



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, March 18, 2025 – 6:00 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 Agenda**
5. **Approval of 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) Zoning By-law Amendment Application No. ZBA-2025-01

**Applicant:** 1958088 Ontario Ltd. – Jocelyn Blais

**Property:** 620 Lakeshore Road, Haileybury

**Purpose:** To rezone the subject land from Tourist Commercial – C4 to Medium Density Residential – R3

- b) Potential Disposition of Land

**Applicant:** Gilli's Custom Container Ltd.

**Property:** A portion of Blackwall Street and a portion of Russell Street (unopened road allowances), as identified on Plan M73-NB, within the Haileybury Industrial Park.

**Purpose:** The applicant is seeking to purchase the subject lands to facilitate the continued use/ development of the outdoor storage business.

**8. Review and Adoption of Council Minutes**

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Be it resolved that City Council approves the following minutes as printed:

- a) Regular Council Meeting – February 18, 2025; and  
b) Committee of the Whole Meeting – March 4, 2025.

**9. Presentations / Delegations**

None

**10. Correspondence/ Communications**

- a) Councillor Todd Dowd, Municipality of Northern Bruce Peninsula

**Re:** Resolution of Support - Cell Towers and their Associated Maintenance, 2025-02-14

**Reference:** Received for Information

- b) Councillor Todd Dowd, Municipality of Northern Bruce Peninsula

**Re:** Proposed Mandate that all new cars and trucks sold in Canada be equipped with a tow hook, 2025-02-14

**Reference:** Received for Information

- c) Christine Gallagher – Northern Hospice Care/Soins Hospice du Nord

**Re:** Update on Committee and Objectives, 2025-02-18

**Reference:** Received for Information

- d) Sonya Pacheco, Legislative Coordinator – The City of Brampton

**Re:** Resolution of Support - Driver Training and Examinations Auditor General Report, 2025-02-25

**Reference:** Received for Information

- e) District of Timiskaming Social Services Administration Board

**Re:** DTSSAB Quarterly Report Q4 – 2024 (October 1<sup>st</sup> to December 31<sup>st</sup>)

**Reference:** Received for Information

- f) Northeastern Public Health

**Re:** Community Merger Update, 2025-03-06

**Reference:** Received for Information

- g) Tara Reynolds, Clerk – Town of Bradford West Gwillimbury

**Re:** Resolution of Support – Request for Landlord Tenant Reforms, 2025-03-12

**Reference:** Received for Information

- h) Dr. Barry Wellar, C.M. (Formerly of Latchford) Professor Emeritus, University of Ottawa, President, Information Research Board

**Re:** Agricultural land and food security, 2025-03-05

**Reference:** Received for Information

- i) Amberly Spilman Deputy Clerk/ Lottery Licensing Officer – Town of Kirkland Lake

**Re:** Resolution of Support – Safer Highways, 2025-03-06

**Reference:** Received for Information

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that the Council for the City of Temiskaming Shores agrees to deal with Communications Items 10 a) though i) in accordance with agenda references.

**11. Committees of Council – Community and Regional**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that the following minutes be accepted for information:

- a) Minutes from the New Liskeard Business Improvement Area Board of Management meeting held on February 10, 2025;
- b) Minutes from the District of Timiskaming Social Services Administration Board meeting held on January 22, 2025;

- c) Minutes from the Northeastern Public Health, Board of Health meeting held on January 30, 2025; and
- d) Minutes from the Temiskaming Shores Public Library Board meeting held on January 22, 2025.

**12. Reports by Members of Council**

**13. Notice of Motions**

**14. New Business**

- a) **Resolution of Support from Peterborough County – U.S. Tariffs on Canadian Goods (Correspondence item from the Regular Council Meeting)**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas Council of the County of Peterborough adopted a resolution regarding U.S. Tariffs on Canadian Goods at their regular meeting on February 5, 2025; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the County of Peterborough in their endorsement of the provincial and federal governments measures in response to the U.S. tariffs on Canadian goods, and their request to take any and all measures to protect the interests of Ontario in trade negotiations; and

That federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies; and

That the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses; and

Further that a copy of this resolution be sent to The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Melanie Joly, Minister of Foreign Affairs; The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade; The Honourable Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities; The Honourable Paul Calandra, Minister of Municipal Affairs and Housing; Rebecca Bligh, President of FCM; Robin Jones, President of AMO; Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus; John Beddows, Chair, Eastern Ontario Mayors' Caucus; the Honourable Anthony Rota, MP Nipissing-Timiskaming; John Vanthof, MPP Timiskaming-Cochrane; and the County of Peterborough.

b) **Resolution of Support – City of Toronto - Paid-Plasma-Free Zone to Reinforce Principles of Voluntary, Non-Remunerated Blood and Plasma Donation (Correspondence item from the Regular Council Meeting)**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas Council of the City of Toronto adopted a resolution regarding a paid-plasma-free zone to reinforce the principles of voluntary, non-remunerated blood and plasma donation.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the City of Toronto in their opposition to the operation of private for-profit blood collection companies, and supports only voluntary blood and plasma collection, where donors do not receive payment for their blood or plasma; and

Further that a copy of this resolution be sent to The Honourable Mark Holland, Federal Minister of Health; The Honourable Sylvia Jones, Ontario Minister of Health; The Honourable Anthony Rota, MP Nipissing-Timiskaming; John Vanthof, MPP Timiskaming-Cochrane; Canadian Blood Services; and the City of Toronto.

c) **Citizen Engagement through Town Hall Events (Notice of Motion Presented by Councillor Mark Wilson at the February 18, 2025 Regular Council Meeting)**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas providing opportunities for direct engagement between elected officials and the community is important to maintain open lines of communication with residents; and

Whereas town hall events are an effective and inclusive platform for fostering dialogue, gathering feedback, and addressing public concerns in a transparent and accessible manner; and

Whereas the establishment of an informal atmosphere for community members to engage directly with elected officials, would provide a platform for the free exchange of ideas and information, and receive feedback on community matters and issues that affect residents; and

Whereas through the establishment of guidelines and procedures for organizing town hall events, would ensure they are effective, and beneficial to both elected officials and residents.

Be it resolved that Council of the City of Temiskaming Shores directs staff to explore various avenues for organizing town hall events, including identifying potential locations, formats, frequency, and methods for encouraging resident participation, and to develop a policy aimed at facilitating engagement between elected officials and residents.

d) **Amendment to Council Meeting Schedule**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas Council adopted Resolution No. 2024-356 at the October 1, 2024 Committee of the Whole meeting, establishing a meeting schedule from January 2025 to July 2025; and

Whereas Mayor Laferriere, and Councillors Dawson, Whalen and Wilson will not be in attendance for the scheduled May 6, 2025 Committee of the Whole meeting, as they will be attending the Federation of Northern Ontario Municipalities (FONOM) Conference.

Now therefore be it resolved that Council of the City of Temiskaming Shores hereby agrees to reschedule the Tuesday, May 6, 2025 Committee of the Whole meeting to Tuesday, April 29, 2025 at 3:00 p.m.

e) **Memo No. 004-2025-CS – Canada - United States Trade**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No.004-2025-CS, for information purposes.

f) **Memo No. 005-2025-CS Canada – Application to the Canada Water Agency's EcoAction Funding Stream**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs Mayor Laferriere to provide a letter of support to the Temiskaming First Nation (TFN), in partnership with Organisme de bassin versant du Témiskamingue (OBVT), in their application to the Canada Water Agency's EcoAction funding stream; and

Further that the letter of support include the City of Temiskaming Shores' in-kind contributions to the project, such as meeting space for community education, itinerant office space for TFN and/ or OBVT staff working on the project, and staff time for meetings and events.

g) **Administrative Report No. RS-006-2025 – Mayors' Monarch Pledge**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-006-2025; and

That Council directs staff to complete the Mayor's Monarch Pledge prior to the March 31, 2025, deadline and submit a minimum of three (3) action items to be completed in 2025.

**15. By-Laws**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

By-law No. 2025-021

Being a by-law to enter into a three (3) year agreement with Grass King Inc. for asphalt markings and symbol painting services

By-law No. 2025-022	Being a by-law to enter into an agreement with Alvin Caldwell Sand and Gravel Ltd. for the supply and stockpile/ delivery of Granular 'M'
By-law No. 2025-023	Being a by-law to amend By-law No. 2022-185 to appoint community representatives to various Committees and Boards for the 2022-2026 term of Council
By-law No. 2025-024	Being a by-law to authorize entering into a funding agreement with the Federation of Canadian Municipalities (FCM) under the Green Municipal Fund (GMF) for the development of a fleet decarbonization plan
By-law No. 2025-025	Being a by-law to enter into an agreement with WSP Canada Inc. for the creation of a Green Municipal Fleet Study for the City of Temiskaming Shores
By-law No. 2025-026	Being a by-law to enter into an operating agreement with the Temiskaming Shores Development Corporation for a five (5) year term
By-law No. 2025-027	Being a by-law to enter into a three (3) year agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events
By-law No. 2025-028	Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Mount Pleasant Cemetery embankment remediation project

be hereby introduced and given first, second and third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

#### **16. Schedule of Council Meetings**

- a) Committee of the Whole – April 1, 2025 starting at 3:00 p.m.
- b) Regular Council Meeting – April 15, 2025 starting at 6:00 p.m.

#### **17. Question and Answer Period**

**18. Closed Session**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

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

- a) Adoption of the January 21, 2025 Closed Session minutes; and
- b) Under Section 239(2)(b) of the Municipal Act, 2001 – Personal matter (identifiable individual) – Cemetery Matter.

**19. Confirming By-law**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. **2025-029** being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on March 18, 2025, and at its Committee of the Whole Meeting held on March 4, 2025, be hereby introduced and given first, second, third and final reading; and be signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

**20. Adjournment**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

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



## **Zoning By-law Amendment**

**Application No.:** ZBA-2025-001

**Owner:** 1958088 Ontario Ltd. – Jocelyn Blais

**Subject Land:**

- 620 Lakeshore Road Haileybury, ON

# Public Meeting – Zoning By-law Amendment



## Purpose of the Amendment

- To rezone the subject land from Tourist Commercial – C4 to Medium Density Residential – R3

March 18, 2025



City of • Ville de

**Temiskaming Shores**

Discover a whole new Ontario • Découvrez un tout nouvel Ontario

March 18, 2025

# Public Meeting – Zoning By-law Amendment



March 18, 2025

# Public Meeting – Zoning By-law Amendment



March 18, 2025

## Public Meeting – Zoning By-law Amendment



### Official Plan Designation

- Designated Residential Neighbourhood
  - Permitted land use includes a mix of low, medium and high density housing.

March 18, 2025

## Public Meeting – Zoning By-law Amendment



### Current Zoning – By-law 2017-154

- Tourist Commercial – C4
  - Tourist Establishment - commercial roofed accommodation where commercial accommodation units are offered for rent on a short term or transient basis to the public who is travelling, vacationing, engaged in leisure or recreation, or participating in conventions or meetings. It may include accessory uses.



## Proposed Zoning

- Medium Density Residential – R3
  - Up to 4 units permitted
  - Short term accommodation rentals will continued to be licensed through the City's Short Term Accommodation By-law



## Additional Information

### Public Notice and Comments

- Notice of the public hearing was advertised in the Temiskaming Speaker beginning on February 26<sup>th</sup>, 2025
- Application has been circulated to City staff, and no concerns or objections have been received
- No comments or concerns have been received from external agencies or members of the public

### Next Steps

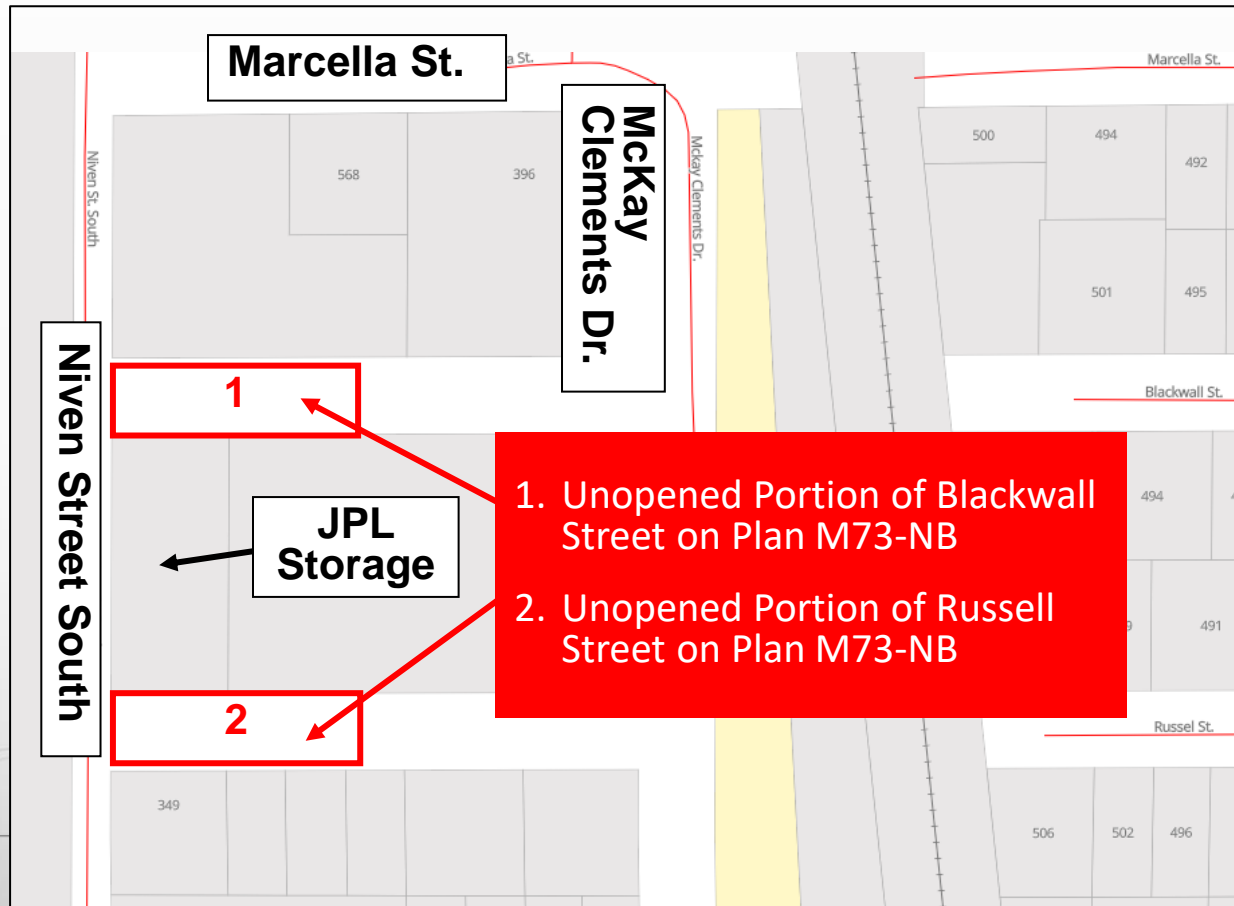
- An administrative, planning report and draft by-law will be presented for consideration at the April 1<sup>st</sup>, 2025 Committee of the Whole meeting.

# Application to Purchase Municipal Land

## Background

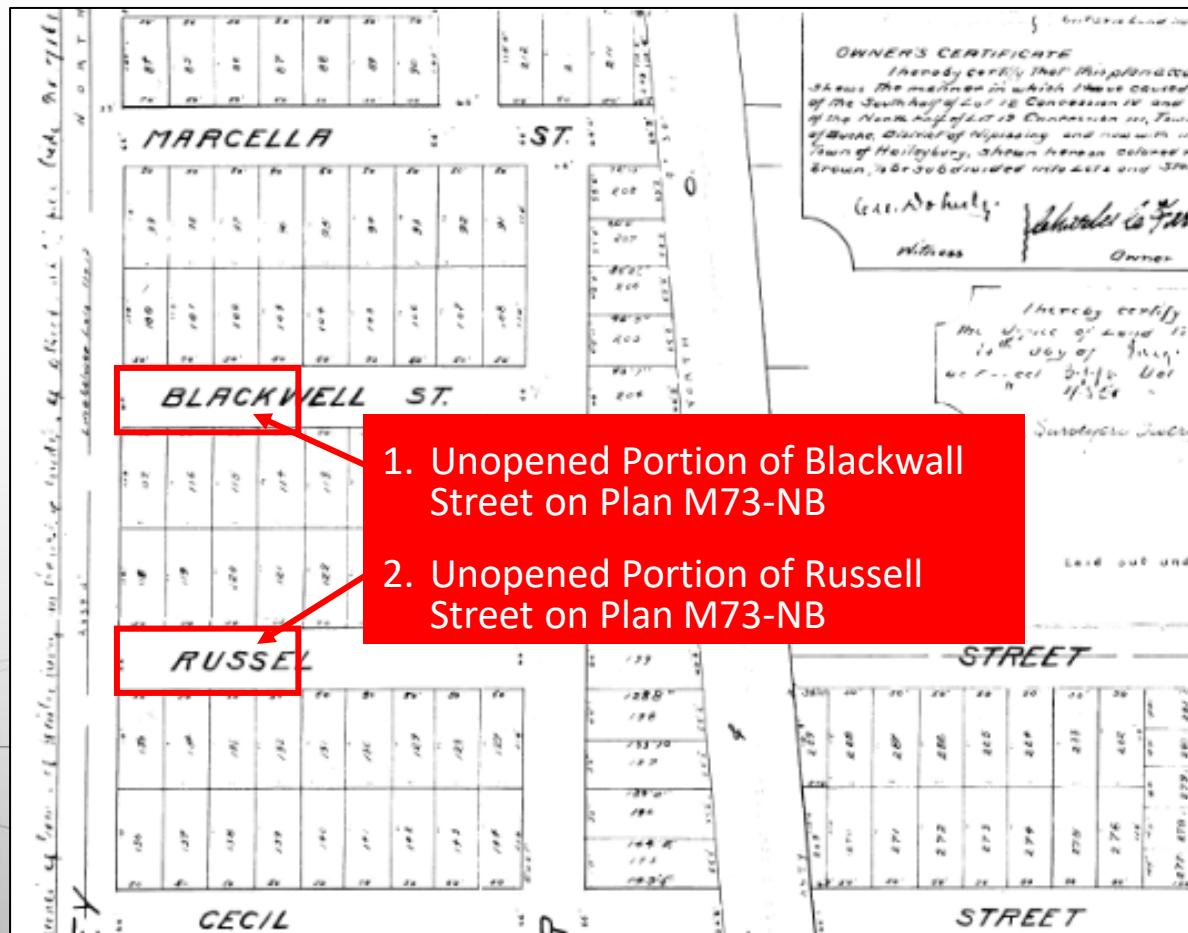
- Application from Gilli's Custom Container Ltd., to purchase a portion of Blackwall Street, and a portion of Russell Street (unopened road allowances), identified on Plan M73-NB, within the Haileybury Industrial Park.
- The Applicant is in the process of purchasing the land adjacent to the subject properties on Niven Street South, for the purpose of continued use/ development of the outdoor storage business.

# Application to Purchase Municipal Land



# Application to Purchase Municipal Land

## Excerpt of Plan M73-NB



1. Unopened Portion of Blackwall Street on Plan M73-NB
2. Unopened Portion of Russell Street on Plan M73-NB

# Application to Purchase Municipal Land

## Disposition of Land By-law No. 2015-160

### Section 3 – Disposal Method

If approved, a direct disposition to the applicant.

### Section 4 – Determination of Value

Unserviced Industrial Land recommended value of \$10,000 per acre, plus all associated costs.

### Section 6 – Public Meeting Notice

Notice via City Bulletin and Website.

Notice mailed to neighbouring property owners.

March 18, 2025

# Application to Purchase Municipal Land

## Additional Information

- A reference plan would be required for a legal description of the subject road allowances, as well as adopting a Stop up and Close By-law.
- The subject property is designated:
  - Mixed Use in the City's Official Plan; and
  - General Industrial (M1) in the City's Zoning By-law.

Note: A self storage facility is a permitted use within the subject area.

# Application to Purchase Municipal Land

## Comments

- No concerns from Staff, and are supportive of request.
- No public comments received to date on the application.
- No comments from the following utility companies: Enbridge, Bell, Eastlink, Telebec.
- Hydro One commented that they would be impacted by the proposed sale, due to infrastructure along the northern limit of the Blackwall Street Road allowance. A five (5) meter easement from the centre line of the infrastructure would be required prior to the sale closing.
  - Applicant was consulted and staff recommend the City retain ownership of the portion of road allowance with Hydro Infrastructure.

