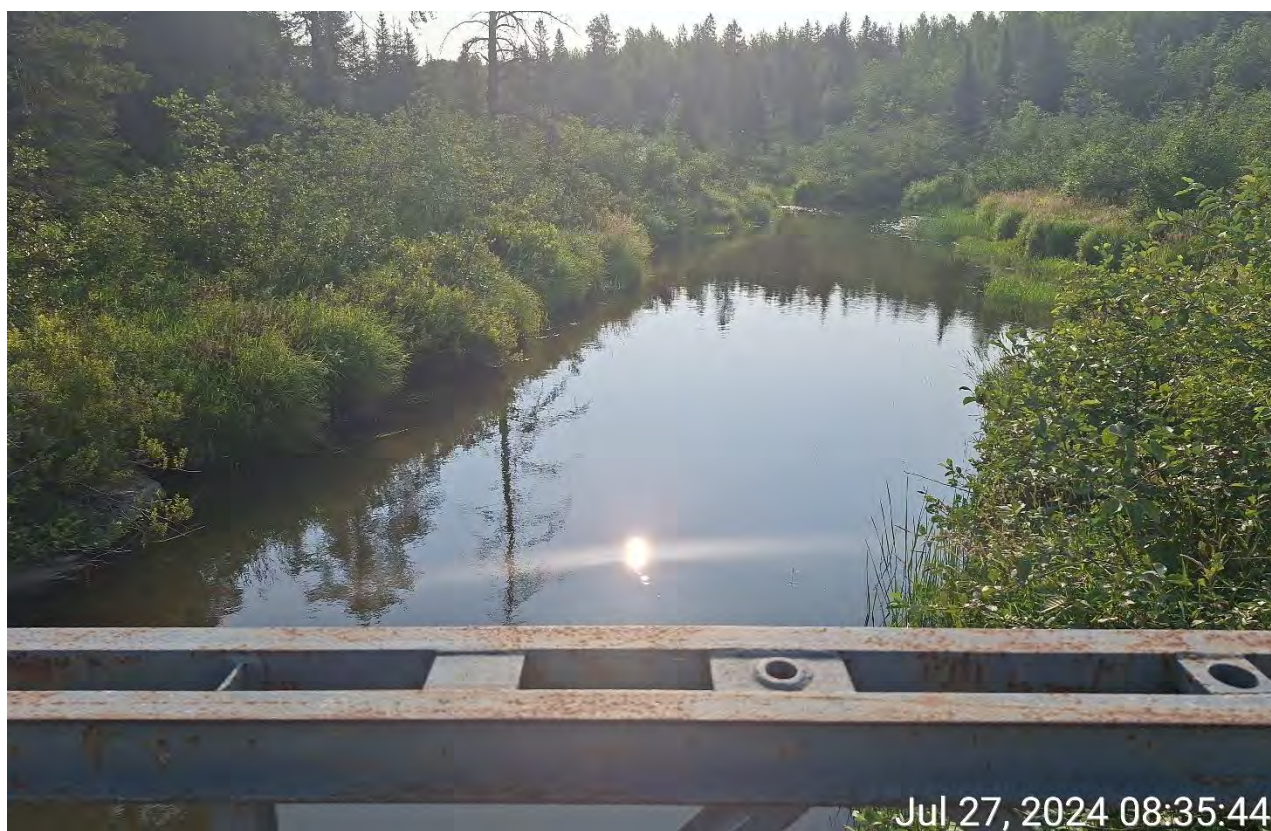
Figure 23 – Failed Coating and Corrosion on Truss

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 24: Connection (pin) showing surface corrosion.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 25 - Stream Looking West**Figure 26 - Stream Looking East*

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Mowat Landing Road Bridge		
Main Hwy/Road #	558	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input checked="" type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Mowat Landing Road		
Structure Location	2 km West of Fleming's Road		
Latitude	47d 27'47.2" N	Longitude	79d 44'05.7" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input checked="" type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	80 No. of Lanes 2
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Haileybury	Inspection Route Sequence	N/A
Structure Type	Timber deck and girders	Interchange Number	N/A
Total Deck Length	8.6 (m)	Interchange Structure Number	N/A
Overall Str. Width	11 (m)	Min. Vertical Clearance	(m)
Total Deck Area	(sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	7.5 (m)	Detour Length Around Bridge	14 (km)
Skew Angle	0 (Degrees)	Direction of Structure	East/West
No. of Spans	1	Fill on Structure	0.2 (m)
Span Lengths	4.9		(m)

Historical Data:			
Year Built	1974	Year of Last Major Rehab.	
Last OSIM Inspection	6/28/2022	Last Evaluation	
Last Enhanced OSIM Inspection		Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)		Load Limit By-Law #	
Last Underwater Inspection		By-Law Expiry Date	
Last Condition Survey			
Rehab History: (Date/description)			
2010 - Addition of steel frame at center of bridge			
2021 - Additional steel frames under bridge			

02

Scheduled Improvements:Regional Priority
Number

--

Programmed Work
Year

--

Nature of Program Work:

Reconstruction of wingwall and replacement of corroded columns and girder
Engineering and Contract Administration

\$ 460,000.00

\$ 40,000.00

Estimate Total \$500,000.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/27/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	21° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes:			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input checked="" type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	Some components in poor to fair condition. Rehab should include reconstruction of top of SW wing wall, and replacement of 5th column & girder from S side with new coated members.		
Date of Next Inspection:	7/27/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace						
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year						

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:	Under Bridge	Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	All		1			
Comments:						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace						
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year						

Element Group:	Embankments and Streams	Length:	4			
Element Name:	Slope Protection	Width:	2			
Location:	Northeast Embankment	Height:	2			
Material:	Other	Count:	1			
Element Type:	Gabion	Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		0.9	0.1		
Comments: Gabions are bulging but appear stable. Hole in gabion basket allowing for material loss.						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace						
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year						
Repair hole.						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutments	Length:	11			
Element Name:	Abutment Walls	Width:				
Location:	Footings	Height:	1.35			
Material:	Cast-in-place concrete	Count:	2			
Element Type:	Spread	Total Quantity:	29.7			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		26.2	2	1.5	
Comments: Light scaling with isolated rust stains, vertical medium cracks near steel column. Undermining of abutment footing at Northeast. Wet marks throughout. Some medium honeycombing. Efflorescence at Northeast.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Abutments	Length:	11			
Element Name:	Abutment Walls	Width:				
Location:	Each End	Height:	2.1			
Material:	Wood	Count:	2			
Element Type:	Timber crib	Total Quantity:	46.2			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Creosote					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m2		44.2	2		
Comments: Light checks and shakes in crib timbers, medium weathering, some members show severe rot. East abutment not accessible at time of inspection.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Abutments	Length:	2.4			
Element Name:	Wingwalls	Width:				
Location:	Each Quadrant	Height:	1.05			
Material:	Wood	Count:	4			
Element Type:	Timber crib	Total Quantity:	10.1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
			4	3.6	2.5	
Comments: Members experiencing rot and weathering. Rotation on Southwest wingwall behind ballast wall.						
Recommended Work:				Maintenance Needs:		
<input checked="" type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Reconstruct top of SW wingwall. Replace top member of NW,				repair erosion on Southwest.		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutments	Length:				
Element Name:	Bearings	Width:				
Location:	Each end	Height:				
Material:	Wood	Count:	4			
Element Type:	Rectangular-solid	Total Quantity:	4			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Creosote					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
			4			
Comments: Unable to access. Appear to be functioning well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Beams/MLE's	Length:				
Element Name:	Girders	Width:				
Location:	5th column & girder from S side	Height:				
Material:	Steel	Count:	1			
Element Type:	W shape	Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each			1		
Comments: Severe corrosion with section loss of web and flanges at bottom of each steel column. Missing web stiffener plate above both columns.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
consider replacement of column and girder with coated members.						

Element Group:	Beams/MLE's	Length:	7.8			
Element Name:	Girders	Width:	0.35			
Location:		Height:	0.45			
Material:	Wood	Count:	11			
Element Type:	Rectangular-solid	Total Quantity:	107.3			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		77.3	15	15	
Comments: Severe to medium checks, light rot and decay, fungus growth throughout. Timber overlays steel frame which is generally in good condition.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Decks	Length:	7.8			
Element Name:	Soffit - Thin Slab	Width:	7.15			
Location:		Height:	0.2			
Material:	Wood	Count:				
Element Type:	Laminated wood decking	Total Quantity:	55.8			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Creosote					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.			55.8		
Comments: Extensive wide cracks and severe rot visible at ends of boards.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Decks	Length:	7.8			
Element Name:	Deck top	Width:	11			
Location:		Height:	0.2			
Material:	Wood	Count:	1			
Element Type:	Laminated wood decking	Total Quantity:	85.8			
Environment:	Moderate	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Creosote					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.			85.8		
Comments: Covered with asphalt wearing surface. Ends of boards are weathered. Appears to be performing well.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Decks	Length:	8.6			
Element Name:	Wearing Surface	Width:	7.5			
Location:		Height:				
Material:	Other	Count:				
Element Type:	Bituminous	Total Quantity:	64.5			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
			32.5	32		
Comments: Medium raveling present on half the wearing surface.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Sidewalks/curbs	Length:	8.6			
Element Name:	Curbs	Width:	0.3			
Location:	Each side	Height:	0.3			
Material:	Wood	Count:	2			
Element Type:	Rectangular - solid	Total Quantity:	5.16			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		4.16		1.0	
Comments: Northeast and Southwest curbs experiencing weathering and rot. Some checks and splits.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Approaches	Length:	61			
Element Name:	Barriers	Width:				
Location:		Height:				
Material:		Count:	2			
Element Type:	SBGR on wood post	Total Quantity:	122			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		92	30		
Comments: Many posts rotted and splintering. Many posts with severe section loss. Impact damage on rail at multiple locations, damage at Southeast, end treatment missing at Southwest.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				replace deteriorated posts& SBGR channel		

Element Group:	Approaches	Length:	10			
Element Name:	Wearing surface	Width:	7.5			
Location:	Each end	Height:				
Material:	Asphalt	Count:	2			
Element Type:		Total Quantity:	150			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
			75	75		
Comments: Ravelling on half of the wearing surface.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Accessories	Length:				
Element Name:	Signs	Width:				
Location:			Height:			
Material:			Count:	4		
Element Type:			Total Quantity:	4		
Environment:			Limited Inspection <input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each				4	
Comments: No hazard markers present on existing posts.						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs: signs	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
			install hazard marker signs			

Element Group:		Length:				
Element Name:		Width:				
Location:			Height:			
Material:			Count:			
Element Type:			Total Quantity:			
Environment:			Limited Inspection <input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:		Length:				
Element Name:		Width:				
Location:			Height:			
Material:			Count:			
Element Type:			Total Quantity:			
Environment:			Limited Inspection <input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form
Site Photographs

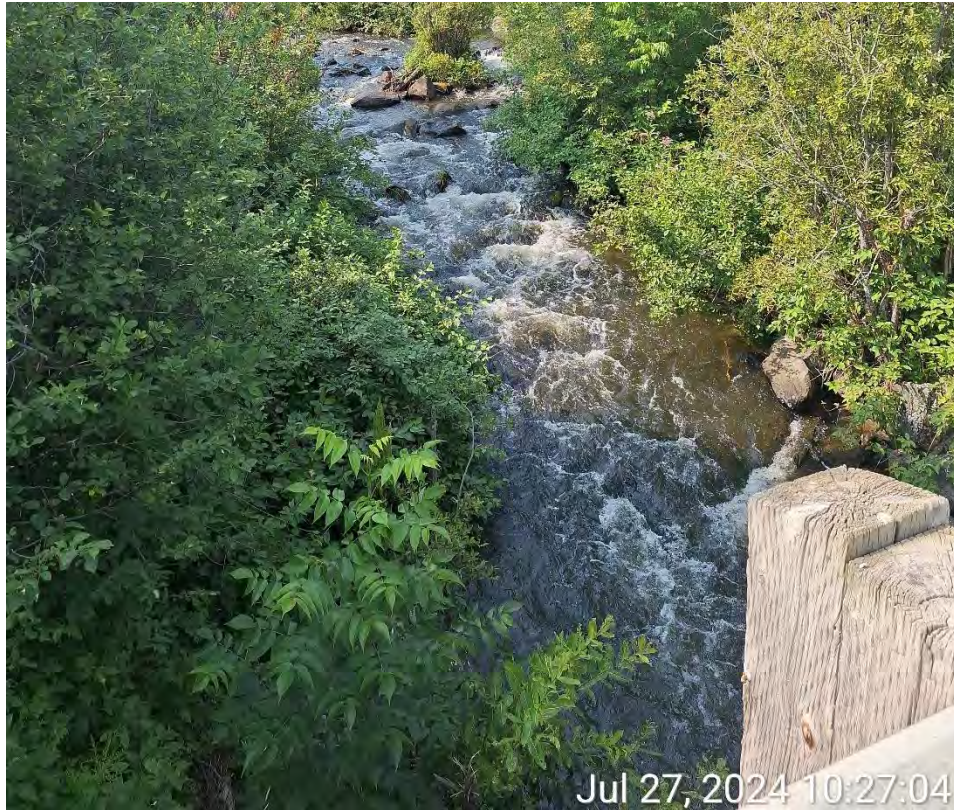


Figure 1 - Creek Facing South



Figure 2 - Creek Facing North

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 3 - Hole in Gabion Basket



Figure 4 – West Abutment Wall

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 5 - East Abutment Wall Undercutting



Figure 6 – Wood experiencing severe rot in wingwall

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 7 – Timber experiencing weathering and rot.

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 8 – Timber Crib

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9 - Severely Corroded Steel Column and Girder (5th from South) – no stiffener plates present.



Figure 10 – Severe Corrosion with flakes and section loss at Bottom of 5th Column from South

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 11 - Coated Steel Columns and Girders

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 12 - Raveling on Asphalt Wearing Surface



Figure 13 - Damaged Timber Curb

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 14 - Damaged Wooden Guide Rail Post



Figure 15 - Guide Rail with Medium Corrosion

Ontario Structure Inspection Manual – Inspection Form
Site Photographs



Figure 16 - Guide Rail showing impact damage

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Rockley Road Bridge		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input checked="" type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Rockley Road		
Structure Location	Lot 3, Concession 1 & 2 - Dymond		
Latitude	47d30'29.8" N	Longitude	79d43'53.5" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input checked="" type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	<input type="text"/> No. of Lanes <input type="text" value="2"/>
Old County	Temiskaming	AADT	<input type="text"/> % Trucks <input type="text"/>
Geographic Twp.	Dymond	Inspection Route Sequence	N/A
Structure Type	Concrete slab on concrete girder	Interchange Number	N/A
Total Deck Length	56.5 (m)	Interchange Structure Number	N/A
Overall Str. Width	9.36 (m)	Min. Vertical Clearance	<input type="text"/> (m)
Total Deck Area	528.84 (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	8.5 (m)	Detour Length Around Bridge	6 (km)
Skew Angle	0 (Degrees)	Direction of Structure	East/West
No. of Spans	3	Fill on Structure	0 (m)
Span Lengths	15.8, 25, 15.8 (m)		

Historical Data:			
Year Built	1989	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	06/28/24	Last Evaluation	<input type="text"/>
Last Enhanced OSIM Inspection	<input type="text"/>	Current Load Limit	<input type="text"/> / <input type="text"/> / <input type="text"/> (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			

03

Scheduled Improvements:Regional Priority
Number
Programmed Work
Year

Nature of Program Work:

Removal of asphalt, concrete removal and patching, waterproofing, approach repair and associated minor works and restoration	\$ 242,000.00
Engineering and Contract administration	\$ 25,000.00
	Estimate Total: \$ 267,00.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/28/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	29° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes:			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input checked="" type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	Waterproofing, approach repair, and repave.		
Date of Next Inspection:			

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year	
			Remove tree by SW wingwall			

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:	Under Bridge	Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	All		1			
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Foundations	Length:				
Element Name:	Foundation (below ground level)	Width:				
Location:		Height:				
Material:	Cast-in-place concrete	Count:	4			
Element Type:	Spread	Total Quantity:	4			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		4			
Comments: Appear to be performing well.						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutments	Length:				
Element Name:	Abutment Walls	Width:	9.4			
Location:	Each End	Height:	1.3			
Material:	Cast-in-place concrete	Count:	2			
Element Type:	Conventional closed	Total Quantity:	24.5			
Environment:	Moderate	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		24.5			
Comments: Some light efflorescence.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		monitor efflorescence.				

Element Group:	Abutments	Length:	7.8			
Element Name:	Wingwalls	Width:				
Location:	Each Quadrant	Height:	1.5			
Material:	Cast-in-place concrete	Count:	4			
Element Type:	Reinforced concrete	Total Quantity:	46.8			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		46.8			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Abutments	Length:				
Element Name:	Ballast Walls	Width:	9.4			
Location:	Each End	Height:	1.4			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	26.5			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		26.5			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutments	Length:	0.25			
Element Name:	Bearings	Width:	0.35			
Location:	Each end	Height:	0.1			
Material:	Other	Count:	8			
Element Type:	Elastometric pad	Total Quantity:	8			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		8			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Piers	Length:	1.2			
Element Name:	Shafts/columns/Pile Bents	Width:	8.7			
Location:		Height:	4.3			
Material:	Cast-in-place concrete	Count:	2			
Element Type:	Concrete shafts, pier walls	Total Quantity:				
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		2			
Comments: Big bird nest on top of pier.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				consider removing nest.		

Element Group:	Piers	Length:				
Element Name:	Bearings	Width:				
Location:		Height:				
Material:	Other	Count:	16			
Element Type:	Elastometric pad	Total Quantity:	16			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		16			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Beams/MLE's	Length:	52.5			
Element Name:	Girders	Width:	0.56			
Location:	Middle	Height:	1.2			
Material:	Precast concrete	Count:	2			
Element Type:	I-type	Total Quantity:	428.4			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		428.4			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Beams/MLE's	Length:	52.5			
Element Name:	Girders	Width:	0.56			
Location:	End	Height:	1.2			
Material:	Precast concrete	Count:	2			
Element Type:	I-type	Total Quantity:	428.4			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		428.4			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Beams/MLE's	Length:	0.5			
Element Name:	Diaphragms	Width:	1.6			
Location:		Height:	1.05			
Material:	Cast-in-place concrete	Count:	12			
Element Type:	Rectangular solid	Total Quantity:	32.76			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		32.76			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Decks	Length:				
Element Name:	Drainage System	Width:	0.2			
Location:	Each side	Height:				
Material:	Steel	Count:	8			
Element Type:	Metal drain pipes	Total Quantity:	8			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		8			
Comments: Drain pipes not attached to girders but will not affect performance.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Decks	Length:	52.5			
Element Name:	Soffit - Thin Slab	Width:	5.76			
Location:	Interior	Height:	0.225			
Material:	Cast-in-place concrete	Count:	1			
Element Type:		Total Quantity:	302.5			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		302.5			
Comments: Small light honeycombing.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Decks	Length:	52.5			
Element Name:	Soffit - Thin slab	Width:	1			
Location:	Exterior - each side	Height:				
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	105			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		105			
Comments: Narrow transverse cracks noted. Small area of efflorescence on center span on north side.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Decks	Length:	56.5			
Element Name:	Deck Top	Width:	8.5			
Location:		Height:	0.225			
Material:	Cast-in-place concrete	Count:	1			
Element Type:	Cast-in-place conc on supports	Total Quantity:	480.25			
Environment:	moderate	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
			480.25			
Comments: Appears to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Decks	Length:	56.5			
Element Name:	Wearing surface	Width:	8.5			
Location:		Height:	0.09			
Material:	Asphalt	Count:				
Element Type:	Bituminous	Total Quantity:	480.25			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		410.25	35	35	
Comments: Severe wide transverse and longitudinal cracks.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Patch, Waterproof and pave deck.						

Element Group:	Barriers	Length:	72.1			
Element Name:	Barrier/Parepet walls	Width:	0.38			
Location:	Interior - each side	Height:	0.85			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	122.56			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		116.56	6		
Comments: Vertical hairline to narrow cracking throughout, with a few medium vertical crack. Some light to medium scaling on the north wall.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Barriers	Length:	70		
Element Name:	Railing Systems	Width:			
Location:	Each Side	Height:			
Material:	Steel	Count:	2		
Element Type:	Single Railing	Total Quantity:	140		
Environment:	Severe	Limited Inspection	<input type="checkbox"/>		
Protection System:	Hot dip galvanizing	Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*
	m		136	4	
Comments: Impact damage at northeast, damage at northwest, missing bolt, missing end cap at northwest, bent mount.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year	
		Replace end cap and missing bolt.			

Element Group:	Approaches	Length:	6		
Element Name:	Approach slabs	Width:	8.5		
Location:	Each End	Height:			
Material:	Cast-in-place concrete	Count:	2		
Element Type:	Cast-in-place concrete on support	Total Quantity:	102		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	None	Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.		67	35	
Comments: On date of inspection, area was dry. West approach seems to have a low spot with wide crack. On another day in passing it was observed to have significant ponding of water due to potential settlement of the approach slab or other issues.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
Investigate further likely require waterproofing and deck repair.					

Element Group:	Approaches	Length:	11.4		
Element Name:	Curb and gutters	Width:			
Location:	Each Quadrant	Height:			
Material:	Cast-in-place concrete	Count:	4		
Element Type:		Total Quantity:	45.6		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	None	Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*
	m		45.6		
Comments: Northeast gutter full of debris.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year	
		Clean out northeast gutter.			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Approaches	Length:	7.8			
Element Name:	Wearing surface	Width:	8.5			
Location:	Each End	Height:				
Material:	Asphalt	Count:	2			
Element Type:	Bituminous	Total Quantity:	132.6			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		116.6	8	8	
Comments: Medium and wide transverse and longitudinal cracks throughout. Wide cracks at east approach. Dip and ponding at west approach. Wide crack with ponding water at west approach.						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace				Maintenance Needs:		
<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Repair underlying issue and repave approaches.						

Element Group:	Approaches	Length:	70			
Element Name:	Barriers	Width:				
Location:		Height:				
Material:	Steel	Count:	2			
Element Type:	Steel Beam on wood post	Total Quantity:	140			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
			75		65	
Comments: Moderate to severe weathering on all posts. 35 posts should be replaced immediately.						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace				Maintenance Needs:		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
				Replace poor posts		

Element Group:	Barriers	Length:	72.1			
Element Name:	Barrier/Parapet Walls	Width:	0.38			
Location:	Exterior - each side	Height:	0.85			
Material:	Cast-in-place concrete	Count:	2			
Element Type:	Safety shape with single railing	Total Quantity:	123			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		123			
Comments:						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace				Maintenance Needs:		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Joins	Length:	0.45			
Element Name:	Concrete end dams	Width:	8.5			
Location:	Each end	Height:				
Material:	Cast-in-place concrete	Count:	2			
Element Type:	Cast-in-place concrete on support	Total Quantity:	7.64			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		7.14	0.5		
Comments: Light to medium scaling.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Joins	Length:	8.5			
Element Name:	Armouring/retaining devices	Width:	0.083			
Location:	Each end	Height:				
Material:	Steel	Count:	8			
Element Type:		Total Quantity:	68			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		68			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Joins	Length:				
Element Name:	Seals/sealants	Width:	9			
Location:	Each end	Height:				
Material:	Other	Count:	2			
Element Type:	Strip seal	Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		2			
Comments: Expansion joint filled with sand.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				clean out sand.		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Accessories	Length:				
Element Name:	Signs	Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each				4	
Comments: Missing hazard markers.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Install hazard markers				

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1 -Creek Facing North



Figure 2 – Creek Facing South

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 3 - Efflorescence



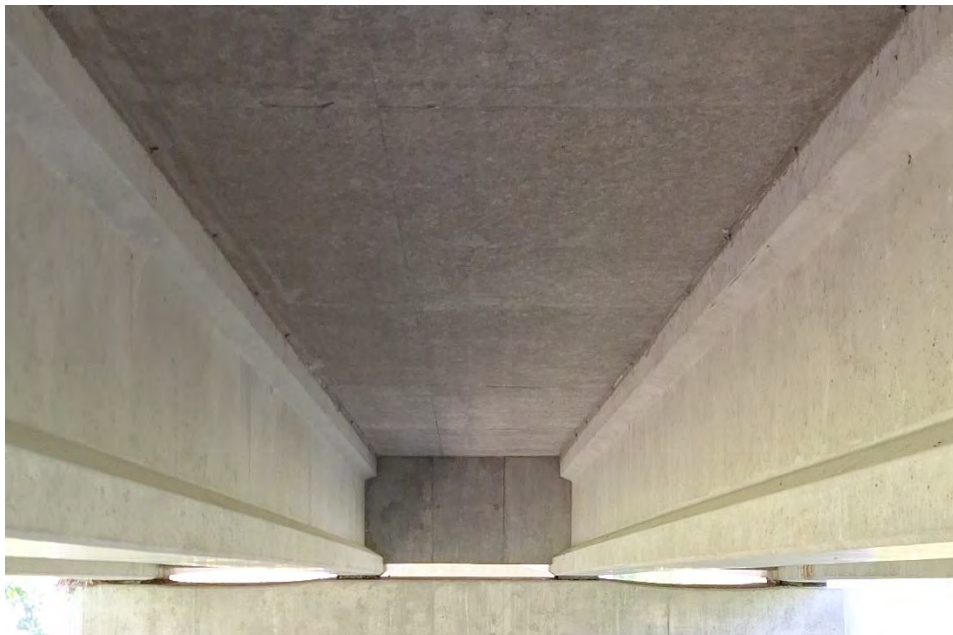
Figure 4 - Bird Nest on east pier

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 5 – East Pier, bird nest location can be seen.



Figure 6 - Drain Pipe

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 7 - Top of Drain**Figure 8 - Interior Soffit and Girders*

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9 - Abutment Bearings



Figure 10 - Efflorescence on Exterior Soffit

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 11 - Damage on Barrier Wall

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 12 - Scaling on Barrier Wall



Figure 13 - Severely Damaged Post

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 14 - Damaged Guide Rail



Figure 15 - Missing Bolt on railing mount.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 16 - Cracks in Wearing Surface



Figure 17 – Very wide Crack on Wearing Surface

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 18 - Expansion Joint

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 19 – View Looking Down Bridge near west approach.

04

Scheduled Improvements:Regional Priority
Number

--

Programmed Work
Year

--

Nature of Program Work:

Replacement of bearings, recoat structural steel, moisture barrier, pavement, and other associated items

\$ 658,000.00

Engineering and contract administration

\$ 70,000.00

Estimate Total: \$ 728,000.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/28/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	28° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes:			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input checked="" type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	Replace Bearings, recoat structural steel, and add waterproofing/membrane.		
Date of Next Inspection:	7/28/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Foundations	Length:				
Element Name:	Foundation (below ground level)	Width:				
Location:	Abutments and piers	Height:				
Material:	Cast-in-place concrete	Count:	3			
Element Type:	Spread	Total Quantity:	3			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Ea.		3			
Comments: Abutments and Pier accessed and sounded, no delamination found. Appears to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:	Under Bridge	Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		1			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutment	Length:				
Element Name:	Abutment Walls	Width:	6.5			
Location:	Each End	Height:	1.7			
Material:	Cast-in-place Concrete	Count:	2			
Element Type:	Conventional closed	Total Quantity:	22.1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
			22.1			
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Abutment	Length:				
Element Name:	Ballast Walls	Width:	6.5			
Location:	Each End	Height:	1			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	13			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		13			
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Abutments	Length:	0.22			
Element Name:	Bearings	Width:	0.45			
Location:	Each End	Height:	0.03			
Material:	Hybrid	Count:	8			
Element Type:		Total Quantity:	8			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Epoxy zinc/acrylic/acrylic (assumed)					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each				8	
Comments: Very severe corrosion evident. Large rust flakes and significant section loss.						
Recommended Work:			<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:	
			<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
Replace Bearings.						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Piers	Length:	0.9			
Element Name:	Shafts/column/Pile Bents	Width:	6.9			
Location:		Height:	3.4			
Material:	Cast-in-place concrete	Count:	1			
Element Type:	Concrete shafts, pier wall	Total Quantity:	55.5			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		55.5			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Piers	Length:				
Element Name:	Bearings	Width:				
Location:		Height:				
Material:	Steel	Count:	8			
Element Type:	Plate	Total Quantity:	8			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
					8	
Comments: Severe to very severe corrosion. Condition assessed from a distance, appears similar to abutment bearings.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace <input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Replace bearings.						

Element Group:	Coatings	Length:				
Element Name:	Structural Steel	Width:				
Location:		Height:				
Material:	Other	Count:				
Element Type:	Epoxy zinc/acrylic/acrylic	Total Quantity:	290			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		145	75	70	
Comments: Coating has failed in areas causing corrosion of steel.						
Recommended Work:				Maintenance Needs:		
<input checked="" type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Re-coat structural steel.						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Beams/ MLE's	Length:	27.7		
Element Name:	Girders	Width:	0.27		
Location:		Height:	0.76		
Material:	Steel	Count:	4		
Element Type:	I-type	Total Quantity:	258.16		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.			258.16	
Comments: Light corrosion at bottom flanges. Medium corrosion at top flange where in contact with wood deck.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Beams/ MLE's	Length:	1.75		
Element Name:	Diaphragms	Width:	0.085		
Location:		Height:	0.38		
Material:	Steel	Count:	18		
Element Type:	Channel	Total Quantity:	18		
Environment:	Benign	Limited Inspection	<input type="checkbox"/>		
Protection System:	Epoxy zinc/acrylic/acrylic		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Each			18	
Comments: Medium corrosion.					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:	Decks	Length:	28.5		
Element Name:	Soffit - Thin Slab	Width:	0.6		
Location:	Exterior	Height:			
Material:	Wood	Count:	2		
Element Type:	Laminated wood decking	Total Quantity:	34.2		
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>		
Protection System:	Penetrant applied		Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.		34.2		
Comments:					
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Decks	Length:	28.5
Element Name:	Soffit - Thin Slab	Width:	3.82
Location:	Interior	Height:	
Material:	Wood	Count:	
Element Type:	Laminated wood decking	Total Quantity:	109
Environment:	Benign	Limited Inspection	<input type="checkbox"/>
Protection System:	Penetrant applied		
Condition Data:	Units Sq. m.	Exc.	Good 109
		Fair	Poor*
Perform. Deficiencies			
Comments:			
Recommended Work:		Maintenance Needs:	
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			

Element Group:	Decks	Length:	28.5
Element Name:	Deck top	Width:	6.1
Location:		Height:	
Material:	Wood	Count:	
Element Type:	Laminated wood decking	Total Quantity:	174
Environment:	Moderate	Limited Inspection	<input checked="" type="checkbox"/>
Protection System:	Penetrant applied		
Condition Data:	Units Sq. m.	Exc.	Good 174
		Fair	Poor*
Perform. Deficiencies			
Comments: Water was dripping from the deck however no wet spots were apparent. Assumed deck is saturated and seldom fully dries.			
Recommended Work:		Maintenance Needs:	
<input checked="" type="checkbox"/> Rehab <input type="checkbox"/> Replace		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
<input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years			
Add waterproofing/moisture barrier.			

Element Group:	Decks	Length:	28.5
Element Name:	Wearing Surface	Width:	5.8
Location:		Height:	
Material:	Wood	Count:	
Element Type:	Wood Planks	Total Quantity:	165.5
Environment:	Severe	Limited Inspection	<input type="checkbox"/>
Protection System:	None		
Condition Data:	Units Sq. m.	Exc.	Good 163.5
		Fair	Poor* 2
Perform. Deficiencies			
Comments: Boards showing signs of weathering and deterioration. Broken boards, some splits and missing chunks.			
Recommended Work:		Maintenance Needs:	
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			
		Replace damaged boards	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Sidewalks/curbs	Length:	28.5			
Element Name:	Curbs	Width:	0.2			
Location:	Each Side	Height:	0.3			
Material:	Wood	Count:	2			
Element Type:	Rectangular - solid	Total Quantity:	29			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Penetrant applied					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		27	2		
Comments: Corroded connections, bent bolt. Scrapes on the side that appear to be from the snow plow.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Barriers	Length:	0.2			
Element Name:	Posts	Width:	0.2			
Location:	Each Side	Height:	1.1			
Material:	Wood	Count:	64			
Element Type:	Steel Flex Beam on Wood Post	Total Quantity:	64			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Penetrant Applied					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		64			
Comments: Light weathering.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Barriers	Length:	28.5			
Element Name:	Railing Systems	Width:				
Location:	Each Side	Height:				
Material:	Steel	Count:	2			
Element Type:	Steel Flex Beam on Wood Post	Total Quantity:	57			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		54		3	
Comments: Missing bolts, wrong bolts on south rail. Flared, could be due to missing bolts. Southwest and northeast end panels damaged.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Approaches	Length:	6			
Element Name:	Wearing Surface	Width:	6			
Location:	Each End	Height:				
Material:	Asphalt	Count:				
Element Type:	Bituminous	Total Quantity:	2			
Environment:	Severe	Limited Inspection	<input checked="" type="checkbox"/> 72			
Protection System:	None		Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
				72		
Comments: Patching at deck end has depressions and high spots.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Accessories	Length:				
Element Name:	Signs	Width:				
Location:		Height:				
Material:	Steel	Count:	4			
Element Type:		Total Quantity:	4			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:			Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		3	1		
Comments: Posts show light weathering. Northeast sign has a bent corner.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:			Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each					
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1 - Stream Looking South



Figure 2 - Stream Looking North

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 3 - West Abutment Wall**Figure 4 - Severely Corroded Abutment Bearing plate and pin. Large flakes evident.*

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 5 – West Pier face**Figure 6 - Severely Corroded Pier Bearings and pines.*

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7 - Failed Coating and Corrosion on Steel Girders



Figure 8 - Corrosion at Top Flange of Girder

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9 - Exterior Soffit

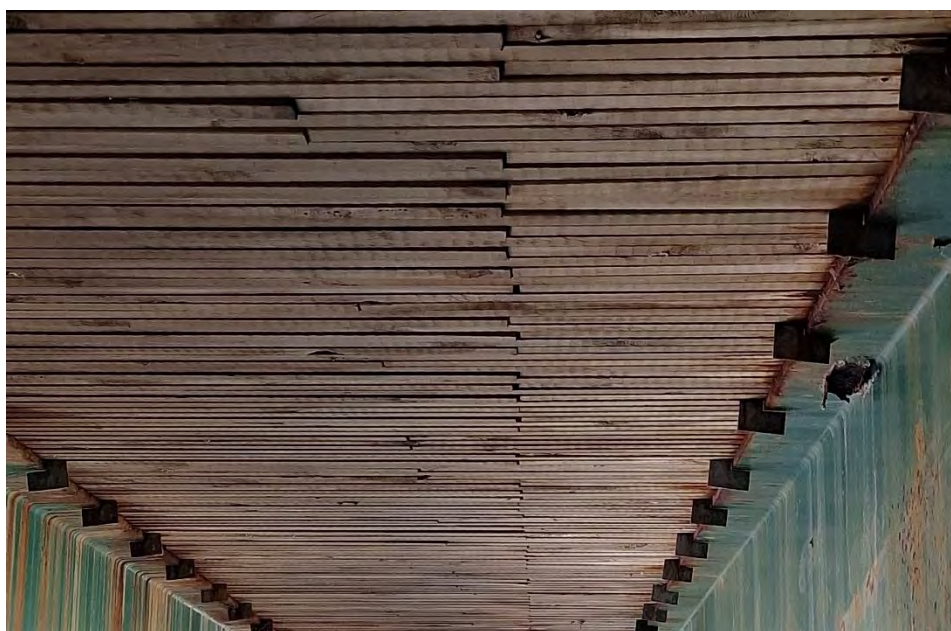


Figure 10 - Interior Soffit

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 11 - Wearing Surface Looking West



Figure 12 - Damaged Boards in deck wearing surface

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 13 - Debris Buildup on end of Pier



Figure 14 - Damaged Timber Curb

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 15 - Damaged Bolt on Curb



Figure 16 - Light Weathering on Wooden Post

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 17 - Flared Rail also Missing Bolts



Figure 18 - Damaged End Panel

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 19 – Depressions in approach Wearing Surface



Figure 20 - Damaged Sign

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Golf Course Road Bridge		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input checked="" type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Golf Course Road		
Structure Location	Concession 3 & 4, Lot 5 - Dymond		
Latitude	47d32'14.1" N	Longitude	79d42'55.0" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input checked="" type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	80 No. of Lanes 2
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Dymond	Inspection Route Sequence	N/A
Structure Type	Concrete slab and girders	Interchange Number	N/A
Total Deck Length	50 (m)	Interchange Structure Number	N/A
Overall Str. Width	9.3 (m)	Min. Vertical Clearance	(m)
Total Deck Area	465 (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input checked="" type="checkbox"/> Truck <input checked="" type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	8.5 (m)	Detour Length Around Bridge	5 (km)
Skew Angle	5 (Degrees)	Direction of Structure	East/West
No. of Spans	3	Fill on Structure	0 (m)
Span Lengths	13.9, 19.8, 13.9 (m)		

Historical Data:	
Year Built	1983
Year of Last Major Rehab.	
Last OSIM Inspection	
Last Evaluation	
Last Enhanced OSIM Inspection	
Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	
Load Limit By-Law #	
Last Underwater Inspection	
By-Law Expiry Date	
Last Condition Survey	
Rehab History: (Date/description)	
2019 - Superstructure rehabilitation	

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/28/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	16° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes:			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace Replace/Repair SW SBEAT		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years <input checked="" type="checkbox"/> IMMEDIATELY		
Overall Comments:	Generally in good condition. Steel Beam Energy Attenuating Terminal on NW requires immediate repair/replacement as it is a non functioning safety component.		
Date of Next Inspection:	07/28/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Accessories	Length:				
Element Name:	Signs	Width:				
Location:		Height:				
Material:	Steel	Count:	4			
Element Type:		Total Quantity:	4			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		3	1		
Comments: Bent sign on southwest corner.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:	East & West	Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments: Some erosion of embankments under bridge.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:	Under Bridge	Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		1			
Comments: Beaver dam south of bridge.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
consider beaver dam removal						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Foundations	Length:				
Element Name:	Foundation (below ground level)	Width:				
Location:	Abutments and Piers	Height:				
Material:	Cast-in-place concrete	Count:	4			
Element Type:	Spread	Total Quantity:	4			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
			4			
Comments: Appear to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Piers	Length:	0.9			
Element Name:	Shafts/columns/Pile Bents	Width:	0.9			
Location:		Height:	2.3			
Material:	Cast-in-place concrete	Count:	6			
Element Type:	Conc circular columns with caps	Total Quantity:	39			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		39			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Piers	Length:	1.1			
Element Name:	Caps	Width:	9.3			
Location:		Height:	1.2			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	90.84			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		90.84			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Piers	Length:				
Element Name:	Bearings	Width:				
Location:		Height:				
Material:	Hybrid	Count:	16			
Element Type:	Elastometric Pad	Total Quantity:	16			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		16			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Abutments	Length:				
Element Name:	Abutment walls	Width:	9.3			
Location:	Each End	Height:	1.2			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	22.5			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		22.5			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Abutments	Length:	7.6			
Element Name:	Wingwalls	Width:				
Location:	Each Quadrant	Height:	1.2			
Material:	Cast-in-place concrete	Count:	4			
Element Type:	Reinforced concrete	Total Quantity:	36.5			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each	18	18.5			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Abutments	Length:				
Element Name:	Ballast walls	Width:	9.3			
Location:	Each End	Height:	0.85			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	16			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.	5	11			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Abutments	Length:	0.3			
Element Name:	Bearings	Width:	0.4			
Location:	Each End	Height:	0.06			
Material:	Hybrid	Count:	8			
Element Type:	Elastometric Pad	Total Quantity:	8			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each	8				
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Beams/MLE's	Length:	47.7			
Element Name:	Girders	Width:	0.56			
Location:		Height:	1.2			
Material:	Precast concrete	Count:	4			
Element Type:	I-type	Total Quantity:	564.77			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		564.67	0.1		
Comments: Small spall on exterior southeast girder with exposed corroded rebar on bottom flange. there are fine cracks in circles at regular spacing on the bottom flange of girders, It appears that the concrete will spall and expose rebar ends in th future.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Beams/MLE's	Length:	0.35			
Element Name:	Diaphragms	Width:	1.75			
Location:		Height:	1			
Material:	Cast-in-place concrete	Count:	12			
Element Type:	Rectangular - solid	Total Quantity:	49.35			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		48.85	0.5		
Comments: Reinforcing bars from pier cap protruding into diaphragms over piers. Approximately 0.5m ² delaminated on bottom of the west end of the south diaphragm. Light efflorescence on southwest end.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Decks	Length:	49			
Element Name:	Soffit - Thin Slab	Width:	1.45			
Location:	Exterior	Height:				
Material:		Count:	2			
Element Type:	Cast-in-place concrete	Total Quantity:	142.5			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.	35.5	107			
Comments: Rebar exposed and corroded on north side.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Decks	Length:	49			
Element Name:	Soffit - Thin Slab	Width:	5.26			
Location:	Interior	Height:				
Material:	Cast-in-place concrete	Count:	1			
Element Type:		Total Quantity:	258			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		258			
Comments: Corrugated metal decking limits inspection. Appears to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Decks	Length:	49			
Element Name:	Deck Top	Width:	8.5			
Location:		Height:				
Material:	Cast-in-place concrete	Count:				
Element Type:	Cast-in-place concrete on support	Total Quantity:	416.5			
Environment:	Moderate	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		416.5			
Comments: Appears to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Decks	Length:	60			
Element Name:	Wearing Surface	Width:	8.5			
Location:		Height:				
Material:	Ashpalt	Count:				
Element Type:	Bituminous	Total Quantity:	510			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		505	5		
Comments: Severe transverse cracking at deck ends.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Fill and form cracks				

Element Group:	Decks	Length:				
Element Name:	Drainage System	Width:				
Location:	Each Side	Height:				
Material:	Steel	Count:	10			
Element Type:	Drain pipe with Basins	Total Quantity:	10			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		10			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Approaches	Length:	6			
Element Name:	Approach slabs	Width:	8.5			
Location:	Each End	Height:				
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	102			
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		102			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Approaches	Length:	6			
Element Name:	Wearing Surface	Width:	7.7			
Location:	Each End	Height:				
Material:	Asphalt	Count:	2			
Element Type:	Bituminous	Total Quantity:	92.5			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		92.5			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Approaches	Length:	11.7			
Element Name:	Curb and Gutters	Width:	0.2			
Location:	Each quadrant	Height:	0.15			
Material:	Cast-in-place concrete	Count:	4			
Element Type:		Total Quantity:	23.4			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		23.4			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Approaches	Length:	35			
Element Name:	Barriers	Width:				
Location:	Each Quadrant	Height:				
Material:	Steel	Count:	4			
Element Type:	Steel flex beam on wood post	Total Quantity:	140			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		125	12	3	
Comments: SBEAT damaged on northwest quadrant damaged and needs replacement or repair. Damage on southeast quadrant.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Replace/repair SBEAT				

Element Group:	Sidewalks/curbs	Length:	56.9			
Element Name:	Curbs	Width:	0.2			
Location:	On Bridge	Height:	0.43			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	72			
Environment:	Severe	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		72			
Comments: Scaling at north curb face.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Barriers	Length:				
Element Name:	Posts	Width:				
Location:	Each Side	Height:				
Material:	Steel	Count:	64			
Element Type:		Total Quantity:	64			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		60		4	
Comments: Steel Beam Energy Attenuating Terminal (SBEAT) on Northwest has been struck and is no longer functioning.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Replace/Repair SBEAT				

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Barriers	Length:	56.9			
Element Name:	Railing Systems	Width:				
Location:	Each Side	Height:	0.85			
Material:	Steel	Count:	2			
Element Type:	3 Rail Metal Railing	Total Quantity:	114			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m		114			
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:			<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:	
			<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1: Bridge looking east



Figure 2 - Damaged Hazard Marker

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 3: Damaged SBEAT At NW quadrant. In need of immediate repair or replacement. **SAFETY CONCERN.**

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 4: Damaged SBEAT at NW quadrant.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 5 - Stream Looking South at a beaver dam

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 6 - Stream Looking North

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7: Severe Crack in Wearing Surface

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 8: Spall on girder end with exposed and corroded reinforcing steel bar.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9: Concrete diaphragm.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 10: Corrugated Steel decking, rebar extending from pier cap upwards. .

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 11: bottom of girder flange, small spalls and some spots that are likely to be future spalls.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 12: Small spalls exposing rebar on the girder bottom flange, close up of the damage in previous figure.



Figure 13: Bearing pad with some bulging.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 14: Deck Drain

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 15: Exterior view of curb and railing.

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Armstrong Street North Bridge		
Main Hwy/Road #	65	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input checked="" type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Armstrong Street North		
Structure Location	Downtown New Liskeard between Sharp st. And Elm Ave.		
Latitude	47d30'32.9" N	Longitude	79d40'19.2" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input checked="" type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	50 No. of Lanes 4
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Dymond	Inspection Route Sequence	N/A
Structure Type	Concrete slab on steel girders	Interchange Number	N/A
Total Deck Length	81.5 (m)	Interchange Structure Number	N/A
Overall Str. Width	18.7 (m)	Min. Vertical Clearance	(m)
Total Deck Area	1524.05 (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	14.4 (m)	Detour Length Around Bridge	5 (km)
Skew Angle	38 (Degrees)	Direction of Structure	North/South
No. of Spans	3	Fill on Structure	0 (m)
Span Lengths	20.7, 36.7, 24.1 (m)		

Historical Data:			
Year Built	1969	Year of Last Major Rehab.	
Last OSIM Inspection	06/28/2022	Last Evaluation	
Last Enhanced OSIM Inspection		Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)		Load Limit By-Law #	
Last Underwater Inspection		By-Law Expiry Date	
Last Condition Survey			
Rehab History: (Date/description)			
1982 - Concrete deck patching			
1990 - Expansion joint replacement and coating of steel girder ends			
2009 - Patch, waterproof and pave bridge deck, sidewalk overlay, expansion joint replacement and coating of girder ends			

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Removal and replacement of barrier wall, replace seal, and other associated works:

\$ 680,000.00

Engineering and contract administration:

\$100,000.00

Estimate Total: \$ 780,000.00

Note, the substructure of the structure was not inspected and as a result there is no costing provided for substructure repair. The previous OSIM had recommendations for substructure repairs and should be consulted in conjunction with this estimate until such time that the substructure can safely be inspected and a new estimate provided.

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/28/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	17° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes: Inspect substructure when possible.			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input checked="" type="checkbox"/> 6 to 10 years		
Overall Comments:	Barrier walls will require replacement as well as the north expansion joint seal. Substructure not inspected.		
Date of Next Inspection:	7/28/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Embankments and Streams	Length:					
Element Name:	Embankments	Width:					
Location:		Height:					
Material:		Count:	2				
Element Type:		Total Quantity:	2				
Environment:	Benign	Limited Inspection	<input type="checkbox"/>				
Protection System:	None					Perform. Deficiencies	
Condition Data:	Units	Exc.	Good	Fair	Poor*		
	Each		2				
Comments:							
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace							Maintenance Needs:
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years							<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year

Element Group:	Embankments and Streams	Length:					
Element Name:	Streams and Waterways	Width:					
Location:	Under Bridge	Height:					
Material:		Count:	1				
Element Type:		Total Quantity:	1				
Environment:	Benign	Limited Inspection	<input type="checkbox"/>				
Protection System:	None					Perform. Deficiencies	
Condition Data:	Units	Exc.	Good	Fair	Poor*		
	All		1				
Comments:							
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace							Maintenance Needs:
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years							<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year

Element Group:	Barriers	Length:	92.5				
Element Name:	Barrier/Parapet Walls	Width:	0.25				
Location:	Exterior	Height:	0.6				
Material:	Cast-in-place concrete	Count:	2				
Element Type:	Parapet Wall with Two Rails	Total Quantity:	111				
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>				
Protection System:	None					Perform. Deficiencies	
Condition Data:	Units	Exc.	Good	Fair	Poor*		
	Sq. m.		60	51			
Comments: Narrow to medium map cracking with wet staining throughout. Some medium to wide cracks.							
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace							Maintenance Needs:
<input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years							<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year
Replace barrier walls.							

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Barriers	Length:	92.5			
Element Name:	Barrier/Parapet Walls	Width:	0.25			
Location:	Interior	Height:	0.6			
Material:	Cast-in-place concrete	Count:	2			
Element Type:	Parapet Wall with Two Rails	Total Quantity:	111			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.			101	10	
Comments: Narrow to medium map cracking with moisture staining throughout, Areas of delaminations of approximately 4.5m ² (East 3.5m ² , West 1m ²). Spalls with exposed reinforcing and rust staining. Multiple wide cracks throughout. West wall has more spalling.						
Recommended Work:		<input checked="" type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Replace barrier walls.						