# Application to Purchase Municipal Land

## **Next Steps** – *conditional on public input, and if approved:*

- Order a survey to legally describe each section of the subject road allowances (note: not including the 5-meter strip south of the Hydro poles on the Blackwall Street road allowance).
- Upon receipt of the registered reference plan (survey):
  1. Public Notice and adoption of a Stop Up and Closure By-law for each section of road allowance;
  2. Administrative Report recommending the purchase and sale agreements;
  3. Adoption of the purchase and sale agreement by-law for each section of road allowance; and
  4. Adoption of a Deeming By-law to merge the properties on title.



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, February 18, 2025 – 6:00 p.m.**  
**City Hall – Council Chambers – 325 Farr Drive**

---

**Minutes**

**1. Land Acknowledgement**

We acknowledge that we live, work, and gather on the traditional and unceded Territory of the Algonquin People, specifically the Timiskaming First Nation.

We recognize the presence of the Timiskaming First Nation in our community since time immemorial and honour their long history of welcoming many Nations to this beautiful territory and uphold and uplift their voice and values.

**2. Call to Order**

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

**3. Roll Call**

Council: Mayor Jeff Laferriere; Councillors Dan Dawson, Melanie Ducharme, Ian Graydon, Nadia Pelletier-Lavigne, Mark Wilson, and Danny Whalen (virtual)

Present: Sandra Lee, City Manager  
Logan Belanger, Municipal Clerk  
Shelly Zubych, Director of Corporate Services  
Mathew Bahm, Director of Recreation  
Steve Langford, Fire Chief  
Brad Hearn, Information Technology  
Steve Burnett, Manager of Environmental Services  
Mitch McCrank, Manager of Transportation Services

Regrets: N/A

Media: 1

Delegates: Jeff Manners, Public Health Promoter - Northeastern  
Public Health  
Réjeanne Bélisle-Massie & Mac Armstrong – Village  
Noël Témiskaming

Members of the Public: 4

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

None

**5. Approval of Agenda**

*Resolution No. 2025-050*

Moved by: Councillor

Seconded by: Councillor

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

**Carried**

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

None

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

None

**8. Review and Adoption of Council Minutes**

*Resolution No. 2025-051*

Moved by: Councillor Dawson

Seconded by: Councillor Ducharme

Be it resolved that City Council approves the following minutes as printed:

a) Regular Council Meeting – January 21, 2025; and

- b) Committee of the Whole Meetings – January 21, 2025 and February 4, 2025.

**Carried**

## **9. Presentations / Delegations**

- a) Jeff Manners, Public Health Promoter - Northeastern Public Health

**Re:** The Timiskaming Community Safety and Well-Being Plan

Jeff Manners, Public Health Promoter with Northeastern Public Health, presented an update on the Timiskaming Community Safety and Well-Being Plan, including background of its development, community partner, governance structure, and milestones to date. The Plan is a guiding/ living document designed as a district-wide approach for 23 participating municipalities, aimed to improve the coordination of services, information, advocacy, partnerships and quality of life for residents. Priority areas of the plan were reviewed, with a main focus on health and wellbeing, housing and homelessness, and community safety.

Mayor Laferriere thanked Mr. Manners for the presentation, and invited questions from members of Council. Council expressed their appreciation for all the work completed so far, and are looking forward to future updates.

- b) Réjeanne Bélisle-Massie & Mac Armstrong – Village Noël Témiskaming

**Re:** Support for Village Noël Témiskaming

Réjeanne Bélisle-Massie with Village Noël Témiskaming, presented an overview of the event, being a cozy, authentic, and picturesque holiday experience. The event focuses on community, culture, and the beauty of Northern Ontario, that brings together artisans, crafters and vendors from the area, with an emphasis on family-friendly activities and experiences, winter games, light displays and has no entry fee. Ms. Bélisle-Massie reviewed the events challenges, such as weather conditions, infrastructure requirements, funding opportunities, and attracting volunteers and visitors.

Mac Armstrong provided an overview of the event's statistics, to identify areas where the most web traffic originated. Ms. Bélisle-Massie concluded the presentation by discussing the value of the event, including its economic, social, and community-building impacts, and by thanking the City for their previous and continued contributions towards the event, since its inception in 2014.

Mayor Laferriere thanked Réjeanne and Mac for their presentation, along with all the volunteers who contributed to the great event. Mayor Laferriere invited questions from members of Council; Councillor Wilson inquired about the PAFO funding opportunity, and Councillor Ducharme inquired about collaborating with staff and other agencies to ensure all funding opportunities are explored.

#### **10. Correspondence/ Communications**

- a) John Kennedy, City Clerk - City of Peterborough

**Re:** Resolution of Support - Bill 242, Safer Municipalities Act, 2024, 2025-01-21

**Reference:** Received for Information

- b) Earlton-Timiskaming Regional Airport Authority

**Re:** October 2024, November 2024, December 2024 Financials

**Reference:** Received for Information

- c) Holly Salisko, Administrative Services Assistant - Peterborough County

**Re:** Resolution of Support - Proposed U.S. tariffs on Canadian Goods, 2025-02-05

**Reference:** Received for Information

**Note:** Councillor Ducharme requested this item be returned for Council consideration, along with information available on any known impacts within the City's budget.

- d) Chair Bonnie Clark, Chair – Eastern Ontario Wardens' Caucus (EOWC)

**Re:** Resolution of Support – EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs

**Reference:** Received for Information

- e) District of Timiskaming Social Services Administration Board

**Re:** Media Release - DTSSAB Passes 2025 Budget and Municipal Apportionment Letter, 2025-01-24

**Reference:** Received for Information

- f) Gillis Custom Containers Ltd.

**Re:** Application to Purchase Municipal Land, 2024-02-12

**Reference:** Referred to the Municipal Clerk to process in accordance with the Disposition of Land By-law No. 2015-160

- g) Ashlea Carter, Acting Manager, Legislative Services/Town Clerk – Town of Fort Erie

**Re:** Resolution of Support - Provincial Election Health Care Advocacy, 2025-02-12

**Reference:** Received for Information

Resolution No. 2025-052

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Graydon

Be it resolved that the Council for the City of Temiskaming Shores agrees to deal with Communications Items 10 a) through g) in accordance with agenda references.

**Carried**

**11. Committees of Council – Community and Regional**

Resolution No. 2025-053

Moved by: Councillor Dawson

Seconded by: Councillor Ducharme

Be it resolved that the following minutes be accepted for information:

- a) Minutes from the All Age Friendly Community Committee meeting held on November 28, 2024;

- b) Minutes from the New Liskeard Business Improvement Area Board of Management meeting held on January 13, 2025;
- c) Minutes from the Climate Change Committee meeting held on December 9, 2024;
- d) Minutes from the District of Timiskaming Social Services Administration Board meeting held on December 18, 2024;
- e) Minutes from the Earlton-Timiskaming Regional Airport Authority for its meeting on October 17, 2024;
- f) Minutes from the Northeastern Public Health, Board of Health meeting held on January 1, 2025;
- g) Minutes from the Provincial Offences Advisory Committee meeting held on October 31, 2024; and
- h) Minutes from the Timiskaming Health Unit, Board of Health meeting held on December 4, 2024.

**Carried**

## **12. Reports by Members of Council**

- a) Councillor Mark Wilson

**Re:** 2025 Rural Ontario Municipal Association (ROMA) Conference Report – January 18-22, 2025

Councillor Wilson provided an overview of the ROMA conference, including meetings, panel discussions, and delegations, along with identifying key issues with Provincial Offences.

- b) Mayor Laferriere

**Re:** Verbal Update

Mayor Laferriere noted that the Coldest Night of the Year event, organized by Zack's Crib is scheduled on Saturday, February 22<sup>nd</sup>, and encouraged available Council members and staff to join the City Team.

### 13. Notice of Motions

- a) Councillor Mark Wilson

**Re:** Citizen Engagement through Town Hall Events

**Whereas** providing opportunities for direct engagement between elected officials and the community is important to maintain open lines of communication with residents; and

**Whereas** town hall events are an effective and inclusive platform for fostering dialogue, gathering feedback, and addressing public concerns in a transparent and accessible manner; and

**Whereas** the establishment of an informal atmosphere for community members to engage directly with elected officials, would provide a platform for the free exchange of ideas and information, and receive feedback on community matters and issues that affect residents; and

**Whereas** through the establishment of guidelines and procedures for organizing town hall events, would ensure they are effective, and beneficial to both elected officials and residents.

**Be it resolved that** Council of the City of Temiskaming Shores directs staff to explore various avenues for organizing town hall events, including identifying potential locations, formats, frequency, and methods for encouraging resident participation, and to develop a policy aimed at facilitating engagement between elected officials and residents.

### 14. New Business

- a) **Resolution of Support - South Stormont - Redistribution of a portion of Land Transfer Tax and Goods and Services Tax to Municipalities (Correspondence item from the January 21, 2025 Regular Council Meeting)**

Resolution No. 2025-054

Moved by: Councillor Wilson

Seconded by: Councillor Dawson

Whereas Council for the Township of South Stormont adopted a resolution regarding the redistribution of a portion of Land Transfer Tax and Goods and Services Tax to municipalities, at their regular meeting on December 18, 2024; and

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities, would provide a predictable and sustainable source of funding for local infrastructure projects, without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents.

Be in resolved that Council of the City of Temiskaming Shores hereby supports the Township of South Stormont in their request to the Provincial Government, to redistribute a portion of the Land Transfer Tax collected on property transactions to municipalities; and on their call for the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

Further that a copy of this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada; the Honourable Doug Ford, Premier of Ontario; the Honourable Peter Bethlenfalvy, Minister of Finance of Ontario; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing of Ontario; the Honourable Anthony Rota, MP Nipissing-Timiskaming; John Vanthof, MPP Timiskaming-Cochrane; the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and the Township of South Stormont.

**Carried**

b) **Resolution of Support - Federation of Northern Ontario Municipalities - Financial Stability in Child Welfare (Correspondence item from the January 21, 2025 Regular Council Meeting)**

Resolution No. 2025-055

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

Whereas the Federation of Northern Ontario Municipalities (FONOM) Board adopted a resolution regarding financial stability in child welfare; and

Whereas Children's Aid Societies across Ontario are experiencing significant financial pressures, with the majority of agencies running deficits in the millions; and

Whereas the Financial Accountability Office has indicated funding for child protection has fallen behind inflation, with the sector missing \$70 million compared to previous funding levels; and

Whereas the current funding model implemented in 2013 has limitations that affect the safety and well-being of children, particularly in northern and remote communities; and

Whereas the Ministry of Children, Community and Social Services' spending on Child Protection Services is projected to grow at only 0.7% annually from 2023-24 to 2028-29, well below inflation; and

Whereas the child welfare redesign strategy requires enhanced community-based prevention services and improved quality of care, which cannot be achieved without adequate funding.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the Federation of Northern Ontario Municipalities (FONOM) Board's call on the Government of Ontario to immediately address the funding shortfall in child welfare, by providing emergency stabilization funding to Children's Aid Societies; and

Further that Council supports FONOM's request that the Ministry of Children, Community and Social Services, undertake a Province wide service review, including:

- the funding model;
- the unique challenges of northern and remote communities;
- the higher operational costs in geographically dispersed regions;
- sustainable funding for prevention services;
- implementation of a multi-year funding commitment, to allow for proper planning and service delivery; and

- development of a specific Northern Strategy for child welfare that recognizes the unique needs and challenges of Northern communities; and

Further that this resolution be forwarded to The Honourable Michael Parsa, Minister of Children, Community and Social Services; leaders of the Opposition Parties; the Ontario Association of Children's Aid Societies; Association of Native Child and Family Services Agencies of Ontario; the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and FONOM.

**Carried**

**c) Resolution of Support - Town of Aylmer - Opposition to Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning (Correspondence item from the January 21, 2025 Regular Council Meeting)**

Resolution No. 2025-056

Moved by: Councillor Graydon

Seconded by: Councillor Wilson

Whereas Council for the Town of Aylmer adopted a resolution regarding opposition to provincial legislation on cycling lanes and support for municipal authority in transportation planning, at their regular meeting on January 8, 2025; and

Whereas the Government of Ontario has announced legislation requiring provincial approval for new cycling lanes; and

Whereas this legislation would compel municipalities to demonstrate that proposed cycling lanes will not negatively impact vehicle traffic; and

Whereas cycling infrastructure is crucial for environmental transportation, road safety, and public health, and provincial oversight in this matter represents an unwarranted intrusion into municipal authority; and

Whereas the Association of Municipalities of Ontario (AMO) has strongly criticized this proposed legislation as a "significant overreach" into municipal jurisdiction; and

Whereas AMO has stated that none of its 444 member municipalities were consulted or shown evidence justifying the province's proposed veto power over new bike lanes.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the Town of Aylmer in the following:

1. Opposition for the proposed provincial legislation governing bicycle lanes, and affirms support for maintaining municipal jurisdiction over cycling infrastructure decisions;
2. Endorsement of AMO's position that municipalities are better positioned than the Ministry of Transportation to make decisions about local transportation matters based on local knowledge and community input; and
3. Call on the Government of Ontario to withdraw the proposed legislation and respect the established authority of municipalities to make informed decisions about local transportation needs, including the implementation of cycling lanes; and

Further that a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; John Vanthof, MPP Timiskaming-Cochrane, the Association of Municipalities of Ontario, and the Town of Aylmer.

**Carried**

**d) Resolution of Support – Township of Larder Lake - Support Funding for Hope Air (Correspondence item from the January 21, 2025 Regular Council Meeting)**

Resolution No. 2025-057

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Whereas Council for the Township of Larder Lake adopted a resolution regarding funding support for Hope Air, at their regular meeting on January 14, 2025; and

Whereas the government of Ontario has made important enhancements to the Northern Health Travel Grant; and

Whereas these enhancements will provide meaningful support through partial reimbursement of travel expenses for those traveling long distances for medical care; and

Whereas upfront costs for airfare, accommodations, and other necessities often reach thousands of dollars, with some essential travel expenses continuing to remain ineligible for reimbursement; and

Whereas Hope Air continues to bridge this gap, complementing the government's policy to reduce barriers of distance and cost in access to health care for Northern Ontario patients; and

Whereas the demand for the services of Hope Air continues to grow.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the Township of Larder Lake's request to the Ministry of Health, to consider funding Hope Air in 2025, to support its vital work in assisting residents of Northern Ontario to receive access to the health care they deserve; and

Further that the resolution be directed to the Honourable Sylvia Jones, Minister of Health; and circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Peter Bethlenfalvy, Minister of Finance; the Federation of Northern Ontario Municipalities (FONOM); the Temiskaming Municipal Association (TMA); and the Township of Larder Lake.

***Motion to Amend***

The following motion was introduced to amend Resolution No. 2025-057 by Councillor Whalen:

***Resolution No. 2025-057-A***

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

That Council for the City of Temiskaming Shores hereby amends Resolution No. 2025-057, to replace the word "funding" with "supporting", in the seventh paragraph, so it reads as follows:

"Be it resolved that Council of the City of Temiskaming Shores hereby supports the Township of Larder Lake's request to the Ministry of Health, to consider supporting Hope Air in 2025, to support its vital work in assisting residents of Northern Ontario to receive access to the health care they deserve; and"

**Carried**

***Resolution No. 2025-057(as amended)***

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Whereas Council for the Township of Larder Lake adopted a resolution regarding funding support for Hope Air, at their regular meeting on January 14, 2025; and

Whereas the government of Ontario has made important enhancements to the Northern Health Travel Grant; and

Whereas these enhancements will provide meaningful support through partial reimbursement of travel expenses for those traveling long distances for medical care; and

Whereas upfront costs for airfare, accommodations, and other necessities often reach thousands of dollars, with some essential travel expenses continuing to remain ineligible for reimbursement; and

Whereas Hope Air continues to bridge this gap, complementing the government's policy to reduce barriers of distance and cost in access to health care for Northern Ontario patients; and

Whereas the demand for the services of Hope Air continues to grow.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the Township of Larder Lake's request to the Ministry of Health, to consider supporting Hope Air in 2025, to support its vital work in assisting residents of Northern Ontario to receive access to the health care they deserve; and

Further that the resolution be directed to the Honourable Sylvia Jones, Minister of Health; and circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Peter Bethlenfalvy, Minister of Finance; the Federation of Northern Ontario Municipalities (FONOM); the Temiskaming Municipal Association (TMA); and the Township of Larder Lake.

**Carried**

- e) **Resolution of Support – FONOM - Expanding Full Extended Producer Responsibility for end-of-life management of recycling products to Industrial, Commercial, and Institutional Sectors (Direction from the February 4, 2025 Committee of the Whole Meeting Re: Memo No. PW-002-2025)**

Resolution No. 2025-058

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

Whereas under Ontario Regulation 391/21: Blue Box, producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only; and

Whereas 'ineligible' sources which producers are not responsible for including businesses, places of worship, daycares, campgrounds, public-facing and

internal areas of municipal-owned buildings and not-for-profit organizations, such as shelters and food banks; and

Whereas should a municipality continue to provide services to the ‘ineligible’ sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100 percent of the costs; and

Whereas these costs will further burden municipalities finances, and potentially take resources away from vital infrastructure projects.

Be it resolved that Council of the City of Temiskaming Shores hereby supports the Federation of Northern Ontario Municipalities (FONOM’s) request that the province amend Ontario Regulation 391/21: Blue Box, so that producers are responsible for the end-of-life management of recycling products from all sources; and

Further that this resolution be forwarded to the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks; John Vanthof, MPP Timiskaming-Cochrane; AMO; ROMA, and FONOM.

**Carried**

f) **Administrative Report No. CS-004-2025 Municipal Transient Accommodation Tax**

Resolution No. 2025-059

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-004-2025;

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

That Council directs staff to create a Municipal Transient Accommodation Tax Reserve; and

That Council directs staff to prepare the necessary by-law to implement an agreement with the Temiskaming Shores Development Corporation for the distribution of 50 percent of the Municipal Transient Accommodation Tax revenue, in accordance with Ontario Regulation 435/17, for consideration at the March 18, 2025 regular council meeting.

**Carried**

g) **Administrative Report No. PPP-005-2025 - Appointment of Volunteer Firefighter**

Resolution No. 2025-060

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 PPP-005-2025; and

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

**Carried**

h) **Memo No. 004-2025-RS – Active Transportation Fund – Housing, Infrastructure and Communities Canada**

Resolution No. 2025-061

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 004-2025-RS; and

That Council directs staff to submit a funding application to the Active Transportation Fund, administered by Housing, Infrastructure and Communities Canada in the amount of \$369,700, for the extension of the STATO trail on Georgina Avenue, between Albert Street and Morrisette Drive.

**Carried**

**15. By-Laws**

Resolution No. 2025-062

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Graydon

Be it resolved that:

By-law No. 2025-009	Being a by-law to amend By-law No. 2024-009, to enter into an agreement with Demora Construction Services Inc. for the rental of an excavator for spring ditching
---------------------	---

	within the City of Temiskaming Shores (one-year extension)
By-law No. 2025-010	Being a by-law to amend By-law No. 2024-010, to enter into an agreement with Midwestern Line Striping Ltd. for the provision of roadway centre and edge line painting services (one-year extension)
By-law No. 2025-011	Being a by-law to amend By-law No. 2024-011, to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for asphalt patching services at various locations within the City of Temiskaming Shores (one-year extension)
By-law No. 2025-012	Being a by-law to amend By-law No. 2024-012, to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of liquid calcium chloride in the City of Temiskaming Shores (one-year extension)
By-law No. 2025-013	Being a by-law to amend By-law No. 2024-013 to enter into an agreement with Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for concrete sidewalk and curb repair services at various locations within the City of Temiskaming Shores (one-year extension)
By-law No. 2025-014	Being a by-law to enter into an agreement with Maki Construction Ltd. for the installation of 12 LED path lights in Farr Park
By-law No. 2025-015	Being a by-law to enter into an agreement with M & G Fencing, for the installation of two ball diamond backstops and one outfield fence
By-law No. 2025-016	Being a by-law to authorize the execution of the Ontario Transfer Payment Agreement through the Community Emergency Preparedness Grant, between His Majesty the King in right of Ontario as represented by the President of the Treasury Board, and The Corporation of the City of Temiskaming Shores
By-law No. 2025-017	Being a by-law to authorize entering into an agreement with GHD Digital Limited for the purchase of a website redesign and upgrades and for a three (3) year subscription and maintenance of the website

By-law No. 2025-018      Being a by-law to authorize entering into a three (3) year agreement with CJTT 104.5 FM for radio advertising

By-law No. 2025-019      Being a by-law to establish the Municipal Transient Accommodation Tax (MAT) within the City of Temiskaming Shores

be hereby introduced and given first, second and third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**16. Schedule of Council Meetings**

- a) Committee of the Whole – March 4, 2025 starting at 3:00 p.m.
- b) Regular Council Meeting – March 18, 2025 starting at 6:00 p.m.

**17. Question and Answer Period**

None

**18. Closed Session**

*Councillor Whalen (virtual attendee) departed the meeting prior to closed session.*

Resolution No. 2025-063

Moved by:      Councillor Wilson

Seconded by:      Councillor Ducharme

Be it resolved that Council agrees to convene in Closed Session at 7:25 p.m. to discuss the following matters:

- a) Adoption of the January 21, 2025 Closed Session minutes; and
- b) Under Section 239 (2) (e) of the Municipal Act, 2001 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Re: Contract Update.

**Carried**

Resolution No. 2025-064

Moved by: Councillor Graydon  
Seconded by: Councillor Pelletier-Lavigne

Be it resolved that Council agrees to rise with report from Closed Session at 7:35 p.m.

**Carried**

**Matters from Closed Session**

**Adoption of the January 21, 2025 Closed Session Minutes**

Resolution No. 2025-065

Moved by: Councillor Ducharme  
Seconded by: Councillor Wilson

Be it resolved that Council approves the following as printed:

- a) Closed Session Minutes from the January 21, 2025 Regular Council meeting.

**Carried**

**Under Section 239 (2) (e) of the Municipal Act, 2001 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Re: Contract Update**

Staff provided Council with an update.

**19. Confirming By-law**

Resolution No. 2025-066

Moved by: Councillor Dawson  
Seconded by: Councillor Ducharme

Be it resolved that By-law No. **2025-020** being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on February 18, 2025, and at its Committee of the Whole Meeting held on February 4, 2025, be hereby introduced and given first, second, third and final reading; and be signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

**Carried**

**20. Adjournment**

*Resolution No. 2025-067*

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

Be it resolved that Council hereby adjourns its meeting at 7:37 p.m.

**Carried**

---

Mayor

---

Clerk



**The Corporation of the City of Temiskaming Shores**  
**Committee of the Whole**  
**Tuesday, March 4, 2025 – 3:00 p.m.**  
**City Hall – Council Chambers – 325 Farr Drive**

---

**Minutes**

**1. Land Acknowledgement**

We acknowledge that we live, work, and gather on the traditional and unceded Territory of the Algonquin People, specifically the Timiskaming First Nation.

We recognize the presence of the Timiskaming First Nation in our community since time immemorial and honour their long history of welcoming many Nations to this beautiful territory and uphold and uplift their voice and values.

**2. Call to Order**

The meeting was called to order by Deputy Mayor Whalen at 3:00 p.m.

**3. Roll Call**

Council:	Deputy Mayor Danny Whalen, Councillors Dan Dawson, Melanie Ducharme (virtual), Ian Graydon, and Mark Wilson
Present:	Logan Belanger, Municipal Clerk Shelly Zubyc, Director of Corporate Services Mathew Bahm, Director of Recreation Steve Langford, Fire Chief Steve Burnett, Manager of Environmental Services Stephanie Leveille, Treasurer
Regrets:	Mayor Jeff Laferriere Councillor Nadia Pelletier-Lavigne
Media:	1
Delegates:	Allison Morrow, Resident
Members of the Public:	2

**4. Review of Revisions or Deletions to the Agenda**

a) Deletion:

**Section 11, Item b. 4) Administrative Report No. CS-006-2025 – Printed Media Distribution By-law**

Re: Local distributor of weekly printed publications will be reviewing options to review with the City at a later date.

b) Correction:

**Section 11, Item b. 5) Administrative Report No. CS-007-2025 – Municipal Transient Accommodation Tax Financial Accountability and Services Agreement**

Re: Correct resolution to read:

That Council directs staff to prepare the necessary by-law to enter into a Municipal Transient Accommodation Tax Financial Accountability and Services Agreement with the Temiskaming Shores Development Corporation, for consideration at a future Council Meeting.

**5. Approval of the Agenda**

Resolution No. 2025-068

Moved by: Councillor Graydon

Seconded by: Councillor Dawson

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

**Carried**

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

None

## **7. Public Meetings/ Presentations / Delegations**

a) Allison Morrow, Resident

**Re:** Mayors Monarch Pledge

Allison Morrow, Resident presented slides regarding the Mayors Monarch Pledge, to recognize the importance of creating monarch and pollinator habitats within the community, to help save the monarch butterfly. The initiative benefits the community by creating new opportunities for local gardening and artist groups, by creating pollinator habitats to aid agriculture and to educate youth, and by supporting eco-tourism and beautifying the City.

Ms. Morrow requested Council adopt the Mayor's Monarch Pledge proclamation by March 31<sup>st</sup>, and commit to at least three action items for implementation within the calendar year. The action items are then tracked and reported by December 1<sup>st</sup> of each year.

There are three categories of action items: 1) Communications & Convening: community engagement, conservation and creating awareness; 2) Program & Demonstration Gardens: community collaboration & initiatives, habitat creation, and outdoor education; and 3) Systems Changes: by-law changes, City plans integration, and ordinances. Ms. Morrow reviewed the recommended action items from each category for Council's consideration.

The presentation was concluded by providing several resources for additional information, and questions from Mayor and Council.

Deputy Mayor Whalen thanked Ms. Morrow for the presentation and noted that the request will be provided to staff for review and a report back to Council; the following resolution was adopted to provide staff with direction.

Resolution No. 2025-069

Moved by: Councillor Dawson

Seconded by: Councillor Graydon

Be it resolved that Council for the City of Temiskaming Shores receives the Mayors Monarch Pledge for information, and refers to the Director of Recreation for review and a report to Council at a future meeting.

**Carried**

## **8. Public Works**

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

1. Matt Keliher, General Manager, Solid Waste Management Services Division

**Re:** Request for Expression of Interest #2025-01, to seek interest from municipalities in Ontario to provide residual waste services for the City of Toronto

**Reference:** Referred to Manager of Environmental Services for Response

#### Resolution No. 2025-070

Moved by: Councillor Ducharme

Seconded by: Councillor Dawson

Be it resolved that the Council for the City of Temiskaming Shores agrees to deal with Communication Item No. a.1), in accordance with the agenda reference.

**Carried**

### **b) Administrative Reports**

1. **Memo No. 007-2025-PW – Environmental Services Operations Update**

#### Resolution No. 2025-071

Moved by: Councillor Graydon

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 007-2025-PW, regarding the Environmental Services Operations update for information purposes.

**Carried**

**2. Administrative Report No. PW-006-2025 – Tender Award – Asphalt Markings & Symbol Paint Services**

Resolution No. 2025-072

Moved by: Councillor Dawson

Seconded by: Councillor Graydon

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-006-2025; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Grass King Inc., for asphalt marking and symbol painting services, in the amount of \$ 32,065.00 plus any additions as outlined within the agreement, subject to applicable taxes, for consideration at the March 18, 2025 Regular Council meeting.

**Carried**

**3. Administrative Report No. PW-007-2025 – Tender Award – Granular ‘M’**

Resolution No. 2025-073

Moved by: Councillor Ducharme

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-007-2025; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Alvin Caldwell Sand and Gravel Ltd., for the supply and stockpile/delivery of Granular ‘M’ (estimated at 12,000 tonnes), in the amount of \$9.50 per ton stockpiled; \$14.95 per ton delivered to Haileybury Yard,; and \$16.00 per ton delivered to New Liskeard yard, for a total of \$149,850.00, plus applicable taxes, for consideration at the March 18, 2025, Regular Council meeting.

**Carried**

**4. Administrative Report No. PW-008-2025 – Housing-Enabling Core Servicing Fund (HECSF)**

Resolution No. 2025-074

Moved by: Councillor Graydon

Seconded by: Councillor Dawson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-008-2025;

That Council hereby delegates authority to the Mayor and Municipal Clerk to enter into a Transfer Payment Agreement with the Province for the Rehabilitation of Dawson Point Road and Peter's Road under the Housing-Enabling Core Servicing Fund (HECSF), with a maximum provincial contribution of \$2,187,500.00 (50% of the total project cost of \$4,375,000.00); and

That Council directs staff to prepare the necessary by-law to confirm the Transfer Payment Agreement under the HECSF with the Province of Ontario, at a future Regular Council meeting.

**Carried**

**5. Administrative Report No. PW-009-2025 – Colette Street Rehabilitation Project**

Resolution No. 2025-075

Moved by: Councillor Ducharme

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-009-2025;

That Council supports the deferral of the proposed Colette Street Rehabilitation Project until a future fiscal year; and

That Council approves the reallocation of the Federal Gas Tax and OCIF allocations within the 2025 Budget, to the Rehabilitation of Dawson Point Road and Peter's Road Project, as part of the Housing Enabling Core Servicing Fund, in the amount of \$226,375.00.

**Carried**

**6. Administrative Report No. PW-010-2025 – 2024 Annual Water Reports**

Resolution No. 2025-076

Moved by: Councillor Graydon

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-010-2025, regarding the 2024 Annual Reports for the water systems within the municipality, in accordance with Schedule 22 of O. Reg. 170/03 being a regulation under the Safe Drinking Water Act; and

That Council hereby directs staff to notify the public of the availability of the 2024 Annual Reports, upon request, and to post the reports on the municipal website.

**Carried**

**7. Administrative Report No. PW-011-2025 – New Liskeard Lagoon Aeration/Capacity – Federal Government Funding Application**

Resolution No. 2025-077

Moved by: Councillor Graydon

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-011-2025; and

That Council hereby supports the submission of a funding application to the Canada Housing Infrastructure Fund, for the New Liskeard Lagoon Aeration/Capacity Project, with a project cost of \$ 5,880,600.00.

**Carried**

**c) New Business**

None

**9. Recreation Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Memo No. 005-2025-RS – All Age Friendly Committee Member Appointment**

Resolution No. 2025-078

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

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

That Council directs staff to prepare the necessary by-law to amend By-Law No. 2022-185, as amended, to appoint Yvonne Walford, Karli Hawken and Darlene Kant as Community Representatives on the All Age Friendly Committee, for consideration at the March 18, 2025 Regular Council meeting.

**Carried**

**2. Memo No. 006-2025-RS – Federation of Canadian Municipalities (FCM) – Green Municipal Fund Grant Agreement**

Resolution No. 2025-079

Moved by: Councillor Graydon

Seconded by: Councillor Dawson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 006-2025-RS;

That Council hereby delegates authority to the Mayor and Municipal Clerk to enter into the Green Municipal Fund Grant Agreement with the Federation of Canadian Municipalities, for the development of a fleet decarbonization plan estimated at \$66,000 (73% funded by FCM); and

That Council directs staff to prepare the necessary by-law to confirm the Green Municipal Fund Grant Agreement with FCM, at the March 18, 2025 Regular Council meeting.

**Carried**

**3. Memo No. 007-2025-RS – Frogs Breath Foundation - Grant Application for Fitness Equipment at the Waterfront Pool and Fitness Centre**

Resolution No. 2025-080

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 007-2025-RS; and

That Council directs staff to prepare and submit an application to the Frog's Breath Foundation in the amount of \$25,000, to support the purchase and installation of fitness equipment at the Waterfront Pool and Fitness Centre.

**Carried**

**4. Memo No. 008-2025-RS – Recreation Operations Update – March 2025**

Resolution No. 2025-081

Moved by: Councillor Graydon

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 008-2025-RS, regarding the Recreation Operations Update for the Month of March 2025, for information purposes.

**Carried**

**5. Administrative Report No. RS-005-2025 – Green Municipal Fleet Study RFP Award**

Resolution No. 2025-082

Moved by: Councillor Ducharme

Seconded by: Councillor Graydon

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

That Council directs staff to prepare the necessary by-law to enter into an agreement with WSP Canada Inc. for the provision of a Green Municipal Fleet Study, in the amount of \$59,718.00 plus applicable taxes, for consideration at the March 18, 2025, Regular Council meeting.

**Carried**

**c) New Business**

None

**10. Fire Services**

**a) Delegations/Communications**

None

**b) Administrative Reports**

**1. Fire Activity Report – March 2025**

*Resolution No. 2025-083*

Moved by: Councillor Wilson

Seconded by: Councillor Graydon

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the Fire Activity Report, for the period from January 30, 2025 to February 26, 2025, for information purposes.

**Carried**

**2. Memo No. 002-2025-PPP – 2024 Fire Department Annual Report**

*Resolution No. 2025-084*

Moved by: Councillor Graydon

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2025-PPP, regarding the 2024 Fire Department Annual Report for information purposes.

**Carried**

**c) New Business**

None

## **11. Corporate Services**

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

None

### **b) Administrative Reports**

#### **1. Memo No. 002-2025-CS – Economic Development Update: January to mid-February 2025**

*Resolution No. 2025-085*

Moved by: Councillor Graydon

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2025-CS, regarding the Economic Development Update for the period from January 1, 2025 to February 20, 2025, for information purposes.

**Carried**

#### **2. Memo No. 003-2025-CS – 2024 Treasurer's Statement of Remuneration**

*Resolution No. 2025-086*

Moved by: Councillor Graydon

Seconded by: Councillor Dawson

Whereas Section 284 (1) of the Municipal Act, 2001 states that the Treasurer of a municipality shall in each year, on or before March 31, provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to each member of Council and to each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Be it resolved that Council acknowledges receipt of Memo No. 003-2025-CS; and the 2024 Statement of Remuneration and Expenses as submitted by the Treasurer; and

That a copy of this statement be posted on the City's website and advertised in the City Bulletin.

**Carried**

**3. Administrative Report No. CS-005-2025 – Temiskaming Shores Development Corporation Operating Agreement**

Resolution No. 2025-087

Moved by: Councillor Ducharme

Seconded by: Councillor Graydon

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

That Council directs staff to prepare the necessary by-law to enter into an operating agreement with the Temiskaming Shores Development Corporation for a five (5) year term, for consideration at the March 18, 2025 Regular Council meeting.

**Carried**

**4. Administrative Report No. CS-006-2025 – Printed Media Distribution By-law**

Removed from the agenda.

**5. Administrative Report No. CS-007-2025 – Municipal Transient Accommodation Tax Financial Accountability and Services Agreement**

Resolution No. 2025-088

Moved by: Councillor Graydon

Seconded by: Councillor Dawson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-007-2025; and

That Council declares the Temiskaming Shores Development Corporation an Eligible Tourism Entity in accordance with Ontario Regulation 435/17; and

That Council directs staff to prepare the necessary by-law to enter into a Municipal Transient Accommodation Tax Financial Accountability and Services Agreement with the Temiskaming Shores Development Corporation, for consideration at a future Council Meeting.

**Carried**

**6. Administrative Report No. CS-008-2025 – Canada Day Fireworks Contract 2025 - 2027**

Resolution No. 2025-089

Moved by: Councillor Dawson

Seconded by: Councillor Graydon

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-008-2025; and

That Council directs staff to prepare the necessary By-law to enter into a three year agreement with Capital Pyrotechnics, for the provision of Canada Day event fireworks display services, in the amount of \$19,000 for 2025 and 2026, and \$20,000 for 2027, for consideration at the March 18, 2025 Regular Council meeting.

**Carried**

**7. Administrative Report No. CS-010-2025 – Mount Pleasant Cemetery Embankment Remediation RFT Award**

Resolution No. 2025-090

Moved by: Councillor Wilson

Seconded by: Councillor Dawson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-010-2025; and

That Council hereby delegates authority to the Mayor and Municipal Clerk to enter into an agreement with Pedersen Construction (2013) Inc. for the Mount Pleasant Cemetery Embankment Remediation Project, in the amount of \$89,000 plus applicable taxes, to be confirmed by By-law at the at the March 18, 2025, Regular Council meeting.

**Carried**

**c) New Business**

None

**12. Schedule of Council Meetings**

- a) Regular Council Meeting – March 18, 2025 starting at 6:00 p.m.
- b) Committee of the Whole – April 1, 2025 starting at 3:00 p.m.

**13. Closed Session**

None

**14. Adjournment**

Resolution No. 2025-091

Moved by: Councillor Dawson

Seconded by: Councillor Graydon

Be it resolved that Council hereby adjourns its meeting at 4:07 p.m.

**Carried**

---

Mayor

---

Clerk



## Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

[www.northbrucepeninsula.ca](http://www.northbrucepeninsula.ca)

### Notice of Motion

RE: Cell Towers and their Associated Maintenance

#06-05-2025

Moved by Aman Sohrab

Seconded by Laurie (Smokey) Golden

Whereas the Municipality of Northern Peninsula experienced several power outages in the fall of 2024;

Whereas this resulted in loss of cellular services that was caused by a faulty generator on the cell tower site and, the entire Northern Bruce Peninsula had no cellular and/or communication services; and

Whereas intermittent or complete lack of cellular services and maintenance of current cellular infrastructure in rural communities creates a significant barrier to access to emergency services, negatively affects emergency response time, and increase public safety risk;

Therefore, it is resolved that Canada and the Province of Ontario set targets to close gaps in cellular service in rural communities and mandate service providers in partnership with all levels of government to develop a 48-hour maximum maintenance period for repairing of cellular infrastructure;

Further that a copy of this motion be sent to the Federal Department of innovation, Science and Economic Development Canada (ISED), Municipalities throughout Ontario, MP for Bruce-Grey-Owen Sound, Alex Ruff and MPP for Bruce-Grey-Owen Sound

Signed

  
Councillor Todd Dowd



## Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

[www.northbrucepeninsula.ca](http://www.northbrucepeninsula.ca)

### Notice of Motion

RE: Proposed Mandate that all new cars and trucks sold in Canada be equipped with a tow hook

#06-06-2025

Moved by Rod Anderson

Seconded by Aman Sohrab

Whereas following a major snowstorm throughout the Municipality of Northern Peninsula during the week of January 27th, 2025, several abandoned vehicles were left on municipal roads causing many problems with road clearing procedures; and

Whereas these abandoned vehicles had no means of towing, due to the lack of a tow hook and area tow trucks were busy with the volume of calls and/or road closures;

And further be it resolved that the Municipality of Northern Bruce Peninsula sees that there is merit, to having tow hooks installed on new vehicles throughout the Province of Ontario; and

Further that a copy of this motion be sent to the Automobile Manufacturing Companies in Ontario, Municipalities throughout Ontario, the Premier of Ontario, Canadian Towing Association and MPP for Bruce-Grey-Owen Sound

Signed

  
Councillor Todd Dowd

## NORTHERN HOSPICE CARE/SOINS HOSPICE DU NORD

February 9, 2025

City of Temiskaming Shores

Box 2050, Haileybury, ON P0J 1K0

Mayor Laferriere and Council,

In the spring of 2024, it was my pleasure to inform you about a new committee in Temiskaming Shores - the Community Hospice Care Committee.

Our intent was to determine how we might augment existing services for end-of-life patients in this area.

In the past eight months, our committee has:

- acquired several new committee members
- met regularly
- made presentations to local organizations
- developed and circulated a survey
- introduced our committee to area service clubs
- participated in an informative meeting with MPP John Vanthof
- developed a strategic plan
- established community partnerships with local non profit groups and health service organizations
- partnered in and planned a community-wide volunteer fair for non profit organizations (February 2025)
- researched the feasibility of establishing a residential hospice and subsequently determined that this area would be well-served by one

- agreed that practically and economically, a retro-fitted 3-4 bedroom house would be a suitable compromise to building a new facility
- determined that a residential hospice would be available to patients from Earlton to Temagami (north-south) and from Temiskaming Shores to Elk Lake (east-west)

Over the next year, we anticipate that our main focus will be raising our profile in the community via presentations and social media, as well as seeking fund raising opportunities.

Our committee's objective has become much more specific since March 2024 when we first realized the number of barriers that those with life-limiting illnesses face.

It made sense to change our name to better align with our objectives, and to ensure that there is no confusion for the public between our committee and similar, community organizations' names.

Therefore, from February 1, 2025 going forward, our committee's business name shall be known as Northern Hospice Care/Soins Hospice du Nord.

We look forward to any opportunity of working with your municipal council and staff - on a consultation basis, possible grant opportunities, potential in-kind assistance, etc.