Element Group:	Barriers	Length:	91.5			
Element Name:	Railing Systems	Width:				
Location:	Each Side	Height:				
Material:	Steel	Count:	4			
Element Type:	Double Railing	Total Quantity:	366			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		351	15		
Comments: Light corrosion throughout. Patches of medium corrosion. End of Southeast railing bent. One rail piece is short on northwest and southeast.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
				replace bent railing.		

Element Group:	Approaches	Length:	6			
Element Name:	Approach Slabs	Width:	14.4			
Location:	Each End	Height:				
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	173			
Environment:	Moderate	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		173			
Comments: Appears to be performing well.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Approaches	Length:	6			
Element Name:	Wearing Surface	Width:	14.4			
Location:	Each End	Height:				
Material:	Asphalt	Count:	2			
Element Type:	Bituminous	Total Quantity:	173			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		173			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Decks	Length:	81.5			
Element Name:	Deck top	Width:	14.4			
Location:		Height:				
Material:	Cast-in-place concrete	Count:				
Element Type:	Cast-in-place concret on supports	Total Quantity:	1174			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		1174			
Comments: Appears to be performing well.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Decks	Length:	81.5			
Element Name:	Wearing Surface	Width:	14.4			
Location:		Height:				
Material:	Asphalt	Count:	1			
Element Type:	Bituminous	Total Quantity:	1174			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		1174			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Sidewalks/curbs	Length:	92.5			
Element Name:	Sidewalks and medians	Width:	1.9			
Location:	Each side	Height:	0.15			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	380			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		370	5	5	
Comments: Extensive wide cracking at southeast. Inside curb face exhibits severe scaling throughout. Severe scaling 15cm wide at curb face whole length of west curb.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Joints	Length:	14.4			
Element Name:	Armouring/retaining devices	Width:				
Location:	Each End	Height:				
Material:	Steel	Count:	8			
Element Type:		Total Quantity:	115.2			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		115.2			
Comments: Concrete at northwest needs repair.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				Repair hole. Clean joints.		

Element Group:	Joints	Length:	0.5			
Element Name:	Concrete end dams	Width:	14.4			
Location:	Each End	Height:				
Material:	Cast-in-place concrete	Count:	4			
Element Type:		Total Quantity:	29			
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		27	1	1	
Comments: Deterioration at north assembly.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Joists	Length:	18.7			
Element Name:	Seals/sealants	Width:				
Location:	Each End	Height:				
Material:	Other	Count:	2			
Element Type:	Strip seal	Total Quantity:	37.4			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		36.4		1	
Comments: North seal ripped near west end.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years						
Replace north seal.						

Element Group:	Decks	Length:				
Element Name:	Drainage System	Width:	0.15			
Location:	Each Side	Height:				
Material:	Steel	Count:	4			
Element Type:	Metal drain pipes	Total Quantity:	4			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each		4			
Comments: Light accumulation of debris.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				clean out deck drains		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
Comments: Bridge Substructure not inspected due to the conditions and presence of inhabitants.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs

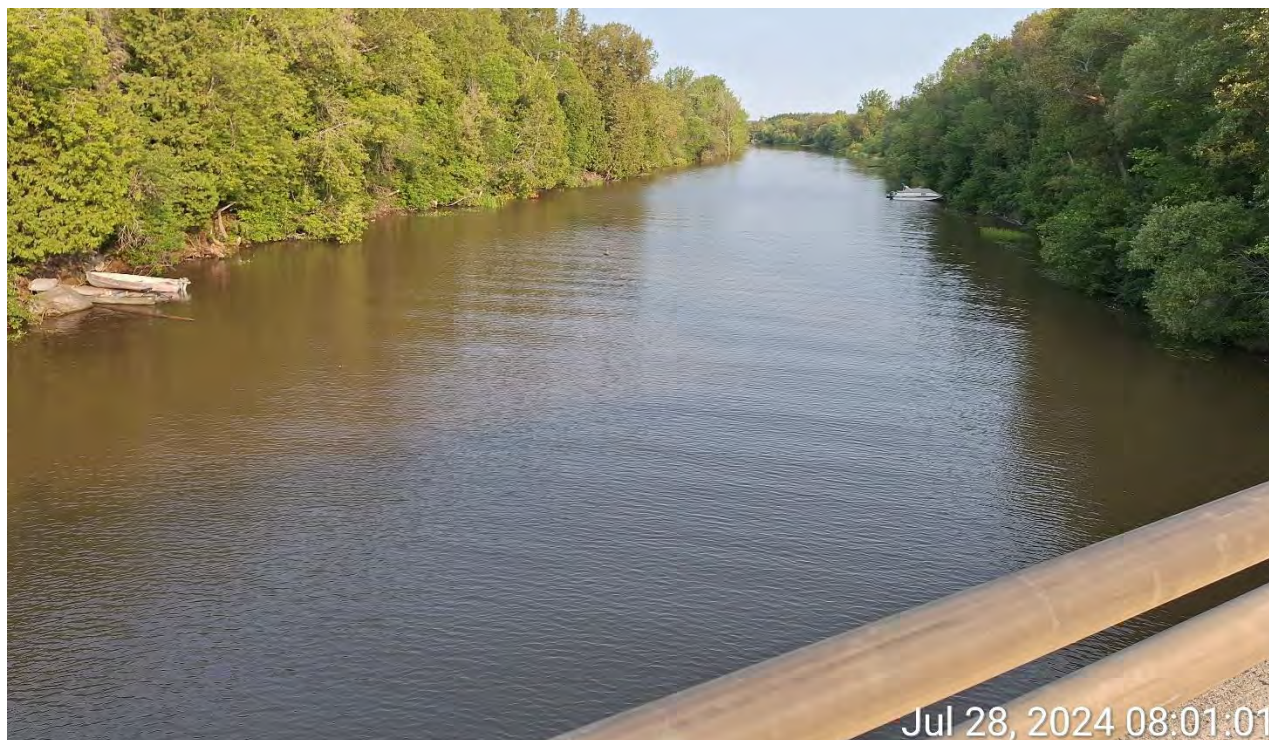


Figure 1 - Stream Looking West

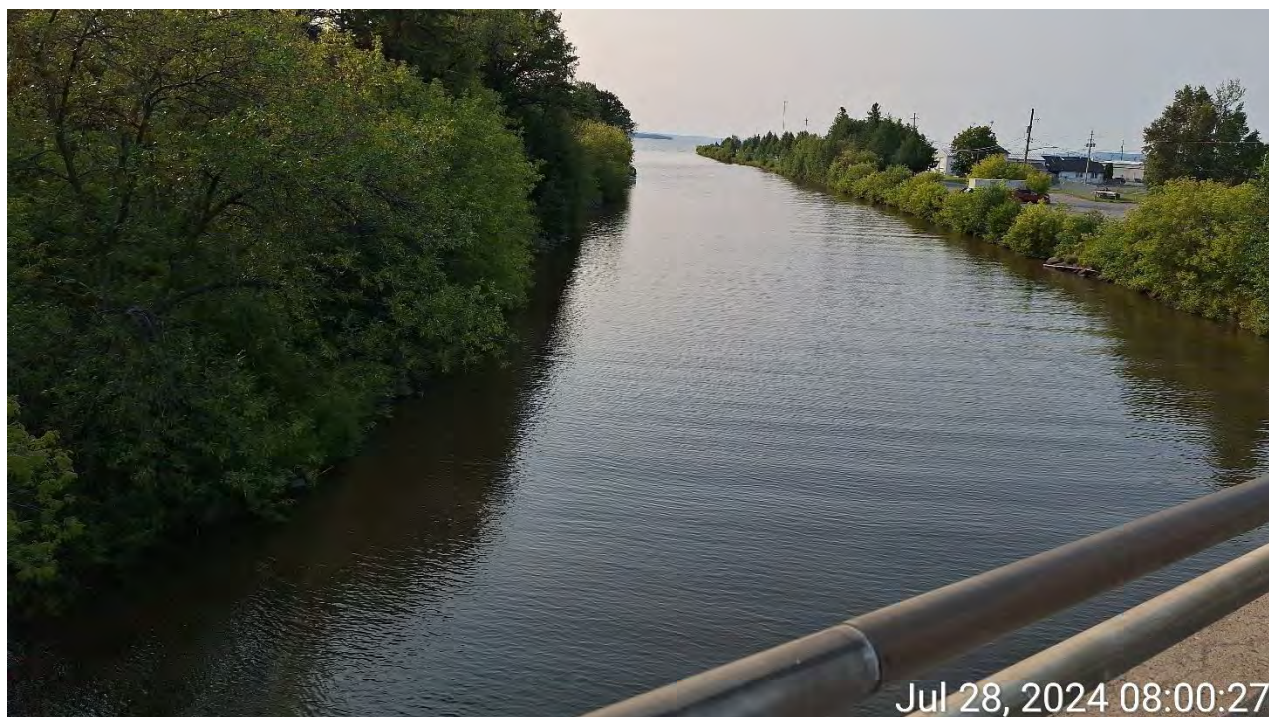


Figure 2 - Stream Looking East

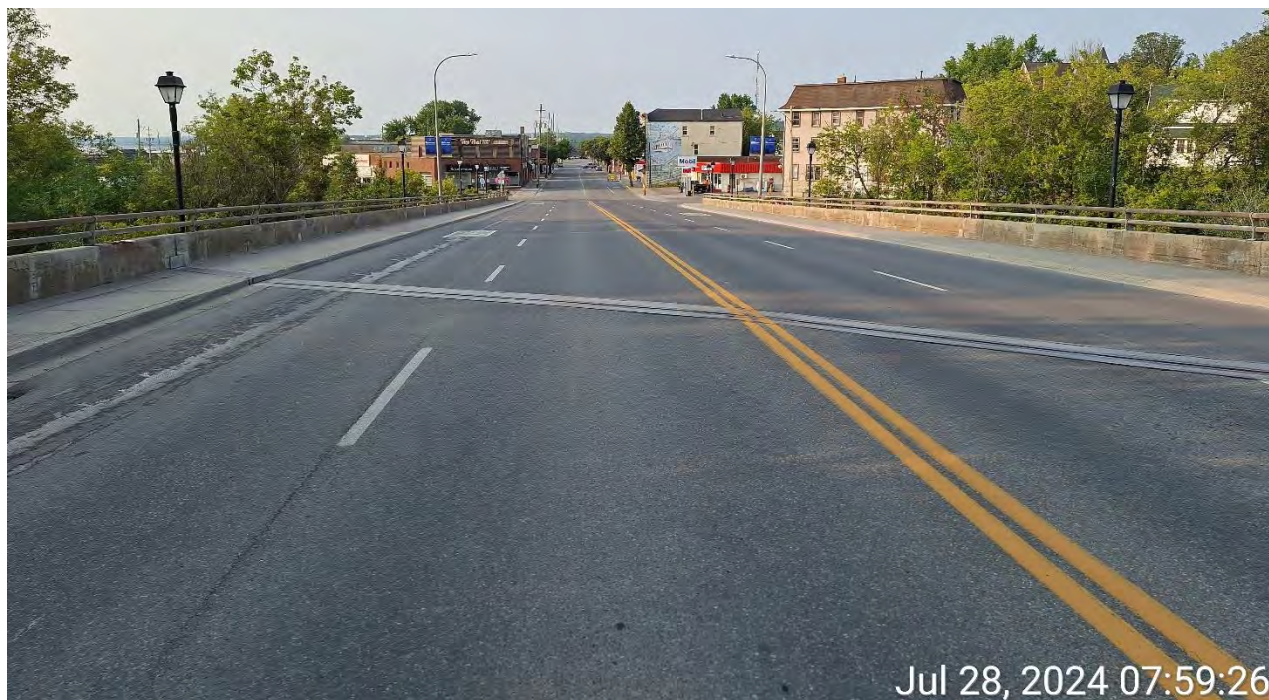
Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 3: View of bridge looking southerly



Figure 4 - Outside of Barrier Wall showing cracks, and water staining.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 5 – Cracks and water staining on Interior Barrier Wall



Figure 6 - Exposed Rebar in a Spall on Barrier Wall

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 7 - Short Railing.



Figure 8 - Corrosion on railing with some pitting.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9 – Asphalt Wearing Surface

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 10 - Cracks and Scaling on Sidewalk

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 11 - Expansion Joint

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 12 - North Expansion Joint

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 13 - Damage at North Expansion Joint**Figure 14 - Slight Debris Build Up in Deck Drain*

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 15: Railing mount with loose bolt.



Figure 16: Loose railing mount.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 17: Bent Railing tube.

\

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Lakeshore Road Culvert		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input checked="" type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Lakeshore Road (Ontario 11B)		
Structure Location	0.7km South of Sunnyside Road		
Latitude	47d 28'28.4" N	Longitude	79d 39'40.1" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input checked="" type="checkbox"/> Local <input type="checkbox"/>
MTO District	New Liskeard	Posted Speed	80 No. of Lanes 2
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Hailebury	Inspection Route Sequence	N/A
Structure Type	Rigid Frame Open	Interchange Number	N/A
Total Deck Length	30.25 (m)	Interchange Structure Number	N/A
Overall Str. Width	5.65 (m)	Min. Vertical Clearance	(m)
Total Deck Area	170.9125 (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input checked="" type="checkbox"/> Bicycle
Roadway Width	7.2 (m)	Detour Length Around Bridge	15 (km)
Skew Angle	28 (Degrees)	Direction of Structure	North/South
No. of Spans	1	Fill on Structure	1.4 (m)
Span Lengths	4.85 (m)		

Historical Data:			
Year Built	<input type="text"/>	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	06/29/2022	Last Evaluation	<input type="text"/>
Last Enhanced OSIM Inspection	<input type="text"/>	Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			
Previous rehab/repair evident, date unknown.			

08

Scheduled Improvements:Regional Priority
Number

--

Programmed Work
Year

--

Nature of Program Work:

Concrete repair and dewatering

\$ 132,000.00

Engineering and Contract Administration

\$ 60,000.00

Estimate Total \$ 192,000.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/26/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Partly Cloudy		
Temperature:	26° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes:			

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input checked="" type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	reface barrel & footing area that is deteriorated, replace retaining wall. Possible waterproofing & paving.		
Date of Next Inspection:	07/26/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:	All	Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	ea		1		1	
Comments: North east embankment severely eroded.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
		Repair erosion.				

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:	Through Culvert	Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	ea			1		
Comments: Minor debris obstructing flow at inlet, wire debris at outlet, sign posts at inlet and outlet.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Clear debris.				

Element Group:	Culverts	Length:	30.3			
Element Name:	Barrels	Width:	4.85			
Location:	Throughout	Height:	2.44			
Material:	Cast-in place concrete	Count:	1			
Element Type:	Frames - Rigid	Total Quantity:	294.82			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	sq m		265.82	25	4	
Comments: Undermining at NE. Severe scaling of exposed concrete. Minor cracks and pattern cracking with moisture staining throughout. Minor spalls, delamination and efflorescence. Honeycombing at SW.						
Recommended Work:		<input checked="" type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
repair concrete.		Repair undermining.				

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Foundation	Length:	30.3			
Element Name:	Footing	Width:				
Location:		Height:	0.8			
Material:	cast in-place Concrete	Count:	1			
Element Type:		Total Quantity:	24.24			
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	sq m		10	9.24	5	
Comments: Medium to severe disintegration and extensive scaling at top of footing. Severe spall in north barrel near joint of N-S barrels. Delaminated areas with focus near cold joint extensively throughout length. Some honeycombing and minor cracks throughout.						
Recommended Work:		<input checked="" type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
repair concrete.						

Element Group:	Retaining walls	Length:	26.5			
Element Name:	Walls	Width:	1			
Location:	Armour Stone at North End	Height:	0.7 (avg)			
Material:	Masonry	Count:	1			
Element Type:	Masonry	Total Quantity:	34.5			
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		6.5	14	14	
Comments: Medium to severe disintegration across entire face of retaining wall.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		
		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Approaches	Length:	15			
Element Name:	Wearing Surface	Width:	7.2			
Location:		Height:				
Material:	Asphalt	Count:	1			
Element Type:	Bituminous	Total Quantity:	108			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		48	60		
Comments: 50m ² of light transverse and map cracking, 50m ² of medium. About 10m ² of longitudinal cracking.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Barriers	Length:	12.4			
Element Name:	Railing Systems	Width:	0.1			
Location:	North End (ped. lookout)	Height:	1.2			
Material:	Steel	Count:	1			
Element Type:	Steel Frame	Total Quantity:	12.4			
Environment:	Severe	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	Other					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		12.4			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Barriers	Length:	6.5			
Element Name:	Railing Systems	Width:				
Location:	Each End	Height:				
Material:	Steel	Count:	2			
Element Type:	Steel Post	Total Quantity:	13			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Other					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		13			
Comments: Light corrosion on about 15% of the surface. Exposed footing, depth unknown.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Barriers	Length:	140			
Element Name:	Railing Systems	Width:				
Location:	Each end	Height:				
Material:	Steel	Count:	2			
Element Type:	Steel Flex Beam on Wood Post	Total Quantity:	280			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m		244	15	21	
Comments: Several locations with impact damage at north rail, two locations with impact damage at southeast. Bolts have light corrosion. Missing bolts. 11 posts and 4 bolts require replacement.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
				repair erosion, replace damaged componen		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Barriers	Length:	99			
Element Name:	Railing Systems	Width:				
Location:	Southeast quadrant	Height:				
Material:		Count:				
Element Type:	3 Cable Guiderail on Wood Post	Total Quantity:	99			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m			96	3	
Comments: Cable is loose. Top cable has light corrosion, Damaged and missing reflectors. Damaged posts, 3 require immediate replacement.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				Remount&tension cable. Replace posts		

Element Group:	Sidewalks/curbs	Length:	15			
Element Name:	Sidewalks and medians	Width:	2.8			
Location:	North Side	Height:				
Material:	Asphalt	Count:				
Element Type:	Bituminous	Total Quantity:	42			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m.		42			
Comments: Minor longitudinal cracks throughout.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1 - Erosion on North East Side



Figure 2 - Erosion on North Embankment

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 3 - Looking South at the Inlet, some debris is present.

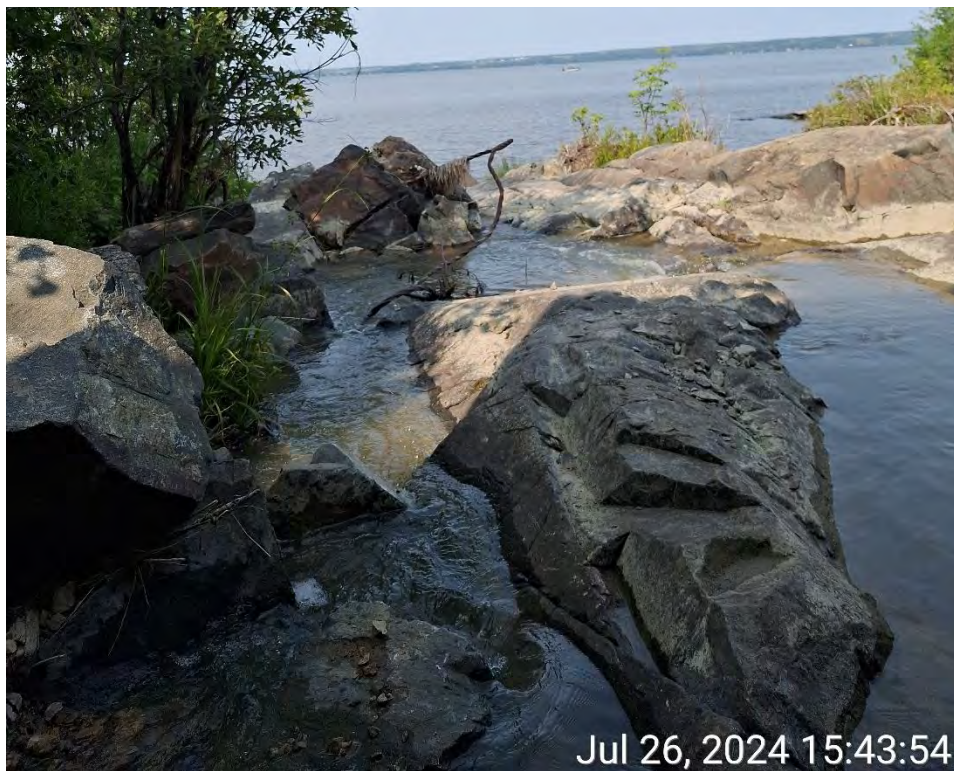


Figure 4 - Creek Looking North at outlet

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 5 - Through Culvert Looking Southerly towards inlet



Figure 6 – deterioration and small spalls on culvert Barrel Wall

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 7 - Delamination and Moisture Staining on culvert barrel, northern portion.



Figure 8 - Severe Spall on Barrel Wall Near Joint

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 9 - Undermining at Bottom Footing**Figure 10 - Disintegration of Top of Footing*

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 11 - Disintegration of Retaining Wall**Figure 12 - Roadway Looking Easterly*

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 13 - Cracks in Wearing Surface**Figure 14 - Lookout Railing above culvert outlet*

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 15 - Corrosion on Railing (North side)



Figure 16 - Exposed Footing of pedestrian railing adjacent to erosion.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 17 - Erosion Under Guiderail



Figure 18 - Severely Damaged/Deteriorated wooden guiderail Post

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 19 - Damaged Rail, bent with light corrosion.



Figure 20 - Rusty rail, bolt and enlarged bolt hole in rail due to deterioration.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 21 - Damaged wooden 3CGR Post



Figure 22 - Cracks in pedestrian path (sidewalk)

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Mill Creek Culvert		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input checked="" type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Lakeview Avenue		
Structure Location	0.35 km East of Maple St S		
Latitude	47d 25'30.86"	Longitude	79d 37'57.81"
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input checked="" type="checkbox"/> Collector <input type="checkbox"/> Local <input type="checkbox"/>
MTO District	New Liskeard	Posted Speed	50 No. of Lanes 2
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Haileybury	Inspection Route Sequence	N/A
Structure Type	Multi plate Ellipse Culvert	Interchange Number	N/A
Total Deck Length	<input type="text"/> (m)	Interchange Structure Number	N/A
Overall Str. Width	23.3 (m)	Min. Vertical Clearance	<input type="text"/> (m)
Total Deck Area	<input type="text"/> (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	7 (m)	Detour Length Around Bridge	<input type="text"/> (km)
Skew Angle	0 (Degrees)	Direction of Structure	North/South
No. of Spans	1	Fill on Structure	1.2 (m)
Span Lengths	6.8 (m)		

Historical Data:			
Year Built	<input type="text"/>	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	06/28/2022	Last Evaluation	<input type="text"/>
Last Enhanced OSIM Inspection	<input type="text"/>	Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			

09

Scheduled Improvements:Regional Priority
Number

--

Programmed Work
Year

--

Nature of Program Work:

Culvert Replacement

\$ 781,000.00

Engineering and Contract Administration

\$ 80,000.00

Estimate Total: \$ 861,000.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/26/24	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Cloudy		
Temperature:	23°		

Additional Investigations Required:		Priority		
		None	Normal	Urgent
Material Condition Survey				
	Detailed Deck Condition Survey:	X		
	Non-destructive Delamination Survey of Asphalt-Covered Deck:	X		
	Concrete Substructure Condition Survey:	X		
	Detailed Coating Condition Survey:	X		
	Detailed Timber Investigation	X		
	Post-Tensioned Strand Investigation	X		
Underwater Investigation:		X		
Fatigue Investigation:		X		
Seismic Investigation:		X		
Structure Evaluation:		X		
Monitoring		X		
	Monitoring of Deformations, Settlements and Movements:	X		
	Monitoring Crack Widths:	X		
Investigation Notes: None required.				

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input checked="" type="checkbox"/> Replace		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input checked="" type="checkbox"/> 6 to 10 years		
Overall Comments:	Replace culvert		
Date of Next Inspection:	07/26/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Approaches	Length:	20
Element Name:	Wearing Surface	Width:	7
Location:		Height:	
Material:	Asphalt	Count:	
Element Type:		Total Quantity:	140
Environment:	Severe	Limited Inspection	<input type="checkbox"/>
Protection System:	None		
Condition Data:	Units	Exc.	Good
	Sq. m		140
Comments:			
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace			
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year			

Element Group:	Embankments and Streams	Length:	
Element Name:	Embankments	Width:	
Location:		Height:	
Material:	Other	Count:	2
Element Type:		Total Quantity:	2
Environment:	Benign	Limited Inspection	<input type="checkbox"/>
Protection System:			
Condition Data:	Units	Exc.	Good
	Each		2
Comments: Steep above top of culvert. Erosion at outlet end above the culvert.			
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace			
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year			
Repair Erosion			

Element Group:	Barriers	Length:	95.7
Element Name:	Railing Sytems	Width:	
Location:		Height:	
Material:		Count:	
Element Type:	3 Cable on Wood Posts	Total Quantity:	95.7
Environment:	Benign	Limited Inspection	<input type="checkbox"/>
Protection System:			
Condition Data:	Units	Exc.	Good
	m		95.7
Comments: Missing reflector, some cables are not mounted. Light to medium decay and rot throughout posts.			
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace			
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year			
Retension 3CGR and replace posts.			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Culverts	Length:				
Element Name:	Inlet Components	Width:				
Location:	South	Height:				
Material:	Cast-in-place concrete	Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each			70%	30%	
Comments: Scaling on approximately 30% of the surface. Approximately 3m ² of delaminated concrete(sounding). Up to severe scaling, previous repair delaminated. Large gaps are present between pieces.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		Repair
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
		repair concrete				

Element Group:	Culverts	Length:				
Element Name:	Outlet Components	Width:				
Location:	North	Height:				
Material:	Cast-in-place concrete	Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each			70%	30%	
Comments: Weathering of concrete, up to 5m of length has scaling. Large gaps are present at previous repair location.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		Repair
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
		repair concrete				

Element Group:	Culverts	Length:	23.3			
Element Name:	Barrels	Width:	6.8			
Location:		Height:	3.4			
Material:	Steel	Count:	1			
Element Type:		Total Quantity:	384			
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq.m.		192	75.5	116.5	
Comments: Moderate to severe corrosion along bottom half of culvert. Numerous rusted bolts. Salt is present at the top bolt holes. There is a build up of rocks, granular and debris inside the culvert with most of it being at the ends.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		Clean out
		<input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
		Clean out rocks and granular.				

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 1 - Wearing Surface Looking East



Figure 2 - 3 Cable Guide Rail – some sag in cable shown

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 3 - Deteriorating Wooden Post



Figure 4 - Creek Looking South

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 5 - Creek Looking North

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 6: Culvert barrel

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7: Previous Suspect Concrete repair with a gap between other concrete parts

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 8: Culvert barrel showing corrosion and water level.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9: Efflorescence at bolts and culvert joints overhead.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 10: Severe corrosion of culvert barrel, bolts and nuts.



Figure 11: Severe corrosion of culvert barrel, bolts, and nuts near waterline.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 12: Disintegration of Concrete component.

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Groom Drive Culvert		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input checked="" type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Groom Drive		
Structure Location	0.25 km of Silver Centre Rd		
Latitude	47d25'18.09"	Longitude	79d37'50.12"
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	<input type="text"/> No. of Lanes 2
Old County	Temiskaming	AADT	<input type="text"/> % Trucks <input type="text"/>
Geographic Twp.	Haileybury	Inspection Route Sequence	<input type="text"/>
Structure Type	Ellipse Multiplate Culvert	Interchange Number	<input type="text"/>
Total Deck Length	<input type="text"/> (m)	Interchange Structure Number	<input type="text"/>
Overall Str. Width	24.7 (m)	Min. Vertical Clearance	<input type="text"/> (m)
Total Deck Area	<input type="text"/> (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	7 (m)	Detour Length Around Bridge	1 (km)
Skew Angle	0 (Degrees)	Direction of Structure	East/West
No. of Spans	2	Fill on Structure	1 (m)
Span Lengths	4.1, 4.1 (m)		

Historical Data:			
Year Built	<input type="text"/>	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	6/28/2022	Last Evaluation	<input type="text"/>
Last Enhanced OSIM Inspection	<input type="text"/>	Current Load Limit	<input type="text"/> / / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Culvert Replacement

\$ 770,000.00

Engineering and Contract Administration

\$80,000.00

Estimate Total: \$ 850,000.00

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/26/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Cloudy		
Temperature:	23° C		

Additional Investigations Required:		Priority		
		None	Normal	Urgent
Material Condition Survey				
	Detailed Deck Condition Survey:	X		
	Non-destructive Delamination Survey of Asphalt-Covered Deck:	X		
	Concrete Substructure Condition Survey:	X		
	Detailed Coating Condition Survey:	X		
	Detailed Timber Investigation	X		
	Post-Tensioned Strand Investigation	X		
Underwater Investigation:		X		
Fatigue Investigation:		X		
Seismic Investigation:		X		
Structure Evaluation:		X		
Monitoring		X		
	Monitoring of Deformations, Settlements and Movements:	X		
	Monitoring Crack Widths:	X		
Investigation Notes:				

Overall Structure Notes:			
Recommended Work on Structure:	<input type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input checked="" type="checkbox"/> Replace		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input checked="" type="checkbox"/> 6 to 10 years		
Overall Comments:	Replace culvert		
Date of Next Inspection:	July 26, 2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Approaches	Length:	20			
Element Name:	Wearing Surface	Width:	7			
Location:		Height:				
Material:	Gravel	Count:				
Element Type:		Total Quantity:	140			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq. m		140			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

Element Group:	Barriers	Length:	36			
Element Name:	Railing Systems	Width:				
Location:		Height:				
Material:		Count:				
Element Type:	SBGR on wood post	Total Quantity:	36			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m			36		
Comments: Weathering and fungus growth on wood posts. Missing bolt at NE and NW ends.						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
				repair connections missing fasteners.		

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	All		1			
Comments:						
Recommended Work:				Maintenance Needs:		
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace				<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		1		1	
Comments: Embankment on inlet is collapsing between culverts. Material has been lost, roots of vegetation are loose and starting to impinge on inlet.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
				Add material/attempt to prevent erosion		

Element Group:	Culverts	Length:	24.7			
Element Name:	Barrels	Width:	4.1			
Location:		Height:	2.85			
Material:	Steel	Count:	2			
Element Type:		Total Quantity:	271.5			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	coated/galvanized					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m		111.5	25	135	
Comments: Severe corrosion at and below water line. Accumulation of dirt and debris at outlet.						
Recommended Work:		<input type="checkbox"/> Rehab <input checked="" type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input checked="" type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
Replace culvert.				Remove debris from inlet & outlet		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1 - Roadway Looking West



Figure 2 - Barrier Missing Bolts, Poor Connection

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 3 - Weathering and Growth on Post



Figure 4 – Culvert Inlet

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 5 – Culvert Outlet



Figure 6 - Severe Corrosion of barrel and bolts at Waterline.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7 – Culvert Barrel (east)

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	McLean Road Culvert		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input checked="" type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	McLean Road		
Structure Location	0.6 km South of Young's Road		
Latitude	47d 32'50.0" N	Longitude	79d 41'45.7" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	<input type="text"/> No. of Lanes <input type="text"/> 2
Old County	Temiskaming	AADT	<input type="text"/> % Trucks <input type="text"/>
Geographic Twp.	Dymond	Inspection Route Sequence	N/A
Structure Type	Round Culvert	Interchange Number	N/A
Total Deck Length	<input type="text"/> (m)	Interchange Structure Number	N/A
Overall Str. Width	35.5 (m)	Min. Vertical Clearance	<input type="text"/> (m)
Total Deck Area	<input type="text"/> (sq.m)	Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	7 (m)	Detour Length Around Bridge	10 (km)
Skew Angle	0 (Degrees)	Direction of Structure	East/West
No. of Spans	1	Fill on Structure	2 (m)
Span Lengths	4 (m)		

Historical Data:			
Year Built	2009	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	06/27/2022	Last Evaluation	<input type="text"/>
Last Enhanced OSIM Inspection	<input type="text"/>	Current Load Limit	<input type="text"/> / / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/31/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Cloudy		
Temperature:	25° C		

Additional Investigations Required:		Priority		
		None	Normal	Urgent
Material Condition Survey				
	Detailed Deck Condition Survey:			
	Non-destructive Delamination Survey of Asphalt-Covered Deck:			
	Concrete Substructure Condition Survey:			
	Detailed Coating Condition Survey:			
	Detailed Timber Investigation			
	Post-Tensioned Strand Investigation			
Underwater Investigation:				
Fatigue Investigation:				
Seismic Investigation:				
Structure Evaluation:				
Monitoring				
	Monitoring of Deformations, Settlements and Movements:			
	Monitoring Crack Widths:			
Investigation Notes: None required				

Overall Structure Notes:			
Recommended Work on Structure:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	outlet severely damaged, some impact to hydraulic flows.		
Date of Next Inspection:	07/31/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:	All	Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:		Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	All		1			
Comments: Structure is undermined upstream. Stream bed is eroded downstream.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:	Culverts	Length:	35.5			
Element Name:	Barrels	Width:	4			
Location:		Height:				
Material:	Corrugated Steel	Count:	1			
Element Type:		Total Quantity:	446.5			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq.m.		336.5	100	10	
Comments: Severe damage at inlet. Light corrosion at bottom of barrel and multiple connections. Debris buildup in middle of barrel. Previous repair patch missing 6 bolts. One overhead bolt loose. Galvanized coating beginning to fail.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
Clean out debris. reshape culvert inlet						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Approaches	Length:	20
Element Name:	Wearing Surface	Width:	7
Location:		Height:	
Material:	Gravel	Count:	1
Element Type:		Total Quantity:	140
Environment:	Severe	Limited Inspection	<input type="checkbox"/>
Protection System:			Perform. Deficiencies
Condition Data:	Units	Exc.	Good
	Sq. m.		70
Comments: Loose gravel on half of the wearing surface.			
Recommended Work:		Maintenance Needs:	
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			

Element Group:		Length:	
Element Name:		Width:	
Location:		Height:	
Material:		Count:	
Element Type:		Total Quantity:	
Environment:		Limited Inspection	<input type="checkbox"/>
Protection System:			Perform. Deficiencies
Condition Data:	Units	Exc.	Good
Comments:			
Recommended Work:		Maintenance Needs:	
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			

Element Group:		Length:	
Element Name:		Width:	
Location:		Height:	
Material:		Count:	
Element Type:		Total Quantity:	
Environment:		Limited Inspection	<input type="checkbox"/>
Protection System:			Perform. Deficiencies
Condition Data:	Units	Exc.	Good
Comments:			
Recommended Work:		Maintenance Needs:	
<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year	
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1: Roadway over culvert



Figure 2 - Outlet Stream

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 3 - Inlet Stream, bent culvert barrel.



Figure 4 - Damage at Inlet of culvert barrel.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 5 - Minor Damage at Outlet**Figure 6 - Repair Patch with Missing Bolts*

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7 - Debris in Culvert Barrel

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 8: Corrosion near bolts.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 9 - Corrosion at Connection, water seeping in at bolt connection.



Figure 10 – Light to medium Corrosion at Bottom of Barrel, perched outlet.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs***Figure 11 - Undermining at Outlet**Figure 12 - Undermining At Outlet*

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 13 - Erosion on Embankment

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	Peter's Road Culvert		
Main Hwy/Road #	<input type="text"/>	On <input checked="" type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input checked="" type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	Peter's Road		
Structure Location	0.6 km North of Tobler's Road		
Latitude	47d 33'25.8" N	Longitude	79d 39'10.5" W
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/>
MTO District	New Liskeard	Posted Speed	50 No. of Lanes 2
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Dymond	Inspection Route Sequence	
Structure Type	Round Culvert	Interchange Number	
Total Deck Length		Interchange Structure Number	
Overall Str. Width	34.4 (m)	Min. Vertical Clearance	
Total Deck Area		Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	7 (m)	Detour Length Around Bridge	4 (km)
Skew Angle	20 (Degrees)	Direction of Structure	East/West
No. of Spans		Fill on Structure	2.5 (m)
Span Lengths	2.7 (m)		

Historical Data:			
Year Built	<input type="text"/>	Year of Last Major Rehab.	<input type="text"/>
Last OSIM Inspection	<input type="text"/>	Last Evaluation	<input type="text"/>
Last Enhanced OSIM Inspection	06/27/2022	Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	<input type="text"/>	Load Limit By-Law #	<input type="text"/>
Last Underwater Inspection	<input type="text"/>	By-Law Expiry Date	<input type="text"/>
Last Condition Survey	<input type="text"/>		
Rehab History: (Date/description)			

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/27/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Partly Cloudy		
Temperature:	27° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes: None required			

Overall Structure Notes:			
Recommended Work on Structure:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	Barrels generally in good condition, gravel wearing surface should be regraded.		
Date of Next Inspection:	07/27/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments: Undercutting at inlet and outlet of culvert. Steep embankments with erosion.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 year		
		Fill could be added to eroded areas				

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:		Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	All		1			
Comments: Beaver dam on East side of culvert.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		consider removal of beaver dam.				

Element Group:	Approaches	Length:	20			
Element Name:	Wearing Surface	Width:	7			
Location:		Height:				
Material:	Gravel	Count:	1			
Element Type:		Total Quantity:	140			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq.m.			140		
Comments: moderate wash-boarding throughout.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		Regrade
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Regrade to remove washboard.				

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Culverts	Length:	35			
Element Name:	Barrels	Width:	2.7			
Location:	Throughout	Height:				
Material:	Corrugated Steel	Count:	1			
Element Type:	Pipe round	Total Quantity:	296.8			
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m2		236.8	45	15	
Comments: Light corrosion from on bottom transitioning to medium and severe below water. Minor damage at outlet. Joint with a gap on the bottom, sides have been spray foamed.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1: Roadway over culvert

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 2 - Stream Looking East



Figure 3 - Stream Looking West

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 4 - Wash boarding on gravel Wearing Surface



Figure 5: Washboard approximately 4.5cm deep

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 6 - Corrosion at Bottom of Barrel



Figure 7 – Gap between culvert barrel pieces at Bottom of Barrel

Ontario Structure Inspection Manual – Inspection Form

Site Photographs

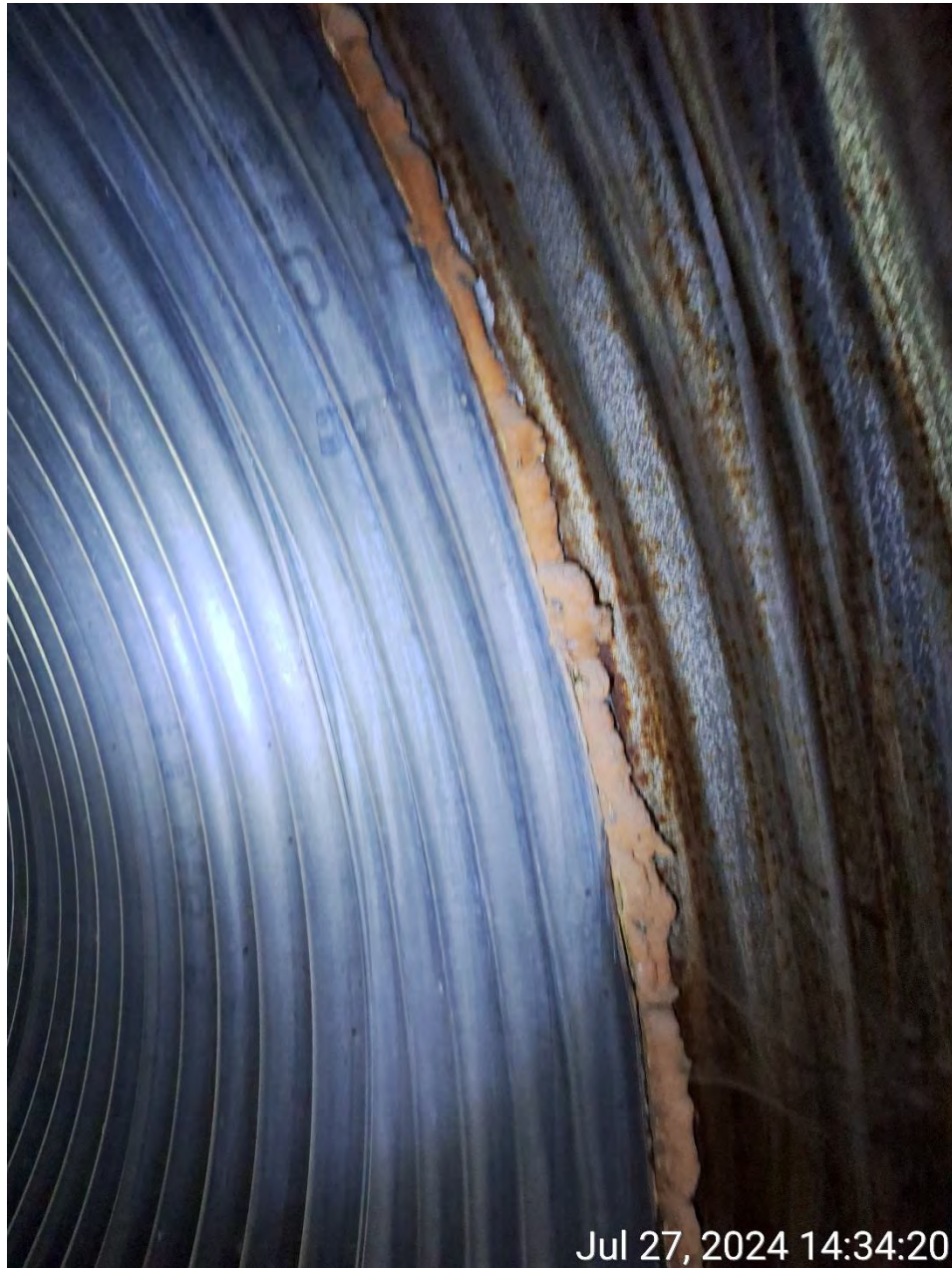


Figure 8: Spray foam in culvert gap along top and sides, not along bottom.

Ontario Structure Inspection Manual – Inspection Form**Site Photographs**

Figure 9 – Undercutting at End of Culvert

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 10: Perched Outlet

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Inventory Data:			
Structure Name	River Road Culvert		
Main Hwy/Road #	<input type="text"/>	On <input type="checkbox"/> Under <input type="checkbox"/>	Crossing Type: <input type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. Water <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Ped. <input type="checkbox"/> Other
Hwy/Road Name	River Road		
Structure Location	0.3 km South of Uno Park Road		
Latitude	47d 34'42.5"N	Longitude	79d 44'28.8"
Owner(s)	City of Temiskaming Shores	Heritage Designation:	<input type="checkbox"/> Not Cons. <input type="checkbox"/> Cons./not App. <input type="checkbox"/> List/not Desig. <input type="checkbox"/> Desig./not List <input type="checkbox"/> Desig. & List
MTO Region	Northern	Road Class:	Freeway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local <input type="checkbox"/>
MTO District	New Liskeard	Posted Speed	80 No. of Lanes 2
Old County	Temiskaming	AADT	% Trucks
Geographic Twp.	Dymond	Inspection Route Sequence	
Structure Type	Round Culvert	Interchange Number	
Total Deck Length		Interchange Structure Number	
Overall Str. Width	38 (m)	Min. Vertical Clearance	
Total Deck Area		Special Routes:	<input type="checkbox"/> Transit <input type="checkbox"/> Truck <input type="checkbox"/> School <input type="checkbox"/> Bicycle
Roadway Width	7 (m)	Detour Length Around Bridge	10 (km)
Skew Angle	0 (Degrees)	Direction of Structure	East/West
No. of Spans	1	Fill on Structure	2 (m)
Span Lengths	3.67 (m)		

Historical Data:	
Year Built	
Year of Last Major Rehab.	
Last OSIM Inspection	6/27/2024
Last Evaluation	
Last Enhanced OSIM Inspection	
Current Load Limit	/ / (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)	
Load Limit By-Law #	
Last Underwater Inspection	
By-Law Expiry Date	
Last Condition Survey	
Rehab History: (Date/description)	

Scheduled Improvements:Regional Priority
NumberProgrammed Work
Year

Nature of Program Work:

Appraisal Indices:**Comments**

Fatigue

Seismic

Scour

Flood

Geometrics

Barrier

Curb

Load Capacity

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number:

Field Inspection Information:			
Date of Inspection:	07/28/2024	Type of Inspection:	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
Inspector:	Amy Kwaka, P.Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	23° C		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Condition Survey			
Detailed Deck Condition Survey:			
Non-destructive Delamination Survey of Asphalt-Covered Deck:			
Concrete Substructure Condition Survey:			
Detailed Coating Condition Survey:			
Detailed Timber Investigation			
Post-Tensioned Strand Investigation			
Underwater Investigation:			
Fatigue Investigation:			
Seismic Investigation:			
Structure Evaluation:			
Monitoring			
Monitoring of Deformations, Settlements and Movements:			
Monitoring Crack Widths:			
Investigation Notes: None required.			

Overall Structure Notes:			
Recommended Work on Structure:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Minor Rehab. <input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace		
Timing of Recommended Work:	<input type="checkbox"/> 1 to 5 years <input type="checkbox"/> 6 to 10 years		
Overall Comments:	Significant debris (assumed from beaver dam) blocking inlet and accumulated in culvert barrel.		
Date of Next Inspection:	07/28/2026		

Suspected Performance Deficiencies

01	Load carrying capacity	06	Bearing not uniformly loaded/unstable	12	Slippery surfaces
02	Excessive deformations (deflections & rotations)	07	Jammed expansion joint	13	Flooding/channel blockage
03	Continuing settlement	08	Pedestrian/vehicular hazard	14	Undermining of foundation
04	Continuing movements	09	Rough riding surface	15	Unstable embankments
05	Seized bearings	10	Surface ponding	16	Other
		11	Deck drainage		

Maintenance Needs

01	Lift and Swing Bridge Maintenance	07	Repair to Structural Steel	13	Erosion Control at Bridges
02	Bridge Cleaning	08	Repair of Bridge Concrete	14	Concrete Sealing
03	Bridge Handrail Maintenance	09	Repair of Bridge Timber	15	Rout and Seal
04	Painting Steel Bridge Structures	10	Bailey bridges - Maintenance	16	Bridge Deck Drainage
05	Bridge Deck Joint Repair	11	Animal/Pest Control	17	Sealing (Loose Concrete or ACR Steel)
06	Bridge Bearing Maintenance	12	Bridge Surface Repair	18	Other

Element Data

Element Group:	Approches	Length:	20			
Element Name:	Wearing Surface	Width:	6			
Location:		Height:				
Material:	Gravel	Count:				
Element Type:		Total Quantity:	120			
Environment:	Severe	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
			120			
Comments:						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace						
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year						

Element Group:	Embankments and Streams	Length:				
Element Name:	Streams and Waterways	Width:				
Location:		Height:				
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each			1		
Comments: Erosion of stream bed at East. Large build up debris at inlet from possible beaver dam.						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace						
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Maintenance Needs: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year						
remove debris. provide erosion protection						

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:	All	Height:				
Material:		Count:	2			
Element Type:		Total Quantity:	2			
Environment:	Benign	Limited Inspection	<input type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
				2		
Comments:						
Recommended Work: <input type="checkbox"/> Rehab <input type="checkbox"/> Replace						
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years						
Maintenance Needs: <input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year						

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Element Data

Element Group:	Culverts	Length:	38			
Element Name:	Barrels	Width:	3.67			
Location:	Throughout	Height:				
Material:	Corrugated Steel	Count:	1			
Element Type:	Pipe round	Total Quantity:	438			
Environment:	Moderate	Limited Inspection	<input type="checkbox"/>			
Protection System:	Hot dip galvanizing					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Sq.m.		385	53		
Comments: Damage to barrel at inlet and deformation at obvert. Light corrosion and up to 700mm of debris has accumulated along bottom of culvert. It appears a beaver dam let go upstream resulting in the debris and possible barrel damage.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year		
		Remove debris				

Element Group:	Culverts	Length:				
Element Name:	Inlet Components	Width:				
Location:		Height:				
Material:	Cast-in-place concrete	Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Severe	Limited Inspection	<input checked="" type="checkbox"/>			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
Comments: Appears to be performing well. Unable to access due to debris.						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

Element Group:		Length:				
Element Name:		Width:				
Location:		Height:				
Material:		Count:				
Element Type:		Total Quantity:				
Environment:		Limited Inspection	<input type="checkbox"/>			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
Comments:						
Recommended Work:		<input type="checkbox"/> Rehab <input type="checkbox"/> Replace		Maintenance Needs:		
		<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years		<input type="checkbox"/> Urgent <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 1 – Stream Looking West



Figure 2 - Stream Looking East

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 3 – Gravel Wearing Surface over culvert



Figure 4 - Debris Buildup at Inlet – suspect beaver dam debris.

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 5: View from upstream of inlet debris

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 6 – Concrete component at Inlet

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 7: Culvert Outlet

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 8: Debris in culvert barrel

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 9: Light corrosion above waterline

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 10 - Damage at Inlet

Ontario Structure Inspection Manual – Inspection Form

Site Photographs



Figure 11 – View Through Barrel

Inventory Data:			
Structure Name	Culvert 30		
Hwy/Road Name	Laforest Road		
Culvert Location	270m North from Veley Road corner		
Latitude	47d29'41.8"	Longitude	79d44'18.2" (Approximate coordinates)
Crossing Type		Posted Speed	80 km/hour
Geographic Twp.	Dymond	No. of Lanes	2
Culvert Type	600 mm Round HDPE Culvert & 1100mm x 650mm Ellipse Timber Culvert (Two Barrel materials)		
Roadway Width(m)	5.0	Direction of Culvert	East - West
Length (m)	20.0	Fill on Culvert	

Field Inspection Information:			
Date of Inspection	07/31/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Cloudy		
Temperature:	23° C		

Overall Structure Notes:	
Recommended Work on Structure:	Replacement
Timing of Recommended Work:	6 to 10 years
Overall Comments:	The condition of the culvert with a focus on the timber barrel should be monitored and replacement time adjusted accordingly.
Estimated Cost:	\$55,000

Element Group:	Culverts			Length:	11.15m	
Element Name:	Barrels			Width:	0.6m	
Location:	Outlet			Height:		
Material:	HDPE			Count:	1m	
Element type:				Total Quantity:	21 m ²	
Environment:	Benign			Limited inspection:	Yes	
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m ²		20	1		
Comments: Water is ponding in the middle of the barrel length. There is a piece of material torn off at the outlet and deformation on the bottom. There is unknown debris hanging down from the top of the barrel which appears to be a sort of fabric or cloth. At the outlet there is a metal post that is not attached to mark culvert end. It is heavily vegetated at the culvert outlet.						
Recommended Work:				Maintenance Needs:		
				Clear vegetation at outlet, remove or remount metal post.		

Element Group:	Culverts			Length:	3.35m	
Element Name:	Barrels			Width:	0.11m	
Location:	Inlet			Height:	0.65m	
Material:	Wood			Count:	1m	
Element type:	Timber stave pipe			Total Quantity:	1.5 m ²	
Environment:	Benign			Limited inspection:	No	
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m ²			1.5		
Comments: Timber has some fungus growth and weathering however it resists penetration with a sharp tool. The original shape and dimensions of the timer culvert is unknown, but it is suspected that it has become oblong over time which is supported by gaps between boards on the top of the culvert. There is debris buildup at the inlet which is heavily vegetated.						
Recommended Work:				Maintenance Needs:		
				Clear vegetation.		

Element Group:	Embankments and Streams			Length:		
Element Name:	Embankments			Width:		
Location:				Height:		
Material:				Count:	2	
Element type:				Total Quantity:	2	
Environment:	Benign			Limited inspection: No		
Protection System:				Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each			1	1	
Comments: Slope failure on east side across from outlet. Collapsed material and severe erosion needs immediate repair above outlet as it is at the edge of shoulder.						
Recommended Work:				Maintenance Needs:		
				Repair collapsed embankment		

Element Group:	Approaches			Length:	20m	
Element Name:	Wearing Surface			Width:	5m	
Location:				Height:		
Material:	Gravel			Count:		
Element type:				Total Quantity:	100 m ²	
Environment:	Severe			Limited inspection: No		
Protection System:				Perform. Deficiencies		
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		100			
Comments:						
Recommended Work:				Maintenance Needs:		



Figure 1 – Gravel Wearing Surface



Figure 2 - Slope Failure Across from Outlet



Figure 3 - Damage to invert at the Outlet



Figure 4 - Hanging Debris and ponding water



Figure 5 - Inlet



Figure 6 – Inlet, with some debris cleared away



Figure 7 - Interior of Timber Pipe (inlet end)



Figure 8 – Erosion Above Outlet immediately adjacent to shoulder



Figure 9 - Unattached Metal Post at outlet

Inventory Data:			
Culvert Name	Culvert 31		
Hwy/Road Name	Laforest Road		
Culvert Location	222m North from Veley Road corner (estimated at approximately 100m North)		
Latitude	47d29'41.6"	Longitude	79d44'18.1" (approximate coordinates)
Crossing Type		Posted Speed	80 km/hour
Geographic Twp.	Dymond	No. of Lanes	2
Culvert Type	600mm Diameter Round CSP Culvert		
Roadway Width(m)	5.0	Direction of Culvert	East – West
Length (m)	17.2	Fill on Culvert	

Field Inspection Information:			
Date of Inspection	07/31/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Cloudy		
Temperature:	22° C		

Overall Structure Notes:	
Recommended Work on Structure:	Maintenance - Remove wire fence and debris at inlet.
Timing of Recommended Work:	1 – 2 Years
Overall Comments:	Culvert appears to be in fair to good condition

Element Group:	Culverts	Length:	17.2m
Element Name:	Barrels	Width:	0.6m
Location:		Height:	0.6m
Material:	Corrugated Steel	Count:	1
Element type:		Total Quantity:	32.5m ²
Environment:	Benign	Limited inspection:	Yes
Protection System:			
Condition Data:	Units	Exc.	Good
	m ²		25
		Fair	7.5
		Poor*	
Perform. Deficiencies			
Comments: Damage on west end. Light to medium corrosion throughout from spring line down. Joint separation midway. Ponding water in east half of barrel with some moss growth. Wire fence covering inlet causing debris buildup and blockage. Barbed wire at outlet.			
Recommended Work:		Maintenance Needs:	
		Remove wire fence and debris at inlet.	

Element Group:	Embankments and Streams	Length:	
Element Name:	Embankments	Width:	
Location:		Height:	
Material:		Count:	2
Element type:		Total Quantity:	2
Environment:	Benign	Limited inspection:	No
Protection System:			
Condition Data:	Units	Exc.	Good
	Each		2
		Fair	
		Poor*	
Perform. Deficiencies			
Comments: Steep, some erosion.			
Recommended Work:		Maintenance Needs:	

Element Group:	Approaches		Length:	20m	
Element Name:	Wearing Surface		Width:	5m	
Location:			Height		
Material:	Gravel		Count:		
Element type:			Total Quantity:	100m ²	
Environment:	Severe		Limited inspection:	No	
Protection System:					
Condition Data:	Units	Exc.	Good	Fair	Poor*
	Sq. m.		100		
Comments:					
Recommended Work:				Maintenance Needs:	



Figure 1 – Gravel Wearing Surface above Culvert



Figure 2: Culvert Inlet



Figure 3 - Wire Fence Across Inlet holding debris



Figure 4 - Damaged West End, growth in barrel



Figure 5 - Corrosion of varying severity throughout Barrel

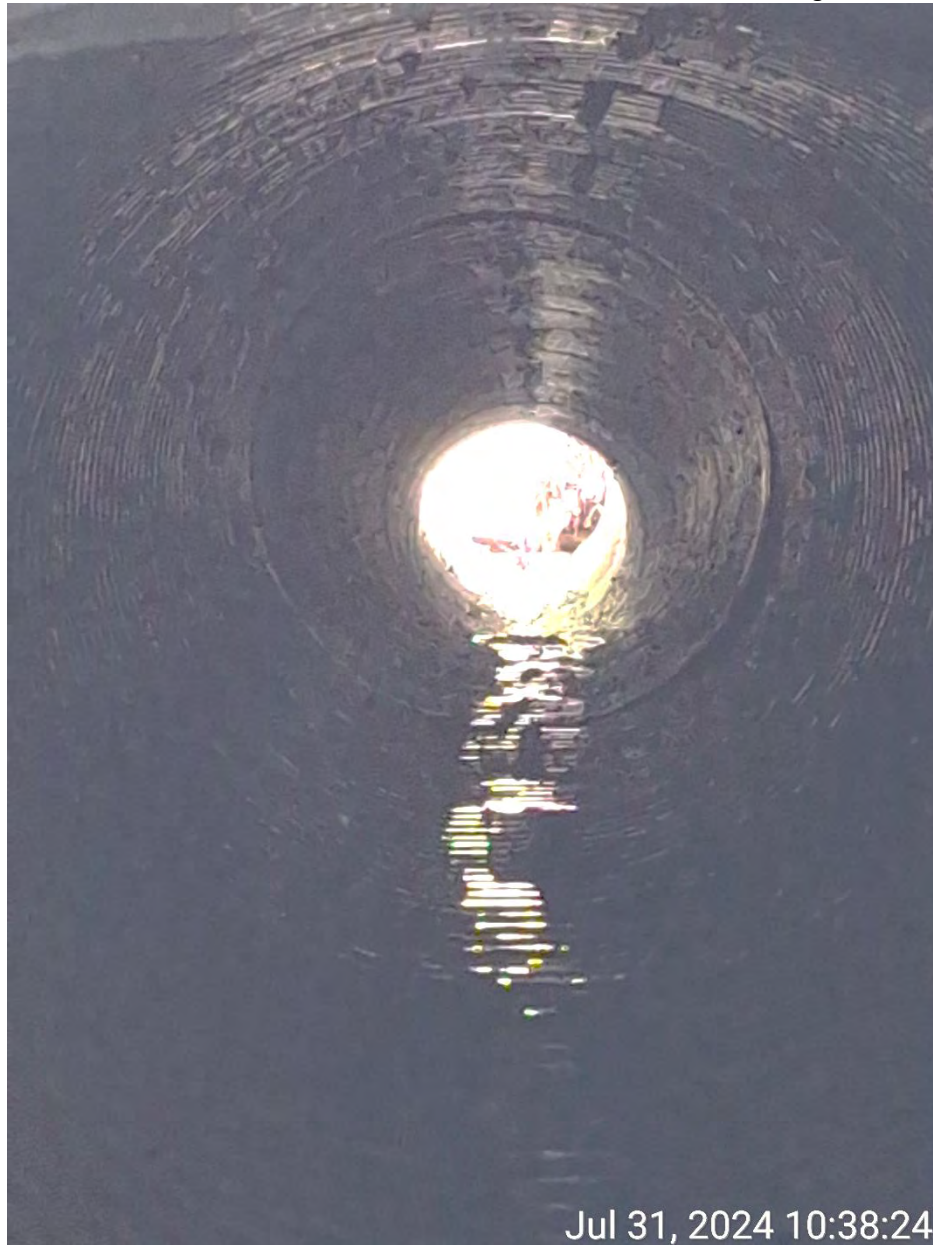


Figure 6: Ponding water and debris in bottom of culvert

Inventory Data:			
Culvert Name	Culvert 32		
Hwy/Road Name	Laurette Street		
Culvert Location	80m North of Crystal Crescent		
Latitude	45d32'36.9"	Longitude	79d40'13.5" (approximate coordinates)
Crossing Type		Posted Speed	50 km/hour
Geographic Twp.	Dymond	No. of Lanes	2
Culvert Type	1700mm diameter Round CSP Culvert		
Roadway Width(m)	5.0	Direction of Culvert	East – West
Length (m)	25	Fill on Culvert	

Field Inspection Information:			
Date of Inspection	07/27/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	29° C		

Overall Structure Notes:	
Recommended Work on Structure:	Replacement
Timing of Recommended Work:	1 – 5 Years
Overall Comments:	Culvert has distortion, joint gaps, and vertical support post that appear to be failing.
Cost Estimate:	\$90,000

Element Group:	Culverts	Length:	25m
Element Name:	Barrels	Width:	1.7m
Location:		Height:	1.7m
Material:	CSP	Count:	1
Element type:		Total Quantity:	133.5m ²
Environment:	Benign	Limited inspection:	
Protection System:			
Condition Data:	Units	Exc.	Good
	m ²		65
		Fair	68.5
		Poor*	
Perform. Deficiencies			
Comments: Joints have large gaps up to 7.5", some with damaged edges and geotextile intruding into the culvert. There is medium corrosion for approximately 2.5m wide throughout the length of the culvert, as well as a section overhead. A vertical wood post appears to be acting as a support near the middle of the culvert and accumulates debris. A block on top of this vertical post appears to be crushing under the load. Approximately 0.5m deformation of the barrel vertically.			
Recommended Work:		Maintenance Needs:	
Replacement		Clear Debris	

Element Group:	Embankments and Streams	Length:	
Element Name:	Embankments	Width:	
Location:		Height:	
Material:		Count:	2
Element type:		Total Quantity:	2
Environment:	Benign	Limited inspection:	No
Protection System:			
Condition Data:	Units	Exc.	Good
	Each		1
		Fair	1
		Poor*	
Perform. Deficiencies			
Comments: East embankment has significant erosion.			
Recommended Work:		Maintenance Needs:	
		Repair erosion on east embankment	

Element Group:	Approaches			Length:	20m	
Element Name:	Wearing Surface			Width:	5.0m	
Location:				Height		
Material:	Gravel			Count:		
Element type:				Total Quantity:	100m ²	
Environment:	Severe			Limited inspection: No		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		80	20		
Comments: Minor washboard and potholes.						
Recommended Work:				Maintenance Needs:		
				Repair potholes and washboard		

Element Group:	Approaches			Length:	20m	
Element Name:	Wearing Surface			Width:	2.5m	
Location:				Height		
Material:	Asphalt			Count:		
Element type:	(Bike Path)			Total Quantity:	50m ²	
Environment:	Severe			Limited inspection: No		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		50			
Comments:						
Recommended Work:				Maintenance Needs:		

Element Group:		Barriers		Length:	14.6m	
Element Name:		Hand Railings		Width:		
Location:		East side		Height	1.3m	
Material:		Steel		Count:	1	
Element type:				Total Quantity:	14.6m	
Environment:		Severe		Limited inspection: No		
Protection System:		Paint				Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	M		12.1	2.5		
Comments: Paint has chipped off at the connection points and light to medium corrosion is present. Approximately 2.5m of the length is bent. Concrete footing has a crack in it.						
Recommended Work:				Maintenance Needs:		
				Repair or replace bent section. Consider repainting.		



Figure 1: View looking South – asphalt and gravel wearing surface



Figure 2: Pot holes in gravel wearing surface



Figure 3: Bent hand rail with corrosion and loss of coating.



Figure 4: Bent hand rail



Figure 5: Hand rail joint with corrosion



Figure 6: Concrete Footing with crack



Figure 7: View along barrel from the east



Figure 8: Corrosion overhead



Figure 9: Joint gap with geotextile intruding into the barrel



Figure 10: Gap at joint



Figure 11: Deformation of a barrel end at a joint.



Figure 12: Joint gap



Figure 13: Obstruction in culvert that appears to be acting as a vertical support



Figure 14: Crushing of block above vertical support.

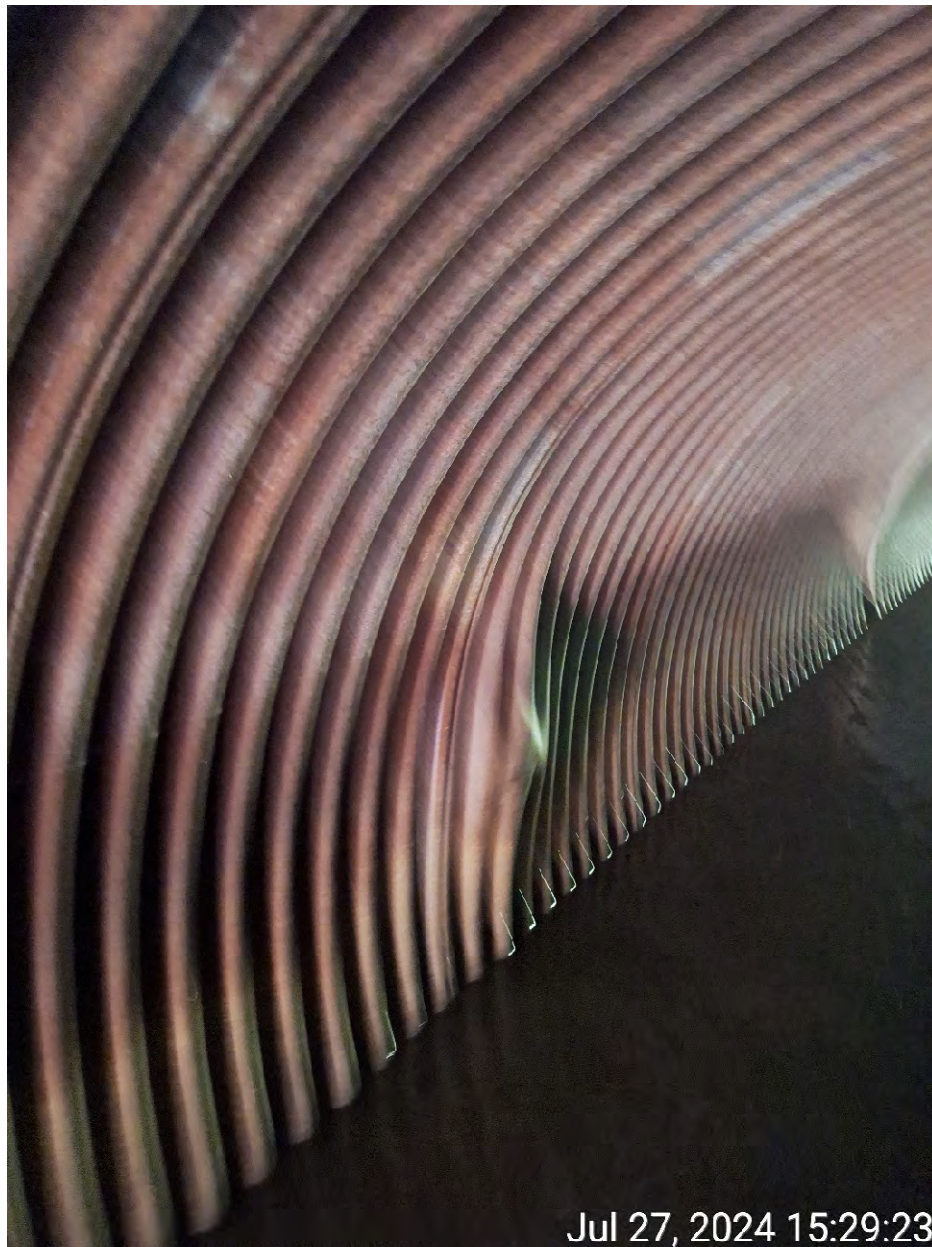


Figure 15: Corrosion throughout barrel



Figure 16: West end



Figure 17: East Embankment

Inventory Data:			
Culvert Name	Culvert 33		
Hwy/Road Name	Peter's Road		
Culvert Location	578m North from Hwy 65		
Latitude	47d 52'80.75"	Longitude	-79d 65'31.42"
Crossing Type		Posted Speed	80 km/hour
Geographic Twp.	Dymond	No. of Lanes	2
Structure Type	1800mm diameter Round CSP Culvert		
Roadway Width(m)	7.0	Direction of Structure	East – West
Length (m)	19.1	Fill on Structure	± 2.0m

Field Inspection Information:			
Date of Inspection	07/26/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Partly Cloudy		
Temperature:	27° C		

Overall Structure Notes:	
Recommended Work on Structure:	Replacement
Timing of Recommended Work:	6 to 10 Years
Overall Comments:	Culvert is generally in fair to good condition but has deformation and gaps at joints.
Cost Estimate:	\$115,500

Element Group:	Culverts	Length:	19.10m
Element Name:	Barrels	Width:	1.8m
Location:		Height:	
Material:		Count:	1
Element type:		Total Quantity:	108m ²
Environment:	Benign	Limited inspection:	no
Protection System:			
Condition Data:	Units	Exc.	Good
	m ²		80
		Fair	28
		Poor*	
Perform. Deficiencies			
Comments: Dent on west end. Deformation throughout. Light to medium corrosion from bottom to 0.3m up (approximately spring line), some pitting. Grass and sticks throughout – suspect bird nests. Wet joint, water seeping from above. Joints have large gaps. There is a 900mm diameter culvert to the north in very close proximity. The east end was unable to be located.			
Recommended Work:		Maintenance Needs:	
		Clear out debris.	

Element Group:	Embankments and Streams	Length:	
Element Name:	Embankments	Width:	
Location:		Height:	
Material:		Count:	2
Element type:	Benign	Total Quantity:	2
Environment:		Limited inspection:	No
Protection System:			
Condition Data:	Units	Exc.	Good
	Each		1
		Fair	
		Poor*	1
Perform. Deficiencies			
Comments: Erosion on both ends.			
Recommended Work:		Maintenance Needs:	
		Southwest erosion should be repaired.	

Element Group:		Approaches		Length:	20	
Element Name:		Wearing Surface		Width:	7	
Location:				Height		
Material:		Gravel		Count:		
Element type:				Total Quantity:	140	
Environment:		Severe		Limited inspection: no		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		70	70		
Comments: Potholes up to 50 mm deep throughout.						
Recommended Work:				Maintenance Needs:		



Figure 1 – Dent on West End obvert



Figure 2 - Joint Gap



Figure 3 - Deformation in Barrel



Figure 4 - Corrosion on lower Half of Barrel



Figure 5: Corrosion of culvert barrel with some pitting.



Figure 6: Debris in culvert joint/gap, suspected to be from birds.



Figure 7: 900mm culvert adjacent to inspected culvert. East end not found.

Inventory Data:			
Culvert Name	Culvert 34		
Hwy/Road Name	Peter's Road		
Culvert Location	187m North from Hwy 65		
Latitude	47d 52'46.6"	Longitude	-79d 65'31.5"
Crossing Type		Posted Speed	50 km/hour
Geographic Twp.	Dymond	No. of Lanes	2
Culvert Type	Round Culvert		
Roadway Width(m)	7	Direction of Structure	East – West
Length (m)	18.6	Fill on Structure	

Field Inspection Information:			
Date of Inspection	07/26/2024	Type of Inspection	
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Partly Cloudy		
Temperature:	27° C		

Overall Structure Notes:	
Recommended Work on Structure:	
Timing of Recommended Work:	
Overall Comments:	Culvert generally in fair to good condition.

Element Group:	Culverts	Length:	18.6m			
Element Name:	Barrels	Width:	1.8m			
Location:		Height:	1.8m			
Material:		Count:	1			
Element type:		Total Quantity:	105m ²			
Environment:	Benign	Limited inspection:	no			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m ²		90	15		
Comments: Light corrosion from halfway down, 0.4m wide down on both sides for the whole length. Both ends damaged. Joint with 45mm gap. Debris throughout. Small hole cut out of culvert now filled with grass.						
Recommended Work:				Maintenance Needs:		
				Clear out debris.		

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element type:		Total Quantity:	2			
Environment:	Benign	Limited inspection:	no			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	Each			2		
Comments: Severe erosion on both sides.						
Recommended Work:				Maintenance Needs:		
				Remove tree and repair erosion.		

Element Group:		Approaches		Length:	20m	
Element Name:		Wearing Surface		Width:	7m	
Location:				Height		
Material:		Gravel		Count:		
Element type:				Total Quantity:	140m ²	
Environment:		Severe		Limited inspection: no		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		139	1		
Comments: Approximately 1m ² potholes up to 50mm deep.						
Recommended Work:				Maintenance Needs:		
				Repair potholes.		



Figure 1 - Damaged Barrel



Figure 2 - Joint Gap



Figure 3 - Corrosion Along Barrel near spring line



Figure 4: View along barrel, corrosion on both sides near spring line is present



Figure 5: Hole in culvert barrel with grass.



Figure 6 – Stream



Figure 7: Bank Erosion.



Figure 8 – Granular wearing surface

Inventory Data:			
Culvert Name	Culvert 35		
Hwy/Road Name	West Road		
Culvert Location	90m East from Hwy 11		
Latitude	47d 45'53.36"	Longitude	-79d 72'32.14"
Crossing Type		Posted Speed	80 km/hour
Geographic Twp.	Haileybury	No. of Lanes	2
Culvert Type	2.9m diameter Round CSP Culvert		
Roadway Width(m)	7.2	Direction of Structure	NE-SW
Length (m)	40.4	Fill on Structure	

Field Inspection Information:			
Date of Inspection	07/27/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Partly Cloudy		
Temperature:	26° C		

Overall Structure Notes:	
Recommended Work on Structure:	Replace
Timing of Recommended Work:	1 to 5 years
Overall Comments:	Culvert is experiencing deterioration of in the form of severe corrosion.
Cost Estimate:	\$237,000

Element Group:	Culverts	Length:	40.4m			
Element Name:	Barrels	Width:	2.9m			
Location:		Height:				
Material:		Count:	1			
Element type:		Total Quantity:	368m ²			
Environment:	Benign	Limited inspection:	No			
Protection System:			Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m ²		268	40	60	
Comments: Light to medium corrosion from water line down. Medium to severe corrosion approximately 2m wide along bottom of barrel, small holes beginning to form through barrel at bottom of culvert. Galvanized coating defects/failure showing as white patches are present. Rocks at inlet obstructing flow.						
Recommended Work:				Maintenance Needs:		
Rehabilitate or replace culvert				Clear out debris.		

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element type:	Benign	Total Quantity:	2			
Environment:		Limited inspection:	No			
Protection System:			Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work:				Maintenance Needs:		

Element Group:		Approaches		Length:	20 m	
Element Name:		Wearing Surface		Width:	7.2 m	
Location:				Height		
Material:		Asphalt		Count:		
Element type:		Bituminous		Total Quantity:	144 m ²	
Environment:		Severe		Limited inspection: no		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		133	11		
Comments: 20m of medium longitudinal edge and centerline cracking. Slight raveling, 1 square meter.						
Recommended Work:				Maintenance Needs:		



Figure 1 - Debris at Inlet



Figure 2 – hole through the bottom of the barrel which was a result of severe corrosion.



Figure 3: Light and medium corrosion above waterline.



Figure 4: Patches of galvanized coating failure.



Figure 5: Possible loose bolt connection - could not be reached to be checked.



Figure 6 – Upstream of Inlet



Figure 7: View of Inlet



Figure 8 – Downstream of Outlet



Figure 9: Outlet



Figure 10: Edge cracking in asphalt pavement

Inventory Data:			
Culvert Name	Structure 36		
Hwy/Road Name	West Road		
Culvert Location	45m west from Fleming Road		
Latitude	47d 45'21.28"	Longitude	-79d 71'82.14"
Crossing Type		Posted Speed	80 km/hour
Geographic Twp.	Haileybury	No. of Lanes	2
Structure Type	2.1 diameter Round CSP Culvert		
Roadway Width(m)	7.2	Direction of Structure	North-South
Length (m)	37.5	Fill on Structure	

Field Inspection Information:			
Date of Inspection	07/27/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer, and Flashlights		
Weather:	Partly cloudy		
Temperature:	26° C		

Overall Structure Notes:	
Recommended Work on Structure:	Replacement
Timing of Recommended Work:	1-5 Years
Overall Comments:	Severe corrosion of the barrel bottom has resulted in separation of a piece from the remainder of the barrel.
Cost Estimate:	\$179,000

Element Group:	Culverts	Length:	37.5 m			
Element Name:	Barrels	Width:	2.1 m			
Location:		Height:				
Material:		Count:	1			
Element type:		Total Quantity:	275.5 m ²			
Environment:	Benign	Limited inspection:	no			
Protection System:			Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m ²		92.5	93	90	
Comments: Rocks and debris throughout. Torn piece at joint, severe gaping at joint letting in gravel. Severe corrosion along bottom of barrel has resulted in a piece of the barrel being separated away from the remainder estimated at a minimum of 6m long near the inlet end.						
Recommended Work:				Maintenance Needs:		
Replace culvert.				Clean out debris.		

Element Group:	Embankments and Streams	Length:				
Element Name:	Embankments	Width:				
Location:		Height:				
Material:		Count:	2			
Element type:	Benign	Total Quantity:	2			
Environment:		Limited inspection:	no			
Protection System:			Perform. Deficiencies			
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Each		2			
Comments:						
Recommended Work:				Maintenance Needs:		

Element Group:		Approaches		Length:	20	
Element Name:		Wearing Surface		Width:	7.2	
Location:				Height		
Material:		Asphalt		Count:		
Element type:		Bituminous		Total Quantity:	144	
Environment:		Severe		Limited inspection: no		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		120	24		
Comments: Light edge cracking. Light longitudinal cracking along center line.						
Recommended Work:				Maintenance Needs:		



Figure 1: View looking at outlet towards inlet.



Figure 2 - Debris at Outlet



Figure 3 - Debris at Inlet, severe corrosion of barrel along waterline



Figure 4 – Severely corroded bottom resulting in a piece being torn from the barrel



Figure 5: Culvert bottom of barrel is separated



Figure 6: View of torn edge in bottom of culvert



Figure 7: Torn piece of culvert barrel extending beyond water surface



Figure 8: Severe corrosion near water line, flakes evident.



Figure 9 - Joint Gap on the side of the barrel



Figure 10: Gap between barrel pieces.



Figure 11 - Longitudinal Cracking Along Center Line



Figure 12 – Asphalt Wearing Surface

Inventory Data:			
Culvert Name	Culvert 37		
Hwy/Road Name	Carter Boulevard		
Culvert Location	40m South from Rorke Avenue		
Latitude	47d 43'25.32"	Longitude	-79d 64'0131"
Crossing Type		Posted Speed	50 km/hour
Geographic Twp.	North Cobalt	No. of Lanes	2
Culvert Type	1.6m diameter Round CSP Culvert		
Roadway Width(m)	10	Direction of Structure	NE-SW
Length (m)	24	Fill on Structure	

Field Inspection Information:			
Date of Inspection	07/26/2024	Type of Inspection	OSIM
Inspector:	Amy Kwaka, P. Eng, EXP Services Inc.		
Others in Party:	Chanelle Menard, EXP Services Inc.		
Access Equipment Used:	Measuring Tapes, Cameras, Hammer and Flashlights		
Weather:	Sunny		
Temperature:	26° C		

Overall Structure Notes:	
Recommended Work on Structure:	Maintenance - Clear rock debris from culverts and tree on outlet side
Timing of Recommended Work:	1 – 2 Years
Overall Comments:	Generally in good condition.

Element Group:	Culverts	Length:	24
Element Name:	Barrels	Width:	2.2
Location:		Height:	1.6
Material:	Steel	Count:	1
Element type:		Total Quantity:	144.5
Environment:	Benign	Limited inspection:	no
Protection System:			
Condition Data:	Units	Exc.	Good
	m ²		144.5
Perform. Deficiencies			
Comments: Rocks inside barrel. Light corrosion on bottom half of outlet end. Light corrosion noted at the location of bolt holes indicating infiltration.			
Recommended Work:		Maintenance Needs:	
		Clear out debris.	

Element Group:	Embankments and Streams	Length:	
Element Name:	Embankments	Width:	
Location:		Height:	
Material:		Count:	2
Element type:	Benign	Total Quantity:	2
Environment:		Limited inspection:	no
Protection System:			
Condition Data:	Units	Exc.	Good
	Each		1
Perform. Deficiencies			
Comments: Tree growing into barrel on outlet side.			
Recommended Work:		Maintenance Needs:	
		Remove tree at outlet	

Element Group:		Approaches		Length:	20	
Element Name:		Wearing Surface		Width:	10	
Location:				Height		
Material:		Asphalt		Count:		
Element type:		Bituminous		Total Quantity:	200	
Environment:		Severe		Limited inspection: no		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	Sq. m.		200			
Comments: Previous repairs done.						
Recommended Work:				Maintenance Needs:		



Figure 1 – Inlet looking from above.



Figure 2: Inlet



Figure 3: Outlet



Figure 4 - Tree on Outlet Side



Figure 5 - Debris and Corrosion Throughout Barrel

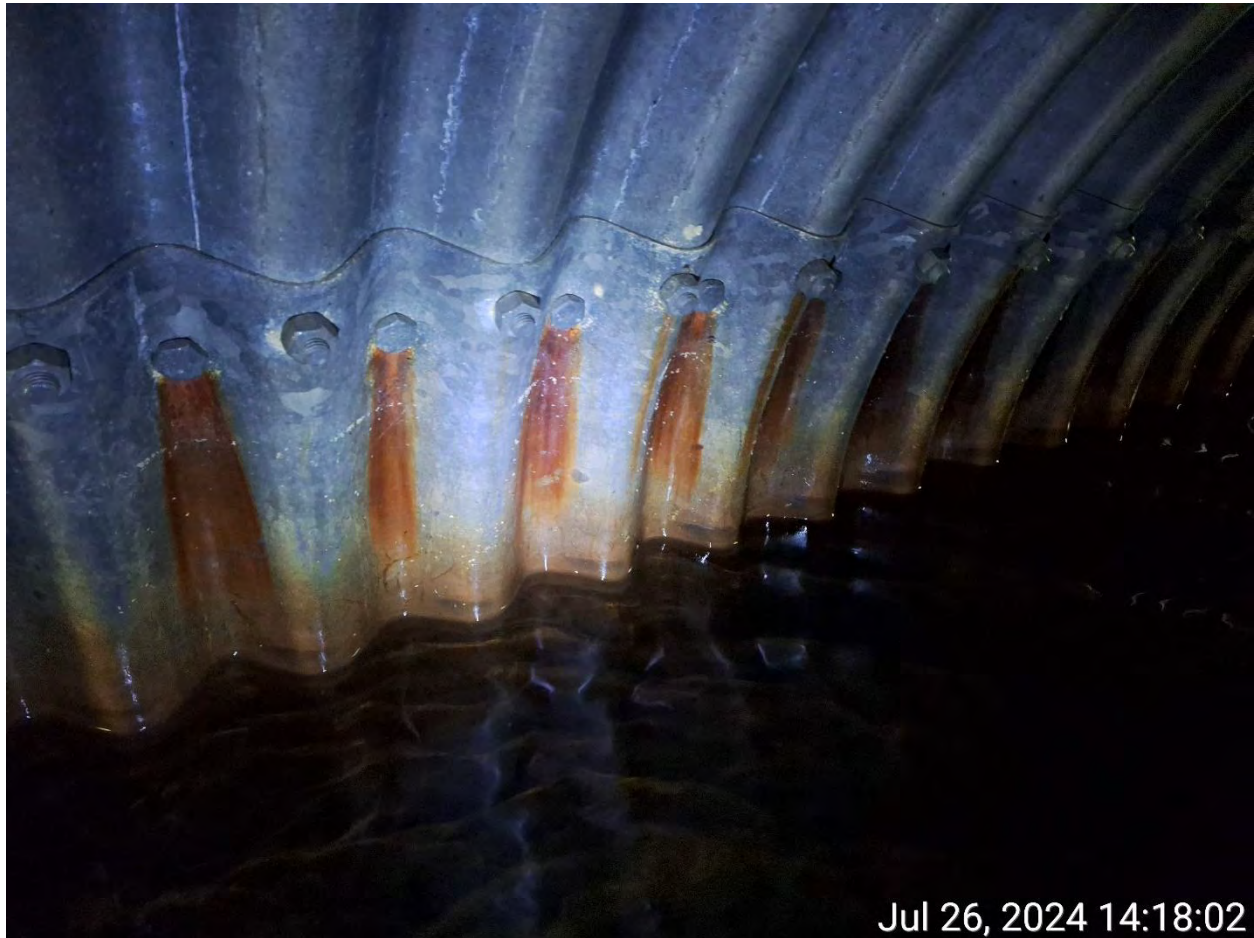


Figure 6: Corrosion at bolt hole locations

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: December 3, 2024
Subject: Dymond Industrial Phase 1 Project – Project Update and Change Order
Attachments: Progress Invoice Redacted

Mayor and Council:

The 2024 Capital Works Budget included the Dymond Industrial Phase 1 Project totaling \$710,000. Upon completion, the project will create a multi-functional industrial road surface to meet the needs of current and future heavy industrial businesses / taxpayers. The current gravel and storm system requires ongoing maintenance needs by the Public Works staff. The project is 100% funded via the Economic Development Reserve and Federal Gas Tax.

The project has included regrading and fine grading the road base, storm system upgrades, 90mm hot mix asphalt, entrances and widenings.

This project was awarded to Miller Paving for all construction & quality control activities (By-law 2024-065). The current agreement provides a payment for \$700,730.00, plus applicable taxes.

During construction the vendor has identified deficiencies in the intersection culverts at both the Brazeau and Hawn intersections. The initial project plan required extensions, but the Corrugated Steel Pipe (CSP) failure required a replacement of the CSP, outside the original agreement with the vendor. Tight timelines on the project required the Manager and Superintendent of Transportation Services authorized the additional replacement in order to avoid delays in project completion. The Change Order approval was within the limits and guidelines of the City's Procurement Policy. Initially staff hoped that the additional repairs could be absorbed by underspending on the primary agreement, but a balance remains outside the original budget for the project.

The Project was substantially completed at the end of October. The progress invoice was received November 6, 2024. It captured the entirety of the project including the change order, minus the holdback for project completion.

The initial project was completed under budget at \$699,690.84. The additional CSP replacement (change order) required an additional \$29,998.25, raising the final project cost to \$729,689.09 plus applicable taxes.

The additional funds to complete the change order have been allocated from the Economic Development Reserve.

Details:

One Change Order approved by staff as per the Procurement Policy:

1. Intersection CSP's - Brazeau and Hawn - \$29,998.25
 - a. The original design showed extensions of existing culverts to increase the turning radius for Heavy Vehicles. During construction, the vendor noted deficiencies in the existing pipe and partial failures in locations and recommended replacement. This additional expense included new CSP, labour, excavation, gravel and asphalt.

As per detail 10.9 (Award) of the City's Procurement Policy, further to section ii) f) the Department Head must provide a memo to council recommending the amendment and the proposed source of funding.

In review, transportation staff have recommended contingency amounts should be included for larger tendered contracts over \$500,000.

The Project is 100% complete. The 10% project completion holdback will be paid in the final vendor invoice. Staff are very pleased with how the project turned out.

Thank you.

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

"Original Signed By"

Mitch McCrank, CET
Manager of Transportation
Services

Al Proteau
Transportation Superintendent

Sandra Lee
City Manager

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: December 3, 2024
Subject: Transportation Department Update
Attachments: N/A

Mayor and Council:

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

Transportation Operations

1. Full Winter Schedule – 24 /7 coverage
 - a. Social media marketing campaign underway to communicate updates to residents.
2. First snow fall response: – November 25th thru 26th was successful. Full crew deployed early on November 26th. Internal clean-up of the downtown areas took place during the evenings of November 27th 28th.
3. Recruitment under way to hire 18- month temp EO to reach full complement.

Fleet

1. Minor issue with a Haileybury grader was repaired immediately following the first snow fall.
2. December Outlook:

Safeties

New Liskeard Fire 6 – Anticipate an engine service.

Regular Fleet

Five emission tests required

Unit 26 is being repaired for a major coolant leak and emission problems

License plate renewals

Ford 2-ton is being repaired for a for a power steering leak.

Four vehicles require engine services

Transit

No safeties required

Regular oil changes

501-20 requires a starter replacement; parts expected last week of November

Fleet needs can escalate rapidly. Recently, multiple vehicles and equipment—three buses, two sanders, and a grader required repairs in the same week. Operations can shift from relatively quiet to dealing with numerous breakdowns in a short time. Some repairs may be minor, others can be significant and costly.

Transit

1. Transit Committee meeting scheduled for December 12th.

Outstanding 2024 Capital Projects

- **Street Light Projects** – Partially complete. Due to delivery delay, the remaining project will be completed in 2025. Five larger decorative poles to be installed in 2025.
- **Transit Buses** are in production. Timeline for receipt remains the first quarter of 2025.

Funding Updates

1. **Rural Transit Solutions Fund (RTSF)**
 - a. Ongoing
2. **Canada Public Transit Fund (CPTF)**
 - a. Baseline funding Expression of Interest submitted and approved.
 - b. Awarded
3. **Ontario Transit Investment Fund (OTIF)**
 - a. Applications are open; eligible expenditures for filling transit gaps include both operating and capital expenses.
 - b. Staff are seeking additional information and will provide further updates.
4. **Housing Enabling Core Servicing (HECS)**
 - a. Application submitted.
5. **Green Municipal Fund (GMFTree Planting)**
 - a. Application submitted

Prepared by:

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Memo

To: Mayor and Council
From: Steve Burnett, Manager of Environmental Services
Date: December 3, 2024
Subject: Environmental Department Update

Mayor and Council:

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

Water and Sanitary Operations

Staff continue to repair/maintain both the water and sanitary systems within the City and address issues as they arise. As of November 26, 2024, there have been 85 water repairs completed this year.

The Fall sanitary sewer flushing and water distribution flushing programs are now complete.

New Liskeard Lagoon Aeration/Capacity

The current aeration system at the New Liskeard Lagoon is approximately 18 years old and is now experiencing operational difficulty. It has been indicated by OCWA that material/parts for the system are difficult to obtain or are no longer available. In addition, although sanitary capacity is not an immediate concern, it is nearing the threshold in where staff and OCWA have started discussions on how to move forward.

Through an informal quotation process, staff engaged EXP to develop an aeration feasibility report to determine the most efficient and economical approach for aeration replacement. Since that time, the Federal Government released the Fall intake of the Canada Housing Infrastructure Fund in where up to 50% of eligible expenditures could be covered. The application deadline is March 31, 2025.

Understanding that aeration has a direct impact on capacity within a lagoon treatment system, staff contacted EXP to adjust the scope of work to develop an aeration/capacity needs study to support the potential funding application.

Blue Box Transition

Staff continue to meet with representatives from both Circular Materials Ontario (CMO) and GFL Environmental Services (GFL) to ensure the smoothest transition for our residents is

achieved. Topics of discussion include collection schedule, non-eligible source collection pricing and convenience depot operation.

Further detail regarding non-eligible source collection is provided within the Administrative Report within this Committee of the Whole package.

Capital Projects

- **ICI Water Meter Program (Carryover)** – Training continues with staff related to the implementation of the billing software. As a result of training not being completed and the time of year, staff is recommending that full implementation of the program take place on January 1, 2025.
- **Haileybury Water Treatment Plant Filter #3 Rehabilitation** – This project has been substantially completed with one outstanding item scheduled to be completed before year end.

Prepared by:

“Original signed by”

Steve Burnett
Manager of Environmental Services

Subject: Equipment Rental – Excavator

Report No.: PW-030-2024

Agenda Date: December 3, 2024

Attachments

Appendix 01: Draft By-law

Appendix 02: Submission Opening Results

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-030-2024; and
2. That Council directs Staff to prepare the necessary By-law to enter into a 1-year agreement with Pedersen Construction (2013) Inc., for the Equipment Rental Excavator c/w Operator for Water/Sewer Breaks and repairs:

Description	Regular Rate (+tax)	After Hour Rate (+ tax)
Float Time	\$168.00/ hour	\$210.00/ hour
Breaker Attachment	\$273.00/ hour	\$315.00/ hour
Excavation Time	\$168.00/ hour	\$210.00/ hour

for consideration at the December 17, 2024, Regular Council Meeting.

Background

The City of Temiskaming Shores requires the services of qualified owner/operators for the supply and operation of an excavator to assist in the repair of water/sewer breaks at various locations within the City of Temiskaming Shores.

The work involves the provision and transportation of suitable equipment to and from the work site, as and when required, to assist the Environmental Department with emergency repairs. The Contractor is to provide a qualified operator as well as a mechanical attachment suitable to penetrate asphalt, concrete, or frozen ground to expedite the work required. Work on site is at the direction of City staff.

A Request for Quotation (RFQ) was released for excavation services associated with water/sewer repairs. This RFQ closed on November 14, 2024.

Analysis

One submission was received from Pedersen Construction Inc. After review for errors or omissions, staff determined the submission to be complete with the costing summarized below:

- **Float Cost:** Regular Work Hours - \$168.00/hr. All Other Hours - \$210.00/hr.
- **Breaker:** Regular Work Hours - \$273.00/hr. All Other Hours - \$315/hr.
- **Excavator:** Regular Work Hours - \$168.00/hr. All Other Hours - \$210.00/hr.

This costing equates to a 5% increase to the rates that were utilized for the past 2 years.

The City has used the services of Pedersen Construction in the past for similar work. The contractor has equipment that is considered adequate, and the operators have a significant amount of experience in working around the underground utilities that may be involved while excavating for water/sewer main repairs.

Based on the above, it is recommended that Council consider entering into an agreement with Pedersen Construction Inc. for a 1-year term (January 1, 2025, to December 31, 2025) to supply the necessary equipment/operators to address water and sewer repairs.

Relevant Policy / Legislation / City By-Law

- PW-RFQ-004-2024 - Equipment Rental – Excavator
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Administrative Report PW-030-2024

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 ☒

Associated funds have been included in the 2025 Environmental Operating Budget.

Climate Considerations

The climate lens was used to consider the impacts as it relates to this extension. Results indicate that the extension does not contribute to an increase in greenhouse gases, temperature, or precipitation exposure.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

"Original signed by"

"Original signed by"

Steve Burnett
Manager of Environmental Services

Sandra Lee
City Manager

Document Title: **PW-RFQ-004-2024 "Equipment Rental - Excavator"**

Closing Date: **Thursday, November 14, 2024**


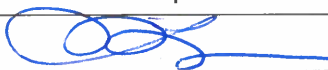

Closing Time: **2:00 p.m.**

Department: **Public Works**


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

Attendees via teleconference: **Microsoft Teams**

City of Temiskaming Shores:

Kelly Conlin Clerk	Logan Belanger Municipal Clerk	Steve Burnett Manager of Environmental Services
		

Others (teleconference):

Submission Pricing

Bidder: **Pedersen Construction (2013) Cenc**

Item	Description	Make, Model and Operating Weight	Unit	Daytime Rate Monday-Friday	After hour Rate Nights/Stat Holiday/Weekend
1	Float Time	MACK or Kenworth	Hour	168.00	210.00
2	Work Time including breaker attachment	CAT 320D 21,000 kg	Hour	273.00	315.00
3	Excavation Time	CAT 320D 21,000 kg	Hour	168.00	210.00

Bidder:

Item	Description	Make, Model and Operating Weight	Unit	Daytime Rate Monday-Friday	After hour Rate Nights/Stat Holiday/Weekend
1	Float Time		Hour		
2	Work Time including breaker attachment		Hour		
3	Excavation Time		Hour		

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

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to enter into a one-year agreement with Pedersen Construction (2013) Inc. for the Equipment Rental Excavator c/w Operator for Water/Sewer Breaks and repairs

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

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

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

Whereas Council considered Administrative Report No. PW-030-2024 at the December 3, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into a one-year agreement with Pedersen Construction (2013) Inc., for the Equipment Rental Excavator c/w Operator for Water/Sewer Breaks and repairs, for consideration at the September 17, 2024 Regular Council meeting.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes entering into a one-year agreement with Pedersen Construction (2013) Inc. for the Equipment Rental Excavator c/w Operator for Water/Sewer Breaks and repairs, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 17th day of December, 2024.

Mayor

Clerk



Schedule “A” to

By-law 2024-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Pedersen Construction (2013) Inc.

Equipment Rental Excavator c/w Operator for Water/Sewer Breaks and repairs

This agreement made this 17th day of December, 2024.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

And

Pedersen Construction (2013) Inc.
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**The Corporation of the City of Temiskaming Shores
Equipment Rental - Excavator
Request for Quotation No. PW-RFQ-004-2024**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement attached hereto as Appendix 01 and forming part of this Agreement; and
- c) Complete scope of work, as certified by the Manager of Environmental Services. The number of calls cannot be determined at this time; however, calls shall be as and when required for the duration of the contract term, being January 1, 2025 up to and including December 31, 2025.

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid, subject to additions and deductions as provided in the Contract Documents, if applicable:

Description	Regular Rate (+tax)	After Hour Rate (+ tax)
Float Time	\$168.00/ hour	\$210.00/ hour
Breaker Attachment	\$273.00/ hour	\$315.00/ hour
Excavation Time	\$168.00/ hour	\$210.00/ hour

- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

Pedersen Construction (2013) Inc.
177246 Bedard Road
New Liskeard, Ontario P0J 1P0

The Owner:

City of Temiskaming Shores
325 Farr Drive / P.O. Box 2050
Haileybury, Ontario P0J 1K0

The Manager of Environmental Services:

Manager of Environmental Services
City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario P0J 1K0

Signed and Sealed in
the presence of

Karl Pedersen, President

The Corporation of the City of Temiskaming Shores

Mayor – Jeff Laferriere

Clerk – Logan Belanger



Appendix 01 to
Schedule “A” to

By-law No. 2024-000

Form of Agreement

**City of Temiskaming Shores
PW-RFQ-004-2024****Equipment Rental – Excavator****Form of Quotation**

Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation.