Kind Regards,

Christine Gallagher

Christine Gallagher | (705) 628-2070 | [northernhospicecare@gmail.com](mailto:northernhospicecare@gmail.com)

February 20, 2025

Sent by email

**See Distribution List on page 5**

**Re: Driver Training and Examinations Auditor General Report**

---

The following recommendation of the Committee of Council Meeting of January 15, 2025 was approved by Council on January 22, 2025, pursuant to Council Resolution C027-2025:

**CW009-2025**

**Whereas:**

- It is a relief that Premier Ford was unharmed in the accident on the 401 in Pickering involving a reckless driver (age 18) from Oshawa on January 8, 2025 (Source: <https://toronto.ctvnews.ca/ontario-premier-doug-ford-uninjured-in-highway-401-collision-says-his-office-1.7168982>)
- In addition to tragic loss of life and injury, vehicle collisions cause higher auto-insurance rates, unwanted congestion, lost productivity, and significant costs associated with emergency response (police, fire, paramedics, hospital emergency rooms and healthcare);
- According to the OPP, there were more car collision-related deaths (**568**) on Ontario highways in 2023 than in any year since 2007, making it **the deadliest year in over 15 years** and "...it's so critically important that we understand the rules of the road and we share the road safely, responsibly and understand the consequences for making a bad decision can be deadly." (Source: <https://www.cbc.ca/news/canada/toronto/opp-number-fatalities-last-year-deadly-year-1.7204528>);
- That same year 26,425 were injured in vehicle collisions according to the MTO Preliminary 2023 Ontario Road Safety Annual Report (Source: <https://www.ontario.ca/files/2024-07/mto-orsar-preliminary2023-en.pdf>)
- As of Thanksgiving 2024, the OPP notes that **296** drivers, passengers, pedestrians and cyclists died in car collisions, and the vast majority of those road incidents were preventable and attributed to poor and careless actions and behaviours (Source: <https://barrie.ctvnews.ca/nearly-300-people-missing-from-thanksgiving-tables-opp-1.7070787>), one-fifth involving a transport truck (as at July 2024 Source: <https://www.baytoday.ca/local-news/one-fifth-of-fatal-collisions-in-2024-involve-transport-trucks-9177343>)

- 2024 is the most dangerous year for pedestrians and cyclists who have been particularly at risk this year, with fatalities in these two road user classes up 100 per cent and 82 per cent respectively over this time last year (Source: <https://www.mondaq.com/canada/rail-road-cycling/1565790/how-2024-has-quickly-become-the-deadliest-year-for-cyclists-and-pedestrians>);
- By far, the most common type of conviction of the Highway Traffic Act (HTA) and cause for fatalities was speeding, representing 60.4% of all HTA convictions (Source: <https://www.g1.ca/driving-statistics/>);
- Peel Region had 25 fatalities due to car collisions - 13 in Brampton and 12 in Mississauga;
- The most dangerous places to drive in Ontario are Brantford (0.7/5), Kingston (0.7/5), Burlington (0.8/5) and Brampton (1.1/5), which impacts road safety and insurance affordability for everyone in these communities (Source: <https://www.newswire.ca/news-releases/top-10-safest-and-most-dangerous-cities-to-drive-in-ontario-in-2024-889054846.html>);
- From January to September 2024 the following traffic violation charges have been made by Peel Police:
- 632 careless driving charges (345 in Brampton, a 25% increase compared to Jan-Sep 2023)
- 559 cellphone use while driving charges (125 in Brampton, a 29% increase compared to Jan-Sep 2023)
- 6,367 speeding charges (830 in Brampton, a 117% increase compared to Jan-Sep 2023)
- 1,992 “Fail to Stop” at a stop sign charges (874 in Brampton, a 74% increase compared to Jan-Sep 2023);
- To mitigate speeding drivers, The City of Brampton has made historic investments in ASE cameras, an ASE processing centre, speed bumps, road diets, lower speed limits, police enforcement and other traffic calming measures, however like all municipalities, lacks jurisdiction over driver training and examinations, an area requiring urgent reform under the Provincial Government;
- Under the HTA, the Ministry of Transportation (Ministry) is responsible for protecting the public by restricting the privilege of driving to those who demonstrate that they have the necessary knowledge, skills and experience to drive safely;

- Ensuring that drivers receive appropriate and effective training and testing before they get a driver's licence is a crucial step in keeping Ontario's roads safe;
- The Auditor General (AG) conducted a value for money audit (AG Report) which includes 18 recommendations (***summary attached to this motion***) for the Provincial Government Ministry, published in December 2023 and concludes by highlighting:

"Our audit concluded that the Ministry of Transportation did not have effective evidence-based driver examination programs to evaluate and test novice drivers thoroughly and consistently. The Ministry did not provide effective oversight of novice driver training and driver examination service providers to ensure desired service outcomes with due regard to economy. Ministry oversight of driving schools and instructors was limited. It does not regulate driver training services outside of the optional Beginner Driver Education program, curbing its ability to identify and/or deter substandard training practices within the industry. In addition, the Ministry's monitoring programs were not designed to proactively identify drivers with repeat suspensions or high-risk medical conditions, impeding the effectiveness of these programs to maximize road safety in Ontario. (Source Page 4:

[https://www.auditor.on.ca/en/content/annualreports/arreports/en23/AR\\_drivertraining\\_en23.pdf](https://www.auditor.on.ca/en/content/annualreports/arreports/en23/AR_drivertraining_en23.pdf));

- In March 2024, CBC Marketplace broke an investigative story "Driving schools selling shortcuts to insurance discounts and faster road tests" where schools submit false information to government saying drivers completed 40 hours of training, consistent with concerning findings in the AG Report (Source: <https://www.cbc.ca/news/business/marketplace-driving-schools-education-fee-1.7134557>); and
- The provincial government has not provided a substantial update on any action taken regarding the recommendations in the AG Report to improve driver training and examination for safer drivers and improve safety on our roads.

**Therefore be it resolved that:**

1. The City of Brampton endorse the Auditor General Value-for-Money Audit Driver Training and Examination Report (AG Report) - its findings and 18 recommendations to ensure that we have safe and qualified drivers on our roads; and
2. The City of Brampton share this motion and endorsement with the Premier, Minister of Transportation, all local MPPs, and the leaders of the official opposition and third party; and

3. The City of Brampton request a formal update from the provincial government and meeting with the Minister of Transportation regarding any action taken to date based on the recommendations described in the AG Report, particularly those that prioritize improved driver training and examination for safer drivers on our roads; and
4. The City of Brampton forward this motion and attachment to any cities or towns listed in the AG Report and the top dangerous cities in Ontario, encouraging them to pass a similar motion; and CC them in the follow-up correspondence to the province; and
5. The City of Brampton forward this motion, attachment, and follow-up correspondence to the Region of Peel, Peel Police, the Association of Municipalities of Ontario (AMO), Driving Instructors Association, and Young Drivers of Canada.
6. Staff report back with data to identify road safety hotspots with the intention to use the data strategically with Peel Police to improve Brampton's status as a safe city to drive.
7. Staff report back on bylaw enforcement tactics regarding driving instructors as referenced on page 22 of the AG Report: "In some municipalities, such as Brampton, municipal bylaw officers patrolled test routes and issued fines to driving instructors who lingered around exam routes".

A summary of recommendations in the Auditor General Value-for-Money Audit Driver Training and Examination Report is attached.

By copy of this correspondence to Robert Higgs, Director, Enforcement and By-law Services, Legislative Services, and Shane Loftus, Director, Road Maintenance and Operations, Public Works and Engineering, they are requested to carry out the directions outlined in clauses 6 and 7. Item **RM 5/2025** has been added to the Referred Matters List for the report requested.

Yours truly,

*Sonya Pacheco*

Sonya Pacheco  
Legislative Coordinator, City Clerk's Office  
Tel: 905-874-2178  
[sonya.pacheco@brampton.ca](mailto:sonya.pacheco@brampton.ca)

(CW – 7.2)

## **Distribution List**

### **City of Brampton:**

Mayor and Members of Council  
Marlon Kallideen, CAO  
Laura Johnston, Commissioner, Legislative Services  
Peter Pilateris, Commissioner, Public Works and Engineering  
Robert Higgs, Director, Enforcement and By-law Services, Legislative Services  
Shane Loftus, Director, Road Maintenance, Operations and Fleet, Public Works and Engineering  
Christopher Ethier, Director, Municipal Transition and Integration, Office of the CAO  
Melissa Qi, Director, Strategic Services and Initiatives, Office of the CAO  
Andrzej Hoffmann, Manager, Government Relations and Public Liaison, Office of the CAO  
Rupinder Birk, Advisor, Municipal Transition and Integration, Office of the CAO  
Genevieve Scharback, City Clerk, Legislative Services

### **Provincial Government:**

The Honourable Doug Ford  
Premier of Ontario  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

The Honourable Prabmeet Sarkaria, MPP - Brampton South  
Minister of Transportation  
[minister.mto@ontario.ca](mailto:minister.mto@ontario.ca) / [Prabmeet.Sarkaria@pc.ola.org](mailto:Prabmeet.Sarkaria@pc.ola.org)

The Honourable Charmaine Williams, MPP – Brampton Centre  
Associate Minister of Women's Social and Economic Opportunity  
[Charmaine.Williams@pc.ola.org](mailto:Charmaine.Williams@pc.ola.org)

Graham McGregor, MPP – Brampton North  
[Graham.McGregor@pc.ola.org](mailto:Graham.McGregor@pc.ola.org)

Hardeep Grewal, MPP – Brampton East  
[Hardeep.Grewal@pc.ola.org](mailto:Hardeep.Grewal@pc.ola.org)

Amarjot Sandhu, MPP – Brampton West  
[Amarjot.Sandhu@pc.ola.org](mailto:Amarjot.Sandhu@pc.ola.org)

Marit Stiles, MPP  
Leader, Official Opposition  
New Democratic Party of Ontario  
[MStiles-QP@ndp.on.ca](mailto:MStiles-QP@ndp.on.ca)

Bonnie Crombie  
Leader, Ontario Liberal Party  
[bonnie@ontarioliberal.ca](mailto:bonnie@ontarioliberal.ca)

Mike Schreiner  
Leader, Green Party of Ontario  
[leader@gpo.ca](mailto:leader@gpo.ca)

Aretha Adams, Regional Clerk  
Regional Municipality of Peel  
[regional.clerk@peelregion.ca](mailto:regional.clerk@peelregion.ca)

Chief Nishan Duraiappah  
Peel Regional Police  
c/o Janet Burke ([janet.burke@peelpolice.ca](mailto:janet.burke@peelpolice.ca))

Association of Municipalities of Ontario (AMO)  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

Association of Professional Driving Instructors of Ontario (APDIO)  
[apdioassociation@gmail.com](mailto:apdioassociation@gmail.com)

Young Drivers of Canada  
[Brampton@yd.com](mailto:Brampton@yd.com) / [info@yd.com](mailto:info@yd.com)

**Municipalities referenced in Clause 4 of Recommendation CW009-2025 above:**

Michael Schulthess, City Clerk  
City of London  
[cityclerk@london.ca](mailto:cityclerk@london.ca)

Amanda Fusco, Director, Legislated Services/City Clerk  
City of Kitchener  
[amanda.fusco@kitchener.ca](mailto:amanda.fusco@kitchener.ca)

John D. Elvidge  
City of Toronto  
[clerk@toronto.ca](mailto:clerk@toronto.ca)

Diana Rusnov, Director, Legislative Services and City Clerk  
City of Mississauga  
[diana.rusnov@mississauga.ca](mailto:diana.rusnov@mississauga.ca)

Kevin Klingenberg, Director, Corporate Services, and Town Clerk  
Town of Caledon  
[Kevin.Klingenberg@caledon.ca](mailto:Kevin.Klingenberg@caledon.ca)

Todd Coles, City Clerk  
City of Vaughan (Woodbridge)  
[clerks@vaughan.ca](mailto:clerks@vaughan.ca)

John Kennedy  
City of Peterborough  
[clerk@peterborough.ca](mailto:clerk@peterborough.ca)

Dylan McMahon, Acting General Manager/City Clerk  
City of Guelph  
[clerks@guelph.ca](mailto:clerks@guelph.ca)

Matthew Trennum, City Clerk  
City of Hamilton  
[clerk@hamilton.ca](mailto:clerk@hamilton.ca)

Chris Gauthier, Clerk/Director, Clerk's Services  
City of Brantford  
[clerks@brantford.ca](mailto:clerks@brantford.ca)

Steve Vlachodimos, City Clerk  
City of Windsor  
[clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

Caitlin Salter MacDonald, City Clerk  
City of Ottawa  
[caitlin.salter-macdonald@ottawa.ca](mailto:caitlin.salter-macdonald@ottawa.ca)

Janet Jaynes, City Clerk  
City of Kingston  
[cityclerk@cityofkingston.ca](mailto:cityclerk@cityofkingston.ca)

Samantha Yew, City Clerk  
City of Burlington  
[clerks@burlington.ca](mailto:clerks@burlington.ca)

Amber Wannamaker, Clerk  
Town of Bancroft  
[clerk@bancroft.ca](mailto:clerk@bancroft.ca)

Doug Irwin, City Clerk  
City of Belleville  
[communications@belleville.ca](mailto:communications@belleville.ca)

Sheena Earl, City Clerk  
City of Brockville  
[clerk@brockville.com](mailto:clerk@brockville.com)

Manon Levesque  
City of Cornwall  
[clerk@cornwall.ca](mailto:clerk@cornwall.ca)

Tara Lajevardi, Director, Legislative Services/Municipal Clerk  
Town of East Gwillimbury  
[Clerks@eastgwillimbury.ca](mailto:Clerks@eastgwillimbury.ca)

Sonia Girard, Town Clerk  
Town of Hawkesbury  
[sgirard@hawkesbury.ca](mailto:sgirard@hawkesbury.ca)

Cathie Ritchie, City Clerk  
City of Kawartha Lakes (Lindsay)  
[clerks@kawarthalakes.ca](mailto:clerks@kawarthalakes.ca)

Kimberley Kitteringham, City Clerk and Director, Legislative Services  
City of Markham  
[clerks@markham.ca](mailto:clerks@markham.ca)

Lisa Lyons, Director, Legislative Services/Town Clerk  
Town of Newmarket  
[clerks@newmarket.ca](mailto:clerks@newmarket.ca)

Raylene Martell, Town Clerk  
Town of Orangeville  
[clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)

Mary Medeiros, Director, Legislative Services/City Clerk  
City of Oshawa  
[clerks@oshawa.ca](mailto:clerks@oshawa.ca)

Victoria Charbonneau, Municipal Clerk  
City of Pembroke  
[Victoria.charbonneau@pembroke.ca](mailto:Victoria.charbonneau@pembroke.ca)

Carolynn Errett, Town Clerk  
Town of Renfrew  
[cerrett@renfrew.ca](mailto:cerrett@renfrew.ca)

Kerry Costello, Clerk  
Town of Smith Falls  
[kcostello@smithsfalls.ca](mailto:kcostello@smithsfalls.ca)

Nancy Johnston, Director, Corporate Services/Clerk  
Township of North Dundas (Winchester)  
[njohnston@northdundas.com](mailto:njohnston@northdundas.com)

Wendy Cooke, City Clerk/Director, Legislative and Court Services  
City of Barrie  
[CityClerks@barrie.ca](mailto:CityClerks@barrie.ca)

Rachel Anstett, Clerk  
Municipality of Central Huron (Clinton)  
[clerk@centralhuron.com](mailto:clerk@centralhuron.com)

Allyson Euler, Clerk  
City of Dryden  
[aeuler@dryden.ca](mailto:aeuler@dryden.ca)

Joseph Burke, CAO/Clerk  
Town of Espanola  
[town@espanola.ca](mailto:town@espanola.ca)

Chelsea Greig, Municipal Clerk  
Town of Fort Frances  
[cgreig@fortfrances.ca](mailto:cgreig@fortfrances.ca)

Tanya Calleja, Clerk  
Town of Huntsville  
[clerk@huntsville.ca](mailto:clerk@huntsville.ca)

Chantal Guillemette, Clerk  
Town of Kapuskasing  
[chantal.guillemette@kapuskasing.ca](mailto:chantal.guillemette@kapuskasing.ca)

Heather Pihulak, Director, Corporate Services/City Clerk  
City of Kenora  
[hpihulak@kenora.ca](mailto:hpihulak@kenora.ca)

Jennifer Montreuil, Municipal Clerk  
Town of Kirkland Lake  
[clerk@tkl.ca](mailto:clerk@tkl.ca)

Logan Belanger, Municipal Clerk  
City of Temiskaming Shores (New Liskeard)  
[clerk@temiskamingshores.ca](mailto:clerk@temiskamingshores.ca)

Karen McIsaac, City Clerk  
City of North Bay  
[karen.mcisaac@northbay.ca](mailto:karen.mcisaac@northbay.ca)

Dan Kirby, Director, Council Services/City Clerk/Assistant City Solicitor  
City of Orillia  
[clerks@orillia.ca](mailto:clerks@orillia.ca)

Briana Bloomfield, City Clerk  
Owen Sound  
[bbloomfield@owensound.ca](mailto:bbloomfield@owensound.ca)

Rachel Tyczinski, City Clerk  
City of Sault Ste. Marie  
[cityclerk@cityssm.on.ca](mailto:cityclerk@cityssm.on.ca)

Tatiana Dafoe, City Clerk  
City of Stratford  
[clerks@stratford.ca](mailto:clerks@stratford.ca)

Eric Labelle, City Solicitor and Clerk  
City of Greater Sudbury  
[clerks@greatersudbury.ca](mailto:clerks@greatersudbury.ca)

Krista Power, Director, Legislative Services and City Clerk  
City of Thunder Bay  
[cityclerk@thunderbay.ca](mailto:cityclerk@thunderbay.ca)

Steph Palmateer, City Clerk  
City of Timmins  
[clerks@timmins.ca](mailto:clerks@timmins.ca)

Judy Smith, Clerk  
Municipality of Chatham-Kent  
[ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Bill Matson, City Clerk  
City of Niagara Falls  
[clerk@niagarafalls.ca](mailto:clerk@niagarafalls.ca)

Vicki Tytaneck, Town Clerk  
Town of Oakville  
[townclerk@oakville.ca](mailto:townclerk@oakville.ca)

Amy Burkhart, City Clerk  
City of Sarnia  
[clerks@sarnia.ca](mailto:clerks@sarnia.ca)

Jonathan Magill, County Clerk  
County of Simcoe  
[clerks@simcoe.ca](mailto:clerks@simcoe.ca)

Kristen Sullivan, City Clerk  
City of St. Catharines  
[clerks@stcatharines.ca](mailto:clerks@stcatharines.ca)

Tanya Daniels, Director, Corporate Services/Clerk  
Town of Tilsonburg  
[clerks@tillsonburg.ca](mailto:clerks@tillsonburg.ca)

Fiona Hamilton, Director, Legislative and Legal Services (Clerk)  
Municipality of Brockton (Walkerton)  
[fhamilton@brockton.ca](mailto:fhamilton@brockton.ca)

Amelia Humphries, Deputy Chief Administrative Officer/City Clerk  
City of Woodstock  
[ahumphries@cityofwoodstock.ca](mailto:ahumphries@cityofwoodstock.ca)

Chris Harris, Director, Legislative Services and Town Clerk  
Town of Whitby  
[clerk@whitby.ca](mailto:clerk@whitby.ca)

Stephen Huycke, Director, Legislative Services/City Clerk  
City of Richmond Hill  
[clerks@richmondhill.ca](mailto:clerks@richmondhill.ca)

Danielle Manton, City Clerk  
City of Cambridge  
[clerks@cambridge.ca](mailto:clerks@cambridge.ca)

Jaclyn Grossi, Municipal Clerk  
Town of Ajax  
[clerks@ajax.ca](mailto:clerks@ajax.ca)

Susan Cassel, City Clerk  
City of Pickering  
[clerks@pickering.ca](mailto:clerks@pickering.ca)

**MOTION: SAFER DRIVERS = SAFER ROADS, a call for the Provincial Government to act**

**Moved by: Santos**

---

**ATTACHMENT: Summary of recommendations published by the Auditor General Value – “Value-for-Money Audit: Driver Training and Examination” December 2023**

*NOTE: The following list of recommendations have been copied directly from the report.*

**Issue and Recommendations (Pg16-38)**

[https://www.auditor.on.ca/en/content/annualreports/arreports/en23/AR\\_drivertraining\\_en23.pdf](https://www.auditor.on.ca/en/content/annualreports/arreports/en23/AR_drivertraining_en23.pdf):

**4.1 Driver Examinations**

**4.1.1 Novice Drivers from Urban Areas Who Took Road Tests at Rural or Suburban Drive Test Centres Were Involved in More Collisions**

1. So that driver examinations effectively assess whether novice drivers are sufficiently prepared to drive safely on Ontario’s roads, we recommend that the Ministry of Transportation:
  - assess the impact on road safety of novice drivers from urban areas taking their road tests at rural and suburban DriveTest Centres; and
  - based on that assessment, identify and put in place reasonable restrictions that prohibit urban novice drivers from taking their road test at a DriveTest Centre outside of where they live, work or study.