We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation.

NOTE: All portions of "Form of Quotation" must be accurately and completely filled out.

Pedersen Construction (2013) Inc.

Item	Description	Make, Model and Operating Weight	Unit	Daytime Rate Monday-Friday	After hour Rate Nights/Stat Holiday/Weekend
1	Float time	Mack or Kenworth	Hour	\$168.00/hr	\$210.00/hr
2	Work Time including breaker attachment	CAT 320D 21,000 kg	Hour	\$273.00/hr	\$315.00/hr
3	Excavation Time	CAT 320D 21,000 kg	Hour	\$168.00/hr	\$210.00/hr

Pricing shall exclude applicable taxes but will be considered extra.

* From January 1, 2025 to December 31, 2025


1 of 5 to be submitted

**City of Temiskaming Shores
PW-RFQ-004-2024**

Equipment Rental – Excavator

Form of Quotation

All hourly rates offered in this Quotation are firm, irrevocable and open for acceptance by the City for a period of sixty (60) days. The City will not reimburse any Bidder for any cost or expense of any kind incurred in preparation or submission of any response to this Request for Quotation.

Company Name Pedersen Construction (2013) Inc.	Contact name (please print) Karl Pedersen
Mailing Address 177246 Bedard Rd. New Liskeard, ON	Postal Code P0J 1P0
Authorizing Signature  "I have the authority to bind the company/corporation/partnership."	Title President
Telephone 705-647-6223	Fax 705-647-8851
Cell Phone if available	Date November 14, 2024
Email address for Contact Person kpedersen@pedersenconstruction.ca	

2 of 5 to be submitted

City of Temiskaming Shores
PW-RFQ-004-2024
Equipment Rental – Excavator

Non Collusion Affidavit

I/ We Karl Pedersen the undersigned, am fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Quotation or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at New Liskeard this 14th day of November, 2024.

Signed

Company Name

Title

Pedersen Construction (2013) Inc.

President

3 of 5 to be submitted



**City of Temiskaming Shores
PW-RFQ-004-2024
Equipment Rental – Excavator**

Conflict of Interest Declaration

Please check appropriate response:

- ☒ I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- ☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at New Liskeard this 14th day of November, 2024.

Firm Name Pedersen Construction (2013) Inc.

Bidder's Authorization Official Karl Pedersen

Title President

Signature 

Printed

4 of 5 to be submitted



**City of Temiskaming Shores
PW-RFQ-004-2024
Equipment Rental – Excavator**

List of proposed Operators


A list of no less than two (2) operators that the Contractor proposes to employ in completing the required work outlined in this Quotation must be included in the Quotation documents submitted.

Operator	Years of Operator Experience Around Underground Infrastructure (water, sewer, utilities)	Employee Status Full Time/Part time
<div></div>	<div></div>	

I / We verify that the information provided above is accurate and that the individuals are qualified, experienced operators capable of completing the work outlined in this Quotation document.

Signed by Company Official

Karl Pedersen
Printed


Signed

Subject: Non-eligible Recycling Collection
and Processing

Report No.: PW-031-2024

Agenda Date: December 3, 2024

Attachments

Appendix 01: Draft Communication Letter

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-031-2024;
2. That Council agrees to provide payment to GFL Environmental Inc. for the collection and processing of recyclables from non-eligible properties that are currently receiving curbside collection, during the transition period from January 1, 2025 until December 31, 2025;
3. That Council agrees to recover the costs related to the collection and processing of recyclables from non-eligible properties, at a rate of \$28 per bin per month through the property taxation process, effective February 1, 2025 until December 31, 2025; and
4. That Council directs staff to finalize negotiations with GFL Environmental Inc. (GFL) and prepare the necessary by-law to provide the collection/processing services for consideration at the December 17, 2024, Regular Council Meeting.

Background

On January 1, 2025, the City will be transitioning the curbside blue box program to the new Extended Producer Responsibility (EPR) program. This program will be managed by Circular Material Ontario (CMO), a not-for-profit organization.

Under the *Blue Box Regulation O.Reg 391/21* there are eligible sources that will receive blue box collection and non-eligible sources that do not qualify for collection.

Eligible sources include single-family homes, seasonal dwellings, multi-unit residential buildings, public and private elementary and secondary schools, specified retirement and long-term care homes, specified public spaces.

Non-eligible sources include industrial or commercial properties, Business Improvement Areas (BIAs), not-for-profit organizations, municipal buildings or facilities, daycares, places of worship, campgrounds and trailer parks (without permanent or seasonal households) and commercial farms.

There are approximately 200 non-eligible source locations that are part of the current curbside blue box program. Although these non-eligible sources are not part of the new EPR program, CMO has indicated that they will allow non-eligible sources recycling material to continue being collected with eligible source material during the transition period until December 31, 2025. After that time, non-eligible properties will need to make private arrangements for the disposal of their recycling.

Analysis

Once the announcement was made that GFL will be the contractor responsible for collection in Temiskaming Shores, staff reached out to GFL to request a quotation for non-eligible source recycling material collection. On November 13, 2024, staff received the quotation.

Since that time, staff have met with GFL on numerous occasions to discuss the pricing and collection locations. As only the non-eligible source locations that are currently being provided the service will be included, staff were able to reduce the original quotation of \$30/ bin per month plus processing fees (\$200/MT) to \$28/bin per month processing fees included.

In discussion with the Treasurer, it was agreed that should a non-eligible source wish to continue having their recycling collected at the curb, a reasonable approach would be to chargeback through the tax billing process.

As a result, staff is recommending that Council directs staff to finalize the non-eligible collection/processing agreement with GFL and agree to chargeback the cost to the non-eligible source through the tax billing process. This would be for the transition period of January 1, 2025 until December 31, 2025, only. After that time, non-eligible properties will need to make private arrangements for the disposal of their recycling.

In addition, due to the timing of receiving the quotation, staff are recommending the City cover the cost for the month of January 2025. Should all non-eligible sources continue with having the service provided, the cost to the City would be approximately \$ 9,000.00.

Appendix 01 outlines the communication letter to be sent to the business/property owners.

Relevant Policy / Legislation / City By-Law

- [Ontario Regulation 391/21 – Blue Box](#)

Consultation / Communication

- Consultation with the Senior Management Team
- Administrative Report PW-031-2024
- Various Communications with GFL Environmental Services

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 ☒

All cost associated with payment of January 2025 services have been included in the 2025 Solid Waste Operating Budget.

Climate Considerations

There are no related climate implications.

Alternatives

Council may choose to provide notification all non-eligible source locations that private recycling collection services are to be made effective January 1, 2025. This option will not allow these businesses to adjust to the new system and will increase the risk of recyclable material being hidden in the garbage waste stream.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Steve Burnett
Manager of Environmental Services

Sandra Lee
City Manager

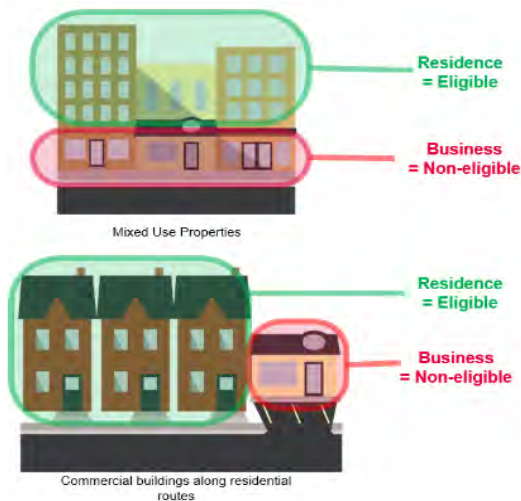
December 5, 2024

Dear Business/ ICI Property Owner,

This letter is to provide notice of an upcoming change to the curbside **recycling** collection program, currently provided by the City of Temiskaming Shores.

When the municipal curbside recycling program began in 2014, it was intended to service residential properties only. Over the years, the City gradually extended curbside collection service to **industrial, commercial, and institutional (ICI) properties**.

Recently, the Province of Ontario passed Extended Producer Responsibility (EPR) legislation to make producers 100% responsible for the end-of-life costs for recyclable materials. Historically, producers paid 50% of the costs, and municipalities were responsible for paying the balance. Since the legislation passed, municipalities from across Ontario have been transitioning to **Circular Materials Ontario (CMO)**, a not-for-profit producer responsibility organization, committed to building efficient and effective recycling systems to minimize waste, and ensure materials are reused.



Effective January 1, 2025, the complete curbside **recycling** program in the City of Temiskaming Shores will be under the management of CMO.

With this transition, ICI properties will not be eligible for curbside recycling services. In addition to the ICI properties, municipal buildings, daycares, places of worship, and not-for-profit organizations are also excluded. There are some locations that are partially eligible for recycling collection, and often have commercial/ retail spaces on lower levels and residential units above. In these circumstances, curbside recycling

collection will be maintained for residential units; however, curbside recycling collection for the commercial units would no longer be eligible. CMO has implemented a transition period to provide non-eligible properties time to make alternate arrangements, by allowing their recycling materials to be collected from January 1, 2025 until December 31, 2025. After this transition time, non-eligible properties will need to make alternate/ private arrangements for the disposal of their recycling materials.

During this transition period, the City negotiated pricing to continue curbside recycling collection for the non-eligible properties in 2025. As a result, the cost to collect and process recycling materials from non-eligible properties will be \$28 per bin per month, or \$336 per bin for the year. This cost will be added and payable through the tax billing

process. Due to the timing of the program rollout, the City will cover the cost of recycling collection for non-eligible properties, for the month of January 2025.

Effective **January 1, 2026**, the City will no longer be assisting the non-eligible properties with recycling collection. Each property will be responsible for making collection arrangements with a private service provider.

Should your organization choose to opt out of the suggested recycling collection service, please provide e-mail notification to Steve Burnett, Manager of Environmental Services at sburnett@temiskamingshores.ca no later than **January 17, 2025**.

Yours truly,



Steve Burnett,
Manager of Environmental Services

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: December 3, 2024
Subject: Recreation Operations Update (December)
Attachments: Appendix 01 - Recreation Department Projects Tracking Sheet
Appendix 02 - PFC Monthly Statistics

Mayor and Council:

Below is the monthly operational update from the Recreation department:

Parks and Facilities:

- Various special events kept parks and facilities staff busy throughout the month of November. Staff installed Christmas lights and banners in downtown Haileybury and coordinated road closures for the annual Haileybury Night of Lights on Friday November 15th.
- For Village Noel, staff set up the trailer stage, supplied picnic tables, tables, chairs, garbage cans as well as garbage pickup throughout the event. Staff cleaned up from the event Saturday night, and the trailer stage was taken down on Monday.
- Staff coordinate the road closures for the New Liskeard Festival of Lights on Thursday November 21st.
- Staff assembled the “Wayne Train” Christmas float that was in the Santa Claus Parade on Saturday afternoon.
- Both the SHSMA and DSMA were busy the week of November 25th with the Frano-Ontarian Girls Hockey Tournament hosted over three days.

Building Maintenance:

- Staff recently investigated some heating issues at the Dymond Complex. After further investigation, a contractor was called and the electronic board needed to be replaced on the furnace feeding the Dymond banquet hall. The overhead hanging furnace in the Dymond Complex garage was temporarily shutdown due to a cracked heat exchanger and will be replaced once the part arrives. The overhead furnace in the Dymond Fire Hall garage also has a cracked heat exchanger and will need to be replaced. A replacement furnace is ordered.

- Building Maintenance staff was called out to the CJTT building Saturday, November 16th as the hot water tank had failed causing a leak. The leak was isolated, and a new hot water tank was installed the following week.
- Building Maintenance, with the assistance of Recreation staff, setup all the propane heaters for the kiosks and the Main Stage heaters at Village Noel.

Programming:

- The fitness centre finally received the 2 new pieces of weight equipment that have been on order since January. They are both now available to use in the Lakeview room.
- The Bike Exchange program has moved into the back garage of the Dymond Complex and is set up to work on bikes during the winter months. The bike drive in November saw almost 70 bikes donated for the mechanics to work on for the 2025 event.

Aquatics

- TDSS SARS program is returning to the pool this fall under the direction of two of our lifeguards. They will be instructing a combined Bronze Medallion / Junior Lifeguard Club to the TDSS SARS students.
- The fall 2024 National Lifeguard course was a success. We had a total of 10 students in the course with 9 candidates receiving their certifications. This will allow us to hire some new staff to assist over the busy winter season.
- Staff have created training and resources for instructors on the new process for our swim for life program. We have also created a new report card and reporting process to ensure kids are all treated equitably.
- Winter swimming lesson registration begins on December 3rd for residents and December 5th for non-residents. This session will run from the beginning of January to the beginning of March.

All Age Friendly

- Regular fall programming continues, and all current programming has been moved indoors. Programs continue to see strong attendance including new programs such as chair yoga. We have begun to offer a chair yoga session at the Temiskaming Hospital, curling sessions are booked at the Horne Granite Club and indoor walking at Northern College is ongoing twice a week now.

Healthy Kids

- Staff continue to participate in ongoing Planet Youth meetings. Currently the south action team is looking at setting up a travel youth hub in schools. The project recently received a large grant to move the project forward which will see, among other items, two new positions to support implementation.

Administration:

- The City's strategic plan is inching closer to completion and will be presented to Council at the December 17th meeting. The project team recently reviewed the proposed action items that stem from the community consultations which took place over the summer.
- City representatives met with Barry Phippen from the ROCD committee on November 21st. The meeting was to discuss terms of the proposed strategic alliance agreement. ROCD had some additional requests for the City beyond the ones included in their August 26th letter to Council. They are also looking for use of the municipal property between Montgomery St and Melville St for a 3rd RV site, use of Riverside Place, use of the Riverside Place parking lots, and use of the municipal greenspace near the Market Street apartments for tent camping.
- The City's joint application to the Frog's Breath Foundation alongside the Isaac Walker-Dupont Foundation was approved. Funding will be provided to install a new fence at Dymond B field.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Sandra Lee
City Manager



Figure 1 - City staff assisted with Village Noel by setting up various pieces of City owned equipment.



Figure 2 – A contractor assisted with various HVAC issues at Dymond Complex

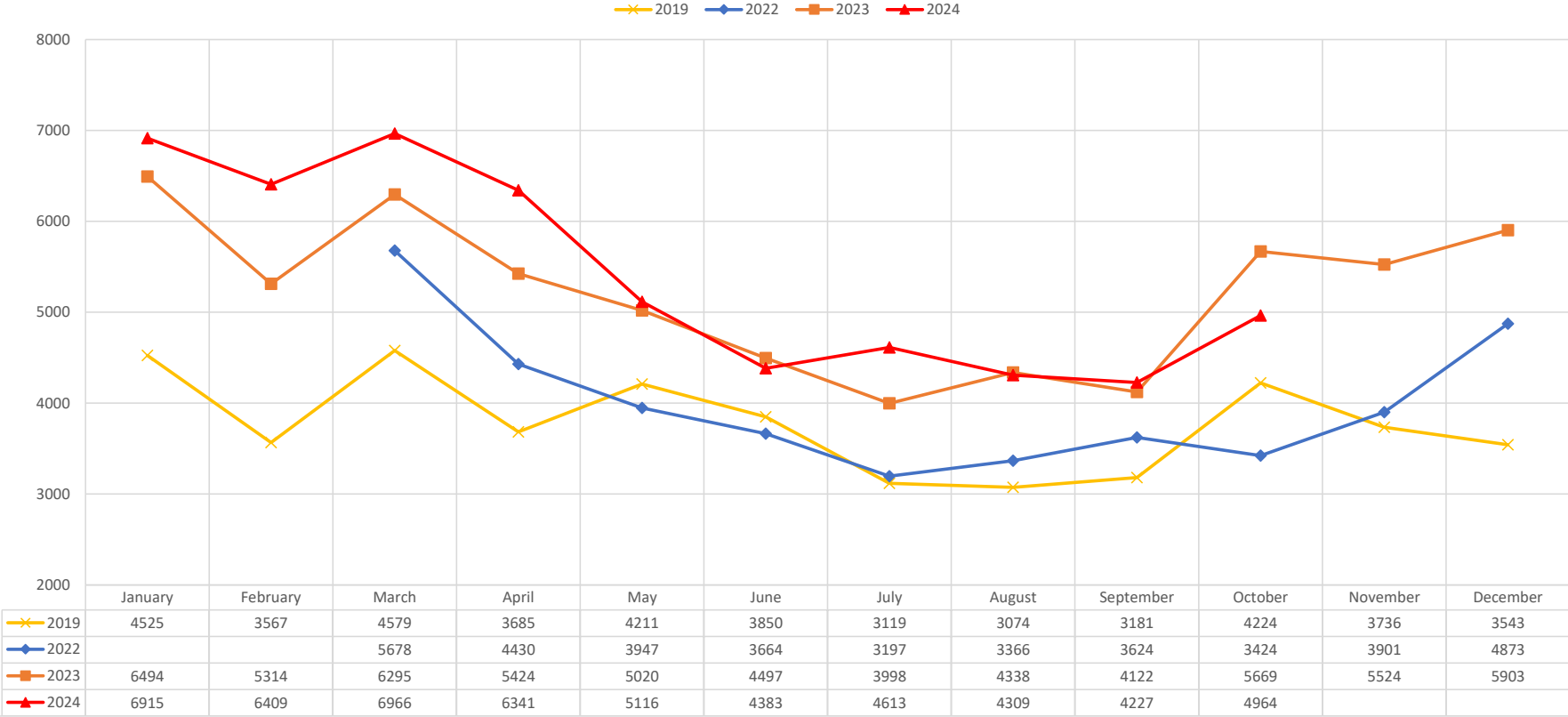


Figure 3 – Recreation Staff assembled the “Wayne Train” for the 2024 Santa Clause Parade.

2024 Budgeted Recreation Department Projects										
No.	Project	Rec/ BM	Budgeted Cost	Project Lead	Project Method	Year	Capital /Operating	October 28, 2024	November 26, 2024	
1	NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	Project has reached substantial completion. Final administative work being undertaken.	No Update	
2	Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Kristen	Canoe	2023	Capital	In conjunction with our Energy and Climate Change Coordinator, our consultant completed a submission to the Green and Inclusive Community Buildings program for energy efficiency upgrades to the PFC. They are finalizing the energy models for all 14 buildings.	Consultant has provided an update on the project and is now slated to complete the project in February 2025. They have completed energy modeling and proposed upgrades for all 14 buildings.	
3	Farr Park Project	Rec	\$ 480,000	Matt	RFP	2024	Capital	Waiting for response to Phase 2 application. Portions of the project to be carryover to 2025	Phase 2 Application has been approved. Remaining portions of the project will be completed in 2025	
4	Shaver Park Rehab Project	Rec	\$ 95,000	Matt	RFQ	2024	Capital	Demora planning to complete excavation and backfill this fall. Asphalt to be completed in spring 2025.	No Update	
5	Dymond Sports Park Fence	Rec	\$ 25,000	Matt	RFQ	2024	Capital	The start date for this work has been moved to November.	Work has yet to start. Poles and other material were stockpiled at contractors shop and ready to be installed. Private locates yet to be completed.	
6	Hlby WTP Security Fence	ES	\$ 6,000	Matt	RFQ	2024	Capital	The start date for this work has been moved to November.	Work has yet to start. Poles and other material were stockpiled at contractors shop and ready to be installed. Private locates yet to be completed.	
7	EV Charger (New Liskeard)	CS	\$ 100,000	Kristen	RFP	2024	Capital	Equipment has been received and staff are scheduling the installation for November.	City received approval mid-November for our ChargeOn application. Report to council is included in Dec 3rd COW	

8	<u>Gym Equipment (Hack Squat, Treadmill)</u>	<u>Rec</u>	<u>\$ 25,000</u>	<u>Jeff</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>	<u>Remaining equipment has been on order for multiple months.</u>	<u>Completed</u>
9	<u>Dymond Hall Door Replacement</u>	<u>BM</u>	<u>\$ 13,000</u>	<u>Matt</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>	<u>No Update</u>	<u>Project deferred to 2025</u>
10	<u>Bandstand Roof Replacement</u>	<u>BM</u>	<u>\$ 10,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>	<u>No Update</u>	<u>Project deferred to 2025</u>
11	<u>Harbourplace Deck Repair</u>	<u>BM</u>	<u>\$ 15,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	<u>Completed</u>
12	<u>Hlby Marina Redecking</u>	<u>Rec</u>	<u>\$ 15,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	
13	<u>Kickplate Replacement (Hlby and NL)</u>	<u>Rec</u>	<u>\$ 18,000</u>	<u>Paul</u>	<u>Canoe</u>	<u>2023</u>	<u>Operating</u>	<u>Project was not completed in time before ice was installed. Deferred</u>	
14	<u>NL Community Hall Feasibility Study</u>	<u>BM</u>	<u>\$ 15,000</u>	<u>Matt</u>	<u>RFP</u>	<u>2024</u>	<u>Operating</u>	<u>Funds were reallocated to complete additional repairs at the NL Marina. Completed</u>	
15	<u>Library Roof Repair</u>	<u>BM</u>	<u>\$ 35,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>	<u>Project deferred</u>	
16	<u>Playground Surfacing</u>	<u>Rec</u>	<u>\$ 25,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	
17	<u>PFC Window Replacement</u>	<u>BM</u>	<u>\$ 5,000</u>	<u>Jeff</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	
18	<u>St Michel AT Path</u>	<u>Rec</u>	<u>\$ 85,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>		
19	<u>Spurline Concrete</u>	<u>Rec</u>	<u>\$ 45,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</u>		
20	<u>Ball Diamond Groomer</u>	<u>Rec</u>	<u>\$ 23,000</u>	<u>Matt</u>	<u>Canoe</u>	<u>2024</u>	<u>Capital</u>		
21	<u>Haileybury Arena AODA Engineering</u>	<u>BM</u>	<u>\$ 31,500</u>	<u>Matt</u>	<u>RFP</u>	<u>2024</u>	<u>Capital</u>		
22	<u>Niven St Reservoir Roof Replacement</u>		<u>\$ 75,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2024</u>	<u>Capital</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>		
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>		
25	<u>McCamus WTP Roof Replacement</u>		<u>\$ 45,000</u>	<u>Matt</u>	<u>RFQ</u>	<u>2024</u>	<u>Capital</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>		
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>		
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>		
29	<u>Olympia Replacement</u>	<u>Rec</u>	<u>\$ 170,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2022</u>	<u>Capital</u>		
30	<u>NL Arena Side Door Replacement</u>	<u>BM</u>	<u>\$ 7,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>		
31	<u>City Hall Floor Scrubber</u>	<u>BM</u>	<u>\$ 4,000</u>	<u>Jeff</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>		
32	<u>Floor Machine - Hlby Arena</u>	<u>BM</u>	<u>\$ 6,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>		

PFC ATTENDANCE 2019, 2022-2024



Subject: Pete's Dam Park Bridge Repair
Update

Report No.: RS-022-2024

Agenda Date: December 3, 2024

Attachments

Appendix 01: Pete's Dam Park Site Photos

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-022-2024, regarding the Pete's Dam Bridge Repair Update, for information purposes.

Background

On April 12, 2024, a rainstorm brought significant rain to the community which caused damage to one of the abutments of the main pedestrian bridge at Pete's Dam Park.

City staff sought the help from Miller Paving Ltd. to assess the damage and formulate a plan to repair the bridge as they were the original installer.

A staff report and project proposal from Miller Paving Ltd. was presented to Council at its August 13, 2024, meeting. The report proposed to sign a sole source agreement between the City of Temiskaming Shores and Miller Paving Ltd. on a time and materials basis to repair the bridge and trail. The agreement was to be for an upset limit of \$300,000 with a reporting threshold of \$150,000 to ensure Council remained informed of progress at the park.

Upon consideration of administrative report RS-017-2024, Council passed the following resolution:

Resolution No. 2024-283

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

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

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

Carried

Subsequently, by-law number 2024-095, being a by-law to enter into an agreement with Miller Paving Limited for the repair of the Pete's Dam Bridge was passed.

Analysis

Miller Paving Ltd., began work on the main pedestrian bridge on Monday October 7th. This project also included work to improve 850m of the A-trail to allow access to the pedestrian bridge by equipment. This included the creation of a trail re-route of approximately 60m to avoid a reoccurring washout. Once our contractor was able to bring equipment to the bridge they began the work of re-securing the west abutment, installing concrete around both the west and east abutment and placing reinforcing rock around each abutment. Repair work on the pedestrian bridge was largely completed by October 31st and work to repair the A-trail with granular B material began.

On October 31st the City received significant rainfall which not only paused repair work, but also brought to light other issues with the A-trail. The repaired pedestrian bridge was not affected by the rainfall. Upon review and consideration by City staff, in conjunction with Miller Paving, additional repair work was authorized to improve the A-trail with the installation of two new small pedestrian bridges along with changing two culverts to small pedestrian bridges and the installation of one new culvert. Miller Paving was also authorized to install granular b material on the entire A-trail and to install new decking on the main pedestrian bridge.

Wet weather throughout November hampered progress on these additional improvements however, the project was completed on November 22, 2024 and Miller Paving Ltd. demobilized from the site that day.

Photos of the improvements are included in Appendix 01.

Relevant Policy / Legislation / City By-Law

- 2024 Recreation Services Capital Budget

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

Consultation / Communication

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

Financial / Staffing Implications

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

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

Council approved this project at an upset limit of \$300,000 with costs to be funded through the Working Capital Reserve. Final costs for the project are \$196,371.31 plus non-refundable HST.

Alternatives

N/A

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Sandra Lee
City Manager

Appendix 01



The west abutment has been repaired and both abutments have had rock protection added.



One of the new pedestrian bridges installed. This spot was previously served by two culverts and caused backups due to debris during times of high flow.



New trail section created to by-pass a washed-out area of the trail.

Subject: EV ChargeON Funding Agreement **Report No.:** RS-023-2024
Agenda Date: December 3, 2024

Attachments

Appendix 01: EV ChargeON Funding Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-023-2024; and
2. That Council directs staff to return previously purchased Level 2 charging equipment to the vendor; and
3. That Council confirms its support of the City of Temiskaming Shores application to the EV ChargeON Program, for the installation of a Level 3 charger with two ports in the Municipal Parking Lot, for a total project cost of \$200,000; and
4. That Council provides the Mayor and Clerk with the delegated authority to sign the EV ChargeON funding agreement with the Ministry of Transportation and to prepare the necessary by-law to confirm the funding agreement in the amount of \$150,000, for consideration at the December 17, 2024, Regular Council meeting.

Background

The City of Temiskaming Shores submitted an application on January 29, 2024, for funding under the EV ChargeON Program administered by the Ministry of Transportation, proposing to install a Level 3, 120 kW electric vehicle (EV) charger at the Municipal Parking Lot located at 38 Armstrong St S, New Liskeard. The project was designed to address the growing need for fast charging infrastructure in the area, with an anticipated total project cost of \$200,000.

The EV ChargeON Program offers up to 75% of total project costs, with a maximum funding contribution of \$150,000. The program accepted applications until January 29, 2024, with funding decisions expected to be released by May 1, 2024. The City committed \$50,000 of its own funds in 2024.

Due to the highly competitive nature of the program and the extensive review process, funding decisions were delayed from Spring 2024 to Fall 2024. As a result, the project start date within the application has been pushed back from July 1, 2024, to April 1, 2025.

Considering these delays and budgetary constraints, staff brought forward report RS-018-2024 at the September 3, 2024 Committee of the Whole meeting, which proposed to utilize the City's matching portion of the required funds to install three level 2 chargers and at various locations within New Liskeard. The proposed change was to ensure the City remains on track with its sustainability and climate objectives, despite the delays in securing funding for the Level 3 charger. Council considered that report and passed the following resolution:

Resolution No. 2024-315

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-018-2024;

That Council approves the reallocation of \$25,000 in funds initially designated for a Level 3 EV charger, to the installation of three (3) Level 2 EV chargers at the Don Shepherdson Memorial Arena, Temiskaming Shores Library, and Dymond Complex Community Hall; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Services Flo Inc. for the supply of three (3) Level 2 EV chargers in the amount of \$17,220.00, plus applicable taxes, for consideration at the September 17, 2024, Regular Council meeting.

Carried

Since Resolution No. 2024-315 passed on September 3, 2024, the City of Temiskaming Shores completed the purchase of the three level 2 EV chargers and was in the process of procuring the necessary installation services for the equipment.

On November 12, 2024, the City received a letter from Prabmeet Singh Sarkaria, Ontario's Minister of Transportation, advising that our application to the EV ChargeON program was approved. Staff have subsequently learned that less than 25% of applications to the program received funding.

Follow-up correspondence from the EV ChargeON program included the proposed funding agreement which has been included as Appendix 01.

Analysis

Staff reviewed the funding agreement and proposed project to determine the best recommendation to make to Council. Upon review, staff are proposing to maintain original proposal of the Level 3 EV charger due to available funding, to better address the need for fast charging infrastructure in the area, and that the City do the following:

1. Sign the agreement with the Ministry of Transportation for funding towards a 120kw Level 3 Charger in New Liskeard.
2. Return the three Level 2 chargers previously purchased from Services Flo Inc.
3. Include \$50,000 in a matching contribution to the Level 3 Charger project in the upcoming 2025 Capital Budget.

Staff recommend proceeding with the installation of a Level 3 charger in downtown New Liskeard under the ChargeOn program. Upgrading from the previously approved Level 2 chargers to a Level 3 charger will involve an additional cost of approximately \$25,000. However, this investment aligns more closely with the City's greenhouse gas reduction goals and offers greater long-term benefits. Once installed, the Level 3 charger is expected to generate higher ongoing revenue for the municipality, attract more EV drivers to Temiskaming Shores, and encourage those visitors to leave the highway and support local businesses.

Currently, Temiskaming Shores has two Level 3 charging stations: a 50 kW charger at the Holiday Inn and a 60 kW charger installed by the City at the Haileybury beach. Adding a new Level 3 charger in New Liskeard will enhance the limited options along the Highway 11 corridor. The proposed charger, a 120 kW unit with two ports capable of delivering 60 kW each when both are in use, will serve as a convenient and powerful charging solution. By locating the station in downtown New Liskeard, the City can drive additional foot traffic to the area's businesses and establish this charger as the preferred choice for EV owners traveling through the region.

Discussions with Services Flo Inc. confirmed that the City can return the Level 2 equipment for a full refund. The new Level 3 charger would be included in the 2025 Capital Budget and would be operational before Fall 2025.

The funding agreement was received by the City on November 19, 2024, with a deadline to return the required documentation by November 29, 2024. Staff confirmed with program staff that a response by December 4, 2024, was acceptable. As such, the recommendation to Council is that it provide staff the delegated authority to enter into this funding agreement with the Ministry of Transportation.

Relevant Policy / Legislation / City By-Law

- [EV ChargeON Program Guidelines](#)
- [By-Law No. 2017-015, Procurement Policy](#)
- [City of Temiskaming Shores Greenhouse Gas Reduction Plan](#)

Consultation / Communication

- Consultation with the Climate Change Committee

Financial / Staffing Implications

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

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

Funds for this project will need to be included in the 2025 Capital Budget. Likewise, funds currently earmarked towards an EV Charger in 2024 will be left unspent.

Climate Considerations

Use of the climate lens has demonstrated that there are no adverse climate effects associated with this project.

The proposed chargers will contribute to reducing the City's GHG emissions by promoting the use of electric vehicles, which are a key component in the transition to a low-carbon transportation system. While the chargers themselves do not directly produce greenhouse gases, the production, installation, and electricity used may involve some emissions. However, the overall impact of this project is expected to be a net reduction in emissions, supporting the City's climate goals. The project will not be adversely affected by changes in temperature or precipitation.

Alternatives

Council could direct staff to continue with the installation of the previously approved level 2 chargers at various locations within New Liskeard.

Council could direct staff to decline the EV ChargeON funding.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Mathew Bahm
Director of Recreation

"Original signed by"

Sandra Lee
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to enter into an agreement with the Ministry of Transportation under the EV ChargeON Program, for the installation of a Level 3 charger with two ports

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

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

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

Whereas Council considered Administrative Report No. RS-023-2024 at the December 3, 2024 Committee of the Whole meeting, and provided the Mayor and Clerk with the delegated authority to sign the EV ChargeON funding agreement with the Ministry of Transportation, and further directed staff to prepare the necessary by-law to confirm the funding agreement in the amount of \$150,000 at the December 17, 2024, Regular Council meeting.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an agreement with the Ministry of Transportation under the EV ChargeON Program, for the installation of a Level 3 charger with two ports in the amount of \$150,000, a copy attached hereto as Schedule "A" and forming part of this by-law.
2. That the Mayor and Clerk have the delegation of authority to execute any and all required documentation and amendments, on behalf of the City of Temiskaming Shores, as required under the Agreement, as long as the amendments do not create any financial liability for the City that is beyond a budget approved by Council.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 17th day of December, 2024.

Mayor

Clerk

DRAFT



Schedule “A” to

By-law No. 2024-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Ministry of Transportation under the EV ChargeON Program

for the installation of a Level 3 charger with two ports

Transit Division

Division des transports en
commun

777 Bay Street, 30th Floor
Toronto, ON M5G 2E5

777, rue Bay, 30e étage
Toronto, ON M5G 2E5

Tel: 437-218-1788

Tél: 437-218-1788

November 19, 2024

Kristen Harburn
The Corporation of the City of Temiskaming Shores
325 Farr Drive, P.O. Box 2050
Haileybury ON P0J1K0
kharburn@temiskamingshores.ca

Dear Kristen Harburn,

RE: EV ChargeON Community Sites Stream – Letter of Agreement

Further to Minister Sarkaria's letter to your organization on November 12, 2024, the Ministry will provide your organization funds up to the maximum funding amount in accordance with the Terms and Conditions outlined in the [Program Guide](#), your organization's Application Form, and this Letter of Agreement, including appendices.

The approved project is eligible for funding up to the maximum funding amount identified in the chart below:

TPON Case Number	Maximum Funding Amount	Site Name	Location	# of Ports	Type of Charger(s)
2023-11-1-2338152204	\$150,000	Municipal Parking Lot	Temiskaming Shores	2	Level 3 fast charger port(s) 50 - 99 kW

Approved projects must be completed **within twelve (12) months** from the date of the approval letter (November 12, 2024). If your organization is unable to meet this deadline, for any reason, your organization must notify the Ministry on or before August 29, 2025, of the delay and the reason for the delay, requesting the Ministry extend this timeline for up to an additional twelve (12) month period or up to November 12, 2026.

If your organization modifies or is unable to complete a Site as identified in the chart above, you must notify the Ministry as soon as possible.

Your organization must carry out the Project in accordance with all terms and conditions identified in this Letter of Agreement including all Appendices, the Minister's Letter dated November 12, 2024, the Program Guide, and the Application Form. Failure to do so, may be considered an Event of Default, as per the Program Guide. Without limitation upon the foregoing, if in the opinion of the Ministry, your organization fails to carry out the project in accordance with this requirement, the Ministry may take steps it considers necessary including, but not limited to, cancelling funds.

As identified in the Program Guide, now that your organization's project has been approved for funding, the Ministry requires final documentation be submitted for verification purposes. Please see attached Appendix "B" which has further details regarding the types of mandatory documentation your organization will need to submit to the Ministry. The approval of funding to your organization by the Ministry is contingent upon the Ministry receiving, reviewing, and approving these submitted documents.

Please sign and return Appendix "A" along with the mandatory documentation outlined in Appendix "B" to the Ministry via email to evchargeon@ontario.ca at your earliest convenience and not later than November 29, 2024.

If you have any questions, please reach out to the Ministry of Transportation's EV ChargeON Team at evchargeon@ontario.ca

Thank you for your ongoing support, innovation, and commitment to strengthening the EV charging network and for providing charging stations to bridge existing gaps throughout the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Pearce", is shown within a light blue rectangular box.

James Pearce
Assistant Deputy Minister
Transit Division
Ministry of Transportation

Encl. Appendix "A"
Appendix "B"
Appendix "C"

Appendix “A”

General Terms and Conditions

1. All Terms and Conditions relating to the Project contained in the EV ChargeON Program Guide, the Recipient’s Application Form, and the Letter of Agreement are binding, and may only be amended by a written agreement duly executed by the Ministry and the Recipient.
2. The Agreement will be effective as of November 12, 2024, and will expire five years following the Project Completion Date.
3. If an Event of Default occurs, as defined in the Program Guide, the Ministry may, at any time, take one or more of the following actions:
 - (a) provide the Recipient with an opportunity to remedy the Event of Default upon terms and conditions set by the Ministry at its sole discretion;
 - (b) reduce the amount of Funds;
 - (c) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice; and
 - (d) demand from the Recipient the payment of an amount equal to any Funds the Ministry provided to the Recipient.
4. The Recipient will not, without the Ministry’s prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided. If the Recipient sells, leases or otherwise disposes of an asset, the Ministry may, at any time, take one or more of the following actions:
 - (a) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice; and
 - (b) demand from the Recipient the payment of an amount equal to any Funds the Ministry provided to the Recipient.
5. Certificate of Insurance. The Certificate of Insurance the Recipient is required to provide to the Ministry must:
 - (a) make reference to the Project, including the specific unique site name of the Project somewhere in the document.
 - (b) include a 30-day written notice of cancellation.

- (c) include the Indemnified Parties as additional insureds, specifically stating “His Majesty the King in right of Ontario, His ministers, agents, appointees and employees” as the Indemnified Parties in the section for additional insureds.
- (d) include Commercial General Liability with Cross Liability Clause and Contractual Liability Coverage.
- (e) the limit of liability outlined in the COI cannot be less than \$2,000,000.00 (two million dollars).

Acknowledgement and Acceptance of the Terms and Conditions

The Ministry requires written acknowledgement that you have read and agree to all terms and conditions contained in this Letter of Agreement, the Minister’s Approval Letter, the Program Guide, and the Application Form (**all together, “the Agreement”**).

As evidenced by completion of the check-box below, The Corporation of the City of Temiskaming Shores acknowledges, in consideration of the mutual covenants and agreements contained in the Agreement, that it agrees and accepts all Terms and Conditions of the Agreement.

☐ Yes

☐ No

The Corporation of the City of Temiskaming Shores acknowledges and agrees that the organization shall comply with all Terms and Conditions of the Agreement.

The Corporation of the City of Temiskaming Shores

Per: _____
[insert name]
[insert title]

Date

I have the authority to bind The Corporation of the City of Temiskaming Shores

Appendix “B” Mandatory Documentation

Mandatory documentation:

Certificate of Insurance: A valid Certificate of Insurance (“COI”) is required for all applicant types (i.e., all recipients), in addition to the Mandatory Documentation identified in the below chart specific to each type of applicant. Please see Appendix “A” for details of what must be included on the COI.

Applicant Type	Mandatory Documentation required in addition to the COI:
Municipalities	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Council Resolution 2. Enabling By-law
Indigenous Communities and Indigenous Organizations	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Band Council Resolution; 2. Political Territorial Organization Resolution 3. Tribal Council Resolution; 4. Métis Community Council Resolution; 5. Provincial Council of the Métis Nation of Ontario (PCMNO) Resolution; 6. Letter of Support from Chief, Band Council, Political Territorial Organization, Tribal Council, or Leader from an Indigenous Organization.
Indigenous Businesses	<p>One of the following that confirms Indigenous status of the business owner:</p> <ol style="list-style-type: none"> 1. Indigenous Business Directory (IBD) 2. Canadian Council for Aboriginal Business (CCAB) – Certified Aboriginal Business (CAB) 3. Indian registration in Canada 4. Membership in an affiliate of the Métis National Council 5. Acceptance as an Indigenous person by an established Indigenous community 6. Enrolment or entitlement to be enrolled in a comprehensive land claim agreement

Applicant Type	Mandatory Documentation required in addition to the COI:
Broader Public Sector	Written confirmation of Board of Directors support for the Project, including reference to Site location
Not-for-Profit Corporation	Written confirmation of Board of Directors support for the Project, including reference to Site location

The provision of funding to your organization by the Ministry is contingent upon the Ministry receiving, reviewing and approving the mandatory documentation.

Appendix “C”

Maximum Funding and Eligible & Ineligible Expenditures

1. **Range of Maximum Funds.** As outlined in the EV ChargeON Program Guide, the per-project approved contribution depends on the type of infrastructure and type of applicant, up to the maximum amounts the following table:

Maximum Funding for Type of Infrastructure and Applicant

Charger Type	Charger Output	Maximum funding for businesses, not-for-profit corporations, and broader public sector Applicants	Maximum funding for municipalities and Indigenous Applicants ⁴
Level 2	3.3 kW to 19 kW	Up to 50% of Total Project Costs, to a maximum of \$5,000 per port	Up to 75% of Total Project Costs, to a maximum of \$7,500 per port
Level 3	20 kW to 49 kW	Up to 50% of Total Project Costs, to a maximum of \$15,000 per port	Up to 75% of Total Project Costs, to a maximum of \$22,500 per port
Level 3	50 kW to 99 kW	Up to 50% of Total Project Costs, to a maximum of \$50,000 per port	Up to 75% of Total Project Costs, to a maximum of \$75,000 per port
Level 3	100 kW to 199 kW	Up to 50% of Total Project Costs, to a maximum of \$75,000 per port	Up to 75% of Total Project Costs, to a maximum of \$112,500 per port
Level 3	200 kW and above	Up to 50% of Total Project Costs, to a maximum of \$100,000 per port	Up to 75% of Total Project Costs, to a maximum of \$150,000 per port

Upon the submission of actual incurred project expenses at the completion of the approved project, the financials will be reviewed against the total project costs (eligible and ineligible expenses), the timeframes of the incurred expenses and the funding received from other sources to confirm the reimbursable project funds.

The funding formula will be reapplied upon review of the final report and financials and administered according to the actual project expenses.

2. Eligible Expense Categories and Timelines

Eligible Expenditures

Refer to the table below for details on which expenditures are eligible towards the Total Project Costs (i.e., may make up an Applicant’s or other contributor’s share of the contribution) and which are eligible for reimbursement under the Program:

Expenditure	Description	Eligible Towards Total Project Costs	Eligible for EV ChargeON reimbursement
Capital expenses	An expenditure that results in an enduring benefit, as required by the project. Can include, but are not limited to, the purchase of charging equipment, costs associated with site preparation and finishing, and networking equipment.	Yes	Yes
Professional services	Costs for the purchase of additional support required for the completion of the project. Can include scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; printing; signage; distribution.	Yes	Yes
Rental fees or leasing costs	Cost to rent or lease any equipment needed for the conduct of the project, which can include construction equipment.	Yes	Yes
License fees and permits	Typically include any municipal, provincial or federal licences or permits for setting up the fuelling/charging infrastructure. This can include safety permits, business permits, environmental permits, etc.	Yes	Yes
Salary and benefits	Salaries include wages for all personnel with direct involvement in the project, such as engineers, construction staff and technical advisers. All eligible personnel must be employees on the proponent's payroll. Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, employee benefits, plus any other employer-paid payroll-related expenses.	Yes	No
Reasonable travel costs	Transportation, meals and accommodation necessary for activities directly linked to the project.	Yes	No
Environmental Assessments, permits and authorizations	Should a Project require an environmental assessment, permit, authorization, study of natural, social and economic and/or cultural environmental study, any costs related to that process would be included here. This could include costs for study documents or processes needed to secure the approval, public consultation or preparing the environmental impact statement.	Yes	No
GST, PST and HST net of any tax rebate	Any taxes claimed must always be net of any tax rebate to which the proponent is entitled.	Yes	No
Overhead expenses	Up to a maximum of 15% of Total Project Costs. May include administrative support provided directly to the project by the proponent's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs provided that they are directly related to the project.	Yes	No
In-kind support	A cash equivalent contribution in the form of an asset for which no cash is exchanged but that is essential to the project and the proponent would have to purchase on the open market or through negotiation with the provider if the proponent did not provide it. Value must be determinable and verifiable.	Yes	No
Land costs	Expenses associated with acquiring a piece of property.	Yes	No
Legal costs	Legal fees directly related to, and necessary for, the implementation and conduct of the Project.	Yes	No
Ongoing operating costs	Costs associated with the ongoing operation of the charging stations, including electricity consumption, operation, maintenance, networking fees, subscription fees, etc.	No	No

The Ministry will only reimburse eligible expenditures for an approved project for costs incurred during the Eligible Expenditure Period and, only after the following conditions, as outlined in the Program Guide, are met:

- The charger is fully operationalized. A project is considered operational when the charger delivers the agreed-upon power output and conforms with up-time percentage as identified in the site Operations and Maintenance Plan.
- Receipt, review, and approval of the Project Completion Report and supporting documentation.

The eligible expenditure period commences on **November 12, 2024**. All reimbursable invoices must be dated after November 12, 2024.

These expenses must be net of HST or other rebates.

Expense eligibility will be verified upon submission of the Final Report.

The payment will be processed following the ministry's satisfactory review of all report requirements.

3. Reporting

(i) Progress Reports

As outlined in the Program Guide, the Ministry may reach out to your organization for progress updates on the approved project during the Eligible Expenditure Period.

(ii) Project Completion Report

Upon the completion of the Project, your organization will submit a Project Completion Report in Transfer Payment Ontario (TPON) along with the mandated documents to be reimbursed for eligible project expenses up to the maximum funding amount. Information on how to submit the Project Completion Report and supporting documents will be shared with successful applicants at a later date.

(iii) Annual Usage Reporting

Your organization will also be required to submit annually a usage data report for a period of five (5) years from project completion date.

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



December 3rd, 2024

EMERGENCY RESPONSES

Total responses for the period October 16, 2024 – November 27, 2024

Total Emergency Responses (All Stations)	Estimated Dollar Loss	Estimated Dollar Saved
13	\$5,000.00 vehicle	Nil

Station 1 - Incident Response Summary (5 Calls)

- Fire Call, 115184 Quarry Road – No Loss Outdoor Fire.
- Fire Call, 143 Bruce Street – False Alarm – Other Cooking/toasting/smoke/steam (no fire).
- CO Call, 315 Elliot Street – CO False Alarm – Equipment Malfunction (no CO present).
- Public Hazard, 393 Main Street - False Alarm – No Gas Leak Found.
- Other Response, 678 Brewster Street – Sewer Issue.

Station 2 - Incident Response Summary (4 Calls)

- Fire Call, 552 High Street – Vehicle Fire.
- Fire Call, 52 Lakeshore Road – False Alarm – Equipment Malfunction.
- Gas Leak, 28 Wellington Street, Station 2 – Natural Gas – Vandalism.
- Spill – Gasoline or Fuel, 251 Agnes Avenue.

Activity Report – October 16, 2024 – November 27, 2024

Station 3 - Incident Response Summary (4 Calls)

- Fire Call, 144 Drive-In Theatre Road – False Alarm – Accidental activation.
- Fire Call, 883303 Highway 65 – False Alarm – Accidental activation.
- Fire Call, 722014 Grandview Drive Harris Twp – False Alarm – Other Cooking/toasting/smoke/steam (no fire).
- MVC, Hwy 11 and Drive Inn Theatre Road – 2 Vehicle.

Total responses this year to date,

Total Emergency Responses (All Stations)	Estimated Dollar Loss	Estimated Dollar Saved
140	\$4,311,000	\$1,875,000

FIRE PREVENTION DIVISION

Fire safety inspections conducted for the period of October 16, 2024 – November 27, 2024, by reason included the following:

Request	Complaint	Routine	Licensing	Follow-up	Annual	Burning Permits	Total Inspections
13	1	11		1		7	33

Total Inspections year to date 2024 – **405**

Public Education/Events

- FD/OPP meeting to discuss fire scene roles and responsibilities.
- Fire Safety Presentation and firehall visit, 34 jk and sk students from Ecole Public des Navigateurs.
- Fire Safety Presentation and firehall visit, 28 jk and sk students from New Liskeard Public School.
- FD staff participated in fire drill at Ecole St. Croix.
- FD participated in Santa Claus parade.

Activity Report – October 16, 2024 – November 27, 2024

- FD assisted with traffic control for Santa Claus parade.
- FD provided portable fire extinguisher training to staff at the Pavillion Family Resource Centre.
- Timiskaming Health Unit hosted a car seat clinic at Station 1.
- Emergency Management Ontario hosted an EM 300 – Community Emergency Management Coordinator (CEMC) course at Station 1.
- CJTT monthly morning chat, Daylight saving, check smoke alarms, area slash pile burning.
- Fire safety information via social media, CJTT, and the Speaker.

ONGOING INVESTIGATIONS/CHARGES

Nil

TRAINING AND EDUCATION

- Station 1 – Apparatus and equipment checks, Fire Suppression, Technical Rescue Support & Vehicle Extrication Operations, Building Materials and Combustibility.
- Station 2 - Apparatus and equipment checks, Basic Pumper Operations, Structural Search and Rescue, Ministry DZ testing.
- Station 3 - Apparatus and equipment checks, Basic Pumper Operations, Technical Rescue Support & Vehicle Extrication Operations.

MAINTENANCE

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

NEW BUSINESS

Nil

Subject:	Appointment of Auxiliary Firefighter	Report No.:	PPP-008-2024
		Agenda Date:	December 3, 2024

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-008-2024; and
2. That Council hereby appoints Rod McNair as Auxiliary Firefighter to the Temiskaming Shores Fire Department in accordance with the Recruitment and Retention Program.

Background

The Auxiliary Firefighter Program was established in 2016 and allows for up to six (6) Auxiliary members to be on the department.

The program allows an opportunity for candidates aged 18 years of age and older, interested in serving their community and preparing themselves to become an active Volunteer Firefighter. The program is also designed to provide candidates who may also wish to become auxiliary firefighters to serve in other tasks that are not considered life threatening, or candidates who do not plan to become full member Volunteer Firefighter.

Analysis

Candidate Rod McNair, having recently reached the commendable milestone of 45 years of service as a Volunteer Firefighter, has decided to hang up his helmet. Although Candidate McNair's career as a firefighter has come to an end, becoming an Auxiliary Firefighter will allow him to continue participating, attending both general and training meetings, as well as continuing in his role as one of the stations maintenance personnel.

Relevant Policy / Legislation / City By-Law

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

Consultation / Communication

- Consultation with Station #2 District Chief.

Financial / Staffing Implications

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

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

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

Currently there are four Auxiliary Firefighters on the department.

Alternatives

No alternatives were considered.

Submission

Prepared by:



Reviewed and submitted for Council's
consideration by:

"Original signed by"

Steve Langford
Fire Chief

Sandra Lee
City Manager

Memo

To: Mayor and Council
From: Kelly Conlin, Deputy Clerk
Date: December 3, 2024
Subject: Annual Accessibility Status Report
Attachments: Accessibility Status Report 2024

Mayor and Council:

The Ontario Government enacted the Accessibility for Ontarians with Disabilities Act (AODA) in 2005, to make the Province of Ontario accessible by 2025. A series of standards have been developed under the Integrated Accessibility Standards Regulation (IASR) to meet this goal, including standards for Customer Service, Information and Communications, Employment, Transportation and the Design of Public Spaces. There are staggered timelines for meeting the requirements of these Standards.

One of the General Requirements stated in the IASR, is that designated public sector organizations shall prepare an annual status report on the progress of measures taken to implement strategies outlined in the Multi-Year Accessibility Plan, and to post the report on the municipal website.

The enclosed Accessibility Status Report is the annual update on the progress of the measures taken to improve accessibility and to implement the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11).

The Annual Status Report includes the accessibility initiatives that were completed in 2024 to implement the strategies outlined in the City of Temiskaming Shores Multi-Year Accessibility Plan. The purpose of this Status Report is to make the public aware of the City's progress with regards to the 2024-2028 Multi-Year Accessibility Plan, as well as illustrates the commitment within the City of Temiskaming Shore to provide equal treatment to all persons regardless of ability, including residents, employees, visitors and other stakeholders when they access services, programs, and facilities.

Staff recommends that Council for the City of Temiskaming Shores receives the Accessibility Status Report 2024, directs staff to post on the City's website, and distribute to the Temiskaming Shores Accessibility Advisory Committee.

Prepared by:

“Original signed by”

Kelly Conlin
Deputy Clerk

Reviewed by:

“Original signed by”

Shelly Zubych
Director of Corporate
Services

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

Sandra Lee
City Manager



Discover a whole new Ontario • Découvrez un tout nouvel Ontario

City of Temiskaming Shores

2024

Accessibility Status Report

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

Overview

The Accessibility for Ontarians with Disabilities Act was passed in 2005. Under the Act, organizations must meet accessibility requirements in the areas of Customer Service, Employment, Information and Communications, Transportation and Design of Public Spaces, with staggered compliance dates.

The City of Temiskaming Shores has most recently approved a multi-year accessibility plan, 2024-2028 (By-Law No. 2023-134) to provide a framework to meet these deadlines. The City will publish an Annual Accessibility Status Report to define our annual progress in meeting these goals.

The City of Temiskaming Shores strives to meet the needs of its employees and residents with disabilities, and is working to remove and prevent barriers to accessibility and to fulfill the requirements under the Accessibility for Ontarians with Disabilities Act. The 2024-2028 Accessibility Plan, in conjunction with the Annual Accessibility Status Report will demonstrate the Municipality's role in making Ontario accessible for all Ontarians by 2025.

The City's Multi-Year Accessibility Plan primarily focused on the five (5) Integrated Accessibility Standards. These standards were established to prevent and remove barriers for people with disabilities. The standards are:

- Information & Communication;
- Employment;
- Transportation;
- Design of Public Spaces; and
- Customer Service.

Below is a summary of the City's accessibility achievements in 2024.

Information and Communication

Compliance Reporting

As a bi-annual requirement, the City completed an Accessibility Compliance Report, for submission to the Accessibility Directorate of Ontario under the Ministry for Seniors and Accessibility at the end of 2023. This report has been posted to the City's website.

Council Meetings

The City of Temiskaming Shores continues to use audio/ visual equipment upgrades to offer the live streaming of Regular Council meetings. The upgrades also provide the City with an opportunity to host both Council and Committee meetings virtually or through a hybrid model. As such, the City's Procedural By-law includes provisions to ensure Council members or members of a local board can participate in meetings electronically (including

closed session), and can be counted in determining whether or not a quorum of members is present at any point in time.

The live-streaming and hybrid meetings provide many benefits, including more opportunities for community participation, options for accessibility measures such as closed captioning and increased flexibility for Council members. All Council meeting documents are available in an accessible format on the City's website.

Procurement

The City of Temiskaming Shores continues to include an AODA Compliance clause regarding accessibility requirements in procurement documents (i.e., Request for Proposals, etc.).

Recreation

The City of Temiskaming Shores All Age Friendly Community Committee continues to meet with a mandate of leading initiatives aimed at making the City a more age friendly community, enabling all residents to participate as full and meaningful community members. Some of the focus areas for the Committee is to improve social participation, such as advertising the accessible features of programs and modifications that can be made for older adults with physical challenges; to improve outdoor spaces and public buildings, such as creating partnerships with local businesses to increase access to washroom facilities in public areas (especially businesses with accessible washrooms), and creating partnerships for ramp projects to assist businesses with one or two stair entrances/exits.

Site Plan Control

The Accessibility Advisory Committee continues to provide feedback on Site Plan Control applications prior to approval, for the purpose of providing input on a variety of City and private developments.

Employment

The City continues to comply with the requirements of Integrated Accessibility Standards Regulation by including the training requirements as part of the City's onboarding package during orientation.

In addition, the public is notified of accommodations for applicants with disabilities during the recruitment process.

Transportation

The City ordered one (1) new accessible transit bus in 2024, with a delivery date in early 2025. When this bus is delivered, the Temiskaming Transit fleet will continue to have four (4) accessible busses.

Public Spaces

The City continues to focus on removing barriers which may exist in our buildings, facilities, roadways and sidewalks while ensuring that new buildings, leases and renovations do not create any new barriers.

The Public Works Department continues to collaborate with the Accessibility Advisory Committee and local businesses to identify areas where accessible parking spaces within the City may require modifications or relocation; along with ensuring the proper curb cuts and sidewalk modifications are completed in a timely manner.

In 2024, there were five (5) curb cuts completed at the roadway intersections of Whitewood Ave. and Wellington St., Whitewood Ave. and Armstrong St., Main St. and Ferguson Ave., and the Haileybury Beach and Marina area. There was also various sidewalk improvements completed and the installation of tactile plating at Whitewood Ave. and Wellington St. and the school crossing zone at New Liskeard Public School.

City Council continually allocates \$25,000 annually for accessibility-related projects related to curb cuts, sidewalk repairs and accessible parking spaces.

The STATO Trail is a paved path approximately 17.4 km in length and is wheelchair accessible to provide recreational opportunities to all people. In 2024, the Trail was extended by 400m along Albert St. from Bruce St. to Georgina Ave. which provides additional accessible space to all residents and visitors. The extension of the paved path from Colette St. to the rear entrance of St. Michel school was also completed.

The formal Grand Opening of the Temiskaming Shores Rotary Splash Pad was held in June of 2024. This recreation installation includes accessible features for all children's enjoyment. Work was also completed to upgrade the pathways around the Spurline building and to the access pathway to the Splash Pad. The City purchased two water wheelchairs for use in each New Liskeard and Haileybury Beach areas, and Mobi-mats, which are portable nonslip roll-up beach access mats to assist people with disabilities, walkers and elderly visitors, or parents with strollers.

As an identified project from the 2024-2028 Accessibility Plan, the Shelley Herbert Shea Memorial Arena underwent basic design for potential accessibility upgrades to this well-used facility.

Customer Service

The City continues to review customer feedback and takes appropriate action. In addition, the City of has statements on the website informing people that accessible formats and communication supports are available upon request.

We Welcome Your Feedback

Members of the public are encouraged to provide comments on the City of Temiskaming Shores Multi Year Accessibility Plan, the Accessibility Status Reports, and any other accessibility related matter.

To request a copy of this report in an alternate format, please contact us at:

Call

(705) 672-3363

Email

clerk@temiskamingshores.ca

Mail

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

Memo

To: Mayor and Council
From: Stephanie Leveille, Treasurer
Date: December 3, 2024
Subject: Year End Transfers to/from Reserve and Reserve Funds
Attachments: N/A

Mayor and Council:

All transfers to/from reserves and reserve funds shall be approved by Council, normally as part of the annual budget approval process or at year-end, as recommended by the Treasurer.

We are currently approaching the fiscal year end; therefore, approval is requested to process the journal entries required to finalize the statements and prepare for the audit.

Please see reserve balances below, as at December 31, 2023 and preliminary estimates for December 31, 2024 (excluding in-year reallocations and transfers relating to year end surplus/deficits):

	ACTUAL (per audited stmts)	ESTIMATE
	Ending Balance	Ending Balance
Reserve	31-Dec-23	31-Dec-24
Working Capital - General	6,089,094	4,228,648
Working Capital - Environmental	309,855	252,565
Working Capital - Business Improvement Area	53,978	53,978
Election Expense Reserve	7,500	15,000
Fire Equipment Reserve	3	29,726
Solid Waste Diversion Fee Reserve	89,955	77,455
Cemetery Reserve	0	0
Doctor Recruitment Reserve	64,647	64,647
Medical Centre Reserve	29,471	29,471
Bucke Park Reserve	0	0
Accessibility Reserve	8,021	8,021
Fleet Replacement Reserve	164,279	164,279
Transit Reserve	70,474	27,597
Library Reserve	0	0
PDAC Reserve	116,630	116,630

Economic Development Reserve	725,559	236,347
Community Development Reserve	153,707	153,707
Solid Waste Landfill Reserve Fund	135,991	28,491
Total Reserve Balance	\$8,019,164	\$5,486,562*

***Projected balance prior to entries relating to 2024 in-year reallocations and year end surplus/deficits**

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Stephanie Leveille
Treasurer

Shelly Zubyck
Director of Corporate
Services

Sandra Lee
City Manager

Memo

To: Mayor and Council
From: Stephanie Leveille, Treasurer
Date: December 3, 2024
Subject: Borrowing By-Law
Attachments: Appendix 01: Draft Borrowing By-law

Mayor and Council:

From time to time, the Municipality may require the need to access funds through short-term borrowing to meet current expenditures. Although every effort is made to ensure the municipality's cash flow is stable, there may be times where the need to access short-term funds would arise. As noted in attached draft by-law (appendix 01), the Municipal Act, 2001 sets limitations on the total amount which may be borrowed from all sources at any one time. The Mayor and Treasurer shall ensure that the terms and conditions of the agreement are adhered to.

Our financial institution requires a Council approved 2025 Borrowing By-Law to enter into a short-term borrowing agreement with the municipality; therefore, it is recommended that Council authorizes staff to prepare the necessary By-Law and enter into an agreement with Scotiabank, for consideration at the December 17, 2024 Regular Council meeting.

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Stephanie Leveille
Treasurer

Shelly Zubyck
Director of Corporate
Services

Sandra Lee
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

**Being a by-law to authorize borrowing from time to time
to meet current expenditures during the Fiscal Year
ending December 31, 2025**

Whereas Section 407, Subsection 1, of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides for the temporary borrowing by a municipality, at any time during a fiscal year, until taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for the year; and

Whereas the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended; and

Whereas Council for the City of Temiskaming Shores considered Memo No. 040-2024-CS at the December 4, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to authorize borrowing from time-to-time to meet current expenditures during the Fiscal Year ending December 31, 2025, for consideration at the December 17, 2024 Regular Council meeting.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and the Treasurer are hereby authorized to borrow, from time-to-time during the year 2025 (hereinafter referred to as the current year), such sums as may be necessary to meet the current expenditures of the municipality for the year, including amounts required in the year as set out in Section 407 subsection (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, until the taxes are collected and other revenues are received.
2. That a promissory note of bankers' acceptance made under Section 1 shall be signed by the Head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.
3. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia as set out in Schedule "A", hereto attached and forming part of the by-law, are hereby accepted.
4. That the Mayor and Treasurer are hereby authorized to enter into a Security Agreement with the Bank of Nova Scotia, a copy of which is attached hereto as Schedule "B" and forming part of this by-law.
5. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia are hereby accepted.

6. That the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed the limits as outlined in Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

Read a first, second and third time and finally passed this 17th day of December, 2024.

Mayor

Clerk

November 26th, 2024

The Corporation of the City of Temiskaming Shores
325 Farr Drive PO BOX 2050
Haileybury Ontario P0J1K0
Canada

Attention: Stephanie Leveille

Dear Madam,

We confirm that, subject to acceptance by you, The Bank of Nova Scotia (the "Bank") will make available to The Corporation of the City of Temiskaming Shores (the "Borrower"), the credit facilities described, and on the terms and conditions set out, in the attached Terms and Conditions and Schedule "A" (together with this letter, and as each may be amended or supplemented from time to time, collectively, the "Credit Facility Agreement").

If the arrangements set out in this Credit Facility Agreement are acceptable to you, please sign the enclosed copy of this letter in the space indicated below and return the letter to us by the close of business on **December 25th, 2024** after which date this offer will, unless otherwise agreed to in writing by the Bank, expire and the Credit Facility Agreement will be null and void.

This Credit Facility Agreement amends and restates all previous agreements issued by the Bank to the Borrower.

Yours truly,

THE BANK OF NOVA SCOTIA



Michael Mancari
Senior Client Relationship Manager



Tim Schlitt
Director & Group Lead

The Bank intends the electronic signatures above to have the same effect as handwritten signatures.

By signing this Credit Facility Agreement, you confirm that the products and/or services offered to you herein will not be used for, or on behalf of, any individual or entity other than you and the other parties named in the Credit Facility Agreement for whose benefit such products and services are intended.

The arrangements set out above and in the attached Terms and Conditions Sheet and Schedule "A" (collectively the "Credit Facility Agreement") are hereby acknowledged and accepted by:

Borrower:

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

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

TERMS AND CONDITIONS

CREDIT NUMBER: 01

AUTHORIZED AMOUNT: \$4,000,000

TYPE

Operating Credit (Demand Credit)

PURPOSE

Working capital and general corporate purposes.

CURRENCY

Canadian dollars

TYPE OF ADVANCES

Prime Rate Advance

INTEREST RATE/FEES APPLICABLE TO THIS CREDIT

Prime Rate minus 0.75% per annum, with interest payable monthly.

REPAYMENT

All indebtedness and liability of the Borrower to the Bank payable on demand ("Demand Credit"), is made entirely at the Bank's discretion and is repayable by the Borrower to the Bank at any time on demand, irrespective of whether or not an Event of Default has occurred.

REPAYMENT

All indebtedness and liability of the Borrower to the Bank payable on demand ("Demand Credit"), is made entirely at the Bank's discretion and is repayable by the Borrower to the Bank at any time on demand, irrespective of whether or not an Event of Default has occurred.

VOLUNTARY PREPAYMENT

Prepayment is permitted without penalty at any time in whole or in part.

CREDIT NUMBER: 02

AUTHORIZED AMOUNT: \$2,000,000

TYPE

Revolving Line Credit - Equipment Finance

PURPOSE

To finance equipment/assets satisfactory to the Bank.

CURRENCY

Canadian dollars

TYPE OF ADVANCES

Equipment Finance- See Equipment Finance Contract and supporting documentation for details.

INTEREST RATE/FEES APPLICABLE TO THIS CREDIT

The payment applicable to each contract will be set on the commencement date of the contract based on Prime Rate/Bank's fixed cost of funds plus a spread to be determined, calculated and payable monthly. The spread over base rate will be determined by the term and amortization of each advance.

DRAWDOWN

The advances are to be made in minimum amounts of \$50,000.

Prior to drawdown the Bank is to be satisfied with the quality, value, and eligibility of all assets to be financed under the facility.

REPAYMENT

Equipment Finance Contracts or leases are repayable in accordance with the terms and conditions of each respective Equipment Finance Contract or lease. The maximum term of any such Equipment Finance Contract or lease shall not exceed 5 years. The total amortization of any such transaction shall not exceed the economic life and residual value of assets financed as determined by the Bank.

VOLUNTARY PREPAYMENT

Any permitted prepayment will be calculated by the Bank and advised to the customer with the intention the Bank will not suffer any economic loss as a result of the prepayment calculation. The prepayment amount shall be calculated by The Bank in its sole discretion and shall be agreed to by the Customer before any prepayment is permitted under the contract.

SPECIFIC SECURITY

The following security which shall secure the Borrower's Obligations for Credit(s) #2 evidenced by documents satisfactory to the Bank, is to be provided prior to any Advance being made under such Credit(s)

Equipment Finance Contract covering equipment financed.

Comprehensive General Liability insurance for a minimum of \$2 million per occurrence with the Bank recorded as an additional named insured.

All risks insurance covering the replacement value of the equipment with the Bank recorded as loss payee and additional named insured.

Resolution of the Council authorizing leases.

SPECIFIC CONDITIONS PRECEDENT

The following conditions precedent must be satisfied prior to any Advance being made under Credit #2 only, unless waived by the Bank, and where delivery of documents is referred to, the documents shall be delivered in form satisfactory to the Bank (and, if applicable, its counsel)

The amount of financing shall not exceed 100% of the cost of the equipment being financed exclusive of relative taxes.

CREDIT NUMBER: 03

AUTHORIZED AMOUNT: \$750,000

TYPE

Scotiabank VISA Business Card - Availment, interest rate and repayment as per Cardholder Agreement

PURPOSE

To assist with sundry expenses.

CURRENCY

Canadian dollars

GENERAL SECURITY, TERMS, AND CONDITIONS APPLICABLE TO ALL CREDITS

GENERAL SECURITY

The following security, which shall secure the Obligations, evidenced by documents satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any Advance being made under any of the applicable Credits. For greater certainty, the following security shall secure all of the Obligors, present and future debts and other obligations to the Bank of any kind whatsoever, whether described in this Credit Facility Agreement or any other agreement between Obligors and the Bank.

Municipal Borrowing By-Law for Current Expenditures containing a pledge of tax revenues.

Security Agreement, Municipalities and School Boards.

Banking Resolution, Municipalities and a supporting List of Officers.

NON-FINANCIAL COVENANTS (in addition to those in Schedule A)

Until all debts and liabilities under the Credit(s) have been discharged in full, the following covenants will apply in respect of the Credit(s):

The Borrower agrees to:

- (i) Comply with all applicable borrowing legislation
- (ii) Advise the Bank of any breach of statutory borrowing limits
- (iii) Provide the Bank with certificates of estimated revenues from time to time, upon request.

GENERAL BORROWER REPORTING CONDITIONS

Until the Obligations have been indefeasibly repaid in full, the Borrower will provide (or cause to provide to) the Bank with the following:

Annual Audited Consolidated Financial Statements of the Borrower, prepared in accordance with GAAP, within 150 days of year end.

Annual Budget for the ensuing year, within 150 days of the Borrower's fiscal year end.

Annual copy of the current Municipal Borrowing By-Law is required in January of each year.

Annual copy of the current Security Agreement in January of each year.

Such other information the Bank may reasonably request from time to time.

OTHER FEES

In addition to, and not in substitution for the obligations of the Borrower and the rights of the Bank upon the occurrence of an Event of Default herein, the Borrower shall, at the Bank's discretion, pay to the Bank the following administration fees, on a per occurrence basis, in connection with

- (a) the late delivery of compliance certificates, financial statements, or other information required by the reporting requirements defined in this Credit Facility Agreement \$300,
- (b) the default of any other term or condition contained in this Credit Facility Agreement or any other Loan Document \$1,500.

The imposition or collection of fees does not constitute an express or implied waiver by the Bank of any Event of Default. Fees may be charged to any deposit account of the Borrower when incurred.

SCHEDULE A

ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO ALL CREDITS

ARTICLE 1 - REPRESENTATIONS AND WARRANTIES

1.1 The Borrower and (if applicable) each Guarantor represent and warrant to the Bank as follows:

- (a) If not an individual: (i) is duly formed and validly existing under the laws of its jurisdiction of organization; (ii) has the full power and authority to enter into and perform its obligations under each Loan Document to which it is a party; (iii) has taken all necessary action required to authorize its execution, delivery and performance of each Loan Document to which it is party; and (iv) has duly executed and delivered each Loan Document to which it is party.
- (b) Each Loan Document constitutes a legal, valid and binding obligation of each Obligor party thereto (as applicable), enforceable against each of them in accordance with their respective terms, subject to bankruptcy, insolvency and other similar laws affecting the rights of creditors generally and to general principles of equity.
- (c) The execution, delivery and performance by it of each of the Loan Documents to which it is a party will not: (i) result in a breach or default of or otherwise conflict with any agreement to which it is a party, or any permit by which its business or any of its property is bound or affected or any Applicable Law; (ii) result in a breach of any of the provisions of or conflict with its constating documents or any resolution of its directors (or similar governing body) or holders of its equity interests; or (iii) result in or require the creation or imposition of any Lien on any of its property, except Permitted Liens.
- (d) No permit is required, nor is any authorization, consent, approval or notice required under any contract to which it is a party, in connection with its execution, delivery and performance of the Loan Documents to which it is or will be a party or the incurrence of Credits.
- (e) Each Obligor has: (i) good and marketable title in fee simple to all real property that it purports to own; (ii) has valid leasehold interests pursuant to valid and enforceable leases in all real and personal property that it purports to hold as lessee; and (iii) has valid and indefeasible title to all personal property that it purports to own, in each case free and clear of all Liens except Permitted Liens.
- (f) Except with the Bank's prior written consent, no Credit will be used by, on behalf of or for the benefit of any Person except the Borrower.
- (g) All financial and other information (including, without limitation, any financial forecasts and projections) provided to the Bank (in the past or in the future) is complete and accurate in all material respects and has been prepared in accordance with Canadian generally accepted accounting principles consistently applied.
- (h) The properties owned (in part or in whole) and/or operated by each Obligor is and will at all times be used for lawful purposes and in compliance with Applicable Law.
- (i) To the best of its knowledge, neither it nor any of its subsidiaries, directors, officers, employees, agents or affiliates:
 - (i) is a Sanctioned Person, nor any such other entity or individual, operate, possess, own, charter, or use a vessel

that is listed, designated or sanctioned under any Sanctions;

- (ii) is engaging in or has engaged in any transaction or conduct that could result in it becoming a Sanctioned Person;
 - (iii) is or has ever been subject to any claim, proceeding, formal notice or investigation with respect to Sanctions; or
 - (iv) is engaging or has engaged in any transaction that evades or avoids, or has the purpose of evading or avoiding, or breaches or attempts to breach, directly or indirectly, any Sanctions applicable to it.
- (j) To its knowledge (after prudent investigation), no Person who will benefit in any capacity in connection with or from a Loan and/or any instruments and/or payments thereunder is a Sanctioned Person.

1.2 The representations and warranties made in this Credit Facility Agreement, or any other Loan Document shall survive the execution of this Credit Facility Agreement and each such other Loan Document. No investigation by or on behalf of the Bank at any time shall have the effect of waiving, diminishing the scope of, or otherwise affecting, any representation or warranty.

ARTICLE 2 - CHANGES IN ACCOUNTING POLICIES, PRACTICES AND CALCULATION METHODS

- 2.1 In the event the Borrower or any Guarantor adopts any change in its policies, practices or accounting methods compared to those applied during the previous fiscal year, the Borrower or applicable Guarantor shall send to the Bank reconciliations and any other information required to ensure that the financial information provided after such change is comparable to the financial information presented in the past. In addition, all the calculations done for the purposes of this Credit Facility Agreement shall continue to be done according to the policies, practices and accounting methods in effect on the date of the most recent fiscal year end. In the event of such change to the policies, practices or accounting methods, the Bank reserves the right to: (a) take immediate measures arising from the violations of the financing conditions or of any other term or condition set out in the Credit Facility Agreement which the application of the policies, practices or accounting methods revealed; and (b) at its discretion and in a reasonable manner, modify the financing conditions affected by the change.

ARTICLE 3 - EVIDENCE OF INDEBTEDNESS

- 3.1 The Bank's accounts and records constitute, in the absence of manifest error, conclusive and *prima facie* evidence of the Advances made under all Credit facilities, repayments on account thereof and the indebtedness (in respect of both principal and accrued interest) of the Borrower and Guarantor(s) to the Bank; provided the Bank may correct any error or omission in its accounts and records and any error by the Bank in keeping its accounts, books and records shall not affect a Borrower's obligation to pay or repay any indebtedness and liability owing to the Bank.

ARTICLE 4 - JOINT AND SEVERAL OBLIGATIONS

- 4.1 If there is more than one Borrower designated in the Credit Facility Agreement, unless stated otherwise, the term "Borrower" shall be deemed to include all of the Borrowers collectively and each Borrower agrees that it shall be jointly and severally liable for all Obligations owing to the Bank by all Borrowers, regardless of which Borrower actually receives the Credits hereunder or the amount received.

ARTICLE 5 - CALCULATION AND PAYMENT OF INTEREST

- 5.1 Interest on Advances made in Canadian dollars will be calculated on a daily basis and payable monthly on the 22nd day of each month (unless otherwise stipulated by the Bank). Interest shall be payable not in advance on the basis of a 365-day year for the actual number of days elapsed both before and after demand of payment or default and/or judgment.
- 5.2 Interest on Advances made in U.S. dollars (including US Base Rate Advances and SOFR Advances) will be calculated on a daily basis and payable monthly on the 22nd day of each month, (unless otherwise stipulated by the Bank). Interest shall be payable not in advance on the basis of a 360-day year for the actual number of days elapsed both before and after demand of payment or default and/or judgment.
- 5.3 Any rate that is calculated with reference to a period (the "deemed interest period") that is less than the actual number of days in the calendar year of calculation is, for the purposes of the *Interest Act (Canada)*, equivalent to a rate based on a calendar year calculated by multiplying that rate of interest by the actual number of days in the calendar year of calculation and dividing by the number of days in the deemed interest period. All calculations of interest and fees under the Credit Facility Agreement shall be made on the basis of the nominal rates and not on the basis of effective yearly rates or on any other basis that gives effect to the principle of deemed reinvestment. The parties acknowledge that there is a material difference between the stated nominal rates and effective yearly rates taking into account reinvestment, and that they are capable of making the calculations required to determine effective yearly rates.
- 5.4 If interest is not paid on the date, it is due, the principal amount will continue to bear interest at the rate that is applicable to the particular type of Advance both before and after maturity, default and/or judgment and overdue interest shall be calculated at the same rate, compounded monthly and is payable on demand. Notwithstanding the immediately preceding sentence: (i) upon the expiry of any interest period applicable to any SOFR Advance, the principal amount and any overdue interest with respect to such SOFR Advance will bear interest calculated at the rates applicable to US Base Rate Advances; and (ii) upon the expiry of any interest period applicable to any CORRA Advance, the principal amount and any overdue interest with respect to such CORRA Advance will bear interest calculated at the rates applicable to Prime Rate Advances.
- 5.5 Notwithstanding any other provision of this Credit Facility Agreement or any other Loan Document, in no event shall the Borrower or any Guarantor be required to pay interest or other amounts in an amount or at a rate in excess of the highest amount or rate that is permitted by Applicable Law (the "Maximum Lawful Rate"). If from any circumstance whatever, fulfilment of any provision of the Credit Facility Agreement or any other Loan Document would result in exceeding the Maximum Lawful Rate for the collection or charging of interest, the obligation to be fulfilled shall be reduced to reflect the Maximum Lawful Rate. If,

notwithstanding the prior sentences, the Bank has received interest hereunder in excess of the Maximum Lawful Rate, such excess amount shall be held in trust for the Borrower and applied to the reduction of the principal balance of the Credits or to other amounts (other than interest) payable hereunder, and if no such principal or other amounts are then outstanding, such excess or part thereof remaining shall be paid to the Borrower.

ARTICLE 6 - EXCHANGE RATES

- 6.1 If at any time fluctuations in rates of exchange in effect between US dollars and Canadian dollars cause the aggregate amount of Advances (expressed in Canadian dollars using an exchange rate determined by the Bank in accordance with its normal practices from time to time) outstanding under any Credit to exceed the maximum amount of such Credit permitted herein, the Borrower shall pay to the Bank one Business Day after demand by the Bank such amount as is necessary to repay the excess. If the Borrower is unable to immediately pay that amount because any applicable SOFR or CORRA periods have not ended, the Borrower shall, within one Business Day following demand, cause to be deposited with the Bank cash collateral in the amount of the excess, which shall be held by the Bank until the amount of the excess is paid in full.

ARTICLE 7 - PROVISIONS RELATING TO ADVANCES

- 7.1 If an Advance relates to an Operating Credit or an Overdraft Credit or Temporary Operating Credit, the following provisions shall apply:
- (a) A Credit constituting an Operating Credit or an overdraft credit (in this Section, a "Credit Line"), may be utilized by: (i) notifying the Bank from time to time as to the amounts the Borrower wishes to borrow by way of a Prime Rate Advance or a US Base Rate Advance and the Bank crediting such amounts to the Borrower's designated account (in this Section, an "Account"); and/or (ii) the Bank paying cheques or other items issued or authorized by the Borrower directing payment to be made from the Account and/or the Bank making, at the end of each Business Day, a Prime Rate Advance or a US Base Rate Advance under the Credit Line, by crediting the Account, in the event the Account is in a debit position in favour of the Bank or the Account is in a credit position in favour of the Borrower that is less than any minimum credit position for the Account as agreed upon between the Bank and the Borrower from time to time; and/or (iii) the Borrower providing the Bank with the documentation required by the Bank from time to time to utilize the Credit Line under any other Advance option.
- (b) The Borrower hereby authorizes the Bank to debit the Account or any other account specified by it with the fees and charges which the Bank establishes from time to time for the provision of the Credit Line and for which prior notice of such fees and charges has been provided by the Bank.
- (c) Amounts may be borrowed, repaid and reborrowed or otherwise utilized or reutilized under the Credit Line from time to time, provided that, upon the occurrence of an Event of Default, we may refuse to allow you to borrow further by way of Advances or to otherwise utilize the Credit Line and/or we may terminate the Credit Line in part or in whole and demand payment of all your indebtedness and liability under the Credit Line together with interest and interest on overdue interest.
- (d) Borrower shall not order any payments from the Account in any amount, and the Bank shall have the right to refuse to make any payment, that, in each case, would cause the

maximum committed amount of the Credit Line (that constitutes an overdraft line of credit) to be exceeded. If the Bank chooses to make such a payment, any overdraft which may result in excess of the maximum committed amount of the Credit Line shall accrue interest at the Bank's standard overdraft rate as established and published by the Bank from time to time, with interest on overdue interest at the same rate. The Bank's standard overdraft handling charge shall also apply to any cheque that, when paid, causes the maximum committed amount of the Credit Line to be exceeded. The Borrower will pay to the Bank on demand all overdrafts in excess of the maximum committed amount of the Credit Line.

7.2 If an Advance relates to the issuance by the Bank of a CORRA Advance, the following provisions shall apply:

- (a) Each CORRA Advance (and payments thereof) shall be made in Canadian dollars.
- (b) Each Daily Compounded CORRA Advance shall apply for a period of one (1) month (or such other period agreed to by the Bank) and each Term CORRA Advance shall apply for a period of one (1) or three (3) months as selected by the Borrower in a notice delivered to the Bank at least three (3) Business Days prior to each drawdown or rollover. The number of separate CORRA Advances that may be outstanding at any time shall be subject to the Bank's discretion.
- (c) No CORRA Advance may be paid before the end of the Interest Period applicable to it unless the Borrower indemnifies the Bank for any loss or expense that the Bank incurs as a result, including any breakage costs. No CORRA period may end on a date that is not a Business Day, after the maturity date of the applicable Credit or after a date on which the applicable Credit is required to be reduced if that would adversely affect the Borrower's ability to make the reduction.
- (d) If the Bank determines (which determination shall be conclusive and binding absent manifest error) that: (i) Daily Compounded CORRA or Term CORRA cannot be determined pursuant to the definition thereof; or (ii) for any reason in connection with any request for a Daily Compounded CORRA Loan or Term CORRA Loan, or a conversion thereto or a continuation thereof that Daily Compounded CORRA or Term CORRA, as applicable, for any requested Interest Period with respect to a proposed CORRA Advance, does not adequately and fairly reflect the cost to the Bank of funding that Advance, then the Bank will, in any case, promptly notify the Borrower. Thereafter, the obligation of the Bank to make or maintain any such applicable CORRA Advance is suspended until the Bank revokes the notice. Upon receipt of that notice, the Borrower may revoke any pending request for a borrowing, conversion or continuation of CORRA Advances or, failing that, will be deemed to have converted its request into a request for a borrowing of Prime Rate Advances in the amount specified in the request.

7.3 The following provisions shall apply to Daily Simple SOFR Advances and Term SOFR Advances:

- (a) Each SOFR Advance (and payments thereof) shall be made in U.S. dollars.
- (b) Each Term SOFR Advance shall apply for a period of one (1), three (3) or six (6) months as selected by the Borrower in a notice delivered to the Bank at least three (3) Business Days prior to each drawdown or rollover. The number of separate Term SOFR Advances that may be outstanding at any time shall be subject to the Bank's discretion.

- (c) No Term SOFR Advance may be paid before the end of the Term SOFR period applicable to it unless the Borrower indemnifies the Bank for any loss or expense that the Bank incurs as a result, including any breakage costs. No Term SOFR period may end on a date that is not a Business Day, after the maturity date of the applicable Credit or after a date on which the applicable Credit is required to be reduced if that would adversely affect the Borrower's ability to make the reduction.
- (d) If the Bank determines (which determination shall be conclusive and binding absent manifest error) that: (i) Daily Simple SOFR or Term SOFR cannot be determined pursuant to the definition thereof; or (ii) for any reason in connection with any request for a Daily Simple SOFR Advance or Term SOFR Advance, or a conversion thereto or a continuation thereof that Daily Simple SOFR or Term SOFR, as applicable, for any requested Interest Period with respect to a proposed SOFR Advance, does not adequately and fairly reflect the cost to the Bank of funding that Advance, then the Bank will, in any case, promptly notify the Borrower. Thereafter, the obligation of the Bank to make or maintain any such applicable SOFR Advance is suspended until the Bank revokes the notice. Upon receipt of that notice, the Borrower may revoke any pending request for a borrowing, conversion or continuation of SOFR Advances or, failing that, will be deemed to have converted its request into a request for a borrowing of US Base Rate Advances in the amount specified in the request.

7.4 To obtain an Advance, unless otherwise agreed to by the Bank, the Borrower must provide the Bank with an irrevocable written request: (a) for CORRA Advances or SOFR Advances, at least three (3) Business Days before the date of the Advance; and (b) for a Prime Rate Advance or US Base Rate Advance, at least three (3) Business Day before the date of the Advance. Each request for an Advance shall specify: (a) whether it relates to a Term Loan or Revolving Loan; (b) the amount and currency; (c) the date of the Advance (which shall be a Business Day); (d) whether the Advance shall be a Term CORRA Advance, a Daily Compounded CORRA Advance, a Daily Simple SOFR Advance, a Term CORRA Advance, a Prime Rate Advance or US Base Rate Advance; (e) if the Advance is a CORRA Advance or SOFR Advance, the Interest Period; and (f) that as at the date of the Advance, the conditions precedent all Advances have been satisfied. If the request for Advance does not contain the information specified herein, the Bank shall be under no obligation to provide the Advance. The Borrower may Rollover a CORRA Advance or SOFR Advance by submitting an Interest Election Request.

7.5 Reserved for future use

7.6 The Borrower may elect to: (i) convert a Prime Rate Advance to a CORRA Advance; (b) a convert a US Base Rate Advance to a SOFR Advance; or (c) change the Interest Period applicable to a CORRA Advance or SOFR Advance, by submitting an Interest Election Request to the Bank. If an Interest Election Request does not contain the information prescribed information, the Bank shall be under no obligation to give effect to such Interest Election Request. If the Borrower does not submit an Interest Election Request for a CORRA Advance or SOFR Advance 5 Business Days prior to the end of the then current Interest Period, then unless the Advance is repaid at the end of such Interest Period, it shall be converted to a Prime Rate Advance or US Base Rate Advance. Upon the occurrence and continuation of an Event of Default, Advances cannot be converted or continued as CORRA Advances or SOFR Advances unless repaid, in which case such Term CORRA Advances shall be

converted into Prime Rate Advances at the end of the then current Interest Period and Daily Compounded CORRA Advances may be converted at the discretion of the Bank into Prime Rate Advances upon the occurrence of the Event of Default and SOFR Advances shall be converted into US Base Rate Advances at the end of the then current Interest Period.

- 7.7 Prime Rate Advances shall bear interest at the Prime Rate plus the credit spread per annum identified as such in the Credit Facility Agreement. Term CORRA Advances shall bear interest at the Term CORRA rate for the specific Interest Period, plus the CORRA Adjustment, if any, plus the credit spread per annum, in each case as identified as such in the Credit Facility Agreement. Daily Compounded CORRA Advances shall bear interest at the Daily Compounded CORRA rate plus the CORRA Adjustment, if any, plus the credit spread per annum, in each case as identified as such in the Credit Facility Agreement. Interest shall be compounded daily. This means that interest accrues daily and is calculated by charging interest on the principal borrowed plus the interest that has accrued daily. The interest rate described in your periodic statement does not reflect such compounding of interest. To arrive at the interest payable on your loan, the interest rate reflected in your periodic statement has to be compounded. A factor is used for calculating the compound interest that is equivalent to the annual interest rate compounded semi-annually, not in advance.
- 7.8 US Base Rate Advances shall bear interest at the US Base Rate in Canada plus the credit spread per annum identified as such in the Credit Facility Agreement. Term SOFR Advances shall bear interest at the Term SOFR rate for the specific Interest Period, plus the SOFR Adjustment, if any, plus the credit spread per annum, in each case as identified as such in the Credit Facility Agreement. Daily Simple SOFR Advances shall bear interest at the Daily Simple SOFR rate plus the SOFR Adjustment, if any, plus the credit spread per annum, in each case as identified as such in the Credit Facility Agreement. Interest shall be compounded daily. This means that interest accrues daily and is calculated by charging interest on the principal borrowed plus the interest that has accrued daily. The interest rate described in your periodic statement does not reflect such compounding of interest. To arrive at the interest payable on your loan, the interest rate reflected in your periodic statement has to be compounded. A factor is used for calculating the compound interest that is equivalent to the annual interest rate compounded semi-annually, not in advance.
- 7.9 Interest is to be paid on the applicable Interest Payment Date save: (a) interest due as a result of the occurrence and continuance of an Event of Default is payable on demand; (b) in the event of any repayment or prepayment of any Loan, accrued interest on the amount repaid or prepaid is due on the date of such repayment or prepayment; (c) when converting a Term CORRA Loan or a Daily Compounded CORRA Loan, accrued interest is due on the conversion date. Interest is calculated based on a 365-day year (except for Term SOFR Advances which are calculated based on a 360-day year) and is payable for the actual number of days elapsed, including the first day but excluding the last day.
- 7.10 The repayment of an Advance under a Credit (including interest or other fees payable thereon) shall be made in the same currency in which the applicable Credit is established in accordance with the terms of the Credit Facility Agreement.
- 7.11 In addition to any other repayment provisions set out in the Credit Facility Agreement, at the Bank's sole discretion, the Bank may require that each Operating Credit, Revolving Term Credit, Non Revolving Term Credit or overdraft line of credit (and the Advances outstanding thereunder) be reduced by the

Borrower with: (i) 100% of the amount of all insurance and/or expropriation proceeds received by the Obligors; (ii) 100% of the amount of all net cash proceeds from any equity issuance by the Borrower or any Obligor or the sale, transfer or other disposition by any Obligor of any of its property; and (iii) 100% of the amount of all indebtedness for borrowed money incurred by the Obligors that is not expressly permitted under the terms of the Credit Facility Agreement or any other Loan Document.

- 7.12 In addition to any other provisions set out in the Credit Facility Agreement or any other Loan Document, the following conditions must be satisfied prior to any Advance being made under any of the Credits at any time: (i) the representations and warranties set out in [Article 1](#) or in any other Loan Document (which are deemed to be repeated as of the date of each Advance) shall be true and correct on and as of the date of such Advance with the same force and effect as if the representations and warranties had been made on and as of such date; and (ii) no default or Event of Default shall have occurred and be continuing on the date of such Advance, or result from making such Advance.
- 7.13 Notwithstanding anything to the contrary in this Credit Facility Agreement or any other Loan Document, following a Discontinuation Event the Bank may amend the relevant documentation to replace the Benchmark Rate with a Replacement Rate for the next following Interest Period by providing the Borrower with notice thereof, following which the Borrower shall: (a) if the relevant Credit is an Operating Credit, have the right to prepay in full, without penalty, the outstanding principal balance under the affected Credit plus any accrued interest on the amount prepaid at the end of the then current Interest Period; or (b) if the relevant Credit is a Revolving Term Credit or Non Revolving Term Credit, have the right to prepay the affected Credit in full at the end of the then current Interest Period in accordance with the terms of prepayment provisions set out in the Credit Facility Agreement, including any prepayment fees or penalties.

ARTICLE 8 - CHANGE IN LAW

- 8.1 If the phase-in, introduction, adoption or implementation of, or any change in, or in the administration or interpretation of, or any change in its application to the Borrower or any Guarantor of, any law, regulation, guideline or request (except that: (i) the *Dodd-Frank Wall Street Reform and Consumer Protection Act* and all requests, rules, guidelines or directives under it or issued in connection with it; and (ii) all requests, rules, guidelines or directives promulgated by the Bank for International Settlements, the Basel Committee on Banking Supervision (or any successor or similar authority) or Canadian or foreign Governmental Authorities, pursuant to Basel III shall, in each case be considered a change in law regardless of the date enacted, issued or adopted) issued by any central bank or other Governmental Authority (whether or not having the force of law), including, without limitation, any liquidity reserve or other reserve or special deposit requirement or any tax (other than tax on the Bank's general income) or any capital requirement, has due to the Bank's compliance the effect, directly or indirectly, of: (i) increasing the cost to the Bank of performing its obligations hereunder or under any Advance hereunder; (ii) reducing any amount received or receivable by the Bank or its effective return hereunder or in respect of any Advance hereunder or on its capital; or (iii) causing the Bank to make any payment or to forgo any return based on any amount received or receivable by the Bank hereunder or in respect of any Advance hereunder determined by the Bank in its discretion, then upon demand from time to time the Borrower shall pay such amount as shall compensate the Bank for any such cost, reduction, payment or

forgone return (collectively referred to in this Section as “Increased Costs”) as such amounts are reasonably determined by the Bank and set forth in a certificate to the Borrower.

- 8.2 In the event of the Borrower becoming liable for such Increased Costs, the Borrower shall have the right to prepay in full, without penalty or charge (except as contemplated below), the outstanding principal balance under the affected Credits other than the face amount of any document or instrument issued or accepted by the Bank for the account of the Borrower, including, without limitation, a letter of credit or letter of guarantee. Upon any such prepayment, the Borrower shall also pay the then accrued interest on the amount prepaid and the Increased Costs to the date of prepayment together with such amount as will compensate the Bank for the cost of any early termination of its funding arrangements in accordance with its normal practices, as such amounts are calculated in a certificate reasonably prepared by the Bank.

ARTICLE 9 – INSPECTION

- 9.1 The Borrower and Guarantor(s) shall permit the Bank, or its agents, access (and shall cause each Obligor to permit the Bank, or its agents access), at all reasonable times, to monitor and inspect any of its (and each other Obligor’s) property (including any collateral covered by the Bank’s Security) and examine and take extracts from its financial books and accounts and all related documents and records, the reasonable expense of all of which shall be paid by the Borrower.

ARTICLE 10 – ENVIRONMENT

- 10.1 The Borrower agrees:

- (a) to obey all Applicable Laws and requirements of any federal, provincial, territorial or any other Governmental Authority relating to the pollution, protection, preservation or enhancement of the environment and the operation of the business activities of the Obligors;
- (b) to notify the Bank from time to time of any business activity conducted by the Obligors which involves the use or handling of hazardous materials or wastes or which increases the environmental liability of the Obligors in any material manner;
- (c) to notify the Bank of any proposed change in the use or occupation of the property of the Obligors prior to any change occurring;
- (d) to provide the Bank with immediate written notice of any environmental problem or enforcement action that is outstanding, threatened or pending or of any hazardous materials or substances which have an adverse effect on the property, equipment, or business activities of the Obligors, together with any other environmental information requested by the Bank from time to time;
- (e) to conduct all environmental remedial activities which a commercially reasonable person would perform in similar circumstances to meet its environmental responsibilities and if any Obligor fails to do so, the Bank may perform such activities; and
- (f) to pay for any environmental investigations, assessments or remedial activities with respect to any property of the Obligors that may be performed for or by the Bank from time to time.

- 10.2 If the Borrower notifies the Bank of any specified activity or change or provides the Bank with any information pursuant to Section [10.1](#) or if the Bank receives any environmental information from other sources, the Bank, in its sole discretion, may decide that an adverse change in the environmental

condition of any Obligor, as applicable or any of their respective property, equipment, or business activities has occurred which decision will constitute, in the absence of manifest error, conclusive evidence of the adverse change. Following this decision being made by the Bank, the Bank shall notify the Borrower of the Bank’s decision concerning the adverse change.

- 10.3 If the Bank decides or is required to incur expenses in compliance or to verify an Obligor’s compliance with applicable environmental or other regulations, the Borrower shall indemnify the Bank in respect of such expenses, which, at the Bank’s discretion, will constitute further advances by the Bank to the Borrower under this Credit Facility Agreement.