**4.1.2 Ministry Reduced the Requirements for the G (Highway) Road Test Without a Full Review and Formal Evaluation of Road Safety Impacts**

2. To understand the full impact of the reduced G (highway) road test and make evidence-based decisions about the reduced test, we recommend that the Ministry of Transportation:
  - conduct a thorough policy analysis of the impact of the reduced G (highway) road test, including the impact related to drivers from countries with no reciprocal driver’s licence exchange agreement with Ontario;
  - track and compare the collision rates of drivers who pass the reduced G (highway) road test to those who passed the full G (highway) road test over a sufficient period of time to determine if it increases road safety risk; and
  - based on these analyses, determine whether it is appropriate to continue to use the reduced G (highway) road test.

**4.1.3 Novice Drivers Can Repeat the Knowledge Test as Many Times as Necessary in One Sitting to Pass**

3. To encourage novice drivers to study the rules of the road more effectively prior to attempting the G1 knowledge test, we recommend that the Ministry of Transportation review best practices in other jurisdictions, such as Quebec and British Columbia, and determine whether it should introduce a wait period before an individual can retake the test or limit the number of tests that can be taken in a single day.

**4.2 Driver Training**

**4.2.1 Drivers Allowed to Shorten Their G1 Supervised Driving Period Were Involved in More Collisions**

4. So that novice drivers are better prepared to drive safely on Ontario’s roads, we recommend that the Ministry of Transportation:
  - review and identify opportunities to enhance the effectiveness of the Beginner Driver Education program (program) for novice drivers, including the sufficiency of the existing minimum number of driving practice hours;
  - based on leading practices in other jurisdictions, reassess the time discount provision that allows novice drivers to shorten the supervised driving period after the completion of the program;

*Continued 4 of 7*

## **MOTION: SAFER DRIVERS = SAFER ROADS, a call for the Provincial Government to act**

**Moved by: Santos**

---

- based on its review of these areas, implement necessary changes to improve the program; and subsequent to making changes to the program, determine whether all novice drivers should be required to complete the program.

### *4.2.2 Ministry Provided Limited Guidance Regarding Necessary Driving Practices for New Drivers Compared to Other Jurisdictions*

5. So that novice drivers are well prepared to drive safely on Ontario roads, and to protect the integrity of the Ministry's driver examination process, we recommend that the Ministry of Transportation:
- review the types of driver training services available in the marketplace (including the practice of route training) and assess their impact on novice drivers and on the integrity of the driver examination process;
  - based on that assessment, propose regulatory changes to prohibit driver training services that compromise the Ministry's ability to assess the driving skills of novice drivers through the Ministry examination process; and
  - implement monitoring and enforcement tools to deter prohibited driver training services.

### *4.2.3 Unregulated Driver Training Services May Undermine the Integrity of Driver Examinations*

### *4.2.4 Weak Oversight of Beginner Driver Education Driving Schools*

6. To strengthen the oversight of driving schools, we recommend that the Ministry of Transportation:
- develop and implement a formal policy to require timely on-site follow-ups at driving schools where audits identified either serious or a high number of compliance violations to assess if the violations have been resolved;
  - develop and implement a strategy for routinely conducting cost-effective mystery shops on driving schools that it identifies as high-risk; and
  - regularly document and assess progress reported through follow-ups with driving schools to direct the Ministry's future oversight and enforcement actions.

## **4.3 Graduated Licensing System May Not Adequately Prepare Less-Experienced Drivers from Other Countries to Drive in Ontario**

7. To better prepare novice drivers from other countries for driving in Ontario, we recommend that the Ministry of Transportation:
- research whether drivers from other countries have unique challenges that may contribute to their involvement in a higher proportion of collisions;
  - reassess the impact of waiving the 12-month wait period between the G1 (knowledge) and G2 (city) road test; and
  - based on the results of Ministry research and reassessment, make necessary changes to the training and examination programs.

## **4.4 Monitoring High-Risk Licensed Drivers**

### *4.4.1 Ministry Rarely Requires Drivers with Repeat Driving Suspensions to Take Retraining Courses*

8. To encourage road safety and provide early remedial measures for drivers with a history of repeat driving offences and suspensions, we recommend that the Ministry of Transportation:
- routinely identify drivers with a record of repeat driving offences and suspensions who Ministry data indicates are at increased likelihood to cause a collision; and
  - expand the criteria for requiring drivers to complete remediation and retraining to include these drivers.

## **MOTION: SAFER DRIVERS = SAFER ROADS, a call for the Provincial Government to act**

**Moved by: Santos**

---

### *4.4.2 Elderly Drivers' Ability to Drive Safely Not Effectively Assessed*

9. To enhance road safety for the growing number of elderly drivers, we recommend the Ministry of Transportation review and adopt best practices from other jurisdictions, such as:
- re-examining elderly drivers' driving skills; and
  - requiring regular medical assessments for all Drivers 80 and older.

### *4.4.3 Reporting of Drivers Who May Be Medically Unfit to Drive Could Be Improved*

10. For more complete and timely identification, assessment and suspension of drivers with high medical risks, we recommend that the Ministry of Transportation periodically conduct educational and outreach initiatives to increase awareness among doctors, nurses and optometrists to report patients for medical assessment.

### *4.4.4 Supporting Evidence for Ministry's Medical Suspension Decisions Not Always Complete*

11. To help ensure that decisions to suspend driver's licences are based on all medically relevant information, and that the suspension decisions are consistent and adequately supported, we recommend that the Ministry of Transportation:
- redesign the forms doctors use to provide condition-specific medical information to the Ministry to include all necessary information, such as test or treatment results;
  - require medical assessors to consistently document their rationale for decisions related to complex driving suspensions and reinstatements; and
  - implement a quality-assurance process to routinely review the completeness and appropriateness of medical assessments.

## **4.5 Driver Examination Services Contract Management and Oversight**

### *4.5.1 Ministry's Contract Administration Was Ineffective, and Failed to Improve Driver Examination Services for Ontarians*

12. To better motivate the service provider to improve service rather than incur penalties, and to hold the service provider accountable for contract deliverables, we recommend that the Ministry of Transportation:
- design and implement performance measures that incorporate effective penalties for performance failures, including delays in contract deliverables;
  - collect an upfront contingency deposit for performance penalties based on historical records; and
  - design and implement incentives (in addition to penalties) to promote compliance and appropriate responses from the service provider.
13. To promote effective contract management and relations between the Ministry of Transportation and its service provider, and to avoid undermining the contractual position of the Ministry, we recommend that the Ministry ensure that communications with contractors use appropriate contract channels.

### *4.5.2 Ministry's Compliance Audits of Driver Examination Services Were Inconsistent and Incomplete*

14. To better monitor and report on the driver examination service provider's compliance and performance, we recommend that the Ministry of Transportation strengthen its audit function by implementing a program of risk-based audits to examine all key operational processes of driver examination services, including road tests.

## **MOTION: SAFER DRIVERS = SAFER ROADS, a call for the Provincial Government to act**

**Moved by: Santos**

---

### *4.5.3 Ministry Paid Additional Funds to Maintain Service Levels That Were the Responsibility of the Service Provider*

15. To provide for better accountability of funds provided to third parties for driver examination services to Ontarians, we recommend that the Ministry of Transportation:
- administer contracts such that risks and costs are allocated between the parties in accordance with contractual terms; and
  - conduct thorough reviews on all relief, subsidization or reimbursement requests from service providers and render decisions that are consistent with the Ministry's contractual obligations.

### *4.5.4 Ministry Awarded New Contract to the Service Provider Despite Poor Performance and Issues of Concern*

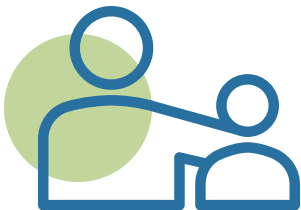
16. To provide for more effective oversight of driver examination service providers, and to provide Ontarians with better quality of service, we recommend that the Ministry of Transportation:
- ensure adequate lead time to comply with government policies on procurement when contracting with a service provider;
  - consider past performance in negotiating future contracts;
  - compare its experience relative to other Canadian provinces to identify best practices in structuring driver examination services; and
  - use independent research to immediately evaluate the costs and benefits of various options for an examination service delivery partnership.

### **4.6 Ministry Overrode Its Own Proof of Identification Requirements When Issuing Driver's Licences**

17. To better prevent fraud and identify theft, we recommend that the Ministry of Transportation:
- develop internal guidelines and formal procedures to evaluate and document the extenuating circumstances for ID escalations;
  - educate Serco and ServiceOntario staff on these guidelines and procedures; and
  - put in place a process to monitor that these guidelines and procedures are followed.

### **4.7 Ministry Did Not Incorporate Key Safety Data When Determining the Effectiveness of Its Road Safety Programs**

18. To measure the effectiveness of its driver training and examination programs on a timely basis, we recommend that the Ministry of Transportation:
- expand the use of business intelligence tools to conduct additional analytics that leverage data from related information systems, linking driver information to the driver examination, collisions and driver medical databases;
  - establish a comprehensive set of road safety indicators, including those related to collision rates, based on the objectives of its driver training and examination programs; and
  - monitor its driver training and examination programs using these indicators, and report on the results annually.



# DTSSAB Quarterly Report

## Q4 - 2024

October 1st - December 31st

**Mark Stewart**  
Chief Administrative Officer

**Sarah Salvis**  
Chief of EMS

**Louanna Lapointe**  
Ontario Works Manager

**Steve Cox**  
Housing Services Manager

**Lyne Labelle**  
Children's Services Manager

**Rachel Levis**  
Director of Human Resources

**Janice Loranger**  
Director of Finance

Prepared By:  
**Michelle Sowinski**  
Communications and Executive Coordinator

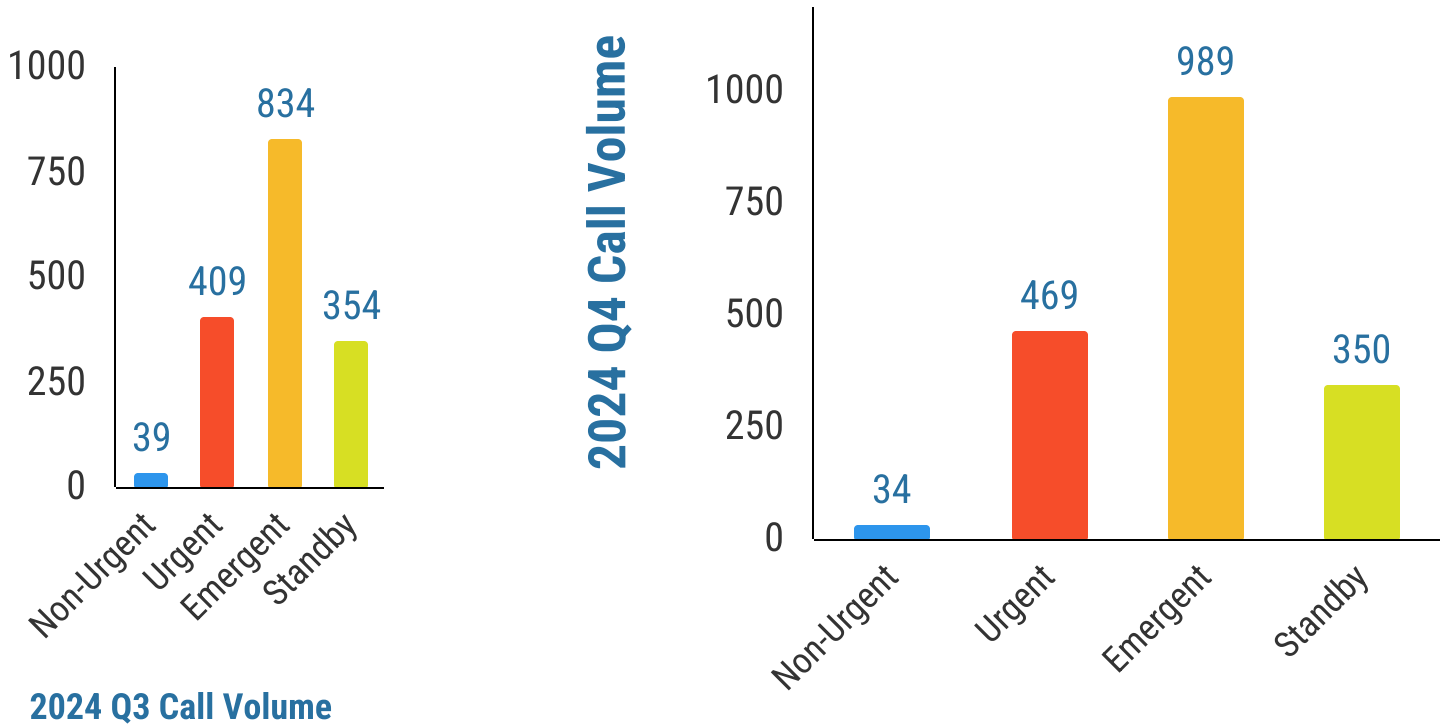




# Emergency Medical Services and Community Paramedicine



**Final EMS Call Volume for 2024: 7,316 calls, an approximately 11.3 % increase from last year.**



## 2024 Response Time Reporting Standards

The Department has been closely monitoring **response times** and aims to find ways to **improve efficiencies** in 2025. The unique geographical challenges of the District are one factor impacting our response in the community. We are aiming to better leverage data via currently available tools to build out our response plan in the future. We want to maintain service levels for our communities and need to adhere to the guidelines set by the Ministry of Health as part of the certification process. As we work to leverage data, we hope to improve our response times in the future. **This may involve a number of solutions including, increasing the full-time equivalent staffing resources and/or making adjustments to our deployment plan.**

CTAS level	Plan in Minutes	Plan in %	Compliance
SCA	6 Minutes	35%	41.67%
CTAS 1	8 Minutes	50%	52.38%
CTAS 2	10 Minutes	65%	64.12%
CTAS 3	12 Minutes	75%	75.66%
CTAS 4	15 Minutes	80%	85.26%
CTAS 5	20 Minutes	90%	91.30%



## Community Paramedicine (CP)

264

Active  
Clients

1,300+

Interactions

94

Registered  
with  
Wellness  
Clinics

50

New  
Enrolments

### Program Updates

- Community Paramedics received training in wound care and phlebotomy. This combination of online and in-person training will benefit the clients in the community and will help bridge the gap between wait times for formal services to be delivered by allied health partners.
- The CP program launched its “graduation process” for clients to be connected to appropriate health care support within the system. The Community Paramedics utilize a screening tool to determine the frequency and type of interaction with clients. The Acuity and Frequency of Visits Scale is a chart to monitor a client’s progress in their care.

Patient Referral



Scheduling

Approximately 2-4 weeks lead time



Intake Visit



Enrollment



# Emergency Medical Services and Community Paramedicine



## December Delivery!

A successful roadside delivery, resulted in significant media coverage. Congratulations to the paramedics and health care staff involved. In recognition of this special and rare event, both paramedics will have their names placed on the DTSSAB EMS Stork Award, an award for each baby delivered by paramedics in the district.

## Employee Recognition

At the DTSSAB End of Year Event, two paramedics received EMS Excellence Awards for their successful save of a patient. As well, three DTSSAB EMS paramedics received Exemplary Service Medal through the Ontario Association of Paramedic Chiefs.



## Ontario Association of Paramedic Chiefs (OAPC) Fall Summit

- A number of DTSSAB EMS Leadership Team members attended the OAPC Fall Summit
- Chief Salvis spoke on a mentorship panel and co-presented research findings at the Women in Paramedic Leadership Workshop she also presented a research poster on the barriers and facilitators to implementing health and wellbeing programs for paramedic staff

## Community Engagement

- Participated in Remembrance Day events across the district
- Facilitated as a satellite site for Run to Remember
- Partook in various charitable holiday initiatives throughout the district including local parades, NEOFACS Toy Drive, and Pinkerton Food Drive



# ONTARIO WORKS

The information below will provide a summary of Ontario Works program's fourth and final quarter of 2024 (October, November and December 2024) performance, operation and delivery standards as well as an update on activities.

## Application for Assistance and Approvals

There was a decrease in new applications the past quarter which may be a result of part-time employment opportunities due to the holiday season.



Applications submitted in Q4 (-18)

**147**



Number of cases referred to Ontario Disability Support Program (-19)

**19**



Number of cases the exited Ontario Works due to employment earnings (-1)

**27**



Emergency Assistance Applications (+2)

**6**



Number of cases terminated (-21)

**120**



Average Monthly Employment Earnings (+\$118)

**\$721.00**



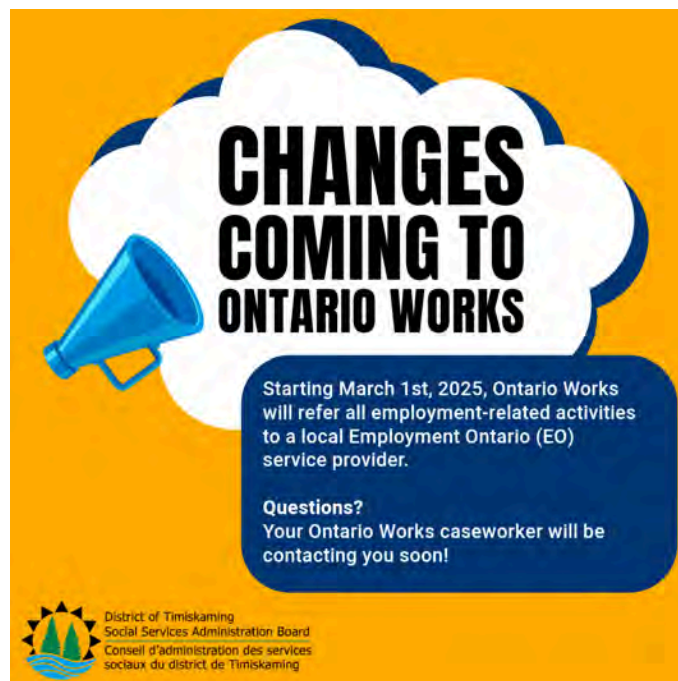
## Update on Employment Services Transformation (EST)

The vision of Employment Services Transformation (EST) is to build **a locally responsive employment services system that effectively meets the needs of a diverse range of job seekers and employers in Ontario.**

Social Service Manager (SSM) and Social Assistance (SA) offices will collaborate to support overall Social Assistance client success in the following ways:

- **Strengthens the coordinated approach** to deliver integrated employment services
- **Client-tailored employment opportunities, employment services and support needs** are identified early in the process
- **Service coordination** with Social Assistance caseworkers will lead to open information sharing and efficient client referral management
- All partners can explore differences in existing delivery approaches to **identify strengths and address service delivery gaps**
- Data collection from Employment Ontario and Social Assistance partners will capture information that supports **effective client pathways and continuous improvement:**
  - Projected Social Assistance caseloads may be used to determine macro level service demand and support needs
  - Employment Ontario data can be used alongside client and labour market information to design employment services and programs to **match client and employer needs**

**The new Integrated Employment Services (IES) delivery model is focused on identifying client needs and connecting clients to resources that can help to address those needs through person-centered case-management.**



## Ontario Works Staff Engagement

Staff attended an EST Forum Roll-out in Timmins on November 21st and 22nd, 2024. The forum was held in collaboration with Cochrane District Services Board (CDSB), College Boreal and Northern College Employment Ontario. This was an opportunity to connect with colleagues and staff to build relationships as well as share best practices.

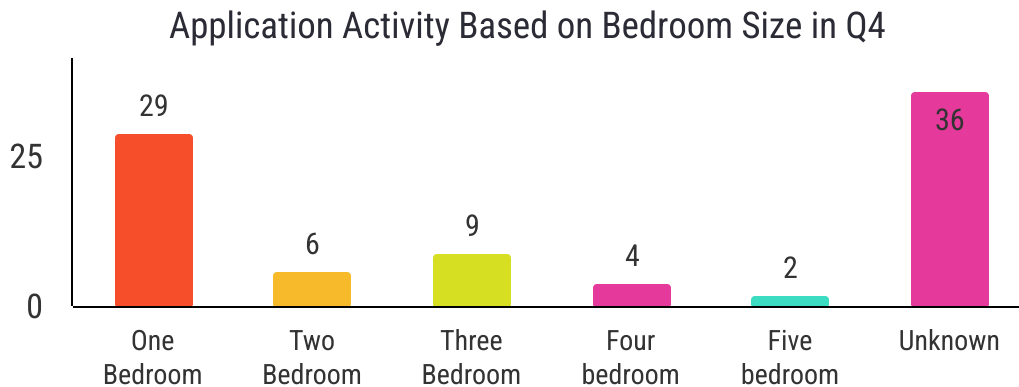
# HOUSING SERVICES



## Centralized Wait List

Throughout the fourth quarter of 2024 the Housing Services received 86 new applications seeking housing in our District. This is a decrease of 1 % from the same period in 2023 when we had 88 applications.

Over this period 35 of the 86 applications were online and 51 of the applications were in paper format. This is a 31% - 69 % split. Our online application was rolled out in August of 2021 and has been active for just over 3 years.



## Canada-Ontario Community Housing Initiatives & Ontario Priorities Housing Initiative (COCHI & OPHI)

COCHI funding is allotted to repair and regenerate existing community housing stock. The OPHI funding provides support to individuals in the district through two components - Rent Supplements and Ontario Renovates.

### Component Allotments

Canada-Ontario Community Housing Initiative Capital Repairs (COCHI) - \$ 477,400.00

Ontario Priorities Housing Initiative - Renovates (OPHI) - \$ 167,800.00

Ontario Priorities Housing Initiative - Rent Supplement (OPHI) - \$ 12,000.00

This funding will be directed towards various needed projects in our housing stock and for buildings managed by our service providers.

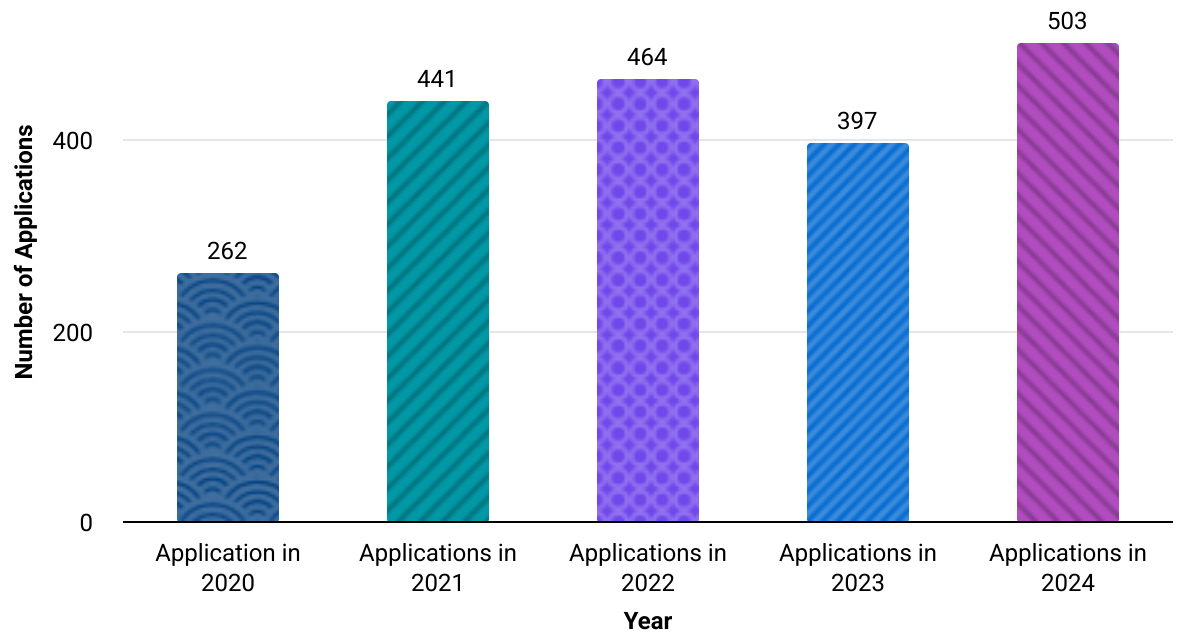
# HOUSING SERVICES



## Unit Vacancy

Vacancies vary from month to month and are difficult to predict. In the fourth quarter of 2024, the Housing Services Program saw 25 Move outs and 20 Move ins.

## Four-Year Trend of Applications in Through to the Fouth Quarter



## Timiskaming By-Name List Update

**271**

Individuals on the list since December 2021

**155**

Individuals assisted through the Homelessness Prevention Program (HPP)

**\$243,370.06**

Total amount of funding used to assist individuals

Our Timiskaming BNL Committee is made up of many community partners – CMHA, Salvation Army, Keepers of the Circles, Hope Haven, and Zack's Crib continue to meet bi-weekly to discuss the status of the individual's experiencing homelessness that are registered to be included on the BNL. These meetings are led by our Outreach Coordinator.

The average number on the list is approximately 24 but at some point, during the last year, it has been as high as 40.

## Special Priority Policy (SPP)

The SPP is set out in Ontario Regulations 367/11 under the *Housing Services Act, 2011 (HSA)*. This policy supports Services Managers who administer the SPP and service providers who work with **people who have experienced abuse and/or trafficking (referred to as “survivors of abuse and trafficking”)**. During 2024 we have been able to provide **safe affordable housing to 7 individuals** that were classified as SPP.

## Community Partnerships - CMHA

Housing Services has partnered with Canadian Mental Health Association – Cochrane/Timmins Branch on various projects and initiatives. We have utilized their crisis team when dealing with our tenants who have mental health issues and more recently, we have signed a lease with them for one of our units that they will utilize as a transitional unit for their clients as well. CMHA – CT also continues to be a major partner in our By-Names List Community Partner Committee.



## Exterior Improvements to the North Office



Improvements to the exterior of the North office have been completed. The cement pad was removed and replaced with a new sidewalk, stairs leading to the parking lot, flagpoles, sod was laid in the sitting area with two benches and a picnic table. The perimeter is separated by a pipe style barricade and the scrubs have been removed along the handicap parking area. Alterations were also made to the canopy above the front entrance as when it was exposed to recover a good portion of the interior had rotted. All work was completed as per the original scope and cost.

## Hope Haven Transitional House

Hope Haven will be celebrating its **3rd year anniversary** this coming May. Throughout this period, it has had a number of success stories. In 2024 – 13 individuals graduated from the pathway of hope program. There continues to be waitlist and the program reinforces the importance of the transition step from experiencing homelessness into stable, permanent housing.



## Capital Project Hot Water System at 69 Sixth Street, Englehart



# CHILDREN'S SERVICES

## Children's Services Program Overview

The Children's Services Program plays a key role in oversight, by ensuring that local early years and child care providers meet a high standard of quality and safety with their programs.

The DTSSAB's Children's Services Program works closely with six (6) Licensed Child Care Agencies who offer centre-based and home child-care services. In addition, DTSSAB has a strong relationship with EarlyON collaborative. Child Care Agencies are legislated through the *Child Care and Early Years Act 2014*.

## Canada Wide Early Learning Child Care (CWELCC)

On November 26, 2024, the Province of Ontario's released a memo outlining upcoming changes to the Ontario Regulation. To support the transition of \$10 per day average child care fees by the end of 2025-26, families with children in program enrolled in the CWELCC system will see child care base fees capped at \$22 per day effective January 1, 2025. In Timiskaming most child care base fees were already below the \$22 cap and, therefore; families were already benefitting from the last reduction. The Province of Ontario also released the 2025 CWELCC Cost-Based Funding Guidelines. This funding is responsive to how child care is delivered in Ontario and based on true costs of providing child care to eligible children.

The benefits of this new approach include:

- Eligible costs will be covered, plus a guaranteed amount in lieu of profit/surplus in respect of those eligible costs (reducing risk for the sector);
- Benchmarks are based on actual data from the sector and represent typical costs associated with providing child care in Ontario;
- Allocations will be applied consistently and transparently;
- New operators will have certainty in what public funding they can expect; and
- Flexibility for how operators run their businesses will be maintained by not reconciling cost-based allocations against eligible costs "line by line".

To ensure cost containment and the proper use of public funds, the DTSSAB is required to reconcile cost-based funding allocated to licensees with actual eligible costs at the end of the year, select a subset of licensees for Direct Engagements to Report on Compliance, and perform cost reviews of the most disproportionately high top-up allocations, among other measures.

## 2024 CWELCC Allocation by Quarter

Quarter 1	Quarter 2	Quarter 3	Quarter 4
\$404,804.69	\$426,881.68	\$383,704.02	\$355,629.38

## ECE and Child Care Worker Appreciation Day

October 24, 2024, was the 24th Annual Child Care Worker and Early Childhood Educator Appreciation Day. Each year the DTSSAB's Children Services Program celebrates Timiskaming's ECE's. It is important to recognize their skills and hard work. The work they do is vital to attain high quality child care. We thank the ECE's and the Early Years staff throughout the District for the positive impact on our early years system.

## EarlyON

On November 20, 2024, Child Care Providers in the district celebrated National Children's Day. We celebrate children as active participants in their own lives and in their communities. National Child Day is an excellent opportunity for educators, parents and caregivers to teach children by organizing a learning activity. This year in recognition of National Child Day, the DTSSAB provided every child in child care centres and home child care agencies with a commemorative t-shirt.



## Workforce Compensation Funding

Workforce Compensation funding supports recruitment and retention in Ontario's child care workforce through improved compensation for lower-wage earners in the child care sector. The DTSSAB provides eligible licensees with funding to support annual wage increases for eligible RECE staff earning less than the wage eligibility ceiling for that year.

Effective each January 1 from 2023 to 2026, CWELCC-enrolled licensees must increase the hourly wage of eligible RECE staff whose wages fall below the wage eligibility ceiling for the year. To receive the annual wage, increase for 2024, eligible RECE program staff must be receiving Wage Enhancement Grant (WEG) funding, and their hourly wage including WEG on December 31, 2023 must be below \$26 per hour. For eligible RECE child care supervisors and RECE home child care visitors, their hourly wage including WEG on December 31, 2023, must be below \$29 per hour.

### 2024 Workforce Compensation by Quarter

Quarter 1	Quarter 2	Quarter 3	Quarter 4
\$22,161.31	\$19,017.17	\$18,985.32	\$17,799.44

## Fee Subsidy Assistance

Ontario's child care subsidy helps eligible families pay for child care. The Province of Ontario and the municipal governments share the cost of the program. The subsidy is provided to licensed child care programs on behalf of eligible families.

	2022	2023	2024
January	\$38,739.17	\$56,367.04	\$46,599.42
February	\$47,345.12	\$53,177.54	\$42,504.90
March	\$69,020.05	\$64,123.16	\$46,201.63
<b>Quarter 1 Total</b>	<b>\$155,104.30</b>	<b>\$173,667.70</b>	<b>\$135,306.95</b>
April	\$49,242.96	\$51,484.52	\$46,615.25
May	\$55,102.27	\$57,772.33	\$50,841.54
June	\$59,674.25	\$58,268.08	\$47,229.32
<b>Quarter 2 Total</b>	<b>\$164,019.48</b>	<b>\$167,524.93</b>	<b>\$144,686.11</b>
July	\$68,869.55	\$51,986.45	\$51,695.28
August	\$68,358.14	\$64,315.57	\$52,136.96
September	\$55,538.70	\$39,604.44	\$39,934.40
<b>Quarter 3 Total</b>	<b>\$192,586.39</b>	<b>\$155,906.46</b>	<b>\$143,766.64</b>
October	\$53,241.68	\$44,129.00	\$41,138.51
November	\$54,090.99	\$45,246.22	\$42,701.16
December	\$44,410.76	\$32,241.68	\$42,701.25
<b>Quarter 4 Total</b>	<b>\$151,743.43</b>	<b>\$121,616.90</b>	<b>\$126,540.92</b>
<b>Annual Total</b>	<b>\$663,453.60</b>	<b>\$618,715.99</b>	<b>\$550,300.62</b>
<b>Monthly Average</b>	<b>\$55,287.80</b>	<b>\$51,559.67</b>	<b>\$45,858.39</b>



## First Annual All Day Professional Learning Event

The Ministry of Education provided funding to support professional learning to improve recruitment and retention of the Registered Early Childhood Educator (RECE) workforce and other program staff, and to support the implementation of the Canada-Ontario Canada-Wide Early Learning and Child Care (CWELCC) Agreement. This funding will support professional learning opportunities that build capacity of the early years and child care sector to support the provision of high-quality programs that align with How Does Learning Happen? Ontario's Pedagogy for the Early Years. Access to continuous professional learning opportunities can support higher levels of staff engagement, growth, recognition, professional efficacy and satisfaction. Enhancing current professional learning supports to include mental health information for the child care and early years workforce will promote more meaningful relationships, enriched experiences and a greater sense of well-being for children, educators and families.

On October 4, 2024, DTSSAB's Children Services Program planned a Professional Learning Day for Timiskaming's child care staff. Session highlights included presentations from Francophone and Indigenous guests.

### **Dr. Jody Carrington - Reconnection: A Foundation of Authentic Relationships**

A renowned psychologist and a charismatic keynote speaker, celebrated for her profound expertise in human connections. As a leading authority in addressing complex, human-centered challenges, she excels in guiding individuals and organizations through the intricacies of re-establishing relationships in today's increasingly disconnected society. She boldly believes that all humans have the capacity for good; however, so many of us these days, because of isolation and burnout, have lost access to that good.

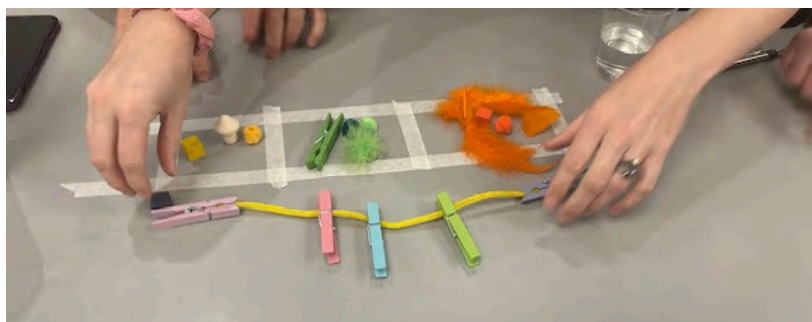
### **Lois Mahon and Darlene Edgar – (For Program Providers, Supervisors, Leaders)**

Relationships in Early Learning and Childcare, why are they important? How do you develop them? How do you maintain them?

Supervisors will be able to understand the value of relationships with staff, colleagues, parents and the DTSSAB ELCC team. They will gain insight and skills in developing and maintaining effective interactions and relationships.

### **Melissa Gill et Danielle Larouche – L'exercice des couvertures (Kairos Blanket)**

Développé en collaboration avec les aînés autochtones, des gardiens du savoir et des éducatrices, l'exercice des couvertures KAIROS est un outil pédagogique interactif et expérientiel qui explore la relation historique et contemporaine entre les peuples autochtones et les peuples non autochtones sur le territoire que nous connaissons aujourd'hui sous le nom de Canada. Les participants montent sur des couvertures représentant la terre et se familiarisent avec le rôle des peuples de Première Nations, des Inuits et des Métis. Ils sont guidés par des animateurs qualifiés, notamment des aînés, nomment des aînés autochtones et des gardiens du savoir, qui travaillent à partir d'un scénario couvrant le pré contact, la conclusion de traités, la colonisation, la résistance et bien plus encore.



# First Annual All Day Professional Learning Event

## Melissa Gill and Nadine Gaudaur - Kairos Blanket Exercise

Developed in collaboration with Indigenous Elders, Knowledge Keepers and educators, the KAIROS Blanket Exercise is an interactive and experiential teaching tool that explores the historic and contemporary relationship between Indigenous and non-Indigenous peoples in the land we now know as Canada. Participants step on blankets representing the land and into the role of First Nations, Inuit and Métis peoples. They are guided by trained facilitators, including Indigenous Elders and Knowledge Keepers, who work from a script that covers pre-contact, treaty-making, colonization, resistance and much more

## Cathy Courville and Jessica Lapointe – Let's dive into “How Does Learning Happen (HDLH) and Early Learning for Every Child Today (ELECT)” and Invitations to Play

These Ministry documents have been the basics for Early Childhood learning for the last decade. They are talked about and referred to in training, teaching, and consulting, but how well are they really understood? Do Educators have a working understanding of the documents and how they can be used? Together we will dive into the documents to explain their purpose, their message, and discuss ways they can be used in daily programming. We will take the message of the documents and make it more tangible through some hands-on practice.

What is an invitation to play? Why are invitations to play useful? How can invitations to play help with behaviour? These are some of the questions that will be discussed in this session. Participants will experience opportunities for hands-on experimenting while learning some of the key reasons and processes behind using invitations to play in daily programming.

## Helene Pouliot-Clear – Travailler ensemble vers un but commun... la qualité!

Vous aurez l'occasion de réfléchir ensemble, d'apprendre à mieux vous connaître, d'échanger sur votre pratique, de vous encourager les uns les autres en discutant de circonstances où vous pouvez compter sur la bienveillance, l'ouverture, l'entraide et la coopération de votre équipe vers un même but de qualité.





# HUMAN RESOURCES

Key non-confidential HR Q4 initiatives and/or activities included, but were not limited to:

## Attendance Support Program/ Policy Updates

In an ongoing effort to foster a healthy, supportive and psychologically safe workplace, the DTSSAB's Attendance Support Program (ASP) has been updated to be more aligned with workplace culture improvement initiatives. The ASP combines wellbeing promotion, supportive intervention to employees with high rates of absence, assistance with barriers to regular attendance, and encouragement of employee and overall workplace wellness.

The revised, updated policy was released in December.

## Psychometric Assessment - New Recruitment Tool

In an ongoing effort to foster a healthy, supportive and psychologically safe workplace, the DTSSAB's Attendance Support Program (ASP) has been updated to be more aligned with workplace culture improvement initiatives. The ASP combines wellbeing promotion, supportive intervention to employees with high rates of absence, assistance with barriers to regular attendance, and encouragement of employee and overall workplace wellness.

## Training - Harassment Awareness and Prevention for EMS Leaders

As a continuing strategic initiative to reinforce organizational expectations, HR assisted in the coordination of training, with an external vendor, for EMS leadership to develop the knowledge, skills and ability to identify and effectively address incivility, disrespectful behaviours and harassment. The interactive session provided valuable insight into strengthening workplace culture.

EMS and HR Leadership, as well as unionized leaders from the bargaining unit (re: EMS Team Leaders, SEIU Stewards/Executive and members of the Labour Management and Joint Occupational Health and Safety Committees) were invited to participate. Involving employee representatives encourages collective efforts in fostering a respectful and positive workplace.



# HUMAN RESOURCES

Key non-confidential HR Q4 initiatives and/or activities included, but were not limited to:

## Attendance Support Program/ Policy Updates

In an ongoing effort to foster a healthy, supportive and psychologically safe workplace, the DTSSAB's Attendance Support Program (ASP) has been updated to be more aligned with workplace culture improvement initiatives. The ASP combines wellbeing promotion, supportive intervention to employees with high rates of absence, assistance with barriers to regular attendance, and encouragement of employee and overall workplace wellness.

The revised, updated policy was released in December.

## Psychometric Assessment - New Recruitment Tool

In an ongoing effort to foster a healthy, supportive and psychologically safe workplace, the DTSSAB's Attendance Support Program (ASP) has been updated to be more aligned with workplace culture improvement initiatives. The ASP combines wellbeing promotion, supportive intervention to employees with high rates of absence, assistance with barriers to regular attendance, and encouragement of employee and overall workplace wellness.

Psychometrics

ONLINE ASSESSMENTS

Français

Help

WELCOME TO PSYCHOMETRICS.COM

mbti. firo. strong. tki.

ERI EMPLOYEE RELIABILITY INVENTORY WORK PERSONALITY INDEX

Psychometrics 360

USERNAME

PASSWORD

Forgot Password

LOGIN

## Training - Harassment Awareness and Prevention for EMS Leaders

As a continuing strategic initiative to reinforce organizational expectations, HR assisted in the coordination of training, with an external vendor, for EMS leadership to develop the knowledge, skills and ability to identify and effectively address incivility, disrespectful behaviours and harassment. The interactive session provided valuable insight into strengthening workplace culture.

EMS and HR Leadership, as well as unionized leaders from the bargaining unit (re: EMS Team Leaders, SEIU Stewards/Executive and members of the Labour Management and Joint Occupational Health and Safety Committees) were invited to participate. Involving employee representatives encourages collective efforts in fostering a respectful and positive workplace.