ARTICLE 11 - EVENTS OF DEFAULT / ACCELERATION

- 11.1 All Obligations of the Borrower to the Bank that are expressly payable on demand, are repayable by the Borrower to the Bank at any time on demand. Upon such demand being made, the obligation of the Bank to make further Advances or other accommodation available under the Credits shall immediately terminate, the Security held by the Bank shall immediately become enforceable and all such Obligations of the Borrower to the Bank shall be immediately due and payable without presentment, demand, protest or further notice of any kind, all of which are expressly waived by the Borrower.
- 11.2 All Obligations of the Borrower to the Bank not payable on demand, shall, at the option of the Bank, become immediately due and payable, the Security held by the Bank shall immediately become enforceable, and the obligation of the Bank to make further Advances or other accommodation available under the Credits shall terminate, if any one of the following events occurs (each an “Event of Default”) (except that, upon the occurrence of any of the Events of Default described in Sections [11.2\(d\)](#) and [11.2\(e\)](#), all such Obligations of the Borrower to the Bank shall become immediately due and payable without any notice or action of any kind by the Bank):
- (a) the Borrower or any Guarantor fails to make when due, whether on demand or at a fixed payment date, by acceleration or otherwise, any payment of: (i) principal payable to the Bank; or (ii) within one (1) Business Day, interest, fees or other amounts payable to the Bank;
 - (b) any representation, warranty or certification under any Loan Document is incorrect, incomplete or misleading when made or deemed to be made;
 - (c) there is a default or breach by any Obligor of:
 - (i) any financial covenant contained in any Loan Document; or
 - (ii) any other covenant, term or condition contained in any Loan Document that, if curable, is not corrected or otherwise satisfied within 5 days (or such longer period as may be agreed to by the Bank in writing) after the occurrence of the breach or the Bank gives written notice of the breach, whichever is earlier;
 - (d) any bankruptcy, re-organization, compromise, arrangement, insolvency or liquidation or other proceedings for the relief of debtors are instituted by or against any Obligor and, if instituted against such Persons, are allowed against or consented to by the Obligors or are not dismissed, stayed or vacated within 30 days after such institution or any such Person is unable to, ceases or threatens to cease to carry on its business (except as expressly permitted in this Credit Facility Agreement), declares any moratorium on its obligations, proposes a compromise or arrangement between it and any creditor, or otherwise becomes insolvent;

- (e) a receiver (which term shall include a receiver and manager) is appointed over any property of the Obligors, as applicable or any judgement or order or any process of any court becomes enforceable against such Persons or any of their respective property or any creditor takes possession of any of their respective property, and are not released, bonded, satisfied, discharged, vacated, stayed or accepted for payment by an insurer within 10 days after their entry, commencement or levy;
- (f) the performance of any Loan Document becomes unlawful, any Loan Document is invalidated or made unenforceable by any Applicable Law, or any Loan Document is determined to be (or any Obligor denies its obligations thereunder or claims any Loan Document to be) invalid or unenforceable by any Governmental Authority, in each case in whole or in any material part;
- (g) any material adverse effect occurs in the financial condition of the Obligors, as determined by the Bank in its sole discretion (including, without limitation, a default or other event or circumstance occurs in connection with indebtedness of the Obligors (other than the Obligations owing to the Bank), if the effect is to cause or permit the acceleration of the due date of that indebtedness (whether or not acceleration actually occurs) or to require the prepayment, repurchase, redemption or defeasance of that indebtedness before its scheduled maturity, or the applicable Obligor fails to pay any such indebtedness when due); or
- (h) any material adverse effect or event occurs in the business, operations, property, liabilities, financial position or operating results of the Obligors or any one of them, including if the Bank in good faith believes and has commercially reasonable grounds for believing that any property or assets of any Obligor subject to any Lien granted in favour of the Bank is or is about to be in danger of being lost, damaged, confiscated or placed in jeopardy.

11.3 Upon the occurrence and during the continuance of an Event of Default or the occurrence of a demand pursuant to Section [11.1](#), the Bank may take any action or proceeding to realize and enforce any and all of the Security and other Loan Documents and proceed by any other action, remedy or proceeding authorized or permitted by the Loan Documents or Applicable Law (including exercising the rights and remedies of a secured party under any applicable personal property security legislation), all without any additional notice, presentment, demand, protest or other formality, all of which are expressly waived by the Borrower. Without limiting the generality of the foregoing, the Bank will be entitled and is hereby irrevocably authorized and empowered as and when it thinks fit and without notice to the Borrower to immediately apply all or any amounts standing to the credit of any account (whether a deposit account or otherwise) held with the Bank (whether pursuant to an Authority to Hold Funds agreement or otherwise) to such part of the Obligations as the Bank may see fit and to otherwise set off and apply any and all other deposits (general or special, time or demand, provisional or final, in whatever currency) at any time held and other obligations (in whatever currency) at any time owing by the Bank to or for the account of the Obligors against any and all of the Obligations owing to the Bank notwithstanding that any of them are contingent or matured. If the Event of Default or demand arises from the non-fulfilment of an obligation in a prescribed period of time, the Borrower and the Guarantors (if any) shall be considered in default by the mere lapse of time, without the necessity of any notice or demand.

11.4 Upon the occurrence and during the continuance of an Event of Default or the occurrence of a demand pursuant to Section [11.1](#):

(i) the interest rates applicable on all amounts owing to the Bank shall automatically be increased by 2% per annum, but the increased amounts will not be secured by any mortgage of real property or hypothec on immovables forming part of the Security to the extent prohibited by Applicable Law; and (ii) the Bank may apply any money received from or in respect of its realization of any collateral in any manner and order as it sees fit and change any application of money received in whole or in part from time to time, or refrain from applying any money and hold it in a suspense account and if any realization proceeds arising from the disposition of collateral fails to satisfy all amounts owing to the Bank, the Borrower and Guarantors (if any) shall pay any deficiency to the Bank on demand.

11.5 Notwithstanding anything to the contrary in this Agreement, the Bank may, at any time and without prior notice: (a) suspend and/or withdraw any of the Demand Credit facilities made hereunder; (b) decline to allow further advances under all Demand Credit facilities made hereunder; and/or (c) terminate any Demand Credit facility hereunder.

ARTICLE 12 - COSTS, INDEMNITY AND TAX GROSS-UP

12.1 Both before and after a demand pursuant to Section [11.1](#) or the occurrence of an Event of Default, all costs and expenses, including but not limited to, legal, financial advisor and appraisal fees incurred by the Bank in connection with this Credit Facility Agreement, the Security and any other Loan Documents and the administration, maintenance and enforcement thereof (whether or not a legal action is brought against any Obligors), shall be for the account of the Borrower and may be charged to accounts held with the Bank when submitted. Further, upon the occurrence and during the continuance of an Event of Default or the occurrence of a demand pursuant to Section [11.1](#) and subject to Applicable Law, the Borrower agrees to pay the Bank on demand all of the Bank's reasonable costs and expenses, including but not limited to legal fees and expenses (on a solicitor and his own client basis) incurred, including interest: (i) in collecting all amounts owing to the Bank under the Credits or any other indebtedness and liability owing to the Bank, whether or not a legal action is brought against the Borrower or any Guarantor; and (ii) in protecting the Bank from any loss which the Bank may suffer as a result of the demand or Event of Default.

12.2 Each of the Borrower and Guarantor(s) agree to indemnify and save harmless the Bank, and its officers, directors, employees (specifically including a receiver or receiver manager), affiliates and all of their respective successors, legal administrators and assigns (collectively, the "Indemnitees") from and against all liabilities, obligations, losses, damages, penalties, actions, judgments, suits, costs, expenses or disbursements of any kind or nature whatsoever which may be imposed on, incurred by or asserted against the Indemnitees which relate or arise out of or result from, directly or indirectly, this Credit Facility Agreement, the Credit(s) or the use or proposed use of its proceeds or the acts contemplated thereby, any deficiency arising from any judgment rendered by any court or tribunal for the payment of any amount owing to the Bank in a currency other than the currency payable under the relevant Loan Document (after taking into account applicable exchange rates at the time), any failure by the Borrower or any Guarantor to satisfy their obligations to Bank when due or fulfil any of their other obligations to the Bank under the Credit Facility Agreement or any other Loan Document, including without limitation, any reasonable out-of-pocket costs or expenses incurred by reason of the liquidation or re-employment in whole or in part of deposits or other funds required by the Bank to fund or maintain the Credit(s) or as a result of the failure of the Borrowers or any

Guarantor to take any action on the date required hereunder or specified by it in any notice given hereunder; except to the extent caused by the gross negligence or willful misconduct of the Indemnitees. Bank shall hold the benefit of this indemnity in trust for the Indemnitees not party hereto and this indemnity shall survive the termination of the Credit Facility Agreement.

- 12.3 Any and all payments to the Bank by or on account of any obligation of the Borrower or any Guarantor shall be made without deduction or withholding for any taxes, except as required by Applicable Law. If any Applicable Law requires the deduction or withholding of any tax from any such payment by the Borrower or any Guarantor, then the sum payable by the Borrower or Guarantor shall be increased as necessary so that after the deduction or withholding has been made, the Bank receives an amount equal to the sum it would have received had no such deduction or withholding been made.

ARTICLE 13 – ILLEGALITY

- 13.1 If the Bank determines that any Applicable Law has made it unlawful, or that any Governmental Authority has asserted that it is unlawful, for the Bank or its applicable lending office to make or maintain any Advance of a Credit (or to maintain its obligation to make any Advance), or to determine or charge interest rates based upon any particular rate, then, on notice by the Bank to the Borrower, any obligation of the Bank with respect to the activity that is unlawful shall be suspended until the Bank notifies the Borrower that the circumstances giving rise to that determination no longer exist. Upon receipt of such notice, the Borrower shall, upon demand from the Bank, prepay (together with accrued interest) any Advance previously made in order to avoid the activity that is unlawful.

ARTICLE 14 – NOTICES

- 14.1 All notices and other communications provided for in this Credit Facility Agreement shall be in writing and shall be delivered by hand or overnight courier service, mailed by certified or registered mail or sent by email to the Borrower (or, if to an Obligor other than the Borrower, in care of the Borrower or such other address as may have been provided to the Bank by the applicable Obligor by way of notice in accordance with this Section), at the address set forth on the first page of this Credit Facility Agreement and if to any other Obligor Notices sent by hand or overnight courier service, or mailed by certified or registered mail, shall be deemed to have been given when received; notices sent by email shall be deemed to have been given when sent (except that, if not given on a Business Day before 5:00 p.m. local time where the recipient is located, shall be deemed to have been given at 9:00 a.m. on the next Business Day for the recipient). Any party may change its address or email for notices and other communications by notice to the other parties and each Obligor shall ensure it provides the Bank with prompt written notice of any changes to its notice contact details.

ARTICLE 15 - NO SET-OFF, ETC.

- 15.1 The obligations of the Obligors to make payments to the Bank shall be unconditional and such payments shall be made strictly in accordance with the terms of the Credit Facility Agreement and the other Loan Documents, without any claim, set-off, defence or other right which the Obligors may have at any time against the Bank or any other person.

ARTICLE 16 - ENTIRE AGREEMENT; NO NOVATION

- 16.1 The Credit Facility Agreement and the other Loan Documents constitute the entire agreement between the Bank and the Obligors with respect to the Credits. This Credit Facility Agreement amends and restates any Credit Facility Agreement previously executed by the Bank and the Obligors with respect to the Credit(s), provided it is expressly understood and agreed between the parties that this Credit Facility Agreement, as so amended and restated, does not novate the Credit(s) and the Bank expressly reserves all its rights and recourses under the Credit(s) and applicable Loan Documents.

ARTICLE 17 - AMENDMENTS, WAIVERS, SUCCESSORS AND ASSIGNS, SEVERABILITY

- 17.1 No amendment, supplement or waiver of any provision of the Credit Facility Agreement or any other Loan Document, nor any consent to any departure by any Obligor from any provision, shall in any event be effective unless it is in writing and signed by each of the parties.
- 17.2 This Credit Facility Agreement shall enure to the benefit of the Obligors and their applicable heirs, administrators, permitted successors and permitted assigns and the Bank and its successors and assigns and no Obligor may assign or otherwise transfer any of its rights or obligations under the Credit Facility Agreement or any other Loan Document without the prior written consent of the Bank. The Bank may sell, transfer, syndicate or assign the Credits, the indebtedness thereunder and Credit Facility Agreement and other Loan Documents, or any interest therein, from time to time without notice to or the consent of the Obligors.
- 17.3 If any provision of the Credit Facility Agreement is held to any extent invalid or unenforceable, the remainder of the Credit Facility Agreement, other than the provision which is held invalid or unenforceable, shall not be affected.

ARTICLE 18 - CONFLICTS OR INCONSISTENCY

- 18.1 In the event of any conflict or inconsistency between the terms and conditions of this Credit Facility Agreement and any other provisions of any other Loan Document (other than a VISA card agreement or an Equipment Finance Agreement), the terms and conditions of this Credit Facility Agreement shall govern to the extent necessary to remove the conflict or inconsistency.
- 18.2 In the event of any conflict or inconsistency between the terms and conditions of this Credit Facility Agreement and the terms and conditions in a VISA card agreement or an Equipment Finance agreement, the terms and conditions of the VISA card agreement or Equipment Finance Agreement, as applicable shall govern to the extent necessary to remove the conflict or inconsistency.
- 18.3 Notwithstanding Sections [18.1](#) and [18.2](#), if there is a right or remedy of the Bank set out in a Loan Document (including any Security) delivered to the Bank that is not set out or provided for in this Credit Facility Agreement, or the applicable VISA card agreement or Equipment Finance Agreement, such additional right or remedy shall not constitute a conflict or inconsistency.

ARTICLE 19 - FURTHER ASSURANCES

- 19.1 The Obligors shall, at the request of the Bank, promptly do, execute, deliver or cause to be done, executed or delivered all further acts, documents and matters that may, in the reasonable opinion of the Bank, be necessary or desirable in order to fully perform and carry out the purpose and intent of the Credit Facility Agreement.

ARTICLE 20 - GOVERNING LAW

- 20.1 The Credit Facility Agreement and each other Loan Document, except for those that expressly provide otherwise, shall for all purposes be governed by and construed in accordance with, the laws of the Province set out in the notice address of the Borrower on the first page of this Credit Facility Agreement and the federal laws of Canada applicable therein and the parties hereby irrevocably attorn to the jurisdiction of the courts in such Province.

ARTICLE 21 - LIMITATION PERIODS

- 21.1 To the extent that any limitation period applies to any claim for payment of the Obligations or remedy for enforcement of the Obligations under this Credit Facility Agreement or any other Loan Document, the Obligors agree that: (a) any limitation period is expressly excluded and waived entirely if permitted by Applicable Law; (b) if a complete exclusion and waiver of any limitation period is not permitted by Applicable Law, any limitation period is extended to the maximum length permitted by Applicable Law; (c) any limitation period expressed to be payable on demand shall not begin before an express demand for payment of the relevant obligations is made in writing by the Bank to the Obligors; (d) any applicable limitation period shall begin afresh upon any payment or other acknowledgment by the Obligors of its relevant obligations; and (e) this Credit Facility Agreement and each other document delivered in connection therewith shall be deemed to be a "business agreement" as defined in the *Limitations Act, 2002 (Ontario)* if that Act applies to it.

ARTICLE 22 - COUNTERPARTS AND EXECUTION OF DOCUMENTS

- 22.1 This Credit Facility Agreement and any security and other documents relating to the Credits established in it may be executed in counterparts and by different parties in different counterparts, all of which when taken together will constitute a single contract. Delivery of an executed counterpart of a document or a signature page to the document by telecopy or by sending a scanned or other copy by electronic mail or similar means or by way of electronic signature (including through an information system such as DocuSign or OneSpan or by any other electronic means) shall be as effective and have the same legal effect, validity and enforceability as delivery of an originally executed counterpart, but the Bank may from time to time require delivery of originally executed documents. The Bank may create and store copies of documents in any form as part of its business records, including by microfilm, photocopy and electronic image. Copies may be held in place of original documents and substituted for original documents for any purpose. In administering the Credits established in the Credit Facility Agreement and in otherwise dealing with the Obligors, the Bank may rely and act on e-mail, telecopier and other electronic communications that it reasonably believes have been sent by or on behalf of the Borrower or any guarantor, but the Bank may from time to time require that communications from the Borrower or any guarantor be in a non-electronic form specified by the Bank.

ARTICLE 23 - CONFIDENTIALITY AND SHARING OF INFORMATION

- 23.1 Subject to Section [23.2](#), each Obligor agrees it is under a duty to maintain this Credit Facility Agreement and its substance confidential and that the Credit Facility Agreement shall not be disclosed by any Obligor, publicly or privately, except to board of directors, legal counsel, accountants, employees and any other lenders of the Obligors (to the extent the loans and/or guarantees

are permitted to be incurred hereby) or as may be compelled to be disclosed in a judicial or administrative proceeding or as otherwise required by Applicable Law. Without limiting the generality of the foregoing, no Persons may use or refer to the Bank's name in any disclosure made in connection with any of the transactions described in this Credit Facility Agreement without the Bank's prior written consent.

- 23.2 Notwithstanding any other provision of any Loan Document, the Obligors acknowledge and agree that from time to time the Bank and one or more of RoyNat Inc., Roynat Capital Inc. and/or any other affiliate of the Bank may advise each other of any information which it may have relating to the affairs of any Obligor, including such Obligor's business, operations, property, liabilities, financial position or operating results and the particulars of the indebtedness and liability of the Obligor to each other and all security held by each other, and the applicable Obligor hereby consents to any such exchange of information.

ARTICLE 24 – LANGUAGE

- 24.1 The parties have required that the Loan Documents be in the English language, but without prejudice to documents that may from time to time be drawn up in French only, or in both French and English. Les parties ont exigé que cette convention et tout document de sûreté, hypothèque, contrat, document ou avis y afférent soient rédigés en langue anglaise, mais sans que cette disposition n'affecte toutefois la validité de tout tel document qui pourrait à l'occasion être rédigé en français seulement ou à la fois en français et en anglais.

ARTICLE 25 - SPECIAL ACTS

- 25.1 If you are a corporation, the Limitation of Civil Rights Act of the Province of Saskatchewan shall have no application to this Credit Facility Agreement, or to any agreement or instrument renewing or extending or collateral to this Credit Facility Agreement or to the rights, powers or remedies of the Bank under this Credit Facility Agreement or any such agreement or instrument.

ARTICLE 26 - CANCELLATION RIGHTS

- 26.1 In addition to any repayment or other cancellation rights, pursuant to Applicable Law the Borrower might have with respect to a particular Credit, if the Borrower is an Eligible Enterprise, the Borrower may cancel one or more Credits within three (3) Business Days of entering into this Credit Facility Agreement. If the Borrower notifies the Bank of cancellation of the applicable Credit within that time period, the Bank will acknowledge receipt of the cancellation notice and advise the Borrower of any reimbursement amounts to which the Borrower may be entitled. The Bank is not obliged to reimburse the Borrower or return amounts to the Borrower in relation to: (a) any amounts related to the Borrower's use of any Credit prior to cancellation; and (b) any expense that the Bank has reasonably incurred in providing the Borrower with any Credit.

ARTICLE 27 - NON-FINANCIAL COVENANTS

- 27.1 Positive Covenants- During the term of this Credit Facility Agreement, the Borrower and the Guarantor (if any) shall perform the covenants specified below:
- (a) For ongoing credit risk management purposes, all operating accounts of the Borrower and each other Obligor shall be maintained with the Bank.
 - (b) The Borrower will give the Bank the opportunity to offer additional future banking and credit requirements.

- (c) The Borrower shall provide the Bank with prompt notice of learning of any default or Event of Default and shall from time to time provide the Bank with all information reasonably requested by it concerning the status thereof.
 - (d) The Borrower shall provide the Bank with prompt written notice (but in no event later than 5 days) upon learning that one or more final judgments, writs of execution, garnishments or attachments or similar processes representing claims in an aggregate of \$100,000 or more for all of the Obligor at any time are issued or levied against any of their Property and shall from time to time provide the Bank with all information reasonably requested by it concerning the status thereof.
 - (e) Each Obligor shall: (i) pay all taxes as they become due and payable unless they are being contested in good faith by appropriate proceedings and adequate provision for payment of the contested amount has been made (with evidence of the provision provided to the Bank); and (ii) withhold from each payment made to any of its past or present employees, officers or directors, and to any non-resident of the country in which it is resident, the amount of all taxes and other deductions required to be withheld and pay the amount withheld to the proper tax or other receiving officers within the time required under any applicable law.
 - (f) Each Obligor shall maintain in good standing and shall obtain, as and when required, all licenses, permits and contracts that it requires to permit it to acquire, own, operate and maintain its business and property and perform its obligations under the Loan Documents to which it is or will be a party.
 - (g) Each Obligor shall maintain its existence and qualification to do business in all jurisdictions where it carries on business.
 - (h) Each Obligor shall operate its business in accordance with sound business practices and shall comply with all applicable laws, material contracts, licenses and permits and the terms of Permitted Liens.
 - (i) Each Obligor shall keep proper books of accounts and record.
 - (j) Each Obligor shall maintain or cause to be maintained, and shall provide the Bank annually or more often if requested with evidence, of insurance in respect of its property and business (including without limitation, in respect of inventory, accounts receivable, crop, hail, flooring and daily rental) underwritten with financially sound and reputable insurance companies and in such amounts and covering such risks as are usually carried by companies engaged in similar businesses and owning similar properties in the same general areas in which the Obligors operate and such insurance shall also confirm: (i) that with respect to all property and business policies, they contain a standard mortgage clause in favour of the Bank (to the extent applicable) and that the Bank is named as first mortgagee and loss payee, subject to prior ranking rights of any other relevant creditors permitted under the Loan Documents, with respect to such policies; (ii) all liability and business interruption insurance policies name the Bank as additional insured; and (iii) the Bank will be provided with at least 30 days' prior written notice of cancellation.
 - (k) Each Obligor shall perform all of its obligations under and in respect of each employee pension plan and statutory plans and shall remit or pay all payments, contributions and premiums that it is required to remit or pay to or in respect of each such plan, all in a timely way in accordance with the terms of the applicable plan and all applicable law.
 - (l) The Borrower shall promptly provide all information, including information concerning its direct and indirect holders of equity interests and other Persons exercising control over it, and its and their respective directors and officers, and including supporting documentation and other evidence, as may reasonably be requested by the Bank in order for the Bank to comply with its policies and procedures relating to applicable "know your client" rules and laws.
 - (m) The Borrower shall maintain adequate policies, procedures and controls to ensure that it and each of the directors, officers, employees and agents is in compliance with all AML Legislation.
 - (n) The Borrower shall notify the Bank promptly in writing on becoming aware of same, and in reasonable detail, if such Obligor:
 - (i) engages in any trade, commerce or other commercial dealings with any Sanctioned Person, or any country that is the subject of any Sanctions;
 - (ii) becomes a Sanctioned Person; or
 - (iii) receives notice of or becomes aware of any claim, action, suit, proceeding or investigation against it with respect to Sanctions by any Sanctions Authority.
- 27.2 Negative Covenants- During the term of this Credit Facility Agreement, neither the Borrower nor any Guarantor (if any) shall do any of the things specified in this section without the prior written consent of the Bank:
- (a) No change in ownership is permitted.
 - (b) No mergers or investments are permitted.
 - (c) No Obligor shall create, incur, assume or permit the existence of any indebtedness for borrowed money except for the Obligations, or any other indebtedness permitted by the Bank in writing.
 - (d) No Obligor shall make any loan to or acquire debt of any other Person, guarantee, provide an indemnity in respect of, endorse or otherwise become liable for any debt, liability or obligation of any other Person, or give other financial assistance of any kind to any other Person, except for: (i) guarantees granted to the Bank; and (ii) financial assistance by way of extending trade credit to its customers in the ordinary course.
 - (e) No Obligor shall create, incur, assume, cause or permit any Lien upon or in respect of any of its property, except for Permitted Liens.
 - (f) No Obligor shall acquire any property of any Person (including any shares or other equity interest) or agree to do so except for: (i) property acquired through permitted capital expenditures; and (ii) acquisitions of inventory in the ordinary course.
 - (g) No Obligor shall carry on any business except the business carried on by the Obligors at the date of this Credit Facility Agreement, or any similar, related or incidental business.
 - (h) No Obligor shall sell, lease, sell and lease-back or otherwise dispose of any of its property or any rights or interests in its property or agree to do so except for: (i) sales of obsolete or redundant equipment in the ordinary course; and (ii) sales, leases and other dispositions between Obligors; and (iii) sales and other dispositions at arm's length and on commercially reasonable terms of property of the Obligors having an aggregate value of less than \$250,000 for all disposition in any fiscal year, provided no default or Event of Default has occurred and is continuing or would result from the disposition.

- (i) No change in auditors is permitted unless an internationally recognized accounting firm is appointed and no Obligor shall change its fiscal year end.
- (j) No Obligor shall enter into any derivative or hedge agreement except for the purposes of prudent management of its interest rate, foreign currency and commodity price exposure and not for speculative purposes.
- (k) No Obligor shall enter into any transaction of any kind with an affiliate, related party or other Person, except on a commercially reasonable basis as if it were dealing with the Person on an arm's length basis.
- (l) No Obligor shall assign (except to another Obligor or as part of the Security) or terminate any material contract to which it is a party or material permit applicable to it (except at the expiry of its term by lapse of time) or accept the surrender of any such material contract or material permit. No Obligor shall cause or permit any material amendment or material modification to, grant any material waiver of any material term of, or grant any material consent or material concession under, any material contract to which it is a party or material permit applicable to it, nor shall any Obligor cause or permit any amendment or modification to any material contract to which it is a party or material permit applicable to it without notifying the Bank of the amendment or modification.
- (m) Each Obligor (as applicable), declares, covenants and agrees not to:
 - (i) fund all or part of any payment or repayment in connection with any obligation under this Agreement out of proceeds derived from business or transactions with a Sanctioned Person, or from any action which is in breach of any Sanctions.
 - (ii) take, directly or indirectly, any action with respect to the use of proceeds from a Loan that will result in a violation by any Person (including, without limitation, an Obligor or Bank) of the laws of any applicable jurisdiction, including without limitation, Sanctions.

27.3 Other Covenants- During the term of this Credit Facility Agreement, the Borrower and the Guarantor (if any) acknowledges:

- (a) That Bank is required to act in accordance with, and it is the Bank's policy to comply with, Laws and Rules, including those which relate to Sanctions and the prevention of money laundering, terrorist financing, bribery, corruption and tax evasion; and the Bank may take any action (a "Compliance Action") that the Bank, in its sole discretion, considers appropriate to act in accordance with Sanctions or other laws and rules. Such Compliance Action may include the interception and investigation of any payment, communication or instruction, or other information; the making of further enquiries as to whether a Person is subject to any Sanctions; and the refusal to process any transaction or instruction (including advance or acceptance of repayment of funds) that does not conform with Sanctions.
- (b) That pursuant to AML Legislation, the Bank may be required to obtain, verify and record information regarding each Obligor, each of their respective subsidiaries and each of their respective directors, authorized signing officers, direct or indirect shareholders or other Persons in control of any of them, and the transactions contemplated herein. Each Obligor shall, promptly provide all such information as may be reasonably required by the Bank, or any assignee or participant of the Bank, in order to comply with AML Legislation.

ARTICLE 28 - DEFINED TERMS; RULES OF INTERPRETATION

28.1 In this Credit Facility Agreement, including this Schedule, the following capitalized terms shall have the following meanings:

- (a) "Advance" means an availing of a Credit by the Borrower.
- (b) "Anti-Terrorist Financing and Anti-Money Laundering Laws" means all applicable law concerning or related to money laundering or financing terrorism and which are applicable to the Bank, any Obligor or any affiliate thereof, including the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act (Canada)*.
- (c) "Applicable Law" means: (a) any domestic or foreign statute, law (including common and civil law), treaty, code, ordinance, rule, regulation, restriction or by-law (zoning or otherwise); (b) any judgment, order, writ, injunction, decision, ruling, decree or award; (c) any regulatory policy, practice, request, guideline or directive; or (d) any franchise, licence, qualification, authorization, consent, exemption, waiver, right, permit or other approval of any Governmental Authority, in each case binding on or affecting the Person referred to in the context in which the term is used or binding on or affecting the Property of that Person, and in each case whether or not having the force of law. For clarity, Applicable Law shall include the *Cannabis Act (Canada)*, the *Controlled Drugs and Substances Act (Canada)*, the *Criminal Code (Canada)*, the *Food and Drugs Act (Canada)* and all relevant regulations promulgated thereunder, and any other applicable federal, provincial or territorial laws, regulations, rules or guidelines applicable to the production, distribution, transportation, sale or promotion or research in respect of cannabis in effect from time to time.
- (d) "Authority" means an administrative body that regulates and/or publishes the relevant Benchmark Rate, including any applicable Governmental Authority that has the direct or indirect ability to determine whether or not a Benchmark Rate shall be generally used in the market and/or published.
- (e) "Benchmark Rate" means any interest rate, fee or charge in a Loan Document that is based on or equivalent to a standard regularly published rate.
- (f) "Business Day" means a day of the year, except a Saturday, Sunday or any statutory holiday, on which the Bank is open for normal banking business or, with respect to US Base Rate Advances and SOFR Advances, the Bank is open for normal banking business at its principal office in New York, USA.
- (g) "Capital Expenditures" means, for any fiscal period, any amounts accruing or paid in respect of any purchase or other acquisition for value of capital assets or in respect of the development, improvement, construction, replacement, repair or maintenance of any capital asset to the extent any such amount qualifies as a 'capital expenditure' under GAAP.
- (h) "CORRA" means the Canadian Overnight Repo Rate Average administered and published by the Bank of Canada (or any successor administrator).
- (i) "CORRA Adjustment" means in respect of a CORRA Advance, an adjustment per annum equal to: (i) 0.295% (for a 1-month Interest Period); (ii) 0.321% (for a 3-month Interest Period); or (iii) such other rate as the Bank may notify the Borrower in writing from time to time.
- (j) "CORRA Advance" means any one of a Daily Compounded CORRA Advance or a Term CORRA Advance.

- (k) “Credits” means the credit facilities established by the Bank in favour of the Borrower and set out in the Credit Facility Agreement.
- (l) “Daily Compounded CORRA” means, for any particular day in a given Interest Period, CORRA with interest accruing on a compounded daily basis, with the methodology and conventions for this rate (which will include compounding in arrears with a 5 Business Day lookback unless otherwise specified in another agreement with the Bank) being established by the Bank in accordance with the methodology and conventions for this rate selected or recommended by the Bank of Canada or on its behalf for determining compounded CORRA for business loans, provided that if the Bank decides that such convention is not administratively feasible for the Bank, then the Bank will establish another convention in its reasonable discretion.
- (m) “Daily Compounded CORRA Advance” means an Advance comprised of Daily Compounded CORRA Loans.
- (n) “Daily Compounded CORRA Loan” means a Loan that bears interest at a rate based on (a) the Daily Compounded CORRA rate plus (b) the CORRA Adjustment, if any, plus the credit spread per annum, in each case stipulated in the Interest section of the Credit Facility Agreement for a period of 1 month, the rate to be established two (2) business days prior to each drawdown or rollover with interest payable monthly; provided that in no event will such rate be less than zero.
- (o) “Daily Simple SOFR” means, for any day (a “SOFR Rate Day”), a rate per annum equal to SOFR for the day (such day “i”) that is five (5) U.S. Government Securities Business Days prior to: (i) if such SOFR Rate Day is a U.S. Government Securities Business Day, such SOFR Rate Day; or (ii) if such SOFR Rate Day is not a U.S. Government Securities Business Day, the U.S. Government Securities Business Day immediately preceding such SOFR Rate Day, in each case, as SOFR is published by the SOFR Administrator on the SOFR Administrator’s Website.
- If by 5:00 pm (New York City time) on the second (2nd) U.S. Government Securities Business Day immediately following any day “i”, SOFR in respect of such day “i” has not been published on the SOFR Administrator’s Website, then SOFR for such day “i” will be SOFR as published in respect of the first preceding U.S. Government Securities Business Day for which SOFR was published on the SOFR Administrator’s Website; provided that any SOFR determined pursuant to this sentence shall be utilized for purposes of calculation of Daily Simple SOFR for no more than three (3) consecutive SOFR Rate Days. Any change in Daily Simple SOFR due to a change in SOFR shall be effective from and including the effective date of such change without notice to the Borrower.
- (p) “Daily Simple SOFR Advance” means an advance of a Credit bearing interest based on Daily Simple SOFR plus the credit spread plus the SOFR Adjustment, if any, in each case identified as such in the Credit Facility Agreement; provided that in no event will such rate be less than zero.
- (q) “Debtor” means each Person that is party to the Security and has granted a Lien on some or all of its property and assets in favour of the Bank to secure payment or performance of an obligation.
- (r) “Demand Credit” means a facility that is made entirely at the Bank’s discretion and is repayable by the Obligor to the Bank at any time on demand, irrespective of whether or not an Event of Default has occurred.
- (s) “Discontinuation Event” means: (i) an announcement by or on behalf of an Authority that the relevant Benchmark Rate will no longer be used or published; (ii) the relevant Benchmark Rate is not published for five consecutive Business Days and such failure is not reasonably believed to be temporary in nature; or (iii) the Authority has invoked its insufficient submissions policy (or any policy of similar effect) for the relevant Benchmark Rate.
- (t) “EBITDA” means, for any period, with respect to any Person, an amount equal to, without duplication, such Person’s net income or net loss for such period before non-recurring or non-cash items agreed to by the Bank in writing at its sole discretion plus interest, income tax, depreciation and amortization expenses during the period.
- (u) “Eligible Enterprise” means a business with authorized credit of less than \$1,000,000, fewer than 500 employees and annual revenues of less than \$50,000,000.
- (v) “Equipment Finance Contract” means the Equipment Finance Contract, Capital Lease Contract, Progress Payment Agreement and all other supporting documents.
- (w) “Event of Default” means each of the events described in Section 11.2 of this Schedule A.
- (x) “Fixed Charge Coverage Ratio” means the ratio of (a) EBITDA, less all unfunded capital expenditures, cash taxes, cash dividends, withdrawals, or other advances to management, shareholders and affiliates to (b) the sum of all principal and cash interest payments made or required to have been made by the Borrower on account of Funded Debt calculated on a trailing 12-month basis.
- (y) “Funded Debt” means all short term and long-term interest-bearing debt, capital leases and other obligations as defined by the Bank.
- (z) “GAAP” means generally accepted accounting principles.
- (aa) “Governmental Authority” means the government of Canada or any other nation, or of any of its political subdivisions, whether provincial, state or local, and any agency, authority, instrumentality, regulatory body, court, central bank or other entity exercising executive, legislative, judicial, taxing, regulatory or administrative powers or functions of or pertaining to government, including any supra national bodies such as the United Nations, the European Union or the European Central Bank and including a Minister of the Crown, Superintendent of Financial Institutions or other comparable authority or agency.
- (bb) “Interest Election Request” means an irrevocable written request by the Borrower to the Bank specifying: (i) the Advance to which the request applies; (ii) the effective date of the election (which must be the last day of the then current Interest Period in respect of Rollover of an existing CORRA Advance or SOFR Advance, and a Business Day); (iii) the type of the Advance post election (Prime Rate, US Base Rate in Canada, Term CORRA, Daily Compounded CORRA, Daily Simple SOFR or Term SOFR); and (iv) the Interest Period to be applicable in respect to a CORRA Advance or SOFR Advance. If the Interest Election Request does not contain the information specified above to the satisfaction of the Bank, the Advances to which it relates will be converted to Prime Rate Advances or US Base Rate Advance.
- (cc) “Interest Period” means, for any Credit referencing a Benchmark Rate, the period commencing on the applicable date of drawdown or rollover of such Credit and ending on the maturity date of such Credit.

- (dd) "Lien" means, with respect to any property, any mortgage, debenture, deed of trust, lien, pledge, hypothec, hypothecation, encumbrance, charge, assignment by way of security, consignment, security interest, royalty interest, adverse claim, defect of title or right to set off in, on or of the property.
- (ee) "Loan Documents" means this Credit Facility Agreement, the Security and any other agreement or arrangement to which the Bank and (i) Borrower and/or (ii) any Guarantor or Debtor, are parties.
- (ff) "Marketable Securities" means unrestricted realizable securities that bonds and/or stocks listed on a recognized stock exchange and having a minimum value of \$5 per share that is acceptable to the Bank.
- (gg) "Net Inventory" means Inventory means, in respect of a Person, the sum of raw materials and finished goods owned by such Person that is in good condition and is valued at the lower of cost or market in accordance with GAAP, less (i) inventory subject to Liens held by other Persons or priority payables, in each case which rank or may have priority over the Bank's security (including unpaid inventory received from suppliers during the past 30 days or any other inventory subject to repossession under the *Bankruptcy and Insolvency Act (Canada)* or other similar applicable law) and (ii) inventory that is located on property that is not owned or leased by such Person or is otherwise located outside of Canada.
- (hh) "Obligations" means all debts, liabilities and obligations (including, debts and liabilities relating to derivatives or hedging transactions, cash consolidation, cash management or electronic fund transfer arrangements, and interest and fees accruing after the maturity of the Credits and after the filing of any petition in bankruptcy, or the commencement of any insolvency, reorganization or like proceeding) in any currency, present or future, direct or indirect, absolute or contingent, matured or not, at any time owing by the Borrower to the Bank or remaining unpaid by the Borrower to the Bank under the Credit Facility Agreement or any other Loan Document, whether arising from dealings between the Bank and the Borrower or from any other dealings or proceedings by which the Bank may be or become in any manner whatever a creditor of the Borrower and wherever incurred, and whether incurred by the Borrower alone or with another or others and whether as principal or surety, including all interest, commissions, legal and other costs, charges and expenses owing or remaining unpaid by the Borrower to the Bank in any currency.
- (ii) "Obligors" means, collectively, the Borrower, the Guarantors and the Debtors and "Obligor" means any one of them.
- (jj) "Operating Credit" means a demand revolving credit facility where the principal amount of any Advance under such credit facility which is repaid from time to time, may, subject to the terms of the Credit Facility Agreement, be reborrowed.
- (kk) "Permitted Liens" means: (i) Liens granted to the Bank; (ii) statutorily created liens arising from taxes, worker's compensation claims or similar obligations incurred in the ordinary course of business and which are not yet due, or for which instalments have been paid based on reasonable estimates pending final assessments, or the validity of which are being contested in good faith by appropriate proceedings and for which the Person has set aside adequate reserves in accordance with GAAP; and (iii) any other Liens which have been expressly agreed to in writing by the Bank.
- (ll) "Person" means any natural person, corporation, company, limited liability company, trust, joint venture, association, partnership, Governmental Authority or other entity, and "person" has the same meaning.
- (mm) "Prime Rate" means, on any day, the greater of: (i) the annual rate of interest established by the Bank as its reference rate for that day for commercial loans made by it in Canada in Canadian dollars; and (ii) Term CORRA for an Interest Period of 1 month, plus the CORRA Adjustment, if any plus 1.00% per annum.
- (nn) "Prime Rate Advance" means an advance of a Credit in Canadian dollars bearing interest based on the Prime Rate, plus the credit spread per annum, if any, identified as such in the Credit Facility Agreement.
- (oo) "Priority Payables" means: (i) Liens held by other Person's which rank or may have priority over or *pari passu* with the Bank's security; (ii) accounts owing to a governmental authority unless any conditions in connection with the assignment of such accounts (including conditions under the *Financial Administration Act (Canada)* have been complied with; and (iii) accounts subject to deemed trusts or liens imposed by any governmental authority for unpaid wages, vacation pay, worker's compensation, unemployment insurance premiums, pension plan contributions or wind-up or solvency deficiency, withheld but unremitted employee or non-resident withholding tax source deductions, realty taxes (including utility charges and business taxes which are collectable like realty taxes), unremitted goods and services or harmonized sales taxes, provincial sales taxes, customs duties or any other similar statutory obligations secured by a Lien on such Person's assets.
- (pp) "Replacement Rate" means an alternate interest rate, fee, or charge, including any positive or negative spread adjustment or method for determining such spread adjustment selected by the Bank, acting reasonably, in each case giving due to consideration to any market convention for similar credit facilities.
- (qq) "Revolving Term Credit" means a revolving term credit facility where the principal amount of any Advance under such credit facility which is repaid from time to time, may, subject to the terms of the Credit Facility Agreement, be reborrowed.
- (rr) "Rollover" means, the continuation of all or a portion of a Term CORRA Advance for an additional Interest Period.
- (ss) "Rollover Date" means the date of commencement of a new Interest Period applicable to a Term CORRA Loan Advance.
- (tt) "Sanctions" means any trade, economic or financial sanctions, laws, regulations, executive orders, embargoes or restrictive measures imposed, administered or enforced by a Sanctions Authority.
- (uu) "Sanctions Authority" means any one or a combination of:
- (i) The United Nations;
 - (ii) The United States of America;
 - (iii) Canada;
 - (iv) The United Kingdom and each representative member of the European Union and;
 - (v) The governments and official institutions or agencies of any of paragraphs (i) to (iv) above, including the Security Council of the United Nations, OFAC, the United States Department of State, Global Affairs Canada and His Majesty's Treasury of the United Kingdom.

- (vv) "Sanctioned Country" means at any time a country, region or territory which itself is the subject or target of any Sanctions.
 - (ww) "Sanctioned Person" means a Person that is, or is directly or indirectly owned or controlled by, a Person or Persons listed, designated, or sanctioned under any Sanctions or any Person operating, organized or resident in a Sanctioned Country.
 - (xx) "Security" means all security documents and guarantees and indemnities made by the Borrower, a Guarantor or any other Person in favour of or for the benefit of the Bank, securing or intended to secure or support the repayment of the Obligations and other debts, liabilities and obligations to the Bank.
 - (yy) "SOFR" means a rate equal to the secured overnight financing rate as administered by the SOFR Administrator.
 - (zz) "SOFR Administrator" means the Federal Reserve Bank of New York (or a successor administrator of the secured overnight financing rate).
 - (aaa) "SOFR Administrator's Website" means the website of the Federal Reserve Bank of New York, currently at <http://www.newyorkfed.org>, or any successor source for the secured overnight financing rate identified as such by the SOFR Administrator from time to time.
 - (bbb) "SOFR Adjustment" means, in respect of a SOFR Advance, an adjustment per annum equal to: (i) 0.10% (for a 1-month Interest Period); (ii) 0.15% (for a 3-month Interest Period); (iii) 0.25 (for a 6-month Interest Period); or (iv) such other rate as the Bank may notify the Borrower in writing from time to time.
 - (ccc) "SOFR Advance" means any one of a Daily Simple SOFR Advance or a Term SOFR Advance.
 - (ddd) "Tangible Net Worth (TNW)" means the sum of share capital, earned and contributed surplus and postponed funds less (i) amounts due from directors, officers, shareholders or any other affiliate or related party of the Obligors, (ii) investments in affiliates (iii) intangible assets as defined by the Bank.
 - (eee) "Term CORRA Administrator" means Candean Benchmark Administration Services Inc., TSX Inc., or any successor administrator.
 - (fff) "Term CORRA" means, for the period of one (1) or three (3) months as selected by the Borrower in a loan request or Interest Election Request, or the Rollover Date, the forward-looking term rate based on CORRA, or any successor thereto selected by the Bank, and that is published by the Term CORRA Administrator and is displayed on a screen or other information service, as identified or selected by the Bank that is 2 Business Days prior to the first day of the applicable Interest Period determined by the Bank in its reasonable discretion in a manner substantially consistent with market practice.
 - (ggg) "Term CORRA Advance" means an Advance comprised of Term CORRA Loans.
 - (hhh) "Term CORRA Loan" means a Loan that bears interest at a rate based on (a) the Term CORRA, plus (b) the CORRA Adjustment, if any, plus the credit spread per annum, in each case stipulated in the Interest section of the Credit Facility Agreement for periods of one (1) or three (3) months, the rate to be established three (3) Business Days prior to each drawdown or rollover with interest payable monthly; provided that in no event will such rate be less than zero.
 - (iii) "Term SOFR" means, with respect to an Advance, the rate of interest per annum determined by the Bank before the date of funding of the Advance and advised to the Borrower as being the "CME Term SOFR Reference Rate" as administered by CME Group Benchmark Administration Ltd. (or any other Person that takes over the administration of such rate) as displayed on the applicable Bloomberg screen page that displays such rate (or, in the event such rate does not appear on such page or screen, on any successor or substitute page on such screen that displays such rate, or on the appropriate page of such other information service that publishes such rate from time to time) for an amount and period approximately equal to the amount and term of the Advance.
 - (jjj) "Term SOFR Advance" means an advance of a credit bearing interest based on Term SOFR plus the SOFR Adjustment, plus the credit spread per annum identified as such in the Credit Facility Agreement for periods of one (1), three (3) or six (6) months, the rate to be established three (3) Business Days prior to each drawdown or rollover with interest payable monthly; provided that in no event will such rate be less than zero.
 - (kkk) "Total Liabilities" means the total balance sheet liabilities (not including postponed shareholder loans).
 - (lll) "Trust/Lienable Payables" means defined as payables owed to subcontractors, suppliers or other person who supply services or materials to an improvement to the property being improved. Materials are considered to be supplied to an improvement if they are: (i) placed on the property on which the improvement is being made; (ii) placed on land designated by the owner, contractor or subcontractor, in the immediate vicinity of the improved property; or (iii) incorporated into, or used in making, or facilitating, the making of an improvement. If Trust payables are not identified by the borrower, all accounts payables to be deducted.
 - (mmm) "US Base Rate in Canada" means, on any day, the greatest of: (i) the annual rate of interest established by the Bank as its reference rate for that day for commercial loans made by it in Canada in US dollars; (ii) the interest rate per annum equal to 0.50% per annum above (A) the weighted average of the rates on overnight federal funds transactions with members of the Federal Reserve System as published for the day (or, if the day is not a Business Day, for the preceding Business Day) by the Federal Reserve Bank of New York or, (B) if that rate is not published for that day by the Federal Reserve Bank of New York, the average of the quotations for that day for those transactions received by the Bank from three federal funds brokers of recognized standing; and (iii) Term SOFR for a period of 30 days plus the SOFR Adjustment, if any, plus 1.00% per annum.
 - (nnn) "US Base Rate Advance" means an advance of a Credit made by the Bank in US dollars bearing interest based on the US Base Rate in Canada, plus the credit spread per annum, if any, identified as such in the Credit Facility Agreement.
 - (ooo) "U.S. Government Securities Business Day" means any day except for: (a) a Saturday; (b) a Sunday; or (c) a day on which the Securities Industry and Financial Markets Association recommends that the fixed income departments of its members be closed for the entire day for purposes of trading in United States government securities.
- 28.2 In this Credit Facility Agreement or any Security:
- (a) if any action (including payment) is required to be taken on or by a specified date that is not a Business Day, the action is valid if taken on or by the next Business Day except that, in the case of a payment, if the next Business Day is in a different calendar month then the payment must be made on the preceding Business Day;

- (b) the division into articles and sections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of such Loan Document; the definitions of terms apply equally to the singular and plural forms of the terms defined; whenever the context may require, any pronoun includes the corresponding masculine, feminine and neuter forms; the words "include," "includes" and "including" will be interpreted as being followed by the phrase "without limitation"; and the words "will," "shall" and "must" have the same meaning and effect;
- (c) unless the context requires any definition of or reference to any agreement, instrument or other document (including any definition of or reference to this Credit Facility Agreement) refers to that agreement, instrument or other document as from time to time amended, supplemented, restated or otherwise modified;
- (d) any reference to any Person includes the Person's successors and permitted assigns;
- (e) unless otherwise specified, any reference to any law or regulation refers to that law or regulation as amended, modified or supplemented from time to time; and
- (f) time shall be of the essence.

Subject: Lease Agreement – Dr. Peter
Hutten-Czapski and Dr. Chelsea
Pretty

Report No.: CS-042-2024

Agenda Date: December 3, 2024

Attachments

Appendix 01: Draft Lease Agreement w/ Dr. Hutten-Czapski

Appendix 02: Draft Lease Agreement w/ Dr. Chelsea Pretty

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-042-2024;
2. That Council directs staff to prepare the necessary by-law to enter into a lease agreement with Doctor Peter Hutten-Czapski, for the rental of 648 square feet of office space in the Haileybury Medical Centre from January 1, 2025 to December 31, 2026, at a rate of \$15.26 per square foot plus HST, and to apply a 2 percent annual increase for the term of the lease, for consideration at the December 17th, 2024 Regular Council meeting; and
3. That Council directs staff to prepare the necessary by-law to enter into a lease agreement with Doctor Chelsea Pretty, for the rental of 408 square feet of office space in the Haileybury Medical Centre from January 1, 2025 to December 31, 2026, at a rate of \$15.26 per square foot plus HST, and to apply a 2 percent annual increase for the term of the lease, for consideration at the December 17th, 2024 Regular Council meeting

Background

Doctor Hutten-Czapski has been renting space in the Haileybury Medical Centre since 2017. The current lease agreement will expire on December 31, 2024.

Dr. Chelsea Pretty has been renting space in the Haileybury Medical Centre since 2021. The current lease agreement will expire on December 31st, 2024.

Analysis

Doctor Hutten Czapski's has requested a rental term of two (2) years.

The draft lease agreement with Dr. Hutten-Czapski is attached as Appendix 1.

The draft lease agreement with Dr. Pretty is attached as Appendix 2.

The rental rate and annual increase recommended for Doctor Hutten-Czapski and Doctor Pretty is aligned with the other physicians currently leasing space at the Haileybury Medical Centre and ensures the City is managing costs associated with the facility favourably.

Relevant Policy / Legislation / City By-Law

- Corporate Services Budget

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 receive \$16,115 plus HST in 2025 for the rental of the space by both physicians from January 1, – December 31, 2025. In the subsequent year a 2% increase will be applied for the remainder of the agreement effective January 1st, 2026.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Sandra Lee
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

**Being a by-law to authorize the entering into a lease agreement
with Dr. Chelsea Pretty for the rental of space at the Haileybury
Medical Centre**

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

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

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

Whereas Council considered Administrative Report No. CS-042-2024 at the December 3rd, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into a lease agreement with Dr. Chelsea Pretty for the rental of 408 ft² of office space at the Haileybury Medical Center, effective January 1, 2024 until December 31, 2026; and

Whereas the Council of The Corporation of the City of Temiskaming Shores deems it desirable to enter into an Agreement with the Dr. Chelsea Pretty.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an Agreement with the Dr. Chelsea Pretty for the rental of space at the Haileybury Medical Centre, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 17th, day of December, 2024.