# HUMAN RESOURCES

## 2024 Q4 Recruitment and Staffing Summary

Position	Recruitment Status	Details & Comments
<b>Emergency Medical Services</b> Paramedic (Central)	Filled Internally Temporary Full-Time	Extension of temporary full-time assignment of Paramedic in non-union role
<b>Children's Services</b> Inclusion Support Workers (x4) North and South (2 bilingual roles)	External Recruitment - Continuing in 2025, Permanent Full-Time	New CUPE bargaining unit positions, with dedicated bilingual incumbents to provide support at the North and South areas of the district
<b>Emergency Medical Services</b> Paramedic/Ems Team Leader (x2)	Filled Internally	Recruitment due to previously unfilled vacancy and internal movement of existing Team Leader

## 2024 Years of Service Milestones – Employee Appreciation

At the annual year-end celebration, 19 DTSSAB employees were recognized for reaching important years of service milestones in 2024:

- 25 years of service (4 award recipients)
- 20 years of service (1 award recipient)
- 15 years of service (4 award recipients)
- 10 years of service (5 award recipients)
- 5 years of service (5 award recipients)

In 2025, we will celebrate the contributions of 26 employees who will receive awards: 20 years of service (16 recipients); 15 years of service (3 recipients); 10 years of service (1 recipient); 5 years of service (4 recipients); retirement (2 retirees).



## Community Merger Update

Date: March 6, 2025

*Northeastern Public Health strives to strengthen public health in Northeastern Ontario. We are committed to transparent communication, fostering a positive and inclusive culture, and optimizing our resources to deliver resilient and responsive public health programs and services for the best possible health outcomes in the diverse communities we serve.*

*Northeastern Public Health (NEPH) merger updates are expected to be shared quarterly with municipalities, First Nations communities, and community partners.*

*Questions or comments can be sent to Rachelle Côté ([Rachelle.Cote@neph.ca](mailto:Rachelle.Cote@neph.ca)) or Lori McCord ([Lori.McCord@neph.ca](mailto:Lori.McCord@neph.ca)).*

### Where are we now?



- The Board of Health for the Northeastern Health Unit is in place and meeting regularly.
- Continuing to integrate some programs and services.
- In addition to the phone numbers and websites already in existence, we can also be reached at 1-877-442-1212 and [www.neph.ca](http://www.neph.ca). Staff emails have been updated to [firstname.lastname@neph.ca](mailto:firstname.lastname@neph.ca)

1-877-442-1212



[neph.ca](http://neph.ca)



169 Pine Street South | 169 rue Pine Sud  
Timmins, ON



# NORTHEASTERN PUBLIC HEALTH

- Continuing to develop a branding strategy, which includes input collected from community partners, the public, and staff.

## Communities and Public Health

- Projects within the following programs and surveillance systems have begun to be harmonized, which has reduced duplication and enhanced efficiencies:
  - School Health Program
  - School Dental Program
  - Population Health Assessment Program, such as seasonal respiratory surveillance and wildfire-related air quality updates for the legacy [Porcupine](#) and [Timiskaming](#) regions.
- These are great examples of the synergies and effective collaborations to date, and we look forward to many more positive outcomes as NEPH.

## Next steps

- Ongoing change management and team building workshops for leadership and teams.
- Continuing to work on program and service integration.
- Ongoing branding strategy work.

1-877-442-1212



neph.ca



169 Pine Street South | 169 rue Pine Sud  
Timmins, ON



# NORTHEASTERN PUBLIC HEALTH

## Messaging for your community members

- Northeastern Public Health began operations on January 1st, 2025. Office locations will stay the same. Programs and services also stay the same, unless otherwise notified. Our public health work remains focused on addressing local priorities and will adapt to meet the everchanging needs of our communities.
- Pre-existing logos may still be seen during this interim period before the new logo and brand for NEPH are launched.
- Staff will continue to engage with the public, community partners, First Nations communities, and municipalities to provide updates and maintain strong local connections.
- The Board of Health for the Northeastern Health Unit is comprised of 6 provincial appointees and 13 municipal representatives from across the region. The new board chair is Mayor Michelle Boileau and the vice chair is Councillor Mark Wilson.
  - The other Board of Health members include Councillor John Curley, Councillor Andrew Marks, Mayor Jeff Laferriere, Councillor Gary Fortin, Councillor Casey Owens, Mayor Peter Politis, Mayor Marc Dupuis, Mayor Tory Delaurier, Councillor Paul Kelly, Councillor Carol Lowery, Councillor Savion Nakogee, Cindy Marks-Campbell, Cathy Dwyer, Suzanne Perras, Todd Steis, David Lowe, and Curtis Arthur.
- Harmonizing all programs and services will take time and it is likely that each community will differ slightly in the programs and services they receive based on local need.

### ***Strengthening public health in Northeastern Ontario***

1-877-442-1212



neph.ca



169 Pine Street South | 169 rue Pine Sud  
Timmins, ON



March 12, 2025

VIA EMAIL

The Hon. Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford

**Re: Motion to Request Landlord Tenant Reforms**

---

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79  
Moved: Councillor Giordano  
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds  
Clerk, Town of Bradford West Gwillimbury  
(905) 775-5366 Ext 1104  
[treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)

CC: President of Association of Municipalities of Ontario, Robin Jones - [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
Hon. Paul Calandra, Minister of Municipal Affairs and Housing - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Hon. Doug Downey, Attorney General - [attorneygeneral@ontario.ca](mailto:attorneygeneral@ontario.ca)  
All Ontario Municipalities

# Temiskaming Speaker

Wednesday, March 5 2025 Page A5

## LETTER TO THE EDITOR

### Agricultural land and food security

Dear editor,

The re-election of MPP John Vanthof is good news for people across Ontario who care about agricultural land and food security.

In his role last term as Agriculture Critic for the New Democrats, Mr. Vanthof made a significant contribution to the Information Research Board investigation into the reasons why more than 800,000 acres of high-quality farmland have been destroyed in Ontario since Doug Ford's PC party took office in 2018, and why more than 150,000 acres are likely to be destroyed in 2025.

Further, to make matters worse, while Doug Ford pushes to have more land rezoned from agricultural to non-agricultural use and puts Ontario's food security at risk, he seems to have no awareness that muddled Donald Trump could cut off food supplies from the U.S. if he thought food shortages might squeeze Canada to make trade deals on his erratic, bully-boy terms.

From a public service research perspective, it is disheartening to encounter Ontario politicians in power who lack respect for the principles of transparency and accountability at any time, but especially when the matter at issue is the province's inventory of farmland that provides food, which is a necessity of life.

Fortunately, Mr. Vanthof provides encouragement to deal with the cone of silence that the Board faces when trying to gain access to data, evidence, or research studies behind provincial government decisions to destroy farmland.

The next phase of this project asks the City of Temiskaming Shores council along with 24 other selected municipal councils about actions taken from 2018-2025 to protect and preserve agricultural land in their municipalities. It is the Board's hope that we can again engage with MPP Vanthof when we examine the results of that survey.

Dr. Barry Wellar, C.M. (Formerly of Latchford) Professor Emeritus, University of Ottawa,  
President, Information Research Board



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Clerk's Office – Town Hall  
P.O. Box 1757, 3 Kirkland Street West,  
Kirkland Lake, ON P2N 3P4  
T: 705-567-9361 Ext. 238

E: [clerk@tkl.ca](mailto:clerk@tkl.ca)  
W: [www.kirklandlake.ca](http://www.kirklandlake.ca)

March 6, 2025

SENT VIA EMAIL ONLY

To Whom It May Concern:

**RE: Resolution – Safer Highways**

---

At its Regular meeting of March 4, 2025, the Council for The Corporation of the Town of Kirkland Lake resolved the following:

*“Moved by: Mayor Stacy Wight  
Seconded by: Councillor Casey Owens*

***BE IT RESOLVED THAT*** Council for The Corporation of the Town of Kirkland Lake support John Vanthof, MPP Timiskaming-Cochrane's Updated Northern Plan for Highway Safety, as attached.

***CARRIED”***

As so directed, a copy of Council's resolution has been supplied for your reference.

Please do not hesitate to contact me if I can provide clarification in this regard.

Yours truly,

Amberly Spilman  
Deputy Clerk/Lottery Licensing Officer



**MPP Guy Bourgouin** *Mushkegowuk-James Bay*  
**MPP Lise Vaugeois** *Thunder Bay-Superior North*  
**MPP John Vanthof** *Timiskaming Cochrane*

# NORTHERN HIGHWAY SAFETY PLAN

## Introduction

Safety on the TransCanada Highways 11 and 17 continues to be the number one concern for most residents of Northern Ontario because they are our main streets. We use these highways to get to work, school, hockey, and medical appointments, but we share them with thousands of cross-country commercial trucks. As a result, Northern MPPs have had a lot to say over the years about the state of highways in the North and for good reason.

Years ago, the problem was proper and consistent winter maintenance. The Liberal government in power at the time claimed everything was fine, so MPP Vanthof's office created the Northern Road Report to show that it wasn't. The Minister of Transportation (MTO) demanded that the report be taken down, but in the end the Northern Road Report helped prove that even when contract requirements were being met, people were still being put at risk. As a result, the government of the day was forced to make changes to the system.

MPP Bourgouin introduced legislation to make maintenance standards the same across the TransCanada system, so that 11 north of North Bay would be maintained to the same standard as south. The legislation was defeated, but the government did create a separate standard for the northern portion of the TransCanada highway. MPP Bourgouin has also introduced other pieces of legislation regarding driver training and not being able to pass on double solid lines. This was defeated, but he remains committed to finding ways to solve safety issues the same as his fellow Northern MPPs. Similarly, MPP Vaugeois introduced a motion that driver testing be taken back by the MTO which would have been an effective way for the government to control the standard of drivers on the roads. All three members have been vocal in the legislature regarding highway safety throughout their careers.

We are once again facing a highway safety crisis, one that we believe requires a plan designed **by Northerners for Northerners**. It contains clear goals that we can push government of whatever stripe to implement for all our families.

## Current Situation

Currently some poorly trained commercial vehicle drivers and the companies they work for are putting all other drivers at undue risk. Incidents have been easy to track on social media. Investigative reports on the problems in commercial truck training and licensing, and from the Auditor General of Ontario identified this problem as far back as 2018. We, Northern MPPs have mentioned this issue many times in the legislature. The response from the government has been that these are the safest roads in North America, and that they are looking into the matter.



January 25, 2025

**MPP Guy Bourgouin** *Mushkegowuk-James Bay*  
**MPP Lise Vaugeois** *Thunder Bay-Superior North*  
**MPP John Vanthof** *Timiskaming Cochrane*

Regardless of political stance, we hope that we can all agree that one of the basic jobs of any government is to ensure that people who are issued a driver's license are capable of safely driving the vehicle for which they are licensed. There are over a hundred companies in Ontario who recruit, train, and license their own drivers and they can issue Ontario licenses to them. These are among the worst offenders. Of course there are still good driving schools, and companies that provide excellent training programs to their new drivers, but not all of them. Change needs to happen in the immediate and long term, and we are proposing a plan to address these needs. First, there needs to be immediate action by the Ministry to ensure that only properly- trained drivers are graduating by appointing employees of the MTO to conduct driving tests for all new commercial vehicle drivers before they can receive a license.

### **Immediate Ask**

- Have all new drivers tested by MTO certified inspectors, not third-party private companies. If their student drivers can't pass a legitimate road test, then these driving schools will be forced to change how they conduct business.

### **Short-Term**

- Return the management of highway maintenance operations to the MTO, while working with contractors and providers throughout the North.
- Increase staffing at scales and inspection sites, as well as OPP Traffic enforcement to ensure the laws currently in place are being followed.
- Expedite the 2+1 pilot project and the construction of rest stops. Use the fill that is dug out to rebuild sections of the highway to create parking pull offs.

### **Medium-Term**

- Make snow tires mandatory for all passenger vehicles registered in Northern Ontario.
- Ensure that driving schools comply with the current MELT training system.
- Reform issues within MELT itself and expand requirements to include winter driving training.
- Address the current abuse of "self insurance provisions" and ensure tow truck operators and other service providers can get paid for services from these schemes.
- Require that all commercial motor vehicles have dash cams.
- Increase the number of cameras and photo radar to slow down traffic.
- Emphasize rail to move goods so not as many loads must travel on the highway.
- Return connecting links to the provincial highway system so that maintenance is uniform.
- Better equip and increase the availability of rest stops with heated, maintained washrooms.
- Direct the cost of repairing damage to municipal roads caused by detour traffic from highway closures to the MTO.

### **Long-Term**

- Widen and pave all shoulders on Highways 11 and 17.
- Make Highway 11 and 17 a divided four-lane highway wherever possible.
  - If the 2+1 pilot proves successful, a continuous three lane would be a good intermediate step. The TransCanada Highway is the road system meant to move goods and people across the country, but it is no longer equipped to do that safely here in Northern Ontario.



January 25, 2025

**MPP Guy Bourgouin** *Mushkegowuk-James Bay*  
**MPP Lise Vaugois** *Thunder Bay-Superior North*  
**MPP John Vanthof** *Timiskaming Cochrane*

This plan is designed to be a living document. The goals here have been suggested by industry stakeholders, drivers, municipalities and others. We are open to suggestions, ideas, and constructive criticism. Please send us your comments. By working together, we are hoping to make the highway safer for all our families.

**MPP Guy Bourgouin**  
**MPP Lise Vaugois**  
**MPP John Vanthof**



**SEND A LETTER TO THE MINISTER**

<https://win.newmode.net/mppguybourgouin/sendalettertotheministeroftransportation>



**CONTACT US**

gbourgouin-qp@ndp.on.ca  
lvaugois-co@ndp.on.ca  
jvanthof-qp@npd.on.ca



MPP Bourgouin: 705-335-7351  
MPP Vaugois: 807-345-3647  
MPP Vanthof: 1-888-701-1105



1. **Call to Order 5:02pm**
2. **Roll Call** -regrets Lisa Vandermeer
3. **Review of Revisions or Deletions to Agenda** -none
4. **Disclosure of Pecuniary Interest and General Nature** -none
5. **Approval of Agenda**

Moved By: Mark W

Seconded By: Sherry

That the agenda for the Feb 10th 2025 meeting be approved as **presented**

6. **Review And Adoption of Previous Minutes**

Moved By: Sherry

Seconded By: Joel

The approval of the minutes for the New Liskeard Business Improvement Area Board of Management meeting held on Jan 13th 2025 as **presented**

7. **Presentations / Correspondence (Internal/External)**

Motion for Festival of Music to use downtown banner holders from end of April to mid May.

Moved: Mark W

Second: Sherry

**Carried**

8. **March Break/St Patrick's day**

Promote Shop local

Send an email about St Patrick's day window decorating

9. **Easter Hop**

Ad in paper is to state: Go to the shops on the map for your STAMP, find the bunny to get a TREAT. Once all the stamps are collected they can drop the paper off at Pop It to be entered into a draw to win a prize: 1<sup>st</sup> prize \$250, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> \$50 from a local participating business.

Motion for \$600 to be spent on Easter Hop prizes & Treats

Moved: Sherry

Second: Joel

**Carried**



- 10. Block Party** -Letter to mayor and council to include the request of
- road closure Whitewood and Armstrong July 25<sup>th</sup> 4:30pm – July 26<sup>th</sup> 6:00pm
  - large stage set up Friday night
  - set up bleachers for bball tournament
  - fencing delivery for Friday night set up
  - picnic table & garbage cans
  - waive the noise bylaw for Friday night

Assigned tasks, Kids inflatables & climbing wall, Science North- Tiffany

- talk to Paula Davy about the dance studio participating on Sat stage – Sherry,
- porta potties & bball tournament, coffee house – Mark w
- discussion with Wild Wing about bar/licencing- Mark L & Andre

## **11. In Camera Session**

Voting board members to discuss matters with James Franks present

## **12. Next Meeting**

The next Board meeting will be held on \_Mar 10<sup>th</sup>, 5:00pm Chamber of Commerce.

## **13. Adjournment**

Moved By:

Seconded By:

That the New Liskeard Business Improvement Area Board of Management meeting is adjourned at \_\_7:40\_\_ p.m.



## MINUTES OF THE REGULAR MEETING OF THE BOARD

Held on Wednesday, January 22nd, 2025, at 5:30 PM at Englehart Family Health Team

---

**Present:** Derek Mundle, Mary Jo Lentz, Dan Dawson, Pat Kiely, Rick Owen, Clifford Fielder, Jeff Laferriere, Lois Perry, Mark Stewart (CAO)

**Staff:** Sarah Salvis – Chief of EMS, Rachel Levis – Director of HR, Louanna Lapointe – OW Manager, Norma Cale – Housing Services Maintenance Supervisor, Steve Cox – Housing Services Manager, Candice Danchuk – Housing Services Maintenance Supervisor, Janice Loranger – Director of Finance, Lyne Labelle – Children's Services Manager, Michelle Sowinski - Recorder

**Absent:**

**Guests:** Darlene Wroe – Temiskaming Speaker, Jim Kroesen - HSC

---

The Regular Meeting of the Board was called to order at 5:30 PM.

### 1.0 CALL TO ORDER AND LAND ACKNOWLEDGMENT

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

Nil

### 3.0 PETITIONS AND DELEGATIONS

Nil

### 4.0 ACCEPTANCE/ADDITIONS TO AGENDA

#### Resolution 2025-01

Moved by Lois Perry and seconded by Mary Jo Lentz

**THAT the agenda of the Regular Meeting of the Board held on January 22<sup>nd</sup>, 2025, be accepted as presented.**

Carried.

### 5.0 ADOPTION OF PREVIOUS MINUTES – December 18<sup>th</sup>, 2024, REGULAR MEETING OF THE DTSSAB BOARD

#### Resolution 2025-02

Moved by Pat Kiely and seconded by Dan Dawson

**THAT the Minutes of the Regular Meeting of the DTSSAB Board held on December 18<sup>th</sup>, 2024, be accepted as presented.**

Carried.

### 6.0 CORRESPONDENCE

#### **6.1 Municipalities Under Pressure: The Human and Financial Cost of Ontario's Homelessness Crisis**

#### Resolution 2025-03

Moved by Ian Macpherson and seconded by Clifford Fielder

**THAT the Correspondence be accepted as presented, for information.**

Carried.

## **7.0 NEW BUSINESS**

### **7.1 Chair and Vice Chair Elections**

#### **Resolution 2025-05**

Moved by Jeff Laferriere and seconded by Ian Macpherson

**THAT Derek Mundle is elected as Chair of the District of Timiskaming Social Services Administration Board for the year 2025.**

Carried.

#### **Resolution 2025-07**

Moved by Rick Owen and seconded by Jeff Laferriere

**THAT Pat Kiely is elected as Vice Chair of the District of Timiskaming Social Services Administration Board for the year 2025.**

Carried.

### **7.2 CAO Update**

This report was prepared and presented by Mark Stewart for the Board's information.

### **7.3 2025 Board Meeting Scheduled**

#### **Resolution 2025-08**

Moved by Lois Perry and seconded by Mary Jo Lentz

**THAT the Board approve the below Board Meeting schedule for 2025.**

<b>Date</b>	<b>Time</b>	<b>Business</b>
January 22 <sup>nd</sup> , 2025	5:30 PM	Regular Meeting
February 19 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
March 19 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
April 23 <sup>rd</sup> , 2025	5:30 PM	Regular Meeting
May 21 <sup>st</sup> , 2025	5:30 PM	Regular Meeting
June 18 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
July 16 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
September 17 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
October 15 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
November 19 <sup>th</sup> , 2025	5:30 PM	Regular Meeting
December 17 <sup>th</sup> , 2025	5:30 PM	Regular Meeting

Carried.

### **7.4 Town of Kirkland Lake Delegation**

This item was presented by Mark Stewart to the Board for their information.

### **7.5 Auditor Selection**

#### **Resolution 2025-09**

Moved by Rick Owen and seconded by Pat Kiely

**THAT the Board accept the proposal for external audit and other services from Freelandt, Caldwell, Reilly LLP in the total amount of \$183,000 plus HST for the years 2024 to 2027, and that the Board appoint Freelandt Caldwell, Reilly LLP as auditors for the 2024 fiscal year.**

Carried.

#### **7.6 Housing Services Write Offs 2024**

##### **Resolution 2025-10**

Moved by Dan Dawson and seconded by Ian Macpherson

**THAT the Board approve to write off \$ 45,314.89 of uncollected rent, maintenance charges, as well as move out/NSF/Legal charges from former tenants for the 2024 fiscal year.**

Carried.

#### **7.7 Capital Projects – Summary of 2024 and Proposed 2025 Projects**

This item was presented to the Board by Norma Cale for their information.

#### **7.8 2024 Board Costs Summary**

##### **Resolution 2025-11**

Moved by Clifford Fielder and seconded by Jeff Laferriere

**THAT the Board approve the 2024 Summary of Board Member Costs.**

Carried.