Mayor

Clerk



**Schedule A to
By-law No. 2024-000**

Agreement between
The Corporation of the City of Temiskaming Shores
and
Dr. Chelsea Pretty
for the rental of space at the
Haileybury Medical Center

Lease Agreement

between

The Corporation of the City of Temiskaming Shores

and

Dr. Chelsea Pretty

Lease

Shelly Zubych
Director of Corporate Services
The Corporation of the City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0

This Lease made this 17th day of December, 2024.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called the "Lessor")

And:

Dr. Chelsea Pretty
(hereinafter called the "Lessee")

Whereas the Lessor is the owner of the lands described as follows: Part Lot 13 and Part Lot 137, Concession 3, as shown on Plan M-58, Parcel 19899SST in the City of Temiskaming Shores, District of Timiskaming, in the Province of Ontario, (hereinafter called the "Land"), and there is located on the Lands a building (hereinafter called the "Building"), having an entrance off Meridian Avenue in the City of Temiskaming Shores, in the Province of Ontario.

And whereas the parties hereto have agreed to enter into this Lease.

1. Leased Premises

The Lessor hereby demises and leases to the Lessee part of the **upper level** in the Lessor's Building containing a rentable area of Four Hundred and Eight Square Feet (408 ft²) located at 95 Meridian Avenue, City of Temiskaming Shores, Ontario being hereinafter called the "premises".

2. Ingress and Egress

Together with the right of ingress and egress for the Lessee's employees, servants, agents, customers, and invitees, and the use of parking areas, driveways, sidewalks, common loading and stopping areas in and about the Lands and Building (hereinafter called the "common areas").

3. Term

To hold the premises for a term commencing on the 1st day of January, 2025 and ending on the 31st day of December, 2026.

4. Rent

And paying therefore, to the Lessor, subject to the provisions of this Lease, the sum of **Five Hundred and Twenty-Five Dollars and Sixty-Four Cents (\$525.64) per month plus HST**, for year one (1). A two percent (2%) increase will be applied annually.

Rent is payable to the City of Temiskaming Shores and due on the first day of each

and every month during the term hereof. Such payment to be mailed to P.O. Box 2050 Haileybury, Ontario P0J 1K0.

And the parties hereto covenant and agree as follows:

5. Tenant's Covenants

The Tenant covenants with the Landlord:

- a) **Rent** - to pay rent;
- b) **Telephone** - to pay when due the cost of the telephone and intercom services supplied to the premises;
- c) **Repair** - to repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to permit the Landlord to enter and view the state of repair and to repair according to notice in writing, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to leave the premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted;
- d) **Cost of repair where Tenant at fault** - that if the building including the premises, boilers, engines, pipes and other apparatus (or any of them) used for the purpose of heating or air conditioning the building, or if the water pipes, drainage pipes, electric lighting or other equipment of the building or the roof or outside walls of the building get out of repair or become damaged or destroyed through the negligence, carelessness or misuse of the Tenant, his servants, agents, employees or anyone permitted by him to be in the building (or through him or them in any way stopping up or injuring the heating apparatus, water pipes, drainage pipes, or other equipment or part of the building) the expense of any necessary repairs, replacements or alterations shall be paid by the Tenant to the Landlord forthwith on demand;
- e) **Assigning or subletting** - not to assign, sublet or part with possession of any part of the premises without leave of the Landlord, which leave shall not be unreasonably withheld, and which leave shall not be required in the event of a sublease to add any personnel to the group comprising the Tenant or to a management corporation which may be incorporated by the Tenant;
- f) **Entry by Landlord** - to permit the Landlord or its agents to enter upon the premises at any time and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to the building, and the Tenant shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the Landlord shall give reasonable advance notice to avoid inconvenience to the Tenant, given the private and confidential nature of the profession of the Tenant;

- g) Indemnity** - to indemnify and save harmless the Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, or corporation or corporations arising from the conduct or any work, by or through any act of negligence of the Tenant or any assignee, subtenant, agent, contractor, servants, employee or licensee of the Tenant;
- h) Exhibiting premises** - to permit the Landlord or its agents to exhibit the premises to prospective Tenants between the hours of 9:00 a.m. and 11:00 p.m. during the last month of the term;
- i) Alterations** - not to make or erect in or to the premises any installation, alteration, addition, or partition without submitting plans and specifications to the Landlord and obtaining the Landlord's prior written consent (in each instance); such work shall if the Landlord so elects, be performed by employees of or contractors designated by the Landlord; in the absence of such election, such work may be performed with the Landlord's consent in writing (given prior to letting of contract) by contractors engaged by the Tenant but in each case only under written contract approved in writing by the Landlord and subject to all conditions which the Landlord may impose; the Tenant shall submit to the Landlord or the Tenant's contractors (as the case may be), when due the costs of all such work and of all materials, labour and services involved therein and of all decoration and all changes in the building, its equipment or services, necessitated thereby; provided, that it is at this time understood by the Landlord that certain equipment is to be installed and to be placed at convenient places as designated by the Tenant;
- j) Name of building** - not to refer to the building by any other name other than that designated from time to time by the Landlord nor use the name of the building for any purpose except as the business address of the Tenant;

6. Landlord's Covenants

The Landlord covenants with the Tenant;

- a) Quiet enjoyment** - for the quiet enjoyment;
- b) Taxes** - to pay all taxes and rates, municipal, parliamentary or otherwise, levied against the premises or the Landlord on account thereof;
- c) Air conditioning** - to install and operate air conditioning units to air condition the premises at the expense of the Landlord;
- d) Electricity and water** - to pay for the electricity and water supplied to the premises;
- e) Janitor service** - to cause, when reasonably necessary, given the professional nature of the Tenant's use of the premises, (from time to time) the floors and windows of the premises to be vacuumed, swept and cleaned

and the desks, tables and other furniture of the Tenant to be dusted, but (with the exception of the obligation to cause the work to be done) the Landlord shall not be responsible for any act or omission or commission on the part of the person or persons employed to perform such work, provided vacuuming, sweeping and dusting to be done daily five days of the week;

- f) **Heat** - to heat the premises;
- g) **Structural soundness** - to keep the premises, common areas and parking lot structurally sound and to look after any structural defects which may arise;

7. Provisos

Provided always and it is hereby agreed as follows:

- a) **Fixtures** - The Tenant may remove his fixtures, but all installations, alterations, additions, partitions and fixtures except trade or Tenant's fixtures in or upon the premises, whether placed there by the Tenant or by the Landlord, shall be the Landlord's property without compensation therefore to the Tenant and shall not be removed from the premises at any time (either during or after the term);
- b) **Fire** - In case of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt; and the Landlord, instead of rebuilding or making the premises fit for the purpose of the Tenant, may at its option terminate this lease on giving to the Tenant within thirty days after such fire, lightning or tempest, notice in writing of its intention (so to do) and thereupon rent and any other payments for which the Tenant is liable under this lease shall be apportioned and paid to the date of such fire, lightning or tempest, and the Tenant shall immediately deliver up possession of the premises to the Landlord;
- c) **Damage to property** - The Landlord shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Tenant or to the employees of the Tenant or to any other person while in the building or in the yard of the building unless such loss, damage or injury shall be caused by the negligence of the Landlord or its employees, servants or agents for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the building or from the water, steam or drainage of the building or from any other place or quarter nor for any damage caused by or attributable to the condition or arrangement of any electric or other wiring omitted by any other Tenant;
- d) **Impossibility of performance** - It is understood and agreed that whenever and to the extent that the Landlord shall be unable to fulfill, or shall be delayed or restricted in fulfilling any obligation hereunder for the supply or provision of any service or utility or the doing of any work or the making of any repairs because it is unable to obtain the material, goods, equipment, service, utility

or labour required to enable it to fulfill such obligations or by reason of any statute, law or order-in-council or any regulation or order passed or made pursuant thereto or by reason of the order or direction of any administrator, controller or board, or any government department or officer or other authority, or by reason of not being able to obtain any permission or authority required thereby, or by reason of any other cause beyond its control whether of the foregoing character or not, the Landlord shall be relieved from the fulfillment of such obligation and the Tenant shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned;

- e) **Default of Tenant** - If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in case of breach or non-observance or non-performance of any of the covenants or agreements or rules or regulations herein contained or referred to on the part of the Tenant to be observed and performed, or in case the premises shall be vacated or remain unoccupied or in case the term shall be taken in execution or attachment for any cause whatsoever, (and in every such case) the Landlord shall be entitled thereafter to enter (into and) upon the premises (or any part thereof in the name of the whole) and the same to (have again), repossess and enjoy as of its former estate, anything herein contained to the contrary notwithstanding;
- f) **Bankruptcy of Tenant** - In case without the written consent of the Landlord the premises shall remain vacant or not used for the period of fifteen days or be used by any other person than the Tenant or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Tenant shall at any time be seized in execution or attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of creditors or any bulk sale of any act (now or hereafter in force) for bankrupt or insolvent debtors (or if the Tenant is a company any order shall be made for the winding up of the Tenant), then in any such case this lease shall at the option of the Landlord cease and terminate and the term shall immediately become forfeited and void and the current month's rent and the next ensuing three month's rent shall immediately become due and payable and the Landlord may re- enter and take possession of the premises as though the Tenant or other occupant (or occupants) of the premises was (or were) holding over after the expiration of the term without any right whatever;
- g) **Distress** - The Tenant waives and renounces the benefit of any present or future statute taking away or limiting the Landlord's right of distress, and covenants and agrees that notwithstanding any such statute none of the goods and chattels of the Tenant on the premises at any time during the term shall be exempt from levy by distress for rent in arrears;
- h) **Right of re-entry** - On the Landlord's becoming entitled to re-enter the

premises under any of the provisions of this lease, the Landlord in addition to all other rights may do so as the agent of the Tenant, using force if necessary, without being liable for any prosecution therefore, and may re-let the premises as agent of the Tenant, and receive the rent therefore, and as agent of the Tenant may take possession of any furniture or other property on the premises and sell the same at a public or private sale without notice and apply the proceeds of such sale and any rent derived from re-letting the premises upon account of rent under this lease, and the Tenant shall be liable to the landlord for any deficiency;

- i) **Right of termination by the Tenant** - The lease may be terminated for any valid operational reason with the consent of both parties and upon payment of **three months** rent in lieu of notice.
- j) **Right of termination by the Landlord** - On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord, in addition to all other rights, shall have the right to terminate this lease forthwith by leaving upon the premises notice in writing of its intention, and thereupon rent and any other payments for which the Tenant is liable under this lease shall be computed, apportioned and paid in full to the date of such termination, and the Tenant shall immediately deliver up possession of the Premises to the Landlord, and the Landlord may re-enter and take possession of the premises;
- k) **Non-waiver** - Any condoning, excusing or overlooking by the Landlord of any default, breach or non-observance by the Tenant at any time in respect of any covenant, provision or condition herein contained shall not operate as a waiver of the Landlord's rights hereunder in respect of any subsequent default, breach or non-observance, and shall not defeat or affect in any way the rights of the Landlord herein in respect to any default, breach or non-observance by the Landlord, mutatis mutandis.
- l) **Over-holding** - If the Tenant shall continue to occupy the premises after the expiration of this lease with or without the consent of the Landlord, and without any further written agreement, the Tenant shall be a monthly Tenant at the monthly rental herein mentioned and on the terms and conditions herein set out except as to length of tenancy.
- m) **Arbitration** - Any dispute between the parties hereto arising out of the provision of this lease shall be referred to the arbitration of three persons, one to be appointed by each of the parties hereto and the third to be chosen by the two so appointed. If either of the parties fails to appoint an arbitrator for 15 days after the one party has appointed an arbitrator and has notified the other party in writing of the appointment and of the matter in dispute to be dealt with, the decision of the arbitrator appointed by the first of such parties shall be final and binding on both of the parties hereto. If the two arbitrators appointed by the parties hereto fail to agree upon a third arbitrator

for 15 days after the appointment of the second arbitrator, either party hereto may apply on 15 days' notice (written) giving the order to a Judge of the District Court of the District of Timiskaming as a *persona designata* to appoint such third arbitrator. The said Judge, upon proof of such failure of appointment and of the giving of such notice, may forthwith appoint an arbitrator to act as such third arbitrator. If any arbitrator refuses to act or is incapable of acting or dies, a substitute for him may be appointed in the manner herein before provided. The decision of the three arbitrators so appointed, or a majority of them, shall be final and binding upon the parties hereto. All costs and expenses of any such arbitration shall be borne by the parties hereto equally;

- n) Subordination** - This lease and everything herein contained shall be postponed to any charge or charges now or from time to time hereafter created by the Landlord in respect of the premises by way of institutional mortgage or mortgages and to any extension, renewal, modification, consolidation or replacement thereof, and the Tenant covenants that it will promptly at any time during the term hereof as required by the Landlord give all such further assurances to this provision as may be reasonably required to evidence and effectuate this postponement of its rights and privileges hereunder to the holders of any such charge or charges. The Tenant further covenants on demand at any time to execute and deliver to the Landlord at the Landlord's expense any and all instruments which may be necessary or proper to subordinate this lease and the Tenant's rights hereunder to the lien or liens of any such extension, renewal, modification, consolidation, replacement or new mortgage or mortgages, and the Tenant hereby irrevocably constitutes and appoints the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for and on behalf of the Tenant and any assumption of this lease by any assignee of the Tenant named herein shall in itself include this provision so that the assignee assuming this lease does thereby irrevocably constitute and appoint the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for or on behalf of the said assignee;
- o) Notice** - All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day,

unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business:

The Tenant:

Dr. Chelsea Pretty
P.O. Box 2010
Haileybury, Ontario P0J 1K0
Attn.: Chelsea Pretty

The Landlord

City of Temiskaming Shores
P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario P0J 1K0
Attn.: Shelly Zubyck

8. Headings

The headings in this lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this lease or any provisions hereof.

9. Effect of Lease

This lease and everything herein contained, shall extend to and bind and may be taken advantage of by the heirs, executors, administrators, successors and assigns, as the case may be, of each (and every) of the parties hereto, and where there is more than one Tenant or there is a female party or a corporation, the provisions hereof shall be read with all grammatical changes thereby rendered necessary and all covenants shall be deemed joint and several.

Remainder of page left blank intentionally

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

Signed and Sealed in
the presence of

Dr. Chelsea Pretty

Dr. Chelsea Pretty

Municipal Seal

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

Mayor

Clerk

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

**Being a by-law to authorize the entering into a lease agreement
with Dr. Peter Hutten-Czapski for the rental of space at the
Haileybury Medical Centre**

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

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

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

Whereas Council for the City of Temiskaming Shores reviewed Administrative Report No. CS-042-2024 at the December 3, 2024 meeting and directed staff to prepare the necessary by-law to enter into a two-year lease agreement with Dr. Peter Hutten-Czapski for the rental of 648 ft² of office space at the Haileybury Medical Center effective January 1, 2025 until December 31, 2026; and

Whereas the Council of The Corporation of the City of Temiskaming Shores deems it desirable to enter into an Agreement with the Dr. Hutten-Czapski.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an Agreement with the Dr. Hutten-Czapski for the rental of space at the Haileybury Medical Centre, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 17th day of December, 2024.

Mayor

Clerk



Schedule A to
By-law No. 2024-000
Agreement between
The Corporation of the City of Temiskaming Shores
and
Dr. Peter Hutten-Czapski
for the rental of space at the
Haileybury Medical Center

Lease Agreement

between

The Corporation of the City of Temiskaming Shores

and

Dr. Peter Hutten-Czapski

Lease

Shelly Zubych
Director of Corporate Services
The Corporation of the City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0

This Lease made this 17th day of December, 2024

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called the "Lessor")

And:

Dr. Peter Hutten-Czapski
(hereinafter called the "Lessee")

Whereas the Lessor is the owner of the lands described as follows: Part Lot 13 and Part Lot 137, Concession 3, as shown on Plan M-58, Parcel 19899SST in the City of Temiskaming Shores, District of Timiskaming, in the Province of Ontario, (hereinafter called the "Land"), and there is located on the Lands a building (hereinafter called the "Building"), having an entrance off Meridian Avenue in the City of Temiskaming Shores, in the Province of Ontario.

And whereas the parties hereto have agreed to enter into this Lease.

1. Leased Premises

The Lessor hereby demises and leases to the Lessee part of the **upper level** in the Lessor's Building containing a rentable area of six hundred forty-eight square feet (648 sq.ft.), located at 95 Meridian Avenue, City of Temiskaming Shores, Ontario being hereinafter called the "premises".

2. Ingress and Egress

Together with the right of ingress and egress for the Lessee's employees, servants, agents, customers, and invitees, and the use of parking areas, driveways, sidewalks, common loading and stopping areas in and about the Lands and Building (hereinafter called the "common areas").

3. Term

To hold the premises for a term commencing on the 1st day of January, 2025 and ending on the 31st day of December 2026.

4. Rent

And paying therefore, to the Lessor, subject to the provisions of this Lease, the sum of **Eight hundred twenty-four dollars and four cents (\$824.04) per month plus HST**, for year one (1). A two-percent (2%) increase will be applied to the rental rate effective January 1st of each year of the term. Rent is payable to the City of Temiskaming Shores and due on the first day of each and every month

during the term hereof. Such payment to be mailed to P.O. Box 2050 Haileybury, Ontario P0J 1K0.

And the parties hereto covenant and agree as follows:

5. Tenant's Covenants

The Tenant covenants with the Landlord:

- a) **Rent** - to pay rent;
- b) **Telephone** - to pay when due the cost of the telephone and intercom services supplied to the premises;
- c) **Repair** - to repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to permit the Landlord to enter and view the state of repair and to repair according to notice in writing, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to leave the premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted;
- d) **Cost of repair where Tenant at fault** - that if the building including the premises, boilers, engines, pipes and other apparatus (or any of them) used for the purpose of heating or air conditioning the building, or if the water pipes, drainage pipes, electric lighting or other equipment of the building or the roof or outside walls of the building get out of repair or become damaged or destroyed through the negligence, carelessness or misuse of the Tenant, his servants, agents, employees or anyone permitted by him to be in the building (or through him or them in any way stopping up or injuring the heating apparatus, water pipes, drainage pipes, or other equipment or part of the building) the expense of any necessary repairs, replacements or alterations shall be paid by the Tenant to the Landlord forthwith on demand;
- e) **Assigning or subletting** - not to assign, sublet or part with possession of any part of the premises without leave of the Landlord, which leave shall not be unreasonably withheld, and which leave shall not be required in the event of a sublease to add any personnel to the group comprising the Tenant or to a management corporation which may be incorporated by the Tenant;
- f) **Entry by Landlord** - to permit the Landlord or its agents to enter upon the premises at any time and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to the building, and the Tenant shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the Landlord shall give reasonable advance notice to avoid inconvenience

- to the Tenant, given the private and confidential nature of the profession of the Tenant;
- g) Indemnity** - to indemnify and save harmless the Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, or corporation or corporations arising from the conduct or any work, by or through any act of negligence of the Tenant or any assignee, subtenant, agent, contractor, servants, employee or licensee of the Tenant;
 - h) Exhibiting premises** - to permit the Landlord or its agents to exhibit the premises to prospective Tenants between the hours of 9:00 a.m. and 11:00 p.m. during the last month of the term;
 - i) Alterations** - not to make or erect in or to the premises any installation, alteration, addition, or partition without submitting plans and specifications to the Landlord and obtaining the Landlord's prior written consent (in each instance); such work shall if the Landlord so elects, be performed by employees of or contractors designated by the Landlord; in the absence of such election, such work may be performed with the Landlord's consent in writing (given prior to letting of contract) by contractors engaged by the Tenant but in each case only under written contract approved in writing by the Landlord and subject to all conditions which the Landlord may impose; the Tenant shall submit to the Landlord or the Tenant's contractors (as the case may be), when due the costs of all such work and of all materials, labour and services involved therein and of all decoration and all changes in the building, its equipment or services, necessitated thereby; provided, that it is at this time understood by the Landlord that certain equipment is to be installed and to be placed at convenient places as designated by the Tenant;
 - j) Name of building** - not to refer to the building by any other name other than that designated from time to time by the Landlord nor use the name of the building for any purpose except as the business address of the Tenant;

6. Landlord's Covenants

The Landlord covenants with the Tenant;

- a) Quiet enjoyment** - for the quiet enjoyment;
- b) Taxes** - to pay all taxes and rates, municipal, parliamentary or otherwise, levied against the premises or the Landlord on account thereof;
- c) Air conditioning** - to install and operate air conditioning units to air condition the premises at the expense of the Landlord;

- d) **Electricity and water** - to pay for the electricity and water supplied to the premises;
- e) **Janitor service** - to cause, when reasonably necessary, given the professional nature of the Tenant's use of the premises, (from time to time) the floors and windows of the premises to be vacuumed, swept and cleaned and the desks, tables and other furniture of the Tenant to be dusted, but (with the exception of the obligation to cause the work to be done) the Landlord shall not be responsible for any act or omission or commission on the part of the person or persons employed to perform such work, provided vacuuming, sweeping and dusting to be done daily five days of the week;
- f) **Heat** - to heat the premises;
- g) **Structural soundness** - to keep the premises, common areas and parking lot structurally sound and to look after any structural defects which may arise;

7. Provisos

Provided always and it is hereby agreed as follows:

- a) **Fixtures** - The Tenant may remove his fixtures, but all installations, alterations, additions, partitions and fixtures except trade or Tenant's fixtures in or upon the premises, whether placed there by the Tenant or by the Landlord, shall be the Landlord's property without compensation therefore to the Tenant and shall not be removed from the premises at any time (either during or after the term);
- b) **Fire** - In case of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt; and the Landlord, instead of rebuilding or making the premises fit for the purpose of the Tenant, may at its option terminate this lease on giving to the Tenant within thirty days after such fire, lightning or tempest, notice in writing of its intention (so to do) and thereupon rent and any other payments for which the Tenant is liable under this lease shall be apportioned and paid to the date of such fire, lightning or tempest, and the Tenant shall immediately deliver up possession of the premises to the Landlord;
- c) **Damage to property** - The Landlord shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Tenant or to the employees of the Tenant or to any other person while in the building or in the yard of the building unless such loss, damage or injury shall be caused by the negligence of the Landlord or its employees, servants or agents for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the building or from the water, steam or drainage of the building or from any

other place or quarter nor for any damage caused by or attributable to the condition or arrangement of any electric or other wiring omitted by any other Tenant;

- d) Impossibility of performance** - It is understood and agreed that whenever and to the extent that the Landlord shall be unable to fulfill, or shall be delayed or restricted in fulfilling any obligation hereunder for the supply or provision of any service or utility or the doing of any work or the making of any repairs because it is unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfill such obligations or by reason of any statute, law or order-in-council or any regulation or order passed or made pursuant thereto or by reason of the order or direction of any administrator, controller or board, or any government department or officer or other authority, or by reason of not being able to obtain any permission or authority required thereby, or by reason of any other cause beyond its control whether of the foregoing character or not, the Landlord shall be relieved from the fulfillment of such obligation and the Tenant shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned;
- e) Default of Tenant** - If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in case of breach or non-observance or non-performance of any of the covenants or agreements or rules or regulations herein contained or referred to on the part of the Tenant to be observed and performed, or in case the premises shall be vacated or remain unoccupied or in case the term shall be taken in execution or attachment for any cause whatsoever, (and in every such case) the Landlord shall be entitled thereafter to enter (into and) upon the premises (or any part thereof in the name of the whole) and the same to (have again), repossess and enjoy as of its former estate, anything herein contained to the contrary notwithstanding;
- f) Bankruptcy of Tenant** - In case without the written consent of the Landlord the premises shall remain vacant or not used for the period of fifteen days or be used by any other person than the Tenant or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Tenant shall at any time be seized in execution or attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of creditors or any bulk sale of any act (now or hereafter in force) for bankrupt or insolvent debtors (or if the Tenant is a company any order shall be made for the winding up of the Tenant), then in any such case this lease shall at the option of the Landlord cease and terminate and the term shall immediately become forfeited and void and the current month's rent and the next ensuing three month's rent shall immediately become due and payable and the Landlord may re- enter and take possession of the premises as though the Tenant or other occupant (or occupants) of the

premises was (or were) holding over after the expiration of the term without any right whatever;

- g) Distress** - The Tenant waives and renounces the benefit of any present or future statute taking away or limiting the Landlord's right of distress, and covenants and agrees that notwithstanding any such statute none of the goods and chattels of the Tenant on the premises at any time during the term shall be exempt from levy by distress for rent in arrears;
- h) Right of re-entry** - On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord in addition to all other rights may do so as the agent of the Tenant, using force if necessary, without being liable for any prosecution therefore, and may re-let the premises as agent of the Tenant, and receive the rent therefore, and as agent of the Tenant may take possession of any furniture or other property on the premises and sell the same at a public or private sale without notice and apply the proceeds of such sale and any rent derived from re-letting the premises upon account of rent under this lease, and the Tenant shall be liable to the landlord for any deficiency;
- i) Right of termination by the Tenant** - The lease may be terminated for any valid operational reason with the consent of both parties and upon payment of **three months** rent in lieu of notice.
- j) Right of termination by the Landlord** - On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord, in addition to all other rights, shall have the right to terminate this lease forthwith by leaving upon the premises notice in writing of its intention, and thereupon rent and any other payments for which the Tenant is liable under this lease shall be computed, apportioned and paid in full to the date of such termination, and the Tenant shall immediately deliver up possession of the Premises to the Landlord, and the Landlord may re-enter and take possession of the premises;
- k) Non-waiver** - Any condoning, excusing or overlooking by the Landlord of any default, breach or non-observance by the Tenant at any time in respect of any covenant, provision or condition herein contained shall not operate as a waiver of the Landlord's rights hereunder in respect of any subsequent default, breach or non-observance, and shall not defeat or affect in any way the rights of the Landlord herein in respect to any default, breach or non-observance by the Landlord, mutatis mutandis.
- l) Over-holding** - If the Tenant shall continue to occupy the premises after the expiration of this lease with or without the consent of the Landlord, and without any further written agreement, the Tenant shall be a monthly Tenant at the monthly rental herein mentioned and on the terms and conditions herein set out except as to length of tenancy.

- m) Arbitration** - Any dispute between the parties hereto arising out of the provision of this lease shall be referred to the arbitration of three persons, one to be appointed by each of the parties hereto and the third to be chosen by the two so appointed. If either of the parties fails to appoint an arbitrator for 15 days after the one party has appointed an arbitrator and has notified the other party in writing of the appointment and of the matter in dispute to be dealt with, the decision of the arbitrator appointed by the first of such parties shall be final and binding on both of the parties hereto. If the two arbitrators appointed by the parties hereto fail to agree upon a third arbitrator for 15 days after the appointment of the second arbitrator, either party hereto may apply on 15 days' notice (written) giving the order to a Judge of the District Court of the District of Timiskaming as a *persona designata* to appoint such third arbitrator. The said Judge, upon proof of such failure of appointment and of the giving of such notice, may forthwith appoint an arbitrator to act as such third arbitrator. If any arbitrator refuses to act or is incapable of acting or dies, a substitute for him may be appointed in the manner herein before provided. The decision of the three arbitrators so appointed, or a majority of them, shall be final and binding upon the parties hereto. All costs and expenses of any such arbitration shall be borne by the parties hereto equally;
- n) Subordination** - This lease and everything herein contained shall be postponed to any charge or charges now or from time to time hereafter created by the Landlord in respect of the premises by way of institutional mortgage or mortgages and to any extension, renewal, modification, consolidation or replacement thereof, and the Tenant covenants that it will promptly at any time during the term hereof as required by the Landlord give all such further assurances to this provision as may be reasonably required to evidence and effectuate this postponement of its rights and privileges hereunder to the holders of any such charge or charges. The Tenant further covenants on demand at any time to execute and deliver to the Landlord at the Landlord's expense any and all instruments which may be necessary or proper to subordinate this lease and the Tenant's rights hereunder to the lien or liens of any such extension, renewal, modification, consolidation, replacement or new mortgage or mortgages, and the Tenant hereby irrevocably constitutes and appoints the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for and on behalf of the Tenant and any assumption of this lease by any assignee of the Tenant named herein shall in itself include this provision so that the assignee assuming this lease does thereby irrevocably constitute and appoint the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for or on behalf of the said assignee;
- o) Notice** - Any notice required or contemplated by any provision of this lease shall be deemed sufficiently given if contained in writing enclosed in a

sealed envelope addressed, in the case of notice of the Landlord, to it, at c/o Corporate Services, 325 Farr Drive, P.O. Box 2050, Haileybury, Ontario. P0J 1K0, and in the case of notice to the Tenant, to the premises and deposited in one of Her Majesty's post offices in Haileybury, Ontario, registered and prepaid. The date of receipt of such notice shall be the fourth day next following the date of so mailing by registered mail. Provided that either party may, by notice to the other, designate another address in Canada to which notices mailed or delivered more than ten days thereafter shall be addressed.

8. Headings

The headings in this lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this lease or any provisions hereof.

9. Effect of Lease

This lease and everything herein contained, shall extend to and bind and may be taken advantage of by the heirs, executors, administrators, successors and assigns, as the case may be, of each (and every) of the parties hereto, and where there is more than one Tenant or there is a female party or a corporation, the provisions hereof shall be read with all grammatical changes thereby rendered necessary and all covenants shall be deemed joint and several.

Remainder of this page left intentionally blank

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

Signed and Sealed in
the presence of

Dr. Peter Hutten Czapski

Dr. Peter Hutten Czapski

Municipal Seal

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

Mayor

Clerk

Subject: Health and Safety Compliance

Report No.: CS-043-2024

Agenda Date: December 3, 2024

Attachments

- Appendix 01:** Joint Health and Safety Policy and Program
- Appendix 02:** By-law 2010-082: Harassment in the Workplace Prevention Policy
- Appendix 03:** By-law 2010-068: Violence in the Workplace Prevention Policy
- Appendix 04:** By-law 2010-126: Harassment and Violence Prevention Program

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-043-2024; and
2. That Council confirms it has reviewed the City of Temiskaming Shores Health and Safety Policy and Program and the Violence in the Workplace Harassment and Violence in the Workplace Prevention Program, in accordance with the Occupational Health and Safety Act.

Background

In accordance with the Occupational Health and Safety Act, an employer must review their Health and Safety Policy and Program and the Harassment and Violence in the Workplace Prevention Program at least annually. The policy should outline the employer's commitment to health and safety and include statements about the responsibilities of everyone in the workplace.

The policies and programs must be posted in the workplace.

Analysis

The Health and Safety Policies and Programs are posted in each respective workplace and will be sent to all Health and Safety Committees.

Consultation / Communication

Health and Safety Committees for the City.

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 ☒

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

'Original signed by'

Shelly Zubyck
Director of Corporate Services

Sandra Lee
City Manager



Health and Safety Policy

The Council of The City of Temiskaming Shores is committed to protecting its employees, property and general public from harm and loss in the workplace. And while this policy statement is a requirement of the Occupation Health and Safety Act it does not lessen their commitment and dedication to a safe working environment.

All employees, whatever their position, are encouraged to exercise their legal responsibility to report any hazard/substandard condition immediately, so that corrective action may be taken.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that employees under their supervision comply with established safe work practices and procedures and receive adequate training in their specific work tasks in compliance with Health and Safety regulations.

Every worker must protect his/her own health and safety by observing safe work practices and procedures, reporting unsafe work conditions and be willing to get the training necessary to perform their duties. Workers are, by having safe work ethics, the main contributors towards their own safety and that of their fellow workers.

The Council of The City of Temiskaming Shores through the forming of a Health and Safety Committee has established health and safety policies and guidelines. Having all parties committed to health and safety is in the best interest of everyone.

Commitment to health and safety shall form an integral part of this organization from Council, City Manager and Workers through to the newly hired employee.

***GUIDELINES FOR THE
STRUCTURE AND FUNCTION OF THE
JOINT HEALTH AND SAFETY COMMITTEES***

AS AGREED UPON BETWEEN

EMPLOYER

AND

WORKER

**CITY OF TEMISKAMING SHORES
JOINT HEALTH AND SAFETY COMMITTEES
2025**

PREAMBLE

1. It is a requirement of the Occupational Health and Safety Act to establish a policy which encourages the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
2. Through joint education programs, joint investigations of situations and joint resolution of situations, the workplace will become safer and healthier for all employees.
3. The City of Temiskaming Shores and its employees have established Joint Health and Safety Committees under the Occupational Health and Safety Act and have reached an understanding as to the guidelines for the composition, practice and procedure thereof.
4. The parties acknowledge that a Joint Health and Safety Program can only be successful where everyone in the workplace is committed to these responsibilities. Therefore, the parties undertake to co-operate in ensuring that these guidelines and the full intent of the Occupational Health and Safety Act will be carried out by their respective organizations.
5. The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committees and its members by providing such information, training and assistance as may reasonably be required for the purpose of carrying out their responsibilities.

FOR THE EMPLOYER

City Manager

FOR THE WORKERS

Health & Safety Committee
Secretary

1. STRUCTURE OF COMMITTEE

- 1.1 A TSJHS Committee will be formed at a workplace at which twenty or more workers are regularly employed and will consist of at least two persons where at least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.
- 1.2 The TSJHS Committees shall endeavor to meet on a monthly basis, but not less than quarterly, as decided upon by the Committee members. The co-chairpersons may call special meetings when deemed necessary.
- 1.3 There shall be two (2) co-chairpersons, one (1) from the employer and one (1) from the workers; who shall alternate the chair at meetings.
- 1.4 A co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

2. FUNCTIONS OF JHSC

- 2.1 To attain the spirit of the Occupational Health and Safety Act, the functions of the TSJHS Committees shall be:
 - (a) To identify, evaluate and make recommendations to resolve matters pertaining to the health and safety in the workplace to appropriate senior management.
 - (b) To encourage education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
 - (c) The TSJHS Committees will address matters related to Designated Substance Regulations and WHMIS where applicable.
 - (d) To deal with any health and safety matter that the TSJHS Committees deem appropriate.

Inspections

- 2.2 A minimum of two (2) employees, at least one being certified, as appointed by the TSJHS Committees, shall perform workplace inspections.
- 2.3 All health and safety concerns raised during the physical inspection will be recorded and prioritized on workplace inspection forms.

- 2.4 Workplace and follow-up inspections upon completion shall be distributed to the appropriate Division Head, for his/her review and comment, to the TSJHS Committees and to the City Manager within two (2) days. The appropriate Division Head will inform the TSJHS Committees of the status of the outstanding items by the next TSJHS Committees meeting.

Recommendations of the JHSC

- 2.5 The employer or his designate shall respond within twenty-one (21) days with regard to written or minuted TSJHS Committees recommendations. The written response shall indicate the employer's assessment of the TSJHS Committees recommendation and specify what action will, or will not (with explanations) be taken. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

Accidents and Accompaniment

- 2.6 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate all serious workplace accidents, and incidents that have the potential for a serious accident. The inspection team will be responsible for overseeing that the requirements prescribed in the O.H.S.A. are met.
- 2.7 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate work refusals, the City Manager and the Ministry of Labour will be informed in writing, the name(s) of the worker(s) so designated.
- 2.8 A TSJHS Committees member who represents workers shall be consulted concerning proposed workplace testing strategies related to industrial hygiene. A member of the TSJHS Committees shall be entitled to be present during such testing.

3. MINUTES OF MEETINGS

- 3.1 The TSJHS Committees will designate a secretary for the meetings, to take minutes and be responsible for having the minutes typed, circulated and filed within one (1) calendar week of the meeting, or as the TSJHS Committees may from time to time instruct. Minutes of the meeting will be reviewed and edited where necessary, by the co-chairpersons, then signed and circulated to all TSJHS Committees members, Department Heads and a copy forwarded to the City Manager. Agenda items will be identified by a reference number, and be readily available in a proper filing system.

4. QUORUM

- 4.1 The TSJHS Committees shall have a quorum of two (2) members present in order to conduct business. One co-chairperson must be present in order to conduct business. If a co-chairperson is absent, the other co-chairperson will chair the meeting. The number of employer members shall not be greater than the number of worker members.

5. PAYMENT FOR ATTENDANCE AT MEETINGS

- 5.1 As per the Collective Agreement between the City of Temiskaming Shores and the CUPE Local 5014.

6. MEETING AGENDA

- 6.1 The co-chairpersons will prepare an agenda and forward a copy of the agenda to all TSJHS Committees members at least two days in advance of the meeting.
- 6.2 The TSJHS Committees may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.
- 6.3 All items are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.

7. GENERAL

- 7.1 All employees will be encouraged to discuss their problems with their immediate supervisor before bringing it to the attention of the TSJHS Committees.
- 7.2 TSJHS Committees members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.
- 7.3 Medical or trade secret information will be kept confidential by all TSJHS Committees members.
- 7.4 Any amendments, deletions or additions to these Guidelines must have the consensus of the total TSJHS Committees and shall be set out in writing and attached as an Appendix to these Guidelines and approved by Administration and/or Municipal Council.
- 7.5 **Please Note:** These guidelines provide a framework for an effective functioning TSJHS Committees. References can be made to the Occupational Health and Safety Act and its guidebook. Employer must

prepare and review at least annually a written Occupational Health and Safety Policy, and must develop and maintain a program to implement that policy (Section 25(2)(j)). This should be accomplished in consultation with the TSJHS Committees.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2010-082
BEING A BY-LAW TO ADOPT A HARASSMENT IN THE WORKPLACE
PREVENTION POLICY FOR THE CITY OF TEMISKAMINGS SHORES

WHEREAS Bill 168, *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* received Royal Ascent in December 2009;

AND WHEREAS the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* requires municipalities to have in place, no later than June 15, 2010, policies to prevent harassment and violence in the workplace;

AND WHEREAS under Section 32.0.1 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall, prepare a policy with respect to workplace harassment and review the policy as often as is necessary, but at least annually;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores has adopted By-law 2005-025, being a by-law to adopt a *Harassment Policy*, at its Regular Meeting held on March 25, 2005;

AND WHEREAS By-law 2005-025 must be updated in order to meet the requirements of the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores deems it desirable to adopt a *Harassment in the Workplace Prevention Policy* to ensure compliance with the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended;

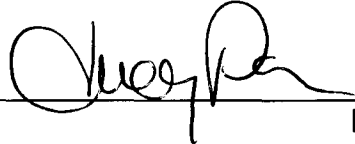
AND WHEREAS at the Committee-of-the-Whole meeting held on May 4, 2010, Council reviewed Administrative Report CS-018-2010 and adopted a recommendation directing staff to review By-law No. 2005-025 and recommend any required changes in order to become compliant with the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*;


AND WHEREAS Council considered a Supplemental Administrative Report (CS-018-01-2010) at a Special Committee-of-the-Whole meeting held on June 18, 2010 and adopted the recommendation contained in the said report;

NOW THEREFORE the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the ***Harassment in the Workplace Prevention Policy*** identified as Schedule "A" attached hereto and forming part of this by-law be hereby approved and adopted;
2. That By-law No. 2005-025 is hereby repealed; and
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15th day of June, 2010.


MAYOR


CLERK



**SCHEDULE “A” TO
BY-LAW NO. 2010-082**

HARASSMENT IN THE WORKPLACE PREVENTION POLICY

**ADOPTED BY COUNCIL
June 15, 2010**



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

HARASSMENT IN THE WORKPLACE PREVENTION POLICY

TABLE OF CONTENTS

- 1. Policy Statement and Purpose**
- 2. Scope**
- 3. Definitions**
- 4. Responsibilities**
- 5. Discriminatory or Harassing Behaviours**
- 6. Compliance**
- 7. Reprisal**
- 8. Confidentiality**

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

HARASSMENT IN THE WORKPLACE PREVENTIONS POLICY

1.0 POLICY STATEMENT AND PURPOSE

Employees of The Corporation of the City of Temiskaming Shores, hereinafter called the "Employees" have a statutory right to work in an environment free from harassment. As an Employer, The Corporation of the City of Temiskaming Shores, hereinafter called the "Corporation" does not tolerate harassment in any form. In this diverse and equitable workplace, all employees will have the opportunity to contribute fully to the City of Temiskaming Shores' mission, vision, values and each employee's unique contribution will be respected.

The Corporation's objective, in adopting this policy, is to foster a climate of understanding and mutual respect for the dignity and worth of each individual.

2.0 SCOPE

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary, probationary and contract employees and to students and volunteers.

Members of the general public, visitors to City facilities, individuals conducting business with the City of Temiskaming Shores and employees of contractors or other organizations providing services to the City are expected to refrain from harassment towards employees. Should such harassment occur, the City will take all available steps to ensure a workplace free from harassment.

3.0 DEFINITIONS

Abuse of Authority: An individual's improper use of power and authority inherent in the position held, to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in any way interfere with or influence the career of such person. It includes such acts or misuse of power as intimidation, threats or coercion. Abuse of Authority must be linked to prohibited grounds as identified in the Ontario Human Rights Code to fall under this policy.

Complainant: Any party who makes a complaint.

Discrimination: Discrimination means differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more of the prohibited grounds of discrimination and which thus has an adverse impact on the individual or group of individuals. Discrimination may be intentional or unintentional.

Employee: All employees of the City of Temiskaming Shores union and non-union, including but not limited to, regular, temporary, probationary and contract employees and to students and volunteers.

Harassment: One or a series of vexatious comments or instances of conduct that is known or ought reasonably to be known to be unwelcome or unwanted. This conduct may be offensive, intimidating, hostile or inappropriate, based on the prohibited grounds set out in the Ontario Human Rights Code.

Harassment which occurs outside the workplace but which proves to have repercussions in the work environment, adversely affecting employee relations, may also be defined as workplace harassment.

Respondent: Any party who is the subject of a complaint (ie. a complaint is made against them).

Sexual Harassment: Unwanted or unwelcome actions or comments of a sexual or gender-related nature. Sexual harassment does not have to be sexually related. Stereotypical comments or actions about one gender or the other can be a form of sexual harassment. Sexual harassment happens most often to women, but it can also happen to men or between members of the same sex. Usually sexual harassment is a pattern of behaviour that occurs frequently over a period of time. However a single incident can be serious enough to be considered sexual harassment.

Systemic Harassment/Discrimination: Policies, practices, procedures, actions or inactions that appear neutral, but have an adverse impact associated with one or more of the provisions of the Ontario Human Rights Code.

Workplace: Any building or part of a building in which one or more employees work, including employee eating, changing and lounge areas, and any vehicle or conveyance, or any area including outside worksites where employees perform their duties.

4.0 RESPONSIBILITIES

Shared Responsibilities

All employees have the right to work in an environment free from harassment and discrimination. All employees share the responsibility to support human rights and equality.

Employer Responsibilities

The City of Temiskaming Shores is responsible for:

- Providing a workplace free from all forms of harassment and discrimination, including sexual harassment.

- Ensuring corporate policies and procedures comply with the Ontario Human Rights Code.
- Providing Human Rights awareness education to all employees.
- Creating an environment that encourages the reporting of all incidents of harassment and discrimination.
- Providing a process to handle and investigate harassment and discrimination complaints, effectively, fairly and expeditiously.

Human Resources Responsibilities:

- Develop and maintain program (procedures) to implement policy.
- Provide assistance and support for management and staff as required.
- Coordinate the investigation of complaints filed under this policy.

Management Responsibilities

Management staff are responsible for providing a workplace free of harassment and discrimination and for intervening if harassment or discrimination occurs. They must ensure that harassment and discrimination are not tolerated, ignored or condoned.

Management staff are responsible for not only their own actions, but also for dealing with the actions of staff under their supervision. The following are actions which management staff will undertake to prevent harassment and discrimination and to address perceived harassment and discrimination, or complaints by employees that they are being discriminated against or harassed.

- Set a good example by never engaging in, tolerating or condoning harassment or discrimination.
- Make all possible efforts to protect employees from harassment and discrimination.
- If harassment or discrimination is suspected, or if an employee complains that he or she is being harassed or discriminated against, action must be taken in accordance with this policy and the associated procedures. Management staff must approach an employee if harassment or discrimination is suspected because some employees may be embarrassed and/or reluctant to complain.
- Respond immediately to any complaints. Management staff who are aware of harassment or discrimination and do not take corrective action may be subject to disciplinary action, up to and including dismissal.
- Discipline employees who violate this policy.
- Depending on the nature of the incident, management staff may advise those involved of their option to contact the Police, or alternatively, may decide the situation warrants them to call the Police directly.
- In consultation with the Human Resources Department, provide employees who have been subjected to workplace harassment and their co-workers who witnessed the incident with appropriate supports.

Employee Responsibilities:

Employees share in the responsibility to ensure that their work environment is free from harassment and discrimination.

Employees must not engage in any behaviour that is or may be perceived as harassment or discrimination. Employees are strongly encouraged to report incidents of harassment, discrimination, or retaliation to their supervisors or managers or to the Human Resources Department.

It is the responsibility of every employee to co-operate fully in any attempts to resolve a complaint and to co-operate fully in the investigation of any complaint.

5.0 DISCRIMINATORY OR HARASSING BEHAVIOURS

Discriminatory or harassing behaviour results from actions directed at specific individuals or groups, or may be actions which are not directed at a particular individual, but have created a “poisoned environment” which is hostile, intimidating or offensive.

Prohibited Grounds Contained in the Ontario Human Rights Code:

Harassment or discrimination can occur based on:

- Race
- Sex or gender
- Colour
- Disability or perceived disability
- Ancestry
- Sexual orientation
- Place of origin (where one was born)
- Age
- Ethnic origin
- Marital status
- Same sex partnership status
- Citizenship
- Family status
- Creed (religion)
- Record of offence (in employment only)
- Receipt of public assistance (in housing/accommodation only)

Example of Harassing and Discriminatory Behaviours include, but are not limited to:

- Racial or ethnic slurs
- Written or verbal abuse or threats
- Unwelcome remarks, jokes, taunts, suggestions related to a person's body, attire, age, marital status, ethnic or racial origin, religion, disabilities, sexual orientation, or any prohibited grounds
- Practical jokes which result in embarrassment or insult or negatively affect work performance

- Abuse of authority which undermines performance or threatens careers
- Vandalism of personal property
- Displays of racist or other offensive or derogatory material
- Patronizing or condescending behaviour or language which reinforces stereotypes and undermines self respect
- Accessing, displaying, transmitting or storing (including on the City's computer network) material which violates any Canadian federal or provincial law or City by-law or directive, or is harassing, discriminatory, or obscene and conducive to a poisoned work environment. (See City of Temiskaming Shores Computer Acceptable Use Policy).

Examples of Sexual Harassment Behaviours include but are not limited to:

- Unwanted touching or patting
- Sexually suggestive or obscene remarks or gestures
- Leering (suggestive staring) at a person's body
- Display of sexually offensive material
- Making sexual requests or suggestions
- Unwelcome sexual flirtations, advances, propositions
- Sexual assault
- Sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that are by their nature, clearly embarrassing or offensive
- Derogatory or degrading remarks directed toward members of one sex or sexual orientation
- Verbal abuse or threats of a sexual nature.

6.0 COMPLIANCE

The Corporation of the City of Temiskaming Shores does not tolerate harassment in any form. Harassment is a serious matter and should be treated as such. Any employee who is found to have violated this Harassment in the Workplace Prevention Policy may be disciplined according to the severity of the actions, up to and including dismissal.

7.0 REPRISAL

Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.

8.0 CONFIDENTIALITY

The City of Temiskaming Shores will make every effort to ensure appropriate confidentiality where an incidence of harassment has occurred.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

BY-LAW NO. 2010-068

**BEING A BY-LAW TO ADOPT A VIOLENCE IN THE WORKPLACE PREVENTION
POLICY FOR THE CITY OF TEMISKAMINGS SHORES**

WHEREAS Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009 received Royal Ascent in December 2009;

AND WHEREAS the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* requires municipalities to have in place, no later than June 15, 2010, policies to prevent harassment and violence in the workplace;

AND WHEREAS under Section 32.0.1 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall, prepare a policy with respect to workplace violence and shall review the policy as often as is necessary, but at least annually;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores deems it desirable to adopt a *Violence in the Workplace Prevention Policy* to ensure compliance with the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended;

AND WHEREAS at the Committee of the Whole meeting held on May 4, 2010, Council acknowledged receipt of Report No. CS-018-2010 and adopted a recommendation authorizing the preparation of a by-law to adopt a *Violence in the Workplace Prevention Policy* in order to comply with the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*;

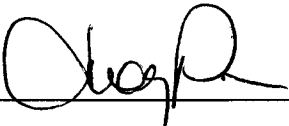
AND WHEREAS Council considered a Supplemental Administrative Report (CS-018-01-2010) at a Special Committee-of-the-Whole meeting held on June 18, 2010 and adopted the recommendation contained in the said report;

NOW THEREFORE the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the ***Violence in the Workplace Prevention Policy*** identified as Schedule "A" attached hereto and forming part of this by-law be hereby approved and adopted; and

2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15th day of June, 2010.



MAYOR



CLERK



**SCHEDULE "A" TO
BY-LAW NO. 2010-068**

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

**ADOPTED BY COUNCIL
June 15, 2010**



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

TABLE OF CONTENTS

- 1. Policy Statement and Purpose**
- 2. Scope**
- 3. Definitions**
- 4. Responsibilities**
- 5. Violent Workplace Behaviours**
- 6. Compliance**
- 7. Reprisal**
- 8. Confidentiality**

1.0 POLICY STATEMENT AND PURPOSE

The City of Temiskaming Shores is committed to providing a respectful, supportive, healthy, safe, accessible and inclusive work environment for all employees, who are entitled to work in an environment free from violence, threats of violence, intimidation and other disruptive behaviour. The City is also committed to providing a safe and respectful environment for all those who enter its facilities and access its services.

This policy defines Violence in the Workplace, and identifies the rights and responsibilities of employees and management. It establishes expectations about appropriate behaviour and clarifies the City's commitment to addressing inappropriate behaviour.

The City prohibits violence in the workplace, or at any work related and/or staff function, or in any other work-related circumstances. The City will be proactive in working with its employees to prevent violence in the workplace.

The intention of this policy is to prevent violence from taking place, and where necessary to act upon incidents of violent behaviour promptly, fairly, and judiciously. The most effective element in preventing violence in the workplace is education. The City will provide education, information and promote awareness of violence issues to foster a safe, secure and respectful workplace.

The City of Temiskaming Shores has also implemented policies on Harassment and Discrimination. Those policies may provide means for addressing concerns which do not fall within the provisions of the Violence in the Workplace Policy.

2.0 SCOPE

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary, probationary and contract employees and to students and volunteers.

Members of the general public, visitors to City facilities, individuals conducting business with the City of Temiskaming Shores and employees of contractors or other organizations providing services to the City are expected to refrain from violence towards employees. Should such violence occur, the City will take all available steps to ensure a workplace free from violence.

3.0 DEFINITIONS

Assault: Any willful attempt or threat to inflict injury upon another person, when coupled with an apparent ability to do so, and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Bullying: The misuse of power or position to persistently criticize and condemn; to openly humiliate and undermine an individual's ability. The bullying attacks on a person may be sudden, irrational and unpredictable.

Weapon: Anything used, or designed to be used, in destroying, defeating, threatening or injuring a person.

Workplace Violence:

- a) The exercise of physical force by a person against a worker in the workplace that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

Workplace: Any building or part of a building in which one or more employees work, including employee eating, changing and lounge areas, and any vehicle or conveyance, or any area including outside worksites where employees perform their duties.

4.0 RESPONSIBILITIES

Shared Responsibilities

Since all employees have the right to work in an environment free from violence, all employees share the responsibility to support a violence free workplace.

Employer Responsibilities

The City of Temiskaming Shores is responsible for:

- Providing a workplace free from all forms of violence, threats of violence, intimidation and other disruptive behaviour.
- Providing violence awareness education and information to employees, including training in conflict resolution and violence prevention for managers and supervisors where appropriate.
- Creating an environment that encourages victims of violence and witnesses to report all incidents of violence.

Human Resources Responsibilities:

- Develop and maintain program (procedures) to implement policy.
- Provide assistance and support for management and staff as required.
- Coordinate the investigation of complaints filed under this policy.

Management Responsibilities

Management staff are expected to provide employees with a safe work environment, free from violence, threats of violence, intimidation and other disruptive behaviour. They must ensure that violence is not tolerated, ignored or condoned.

Management staff are responsible for not only their own actions, but also for dealing with the actions of staff under their supervision. The following are steps which management staff will undertake to prevent violence in the workplace and to address violent behaviour:

- If violence occurs or if management staff becomes aware of violence in the workplace, or the threat of violence, action must be taken in accordance with this policy. Management staff must approach an employee if violence or the threat of violence is suspected because some employees may be embarrassed or reluctant to report a violent incident, or threat of violence. In some circumstances, it may be necessary for management staff to report incidents of violence if the employee who is the victim of violence is reluctant, too frightened or otherwise unable to do so. Management staff who do not take corrective action may be subject to disciplinary action.
- Discipline those employees found to have violated this policy.
- Depending on the nature of the violent incident, management staff may advise those involved of their option to contact the Police, or alternatively, may decide the situation warrants them to call the Police directly.
- In consultation with the Human Resources Department, provide employees who have been subjected to workplace violence and their co-workers who witnessed the incident with appropriate supports.

Employee Responsibilities

Employees share the responsibility to ensure that their work environment is free from violence, threats of violence, intimidation and other disruptive behaviour.

Employees must not threaten violence or engage in any violent behaviour in the workplace, at any work related functions, or in any other work related circumstances. This includes but is not limited to:

- Engaging in or threatening violence and/or using any City resources such as workplace phones, fax machines, mail or email to perpetrate or threaten violence.
- Engaging in violence or threatening violence which has arisen out of a workplace incident or relationship while away from the workplace.

Employees must report any incidents of violence or threatened violence in the workplace, to supervisors or managers, or directly to the Human Resources Department. If a criminal act, or suspected criminal act has occurred, employees are to report the incident to the Police and shall notify the Human Resources Department.

Employees are expected to co-operate fully in any investigation of a violent incident.

Employees are expected to treat all other employees and members of the public with respect and dignity.

5.0 VIOLENT WORKPLACE BEHAVIOURS

Workplace violence may be physical or psychological in nature. Examples of violent workplace behaviours may include but are not limited to the following:

- Assault or Battery (with or without a weapon) including shoving, hitting, pushing or kicking
- Behaviour intended to intimidate, such as vandalism, arson, sabotage, or throwing objects
- Displays of any kind of weapon
- Verbal or written threats
- Threatening messages transmitted through third parties
- Intimidation and bullying
- Joking which harasses or intimidates

6.0 COMPLIANCE

The Corporation of the City of Temiskaming Shores does not tolerate violence in any form. Violence is a serious matter and should be treated as such. Any employee who is found to have violated this *Violence in the Workplace Prevention Policy* may be disciplined according to the severity of the actions, up to and including dismissal.

7.0 REPRISAL

Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.

8.0 CONFIDENTIALITY

The City of Temiskaming Shores will make every effort to ensure appropriate confidentiality where an incidence of violence has occurred.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2010-126
BEING A BY-LAW TO ADOPT A
HARASSMENT AND VIOLENCE IN THE WORKPLACE PREVENTION PROGRAM
FOR THE CITY OF TEMISKAMING SHORES

WHEREAS Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009 received Royal Assent in December 2009;

AND WHEREAS the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* requires municipalities to have in place policies to prevent harassment and violence in the workplace;

AND WHEREAS under Section 32.0.1 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall, prepare a policy with respect to workplace violence and a policy with respect to workplace harassment and shall review the policies as often as is necessary, but at least annually;

AND WHEREAS at its Regular meeting held on June 15, 2010, the Council of The Corporation of the City of Temiskaming Shores adopted By-laws 2010-068 and 2010-082, policies with respect to workplace violence and workplace harassment;

AND WHEREAS under Section 32.0.2 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a);

AND WHEREAS under Section 32.0.6 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall develop and maintain a program to implement the policy with respect to workplace harassment required under clause 32.0.1 (1) (b);

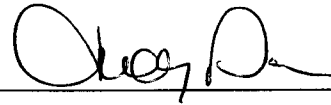
AND WHEREAS at the Committee of the Whole meeting held on September 7, 2010, Council acknowledged receipt of Report No. CS-036-2010 and adopted a recommendation authorizing the preparation of a by-law to adopt a *Harassment and Violence in the Workplace Prevention Program* in order to comply with the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* in support of By-laws 2010-068 and 2010-082, for Council's consideration.

NOW THEREFORE the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

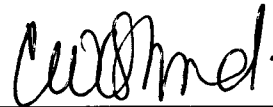
1. That the *Harassment and Violence in the Workplace Prevention Program* identified as Schedule "A" attached hereto and forming part of this by-law be hereby approved and adopted; and

2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 21st day of September, 2010.



MAYOR



CLERK



Discover a whole new Ontario • Découvrez un tout nouvel Ontario

**SCHEDULE "A" TO
BY-LAW NO. 2010-126**

Harassment and Violence in the Workplace Prevention Program

**ADOPTED BY COUNCIL
on September 21, 2010**



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

HARASSMENT AND VIOLENCE IN THE WORKPLACE PREVENTION PROGRAM

TABLE OF CONTENTS

1. Program Purpose
2. Responsibility
3. Specific Responsibilities
4. Mandatory Program Components
5. Reporting and Investigating Incidents of Workplace Harassment and/or Violence
6. Instruction to Employees
7. Instruction to Supervisors

APPENDICES:

- “A” Workplace Hazard Assessment Form
- “B” Signs and Notices for Posting
- “C” Required Contents of a Department Emergency Action Plan
- “D” Violent Incident Investigation Checklist
- “E” Municipal Report of Incident/Accident/Injury
- “F” List of Contacts

1.0 PURPOSE

This Harassment and/or Violence in the Workplace Procedure supports the City of Temiskaming Shores' Harassment and Violence in the Workplace Prevention Policies by outlining specific preventive actions to discourage and prevent acts of harassment and/or violence in the workplace before they occur. The procedure further outlines corrective measures to take in the event acts of harassment and/or violence occur in spite of all reasonable efforts to prevent them and the measures that can be taken to support employees who are affected by such harassment and/or violence.

The City of Temiskaming Shores is committed to providing a safe and healthy work environment.

2.0 RESPONSIBILITY:

Everyone is responsible for creating and maintaining a safe workplace to the extent of each person's authority and ability to do so. It is the responsibility of every City of Temiskaming Shores' employee to assist and cooperate in making the workplace as safe and secure as possible.

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary and contract employees, students and volunteers.

Members of the general public, visitors to City facilities, or individuals conducting business with the City of Temiskaming Shores, are expected to refrain from any form of harassment and/or violence. The City will take any necessary steps to ensure a workplace free from harassment and violence.

Since all employees have the right to work in an environment free from harassment and violence, all employees share the responsibility to support a harassment and violence free workplace.

3.0 SPECIFIC RESPONSIBILITIES:

A) Human Resources Department:

- Will actively monitor industry standards and available current information on "Harassment and Violence in the Workplace Prevention" issues and provide information to and consult with department management to allow for the most effective implementation of Harassment and Violence in the Workplace Prevention policies.
- Will participate in the investigation of reported harassment and violence related incidents in the workplace and will assist department management and Joint Health and Safety Committees in implementing proper programs/controls in response to such incidents.
- Will review, analyze and track all reported incidents of harassment and violence in City of Temiskaming Shores facilities and operational activities.

- Will review and provide input on all work practices, operational controls and training programs as may be developed by departments to address specific department needs.

B) Departments:

- Departments are responsible for implementing this procedure and for establishing specific program controls to prevent incidents of harassment and violence in their workplaces. All harassment and violence prevention controls must be developed in consultation with the respective Joint Health and Safety Committees.
- Each Department will be required to facilitate the implementation and continued visibility of the Harassment and Violence in the Workplace Prevention Policies and Procedures.

4.0 MANDATORY PROGRAM COMPONENTS:

In developing work practices, operational procedures and staff training programs to prevent workplace harassment and violence, specific circumstances appropriate to each Department's operation must be considered. Such planning and strategizing will be conducted on City workplaces and will include consultation with workplace stakeholders.

When implementing this procedure the following four components must be included, as a minimum:

A) Violence Hazard Assessment:

The potential risk of harassment and violence in particular workplaces must be assessed. Each Department shall arrange for a hazard assessment to be conducted at each work location, in consultation with the appropriate Joint Health and Safety Committee.

As part of such assessments, all employees at the work location will be afforded the opportunity to voluntarily participate in a Hazard Assessment Questionnaire (**attached as Appendix A**). The Hazard Assessment Questionnaire will be completed in a suitable manner determined by the department management. Furthermore, Management, in consultation with the Joint Health and Safety Committee, may modify the questionnaire for the specific work location, to properly reflect the specific hazards identified.

B) Signs and Notices:

Each Department will ensure that appropriate signs, (**attached as Appendix B**), indicating the City of Temiskaming Shores does not tolerate any acts of harassment and/or violence in the workplace, are posted in conspicuous areas throughout the Department.

C) Emergency Plans:

Departments are responsible for developing and implementing departmental Emergency Plans to address issues involving severe acts of harassment and violence.

The plan shall be updated and reviewed with workers annually, particularly if there is turnover among employees or a change to the facility or a work process.

For information on the required contents of an "emergency action plan" please see list (**attached as Appendix C**).

D) Information/Training:

Training is a critical component of any harassment and violence prevention strategy. Training is necessary for employees, supervisors, and staff members at any work location where responding to an incident of workplace harassment or violence may occur. Providing appropriate training informs employees that management will take threats seriously, encourages employees to report incidents, and demonstrates management's commitment to deal with reported incidents.

5.0 PROCEDURE FOR REPORTING AND INVESTIGATING ACTUAL OR POTENTIAL INCIDENTS OF WORKPLACE VIOLENCE:

All reports of incidents or potential incidents of harassment or violence will be taken seriously and will be dealt with by the immediate supervisor in an appropriate and timely fashion.

Reporting Emergencies: (Immediate danger; weapons involvement; physical injury related to violent behaviour; and obvious signs of abusive threatening behaviour)

For threats of violence, assaults or other violent incidents the supervisor must be contacted immediately, if possible, and if necessary the Police.

After request for Police involvement and proper control of the emergency the event particulars shall be recorded by the supervisor on the "Municipal Report of Incident or Injury" form, (**attached as Appendix D**).

Reporting Non-Emergencies: (Verbal threats; actions and/or activities that may in the future lead to activities that may result in an emergency)

Employees are encouraged to report threatening statements or behaviour that gives one reasonable grounds to believe that there is a potential for workplace violence immediately to the immediate supervisor, who will determine the appropriate response. Such reports may assist in identifying patterns of potential violence and may assist in the prevention of emergency situations in the future.

The immediate supervisor, once made aware of such allegations, may contact the Human Resources Department for advice and direction as may be necessary.

Workplace harassment and/or violence may extend off City property and may occur outside of normal working hours. Therefore this procedure will apply for any of the above listed behaviours that are determined through investigation to stem from, or are related to or can be linked back to the individuals' employment with the City.

Detailed Investigation:

The supervisor, in consultation with the Human Resources Department may initiate a detailed, formal investigation consulting with other workplace stakeholders, as necessary, and initiate appropriate corrective action as may be determined through the investigation.

A report will be filed using the "Municipal Report of Incident or Injury" form and the "Violent Incident Investigation Checklist" form (**attached as Appendix D and E**).

During investigations fairness, impartiality, privacy and confidentiality issues as well as legislative requirements will be a primary consideration.

Support Services/Medical Assistance:

In the event of an incident of workplace violence resulting in physical injury, access to appropriate first aid or medical aid will be provided by the employee's Supervisor, as required under the WSIB Act. Ambulance or Police may be contacted depending on the severity of the injury.

Once the injured employee has received the required care, the Supervisor will complete the "Municipal Report of Incident or Injury" form, as in any other incident involving workplace injury (**attached as Appendix D**), to ensure proper adjudication of the workplace injury by the WSIB.

6.0 INSTRUCTION TO EMPLOYEES:

All employees of the City of Temiskaming Shores are encouraged to report any legitimate intimidation, threats or acts of violence. Employees should be confident that issues reported to their immediate Supervisor will be treated with sensitivity, fairness and impartiality, while maintaining privacy and confidentiality considerations at all times.

This procedure will be communicated to all workers through Memos to Supervisors, will be reviewed with Staff annually and shall be clearly referenced on all violence related notices/signs that are posted.

Each Department is required to conduct a review of their "department violence in the workplace prevention procedure" annually, in consultation with the Joint Occupational Health and Safety Committee, and to revise it as necessary.

Questions or concerns regarding the department procedure may be directed to the immediate supervisor or the Human Resources Department.

7.0 INSTRUCTION TO SUPERVISORS:

Any supervisor, who receives a report of a violation or alleged violation of this procedure, shall evaluate the suspected violation and shall consult with the Human Resources Department.

Supervisors shall respond to any emergency situations related to violence in the workplace by contacting 911 and activating the department emergency response plan as may be necessary.

Supervisors shall deal with all such issues brought to their attention with sensitivity, fairness, and impartiality. Privacy and confidentiality considerations shall be applied at all times when dealing with such issues.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Temiskaming Shores disciplinary policy and will be based on the merits of the specific case.



Appendix: A

Workplace Hazard Assessment Form

This form is designed to help management, workers and members of Joint Health and Safety Committees carry out an assessment of the potential risks of violence associated with the activities carried out in their Departments and to respond accordingly to any identified risks. Completion of this form supports the City of Temiskaming Shores' effort to implement the Violence in the Workplace Prevention Procedure.

Name: _____

Title: _____

Department: _____

Date: _____

Part 1:

Describe your department and types of activities performed by employees.

Action to be taken:

Part 2:

Have there been incidents when employees in your department have experienced verbal abuse? Please describe.

Action to be taken:

Part 3:

Do employees in your department work with money or other valuables? Please describe.

Action to be taken:

Do employees in your department work with people who regularly "act out"? Please describe.

Action to be taken:

Do employees in your department monitor or regulate the activity of others or carry out processes or make decisions which adversely affect others? Please describe.

Action to be taken:

Do employees in your department work with projects that may elicit a negative or confrontational response? Please describe.

Action to be taken:

Part 4:

Does any employee in your department work alone during normal working hours? Please describe.

Action to be taken:

Does any employee within your department work alone after normal working hours? Please describe.

Action to be taken:

Please describe any precautions already taken to safeguard members at your work location who work alone.

Part 5:

Please describe other factors at your work location or in your work activities which you feel might increase the risk of violence or harassment.

Any additional comments you would like to make that which apply to your job(s) that were not covered in any of the questions above.

Appendix: B

Signs and Notices for Posting



The City of Temiskaming Shores in
support of a safe and healthy work
environment.

Violence and/or Harassment will not be
tolerated at any time.

The City of Temiskaming Shores is
committed to maintaining a safe and
positive atmosphere at all City Facilities.

In accordance with By-laws 2010-068 and 2010-082.



Department Emergency Action Plan Requirements

A department emergency action plan should include, as a minimum:

- Procedures for calling for help;
- Procedures for calling for medical assistance;
- Procedures for notifying the proper authorities (security personnel and the police);
- Emergency escape procedures and routes, (could be the same as Fire Emergency Evacuation Plan);
- Safe places to escape inside and outside of the facility;
- Securing the work area where the incident took place;
- Procedures for accounting for all employees if a facility is evacuated, (may be the same as Fire Emergency Evacuation Plan);
- Identifying personnel who may be called upon to perform medical or rescue duties and;
- Training and educating employees in workplace violence issues and the emergency action plan.

The emergency response plan for each department workplace must consider any additional specific issues that may exist at a specific work place but which may not be covered in the list above.

Violent Incident Investigation Checklist

Use this checklist for violent incident investigations to ensure all aspects of the incident have been reviewed. Prepare an Incident Report based on your findings.

- Names, addresses, telephone numbers of complainants, assailants and witnesses ☐
- Occupation of complainants, assailants and witnesses ☐
- Date and time of incident ☐
- Date and time of incident reported to employer ☐
- Exact location of incident ☐
- Exact location of complainants, assailants and witnesses ☐
- Activities of complainants, assailants and witnesses before, during and after the incident ☐
- Statements of witnesses and their locations ☐
- Details explanation of events in order of occurrence ☐
- Complainant's account of events ☐
- Assailant's account of events ☐
- Unusual activity that may have contributed to incident ☐
- Photographs and/or diagrams ☐

Appendix: E

MUNICIPAL REPORT OF INCIDENT/ACCIDENT/INJURY

Report No.: _____

1. Identification	Employee name (last name, first name)		Department:		Trade/Job Title:	
	Injury Sustained: <input type="checkbox"/> No Injuries <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Attention <input type="checkbox"/> Fatality					
	Days Lost (if known):		Attending Physician:		Names of First Aiders:	
	Date & Time Last Worked: _____ YY-MMM-DD TIME		Date & Time Returned to Work _____ YY-MMM-DD TIME		Names of Eyewitnesses:	
	Incident Date _____ YY-MMM-DD		Incident Time _____ : _____ circle am pm		Was the person working overtime <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Incident Type	Select <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> caught by pinned <input type="checkbox"/> chemical exposure <input type="checkbox"/> contact with sharp object <input type="checkbox"/> contact with heat source <input type="checkbox"/> contact with cold temperature <input type="checkbox"/> electricity contact </div> <div style="width: 33%;"> <input type="checkbox"/> explosion <input type="checkbox"/> falling/flying object <input type="checkbox"/> fall (fall height: _____ feet) <input type="checkbox"/> fire exposure <input type="checkbox"/> impact/struck by _____ <input type="checkbox"/> motorized vehicle incident </div> <div style="width: 33%;"> <input type="checkbox"/> near miss <input type="checkbox"/> physical strain/exertion <input type="checkbox"/> radiation exposure <input type="checkbox"/> slip/trip <input type="checkbox"/> water related incident <input type="checkbox"/> other: _____ </div> </div>					
3. Incident Description	Describe the sequence of events leading to the incident and any injuries that resulted (include the task being performed and the employee's activities as well as any dimensions, weight, etc.)					
	Describe any action taken as a result of the incident.					
	Parts of the body injured (eg. Left arm, lower back, right elbow, head, etc.)					
	What was the nature of the injury? (eg. Bruise, broken bone, strain/sprain, burn, etc.)					

4. Activities	<p>What was the person doing at the time (select a maximum of 3)</p> <div> <input type="checkbox"/> body movement/posture <input type="checkbox"/> office work <input type="checkbox"/> working in/under water </div> <div> <input type="checkbox"/> driving <input type="checkbox"/> operating equipment <input type="checkbox"/> working with/near electricity </div> <div> <input type="checkbox"/> handling chemicals <input type="checkbox"/> repetitive activity <input type="checkbox"/> other: _____ </div> <div> <input type="checkbox"/> manual material handling <input type="checkbox"/> working at height </div>
5. Location	<p>Incident location (for example: unit #, building, area, rural route, lot, concession number, construction site, etc.)</p>
6. People	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <div> <input type="checkbox"/> health/pre-existing condition <input type="checkbox"/> lack of skills/training <input type="checkbox"/> unsafe behaviour </div> <div> <input type="checkbox"/> inattention <input type="checkbox"/> misjudgment <input type="checkbox"/> unsuitable clothing </div> <div> <input type="checkbox"/> lack of experience/knowledge <input type="checkbox"/> overexertion <input type="checkbox"/> other: _____ </div>
7. Procedures	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <div> <input type="checkbox"/> hazard not identified <input type="checkbox"/> procedures not available <input type="checkbox"/> verbal instructions only </div> <div> <input type="checkbox"/> incorrect procedures used <input type="checkbox"/> procedures not clear </div> <div> <input type="checkbox"/> job planning not sufficient <input type="checkbox"/> procedures not sufficient <input type="checkbox"/> other: _____ </div> <div> <input type="checkbox"/> no instructions given <input type="checkbox"/> procedures not used/followed </div>
8. Hardware	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <div> <input type="checkbox"/> equipment/tool defective <input type="checkbox"/> inadequate PPE <input type="checkbox"/> physical barrier not used </div> <div> <input type="checkbox"/> equipment/tool failure <input type="checkbox"/> incorrect PPE <input type="checkbox"/> physical barrier unavailable </div> <div> <input type="checkbox"/> equipment/tool inadequate <input type="checkbox"/> PPE not used <input type="checkbox"/> poor location/orientation </div> <div> <input type="checkbox"/> equipment/tool incorrect <input type="checkbox"/> PPE not available <input type="checkbox"/> poor PPE design </div> <div> <input type="checkbox"/> equipment/tool unavailable <input type="checkbox"/> physical barrier failure <input type="checkbox"/> other: _____ </div> <div> <input type="checkbox"/> failure of PPE <input type="checkbox"/> physical barrier inadequate </div> <div> <input type="checkbox"/> inadequate design <input type="checkbox"/> physical barrier incorrect </div>
9. Physical Environment	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <div> <input type="checkbox"/> animals, insects, plants <input type="checkbox"/> inaccessible/awkward location <input type="checkbox"/> structural failure </div> <div> <input type="checkbox"/> cold environment <input type="checkbox"/> inadequate lighting <input type="checkbox"/> uneven surfaces </div> <div> <input type="checkbox"/> confined space <input type="checkbox"/> inadequate ventilation <input type="checkbox"/> windy conditions </div> <div> <input type="checkbox"/> dark, night conditions <input type="checkbox"/> inadequate visibility <input type="checkbox"/> workers at height </div> <div> <input type="checkbox"/> dusty environment <input type="checkbox"/> rainy conditions <input type="checkbox"/> workers overhead </div> <div> <input type="checkbox"/> energized equipment <input type="checkbox"/> sharp objects <input type="checkbox"/> other: _____ </div> <div> <input type="checkbox"/> erosion, corrosion <input type="checkbox"/> slippery surface </div> <div> <input type="checkbox"/> hot environment <input type="checkbox"/> snow/ice </div>
10. Root Cause	<p>Select at least one root cause.</p> <div> <input type="checkbox"/> communication <input type="checkbox"/> personnel performance <input type="checkbox"/> training </div> <div> <input type="checkbox"/> housekeeping <input type="checkbox"/> policies and procedures <input type="checkbox"/> task design </div> <div> <input type="checkbox"/> job planning <input type="checkbox"/> responsibilities <input type="checkbox"/> workplace layout </div> <div> <input type="checkbox"/> maintenance <input type="checkbox"/> supervision <input type="checkbox"/> other: _____ </div>
11. Energies	<p>Select the energies present.</p> <div> <input type="checkbox"/> biological <input type="checkbox"/> gravity <input type="checkbox"/> noise </div> <div> <input type="checkbox"/> body mechanics <input type="checkbox"/> lights <input type="checkbox"/> non-ionizing radiation </div> <div> <input type="checkbox"/> chemical <input type="checkbox"/> ionizing radiation <input type="checkbox"/> pressure </div> <div> <input type="checkbox"/> electrical <input type="checkbox"/> mechanical <input type="checkbox"/> thermal/heat/cold </div>
12. Activities	<p>What type of work was being performed?</p> <div> <input type="checkbox"/> emergency <input type="checkbox"/> routine <input type="checkbox"/> training </div>

13. Corrective Measures	What are the recommended corrective measures? (Select a maximum of 9) <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> communication changes</div> <div style="width: 33%;"><input type="checkbox"/> policy change</div> <div style="width: 33%;"><input type="checkbox"/> raise awareness</div> <div style="width: 33%;"><input type="checkbox"/> equipment/hardware changes</div> <div style="width: 33%;"><input type="checkbox"/> procedure changes</div> <div style="width: 33%;"><input type="checkbox"/> responsibility changes</div> <div style="width: 33%;"><input type="checkbox"/> PPE changes</div> <div style="width: 33%;"><input type="checkbox"/> safety program changes</div> <div style="width: 33%;"><input type="checkbox"/> workplace changes</div> <div style="width: 33%;"><input type="checkbox"/> planning/scheduling</div> <div style="width: 33%;"><input type="checkbox"/> training program changes</div> <div style="width: 33%;"><input type="checkbox"/> other: _____</div> </div>				
14. Review	Distribution				
	Prepared by:	Date prepared:	Title:	Location:	Employee's signature
	Supervisor:	Date Reviewed (yy/mm/dd)	Comments: <div style="margin-top: 10px;"> <input type="checkbox"/> Department Director <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee </div>		
	Department Director:	Date Reviewed (yy/mm/dd)			
	JHSC Contact:	Date Reviewed (yy/mm/dd)			

List of Contacts

Emergency Phone Numbers

Please fill in the "Emergency Phone Numbers" appropriate for your building. Copy this box and tape on your desk by your phone or somewhere else close to your phone for handy reference.

(Copies of this card also can be made.)

Police Emergency, Fire Department, Ambulance : 911

Immediate Supervisor: _____

City Manager: _____

Human Resource Department: _____

Joint Health and Safety Committee Member: _____

Subject: Management Agreement Deferral

Report No.: CS-044-2024

Agenda Date: December 3, 2024

Attachments

Appendix 01: None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-044-2024; and
2. That Council agrees to defer review of the 2025 Management/Non-Union agreement until July 1, 2025 and/or until completion of the organizational review currently underway.

Background/Analysis:

Historically, the City of Temiskaming Shores executes a three-year Management/Non-Union staff agreement that outlines remuneration and benefits. The Management/Non-Union group is comprised of 15 positions, plus the City Manager.

The last three-year agreement (By-law 2021-003) expired on December 31, 2023. In 2024, Council decided to approve a one-year agreement for Management/Non-Union staff to provide time to secure and complete a comprehensive organizational review (By-Law 2024-052).

An agreement was entered with HR Strategies Consulting Inc., in June 2024. The review is underway but not yet complete. Staff anticipate the final report may include recommendations to alter the organizational structure (example, new positions, alter responsibilities for existing roles and address compensation competitiveness).

Staff recommend that the 2025 Management/Non-Union agreement be deferred until July 1, 2025, providing Council a window to review the recommendations contained in the report received by HR Strategies Consulting Inc. This timeline provides Council sufficient time to consider budget and operational implications of the report, and direct staff implement changes as required. The new 2025 three-year agreement will include changes Council approves resulting from the organizational review.

Relevant Policy / Legislation / City By-Law

- 2025 Corporate Services Draft Budget
- By-Law 2024-052 Organizational Review RFP Award

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 2025 draft budget includes reasonable funds to support the implementation of key recommendations from the organizational review and strategic plan.

Alternatives

None considered.

Submission

Prepared by:

“Original signed by”

Sandra Lee
City Manager

Subject: Pete's Dam & Devils Rock Trail
System upgrades Project

Report No.: CS-045-2024

Agenda Date: December 3, 2024

Attachments

Appendix 1: NOHFC Stage 2 application 50010191

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-045-2024;
2. That Council for the City of Temiskaming Shores confirms and approves the funding application to the Northern Ontario Heritage Fund Corporation (NOHFC) in the amount of \$500,000 for the Pete's Dam & Devils Rock Trail System upgrades Project;
3. That Council for the City of Temiskaming Shores confirms and approves the funding application the Federal Economic Development Agency for Northern Ontario (FedNor) in the amount of \$115,000, for the Pete's Dam & Devils Rock Trail System upgrades project; and
4. That Council confirms the City of Temiskaming Shores commitment to cover the municipal contribution for the Pete's Dam & Devils Rock Trail System Upgrades Project in the amount of \$70,000, funded through the working fund reserve, along with any project cost overruns should they occur.

Background:

The trail systems at both Devil's Rock (Spirit Rock) and Pete's Dam Park are in need of upgrades, as the trails have become difficult to navigate and awkward to walk due to years of erosion.

When the City moved forward with work on the bridge at Pete's Dam Park, staff submitted a Stage 1 application to both the NOHFC and FedNor in support of a larger trail upgrade project. If supported, the project would include the work completed on the Pete's Dam bridge and would be eligible for reimbursement.

On August 13, 2024, Council passed the following resolution in support of the Pete's Dam bridge repair:

Resolution No. 2024-263

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

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

Analysis:

The Stage 1 submission to NOHFC and the Phase 1 application to FedNor were accepted and have both been moved to a request for a Stage 2 and Phase 2 application respectively. To support those applications, the Council must provide a resolution of support for the project.

The larger trail project as proposed in Appendix 1, includes work to be undertaken at both Pete's Dam and Devil's Rock, and includes the work recently completed at Pete's Dam. As such, staff submitted the Stage 1 and Phase 1 applications prior the work at Pete's Dam, to ensure that if the City was successful in attaining funding, any funds spent to date, could be submitted for reimbursement.

In addition, a Land Use Permit with the Ministry of Natural Resources will be required as part of the project to maintain the trail system at Devil's Rock; staff are in contact with the Ministry for this process. The agreement with the landowner between Bucke Park and Devil's Rock also requires an update, as the current agreement was with a former owner.

The project will see Trail B at Pete's Dam upgraded and realigned in some areas, to move away from steep embankments. In addition, some gravel and larger rocks will be installed to ensure that the trail system is passable in times of high water. The trail system will be kept as natural as possible while making it safe and easier to walk.

Staff have worked with Ontario Power Generation to access a few pieces of equipment that are to be removed from the Matabitchuan Generating Station, which is undergoing a complete rebuild in 2025. This equipment will be refurbished and set onto concrete pads at the entrance to Pete's Dam Park, along with some interpretive signage to explain how hydro electricity is created while making some items for youth to climb on.

At Devil's Rock, the parking area on Highway 567 will be made larger to support more vehicles. In addition, the trail from Highway 567 to the rock face will be made gravel to ensure that all members of community can enjoy the walk into the site. The trail from Bucke Park to the rock face will have four small bridges installed to cross ravines which

walkers currently have to jump across or walk through. This trail will also have some work completed to ensure that it is walkable; however, it will be kept as natural as possible.

Additional signage will be installed along both trail systems to provide information about the sites and perhaps even flora and fauna found along the routes. Wayfinding signage will be installed along the Devil's Rock trail system to ensure visitors can find their way along the nature trails.

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 approved \$300,000 towards the Pete's Dam bridge project. If the funding applications are successful, the City will be able to offset some of the incurred expenses from the Pete's Dam Project. The City's contribution for the larger project will not exceed the budget previously approved for the Pete's Dam bridge.

Alternatives

Council may choose not to move forward with the project, and withdraw the two applications.

Submission

Prepared by:

"Original signed by"

James Franks
 Economic
 Development Officer

Reviewed by:

"Original signed by"

Shelly Zubyck
 Director of Corporate
 Services

Reviewed and submitted for
 Council's consideration by:

"Original signed by"

Sandra Lee
 City Manager

NOHFC Information Request List

Community Enhancement Program - Rural Enhancement Funding

APPLICANT INFORMATION

Legal name of entity	Corporation of the City of Temiskaming Shores
Operating name of entity	City of Temiskaming Shores
Primary contact person name and title	James Franks, Economic Development Officer
Primary contact's email address and phone number	jfranks@temiskamingshores.ca (705) 672-3363 ext. 4137
Physical Address of Project	1. Pete's Dam, New Liskeard 2. Devil's Rock, Haileybury
NOHFC File #	75001091

PLEASE PROVIDE AN ANSWER DIRECTLY BELOW EACH LINE ITEM. IF A LINE ITEM DOES NOT APPLY, PLEASE STATE N/A

Once you have completed your project proposal, please e-mail your document to laurie.ypya@ontario.ca, the Northern Development Advisor assigned to your file.

1. PROJECT COSTS & FUNDING

1.1. Project Costs

Please complete the following table.

Project Cost Category	Project Cost Details	Eligible Costs	Ineligible Costs	Total Costs	Supporting Document File Name	Items over \$25,000: Sole/Single Sourcing? Y/N/NA
Construction / Renovation	e.g., equipment rental, materials, culverts and construction of trail upgrades	\$585000	\$0	\$585000	Quotes	N
Land Servicing	e.g., site prep, utilities	\$0	\$0	\$0		
New or Used Equipment	Acquisition of equipment to provide ongoing access for trail maintenance	\$40000	\$0	\$40000	Quotes	N
Professional Services		\$0	\$0	\$0		
Contingency (Max. of 15%)	All Cost Categories	\$60000	\$0	\$60000		N
Other (please specify)		\$0	\$0	\$0		
TOTAL		\$685000	0	\$685000		

* If single/sole sourcing an item, please indicate (Y*) in this column and provide details in section 1.3.

*Round costs to 0 decimal places.

*Eligible costs are those costs incurred after the stage 1 application has been submitted and aligned with the guidelines.

1.2. Project Funding

Identify which stream applies to your project.

☐ Communities with population **under 1,500 and Indigenous communities:**
up to 90% of total eligible costs to a maximum of \$200,000

☒ Communities with population **over 1,500:**
up to 75% of total eligible costs to a maximum of \$500,000

Please complete the following table.

Funding Source	Project Cost Category	Funding Type	Total Eligible Costs	Total Ineligible Costs	Total Costs	Status and/or Supporting Document
NOHFC	All Eligible Cost Categories	Conditional Contribution	\$500000	\$0	\$500000	Pending
Applicant (min. 10% contribution)	All Costs	Client Contribution	\$70000	\$0	\$70000	Confirmed
Other Funder FedNor	All Costs	Conditional Contribution/Grant	\$115000	\$0	\$115000	Pending
Private Sector Contributions (include name)	All Costs	Example: Loan/Grant/Cash Donation/In-kind	\$0	\$0	\$0	
TOTAL			\$685000	\$0	\$685000	
NOHFC % Eligible Costs			73%			

Note:

- The minimum applicant contribution is 10% of eligible project costs.
- Combined federal and other provincial government funding cannot exceed 90% of total eligible project costs.
- In-kind contributions including materials, equipment and volunteer labour are not counted as an applicant's cash contribution towards the project but may be counted in evaluating the share of partner contributions in the applicable *ineligible* cost categories.
- Round all costs to 0 decimal places and the NOHFC funding percentage to 2 decimal places.
- Eligible costs are those costs incurred after the stage 1 application has been submitted and that align with the guidelines.

- 1.3. For any items over \$25,000 for which a competitive procurement process was not used, list the preferred supplier, the items/services, and the rationale for not adhering to NOHFC procurement expectations. (See Appendix A for NOHFC's procurement expectations).**

A tender process will be used for all portions of the project.

- 1.4. How will you secure your project contribution?**

- The funds are included within the 2024 City budget and will be carried over into 2025.

- 1.5. Please identify your contingency plans for how any cost over-runs will be addressed and how they will be covered. (See Supporting Documentation for more details).**

- The City will cover cost over-runs within the recreation budget in 2025. In addition, the funds will be garnered through reserve funds if necessary. With the contingency dollars in place, we should be fine.

- 1.6. For any "pending" funding approvals noted in the table above, indicate when a decision is anticipated, if known. Provide documentation if available.**

- FedNor Phase 2 is to be submitted within 2 weeks, therefore a decision will be received by the end of February, 2025.

- 1.7. List any funders (e.g., private sector, other government programs) that declined to fund your project. Provide decline emails/correspondence. (See Supporting Documentation for more details).**

- N/A

- 1.8. Provide any by-laws, resolutions, or documentation supporting the project. (See Supporting Documentation for more details).**

- Please see attached resolution of support.

2. PROJECT INFORMATION

- 2.1. Please provide a project description, including the key activities that will be undertaken as part of the project.**

- Removal of trip hazards
- Pete's Dam Trail upgrades 1.9km, approximately 2 meters wide
- Devil's Rock Trial upgrades 3.1km, approximately 1.5 meters wide
- Granular B base 2" rock, supplied, placed and packed, 4" to 6" thick
- Granular M 5/8" gravel topping, supplied, placed and packed, 4" to 6" thick
- Ditching and grade corrections throughout in order to improve walking conditions
- Replace 4 walking crossings 6m x 2m over ditching
- Repair damage to the main bridge at Pete's Dam - refill rocks around the abutments that were washed away in the spring runoff.
- Install refurbished equipment from the Matabitchuan Dam in partnership with Ontario Power Generation – OPG donating old equipment that will be painted and installed at Pete's Dam park to showcase the benefits of hydro power and how it was created over 100 years ago.
- Wayfinding and interpretive signage on trails

2.2. Does the project contribute to a healthy and vibrant community?

- Definitely, these two walking trails are used daily by 150 to 200 people. They provide great vistas and views for tourists who visit the community as well as providing exercise opportunities to locals.

2.3. Is the project (e.g., facility) used primarily by community residents or is it frequently used by residents of the region and beyond? Please provide membership numbers, population of users, and where they are coming from.

- As these are nature walking trails, and the sites are not staffed, it is difficult to distinguish locals vs tourists. We do know that between 150 and 200 people walk the trails on an average daily basis through the installation of electronic counters.
- Our community has a population of 10,000 people, but serves as the economic and service hub to a regional population of 32,500. This region covers an area of approximately one hour's drive around the community including residents of nearby Northwestern Quebec.
- We know from speaking to the tourism information centre that the most number of requests that they receive from tourists is how to find the two trail systems. We can then ascertain that many of the daily visitors, are visitors to our community. Our hotels occupancy rates are between 65 and 70%, therefore our estimated annual visitors are 81,500. The Tourism Information Centre reports monthly visitation numbers of approximately 1,500/month through the building and many more through their website.

2.4. How diverse is the use of the facility? Is it used for a variety of events representing a cross section of the community? Identify how many events / functions are planned for the facility.

- The parks are used by all members of the community including newcomers. The City has partnered with programs such as Pride Temiskaming and the One Light Diversity Centre to hold activities there.
- The trail systems are used by the general public and those visiting the region from all parts of Canada and around the world.
- Get Active Temiskaming uses the trail systems to host running events at least twice per year.
- Keepers of the Circle and other indigenous groups have used the parks to host cultural events.

2.5. Identify if there are similar facilities in the community; if so, provide details on need for this project considering the other facilities and services provided and if the facility competes with those similar facilities.

- Although there are other walking trails in and around the community, these two parks receive the most traffic and certainly the most tourist traffic of all of the walking areas in the City. The intent behind making these parks more accessible is to ensure that our aging population as well as those visiting with accessibility needs will be able to continue to utilize the parks into the future. The trails will not be fully accessible, but will certainly be easier to walk or run on than they are today.

2.6. How will the facility be sustained (e.g., part of an asset management plan, memberships, revenues)?

- The two parks are listed within the Recreation Master Plan and as such will remain to be maintained into the future by the City. The City will enter a Land Use Permit

with the Ministry of Natural Resources to maintain the portion of the Devil's Rock trail system that is on Crown Land.

- Another land agreement will be updated with a private land owner that the trail system crosses.

2.7. Are there any potential risks (e.g., delays with securing contractor) that might threaten the successful completion of the project? If so, indicate how these risks will be mitigated.

- Discussions have been held with potential contractors who are willing to bid on the project over the winter months to be ready to start in spring 2025.
- The bridge repair portion of the Pete's Dam bridge has already commenced and will be completed shortly.
- One potential hurdle is the development of a land use permit with the Ministry of Natural Resources for a section of the trail system at Devil's Rock that crosses Crown land. This will be completed over the winter months to be ready for construction in the spring.

2.8. Use the table below to list project milestones or major activities (e.g., from project planning and design through to construction and being fully operational) and the status. Additional rows can be inserted if required.

Project Milestones	Timing	
	Start month/year	End month/year
Project Planning and Consultation	May 2024	March 2025
Engineering/Design	May 2024	February 2025
Permits and Approvals	August 2024	February 2025
Site Preparation	Sept. 2024	April 2025
Construction/Renovation	Oct. / Nov 2024	May / Jul 2025
Project Management	May 2024	July 2025

2.9. What permits or approvals are required for you to carry out your project? What is their status? Please provide any relevant supporting documentation.

- Land Use Permit requirement from MNR. Process is underway and discussions have suggested that there should be no problem with the permit.
- MOE permit to work around water at Pete's Dam received.
- Private landowner agreement update discussions have begun and no issues have been mentioned.

2.10. In the table below, identify the direct jobs being created (i.e., new) and/or retained (i.e., will be lost if this project does not happen) because of the project. Construction jobs to complete the job are not to be included. Additional rows can be inserted if required.

- No jobs will be created through the implementation of this project other than the construction jobs during the project.
- It is hoped that once completed, the project will see more tourists visiting the community to walk the trails again or perhaps for the first time for those who could not walk the current rough terrain. These additional tourists may result in some local tourism businesses creating new positions to service the increased demand.

Note that job creation is not a requirement under this program, but jobs may be discussed as part of the decision-making process.

Full-Time (F/T) = 1,500 hours or more per annum
Part-Time (P/T) = 500 – 1,500 hours per annum
Seasonal = Les than 500 hours per annum

Position Title	Salary	New or retained?	Type of Position (FT/PT/Seasonal)	Skill Level e.g., entry-level, experienced, skilled trade, college diploma, university degree
20 Hotel cleaners	\$ 18/hr	Retained	FT	Entry level
25 Waiter/Waitress	\$ 18/hr	Retained	FT	Entry level

3. SUPPORTING DOCUMENTATION

Where applicable, please provide the following:

- ☒ Applicant's proof of legal name:
 - ☒ Certified copy of the articles of incorporation and amendments
 - ☐ Copy of partnership agreement or partnership declaration
- ☒ By-law(s), resolution(s) or other documents supporting the project, confirming the Applicant's or partner's commitment and contributions towards the project including the Applicant's commitment to cover any project cost overruns and where the resources are coming from.

Example:

The (insert name of organization) approves the application to the NOHFC for the (insert the title of the project) for the funding amount of (insert amount of funding being requested). Further, the board confirms our commitment to cover our contribution towards the project in that amount of (insert the amount) which will come from (insert where the funds will come from) and that we will cover any project cost overruns should they occur.

- ☒ Documentation confirming the source of your funding (e.g., cash on hand, paid invoices, approved budgets and supporting financial statements).
- ☒ Documentation confirming the funding commitments of other project contributors or confirmation of acceptance of applications to other funding sources, as well as documentation from other funding organizations that declined your project.
- ☒ Documentation that the building/facility or land is owned by the Applicant or copies of long-term rental or lease agreements.
- ☒ RFPs, consultant's reports, building plans, contracts and tender documents, etc. that support your project cost estimates.

- ☒ Quotations or estimates from suppliers, consultants, or contractors (including labour costs) cross referenced to project costs.
- ☒ Document or link to a community or organizational strategic plan.
- ☒ Most recent financial statements.

APPENDIX A

TYPE OF ASSISTANCE REQUESTED

Conditional Contribution: NOHFC funding that is non-repayable if the objectives of the project are met, and the Proponent has completed all obligations including reporting requirements. The conditions of the NOHFC's funding are outlined in the NOHFC's legal agreement with the client.

COMPLIANCE WITH LAWS AND PERMITS

Laws

At all times, Recipient, its officers, directors, partners, employees, agents, subcontractors or volunteers shall comply with all applicable federal, provincial and municipal laws, ordinances, statutes, regulations, rules and orders in respect of the performance of the project and the agreement.

Permits

At its own expense, Recipient shall obtain all permits, licences, approvals and authorizations required to perform the project and the agreement and shall comply with all federal, provincial and municipal laws, ordinances, statutes, regulations, rules and orders in respect of same.

Insurance

Recipient shall comply with all provisions and requirements of any of Recipient's insurance policies applicable to the project and with all rules and regulations concerning safety and the proper conduct of work.

NOHFC Procurement Expectations

If the Recipient acquires supplies, equipment or services with the Funds, it shall do so through a process that promotes the best value for money. If the Recipient is selecting third-party contractors from which to acquire supplies, equipment or services for the Project for an amount greater than \$25,000, a competitive process must be used, including a written request for at least three proposals, written evaluation of bids received and a written agreement with the successful contractor. NOHFC may, at its sole discretion, consent in writing to single sourcing if details of urgency, special expertise, confidentiality, savings or other circumstances warrant it.

APPENDIX B

INSURANCE REQUIREMENTS

If your project is approved, you will be required to provide a certificate of insurance that indicates the organization has a commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2 million per occurrence, \$2 million products and completed operations aggregate.

If the organization does not have a \$2 million limit, include a quote from your insurance company for increasing your limit, to the \$2 million required.

The policy is to include the following:

- (i) Northern Ontario Heritage Fund Corporation and each of its directors, officers, agents, advisors, and representatives as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (ii) a cross-liability clause;
- (iii) contractual liability coverage; and
- (iv) a 30-day written notice of cancellation.

Third-Party Insurance

Recipient shall ensure that any third-party sources of funds for the Project and subcontractors retained to perform any part or parts of the Project shall have adequate insurance in place that is appropriate to the Project risks and to the third party.

Evidence of Insurance

Recipient shall provide to NOHFC a valid certificate of the insurance prior to the start of the project and thereafter, as may be subsequently requested, during the course of the project or the term of the agreement, whichever is longer.