#### **7.9 2025 Budget Options Presentation**

##### **Resolution 2025-12**

Moved by Mary Jo Lentz and seconded by Lois Perry

**THAT the Board approve the 2025 Budget of \$47,074,926 total expenditures with a municipal share of \$ 7,580,361 and a Territories Without Municipal Organization (TWOMO) share of \$ 1,978,900. And an amount of \$ 350,000 be applied from the Working Fund Reserve to offset the municipal and TWOMO billing amounts, resulting in a final 2025 billing amount of \$ 7,302,816 municipal share and \$1,906,445 TWOMO share.**

Carried.

### **8.0 IN-CAMERA SESSION**

#### **Resolution 2025-13**

Moved by Rick Owen and Pat Kiely

**THAT the Board move into a closed session to discuss matters related to education or training to allow for an education presentation to the Boar regarding cost, planning and development processes.**

Carried.

### **9.0 RETURN TO REGULAR SESSION**

#### **Resolution 2025-14**

Moved by Mary Jo Lentz and seconded by Rick Owen

**THAT the Board resolve to rise from the closed session and return to the Regular session without report at 7:51 PM.**

Carried.

## **10.0 ADJOURNMENT**


### **Resolution 2025-15**

Moved by Pat Kiely and seconded by Dan Dawson

**THAT the Board meeting be hereby adjourned at 7:51 PM AND THAT the next Board meeting be held on February 19<sup>th</sup>, 2025, or at the call of the Chair.**

Carried.

Minutes signed as approved by the Board:

  
Derek Mundle, Chair

February 19th, 2025  
Date

Recorder: Michelle Sowinski

MINUTES

**Northeastern Public Health Board of Health**

Special Meeting held on January 30, 2025 at 4:00 PM

Microsoft Teams

---

1.0 **ROLL CALL**

**Board of Health Members**

Michelle Boileau	City of Timmins
Andrew Marks	City of Timmins
Mark Wilson	Temiskaming Shores
Jeff Laferriere	Temiskaming Shores
Carol Lowery	Rural South: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, Latchford, Temagami, Thornloe
Paul Kelly	Rural Central South: Charlton & Dack, Chamberlain, Englehart, Evanturel, Gauthier, James, Larder Lake, McGarry, Matachewan
Peter Politis	Cochrane, Smooth Rock Falls
Gary Fortin	Kapuskasing (MS Teams in Timmins)
Marc Dupuis	Rural North: Fauquier-Strickland, Hornepayne, Hearst, Mattice Val Cote, Moonbeam, Opasatika, Val Rita Harty
Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region
Casey Owens	Kirkland Lake
Cindy Marks-Campbell	Provincial Appointee
Suzanne Perras	Provincial Appointee (arrived at 4:16 p.m. MS Teams)
Cathy Dwyer	Provincial Appointee
Todd Steis	Provincial Appointee
David Lowe	Provincial Appointee
Curtis Arthur	Provincial Appointee

**Regrets**

John Curley	City of Timmins
Tory Delaurier	Rural Central North: Iroquois Falls, Black River Matheson

**Northeastern Staff Members**

Dr. Lianne Catton	Acting Medical Officer of Health/Chief Executive Officer
Rosa Montico-Reimer	Director of Finance
Lori McCord	Executive Assistant
Rachelle Cote	Executive Assistant

**Regrets**

Randy Winters

Director of Corporate and Protection Services.

**Member of the Public**

None

1.1 **CALL TO ORDER:** the meeting was called to order at 4:01 pm.

1.2 **APPROVAL OF AGENDA**

**MOTION #17-S-2025**

Moved by: Paul Kelly

Seconded by: Marc Dupuis

That the agenda for the Board of Health for the Northeastern Health Unit meeting January 30, 2025 be approved.

CARRIED

1.3 **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE**

None declared.

2.0 **PREVIOUS MINUTES**

2.1 **PHU Board of Health Minutes – December 5, 2024**

The minutes from the Board of Health for the Porcupine Health Unit meeting dated December 5, 2024 were reviewed.

**MOTION #18-S-2025**

Moved by: Gary Fortin

Seconded by: Andrew Marks

That the Board of Health for the Northeastern Health Unit approve the minutes for the Board of Health for the Porcupine Health Unit meeting dated December 5, 2024.

CARRIED

2.2 **THU Board of Health Minutes – December 4, 2024**

The minutes from the Board of Health for the Timiskaming Health Unit meeting dated December 4, 2024 were reviewed.

**MOTION #19-S-2025**

Moved by: Casey Owens

Seconded by: David Lowe

That the Board of Health for the Northeastern Health Unit approve the minutes for the Board of Health for the Timiskaming Health Unit meeting dated December 4, 2024.

CARRIED

**2.3 NEPH Board of Health Minutes – January 1, 2025**

The minutes from the Board of Health for the Northeastern Health Unit meeting dated January 1, 2025 were reviewed.

**MOTION #20-S-2025**

Moved by: David Lowe

Seconded by: Cathy Dwyer

That the Board of Health for the Northeastern Health Unit approve the minutes for the meeting dated January 1, 2025.

CARRIED

**3.0 AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION****3.1 Proposed Meeting Dates**

The Board of Health meeting schedule for 2025 was previously shared.

**MOTION #21-S-2025**

Moved by: Carol Lowery

Seconded by: Gary Fortin

That the Board of Health for the Northeastern Health Unit approve the 2025 schedule of meeting dates as presented.

**3.2 Board Member Attendance to Workshops/Conferences****3.2.1 alPHA Conference – Feb 12-14, 2025 (virtual)**

Information around alPHA's Winter Symposium was previously shared with Board members with a request to advise of their interest in attending. Dr. Catton provided an overview of the symposium and shared that Chair Boileau has been asked to speak during one of the planned sessions.

**MOTION #22-S-2025**

Moved by: David Lowe

Seconded by: Andrew Marks

That the Board of Health for the Northeastern Health Unit approve Board Members Sue Perras, Mark Wilson, Michelle Boileau to attend alPHA 2025 Winter Symposium.

CARRIED

**3.3 Orientation****3.3.1 Board Orientation Session**

As outlined in the By-Laws and the accountabilities in the *Good Governance and Management Domain* of the Ontario Public Health Standards (OPHS), an annual orientation session is being planned. As a new public health agency with a large Board of 19 members, connecting in-person to review the bylaws, policies, and the

latest public health sector updates. It is an important opportunity to learn more about each legacy health unit to help create the vision for our future as NEPH. Board orientation from a governance perspective especially through a merger, is exceedingly important, and the merger funding provides a unique opportunity to support a more comprehensive event. Representatives from alPHa will be present to provide some governance training that many health units have benefitted from. An in-person event in Timmins will be planned. While attendance is strongly encouraged, if members are unable to attend alternate options for the training will be determined. Dates will be proposed and a survey circulated to Board members to determine a date.

#### 3.3.2 Board Orientation Registration Forms

Board Member Conflict of Interest Declaration Form, Board Member Code of Conduct Declaration Form, and Board Member Confidentiality Agreement forms were previously shared with Board Members with the corresponding policies. Board members are requested to forward their signed documents to the Recording Secretary.

### **3.4 Appointment of Finance Committee**

Board members were previously requested to express their interest in serving on the Finance Committee. Membership as outlined in the draft Terms of Reference for the Finance Committee is comprised of six committee members and the Board Chair as ex-officio. Interest was expressed by the following seven members: Paul Kelly, Sue Perras, Jeff Laferriere, Andrew Marks, Gary Fortin, Curtis Arthur and Todd Steis. Board member Laferriere declined to have his name stand.

#### **MOTION #23-S-2025**

Moved by: Cindy Campbell

Seconded by: Jeff Laferriere

That the Board of Health for the Northeastern Health Unit approve the appointment of the Finance Committee Members:

Paul Kelly

Sue Perras

Andrew Marks

Gary Fortin

Curtis Arthur

Todd Steis

Michelle Boileau, Chair Ex-Officio

CARRIED

### **3.5 Infrastructure Update**

#### 3.5.1 Request for Proposal – Pine St. Timmins HVAC System

For information purposes Dr. Catton provided an infrastructure update around the HVAC system at the Pine Street building in Timmins. The HVAC system is at end of life with an increased risk of failure and as such requires significant repairs. This is not an upgraded system, however, will ensure the continuity of heating, ventilation and cooling systems at the level of current function. The funding for this project was included and approved in the year one capital submission. The Ministry is aware that the project will extend into year 2. The initial assessment and estimate was \$750,000.00. Consultation around the required HVAC needs and support of the RFP process was provided by J.L. Richards. Following the procurement policy, the RFP was issued on November 28, 2024 and went to public tender on January 23<sup>rd</sup> with three bids submitted for review. Recommendation for the successful proponent will be brought to the Board for approval.

### 3.5.2 Request for Proposal – NEPH Phone System

Rosa Montico-Reimer, Director of Finance provided an overview of the phone system. The current system supports over 13 offices in 12 communities and 197 staff members. Legacy PHU Board members were aware of issues with the current system which is at end of life. The Board was advised that funding for this project was included and approved as part of the merger costs. Rosa Montico-Reimer advised that the procurement policy was followed and noted it was the first RFP that followed the bids and tender platform. The RFP was issued on September 3, 2024 and included the merged entity. Eighteen proposals were received and an independent review and cost scoring was conducted. The recommendation to the Board is to award the RFP to Sunwire. Rosa Montico-Reimer advised the estimated one time implementation cost is \$100,001.00 with ongoing annualized cost of \$44,229.00.

### **MOTION #24-S-2025**

Moved by: Marc Dupuis

Seconded by: Curt Arthur

That the Board of Health for the Northeastern Health Unit approve the awarding of the NEPH phone system tender to Sunwire with an estimated one-time implementation cost of \$100,101.00 and ongoing annual cost of \$44,229.

CARRIED

## **4.0 MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER REPORT**

Dr. Catton provided a verbal update.

Strengthening Public Health: The Strengthening Public Health Strategy aimed to optimize capacity, stability and sustainability in the public health sector. The initiatives under the Strengthening Public Health Strategy were to support voluntary mergers, review public health funding and update the Ontario Public Health Standards (OPHS). Supporting voluntary mergers was announced at AMO in August 2023. To date nine Boards of Health have merged into four new public health entities. Northeastern Public Health team members meet regularly with partners from other merged health units as well as with the Ministry. The second initiative to

strengthen public health is the Ontario Public Health Standards (OPHS) review. The review has not resulted in any notable decrease in accountabilities of local public health. It is expected that there will be a levelling of priorities and a review of opportunities where public health could decrease duplication and increase opportunities. It is expected that the new standards will be released in time to implement in January 2026. There have been no further updates around funding and no changes to funding are expected beyond the 1% increase in 2024, 2025, 2026.

Ministry of Health Engagement/Leadership Roles: Continued involvement at several tables includes current role as the Chair of the Council of Medical Officers of Health (COMOH) Section which includes membership on the alPHa Executive and the alPHa Board. Northern regional representative at the Public Health Leadership Table, with the Office of the Chief Medical Officer of Health (OCMOH) and Public Health Ontario (PHO).

Vaccine Preventable Disease/COVID-19/Influenza Activity: Northeastern Public Health (NEPH) continues to see influenza, COVID-19, RSV, and outbreaks continue to be investigated, declared and supported across the region. Hospitals have been reporting significant increases in presentations to the emergency departments for respiratory illness. Northeastern Public Health continues to support opportunities for vaccination for influenza, COVID-19 and RSV across the region. Increased cases and clusters of invasive Group A Streptococcus (iGAS), Blastomycosis and Pertussis have also been noted. Northeastern Public Health shares information widely with health care providers highlighting these trends and, as appropriate, guidance for testing, treatment and reporting. Trends are also shared with partners and on social media platforms. Northeastern Public Health continues to support communities and regions experiencing increases in infectious diseases. NEPH works closely with First Nation communities, Indigenous Services Canada, Public Health Ontario, provincial laboratories, local hospitals and providers in supporting any clusters or outbreaks of communicable or reportable diseases that may be occurring.

Programs and Services Highlights/Updates: Northeastern Public Health continues to see an increase in suspected opioid related overdoses and events. Most recently a yellow alert was shared in legacy PHU region. Work continues to integrate legacy THU and PHU surveillance. Alerts are shared widely across the region. Ontario Health Teams continue to work with both legacy THU. In legacy THU this includes work on an online booking system. Both Legacy PHU and THU continue involvement with local Community Safety and Well-Being Plans supporting partners and initiatives. Planet Youth is active in both legacy health units and will continue as is at this time due to strong local partnerships and community coalitions in addressing reducing harmful substance use rates. Recent team trips to support the Moosonee office resulted in exciting initiatives with the NEPH dietician and APANO Lead in Moosonee. The school team is busy implementing the Immunization of Schools Act (ISPA) across the region. Integration of both legacy PHU-THU school programs began early in the merger to ensure alignment of programs and consistency of communications across all 9 school boards in the region for the school year.

The Board thanked Dr. Catton for the report.

**5.0 NEPH MERGER TRANSITION REPORT**

Dr. Catton provided an overview of the historical background and timelines around the PHU-THU merger. Dr. Catton advised that much work has been done around the integration of business, workforce, programs and services, governance and communities. A summary of the milestones completed to date, NEPH's current focus and the next steps planned were shared. The Board acknowledged the valuable update shared.

**6.0 CORRESPONDENCE**

Correspondence was received for information purposes.

**7.0. CLOSED SESSION**

N/A

**8.0 RISE AND REPORTING OF CLOSED SESSION**

N/A

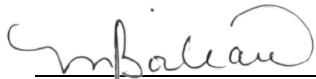
**8.0 ADJOURNMENT****MOTION #16-S-2025**

Moved by: Todd Steis

Seconded by: Andrew Marks

That the next meeting of the Board of Health for the Northeastern Health Unit be held on February 27, 2025 at 4:00 p.m.

CARRIED



February 27, 2025

Michelle Boileau, Board Chair

Lori McCord, Recorder, Rachelle Cote, Recorder

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, January 22, 2025

7:00 p.m. in-person and via zoom

#### **1. Call to Order**

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:01 p.m.

#### **2. Roll Call**

Present: Chair Brigid Wilkinson, Nadia Pelletier-Lavigne, Erin Little, and Joyce Elson in person. Sarah Bahm, Jule Booth, Melanie Ducharme and Thomas McLean via zoom.

Regrets: Erica Burkett.

Members of the Public: 1

#### **3. Adoption of the Agenda**

##### **Motion #2025-01**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Melanie Ducharme**

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 22, 2025 agenda as presented.

**Carried.**

#### **4. Declaration of conflict of interest: None.**

#### **5. Adoption of the Minutes**

##### **Motion #2025-02**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, December 4, 2024 as amended.

**Carried.**

**6. Business arising from Minutes:** None.

**7. Correspondence:**

- a. From Ministry of Tourism Culture and Gaming. Re: PLOG payment. For information.
- b. Fine-Free Press Release. For review.
- c. From Richard Long. For information.

**8. Secretary–Treasurer’s Report**

Report, workplace inspection reports, monthly financial statement and Scotiabank Statements included in the trustees’ information packet.

**Library CEO’s Report**

**January 22, 2025**

**Building:**

Fire Safety checks are completed on a monthly basis and reported to the Fire Prevention Officer for the City. Workplace safety inspections are completed on a monthly basis by the Library’s Health and Safety Representative.

Damaged wall: Shelving and books have been cleared away from the wall in preparation for repair. The structural engineer and contracted repair staff were in to have a look. They will have to open the wall to do a better inspection. We are unsure of the timing for the inspection and repair.

**CJTT Chats:** Chats have been scheduled for once a month in 2025.

**Committees:** I am continuing to attend the various community committee meetings when time allows. I do find it is beneficial to know what is happening with the various community organizations in the area.

**Courses:** I am continuing to take the French as a Second Language courses for another term which ends in March 2025.

**Grants:**

**Connectivity Fund Grant :** The application was filled out and submitted in early December.

**Public Library Operating Grant :** Grant monies were received and deposited in December.

**Inter-Library Loan Migration:** We are finishing cleanup of the old system and have started taking and filling requests in the new system. Backlog from the postal strike has been resolved. The new system seems to be working well.

**Ontario Library Association Conference:** I will be attending the conference from January 29-February 1. My presentation on Memorandums of Understanding will take place on February 1.

**Partnerships:**

**Alzheimer's Society:** Will be setting up an information booth in the lobby in January.

**Timiskaming Health Unit:** Soup to Tomatoes Seniors Exercise Classes have started on Tuesdays and Thursdays again.

**Workplace Inspections:** The First Aid training is still needed for one staff member and we hope to have it scheduled soon. In the meantime we are scheduling to be sure we always have a staff member with first aid in the building while we are open.

**Zack's Crib Outreach:** Zack's Crib is sending outreach twice a week to touch base with individuals who may need their help.

**Finances and Statistics**

The Board reviewed the workplace inspection, financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

**Motion #2025-03**

**Moved by: Erin Little**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 2025 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

**Carried.**

**9. Committee Reports:**

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Nothing to report.

**10. New Business:**

- a. Library 2023 Audited Financial Statements. For information.
- b. 2024 statistics report. For information.
- c. 2024 by the numbers report. For review.

**11. Policy Review**

- a. Hours of service policy
- b. Membership policy
- c. Fines and Fees policy. Motion.

**Motion #2025-04**

**Moved by: Melanie Ducharme**

**Seconded by: Erin Little**

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Hours of Service, Membership and Fees and Fines as amended.

**Carried**

**12. Adjournment**

- a. **Next meeting: Wednesday, February 19, 2025**

Adjournment by Erin and Melanie at 8:18 p.m.

---

Chair –



February 5, 2025

To Whom it May Concern,

**Re: Proposed U.S. tariffs on Canadian Goods**

Please note at their Regular meeting held on February 5, 2025, Peterborough County Council passed the following resolution:

**Resolution No. 19-2025**

Moved by Deputy Warden Senis

Seconded by Warden Clark

Whereas the federal government is currently in negotiations with the U.S. government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Premier Doug Ford has outlined several plans to combat the impact the proposed tariffs would have on Ontario including Fortress Am-Can which focus on strengthening trade between Ontario and the U.S. while bringing good jobs back home for workers on both sides of the border; and

Whereas the federal government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S on tariffs; and

Whereas trade between Ontario and the United States is very important to our residents and local economies and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and



Whereas municipalities have traditionally treated all procurements from trade partners equally and fairly; and

Whereas municipalities can assist in the Team Canada effort to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces.

Therefore, be it resolved that, the County of Peterborough supports the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations;

And that federal and provincial governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the provincial and federal governments take action to remove trade barriers between provinces as a response to US tariffs and support Canadian businesses.

And that the CAO be directed to bring back a report detailing a temporary purchasing policy that integrates and addresses these concerns;

And that County Economic Development & Tourism Division be directed to implement a “Buy Local Peterborough County, Buy Canadian” campaign to encourage residents and businesses to purchase locally made and Canadian goods and services.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver



- Robin Jones, President, AMO and Mayor of Westport
- Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All provincial and territorial Premiers.
- All local MPs and MPPs,
- All Ontario Municipalities for their support.

**Carried**

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at [kstevenson@ptbocounty.ca](mailto:kstevenson@ptbocounty.ca).

Yours truly,

Holly Salisko  
Administrative Services Assistant – Clerk's Division/Planning  
[hsalisko@ptbocounty.ca](mailto:hsalisko@ptbocounty.ca)

City Clerk's Office

**Secretariat**  
Sylvia Przedziecki  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail:  
Sylvia.Przedziecki@toronto.ca  
web: www.toronto.ca**In reply please quote:  
Ref.: 24-MM23.1**

(Sent by Email)

December 20, 2024

**ALL ONTARIO MUNICIPALITIES:**

**Subject: Member Motion Item 23.1  
Declaring Toronto a Paid-Plasma-Free Zone - by Councillor Chris Moise,  
seconded by Councillor Alejandra Bravo (Ward All)**

City Council on November 13 and 14, 2024, adopted [Item MM23.1](#) and in doing so, has forward this item to Canadian Blood Services, federal, provincial and territorial Ministers of Health, Grifols Pharmaceuticals, and all Ontario Municipalities and requested that they support only voluntary blood and plasma collection, where donors do not receive payment for their blood or plasma.

Yours sincerely,

*Niko Markakis*, for

for City Clerk

S. Przedziecki/mp

**Attachment**

Sent to: All Ontario Municipalities  
Chief Executive Officer, Canadian Blood Services  
Chief Executive Officer, Grifols Canada

c. City Manager

## City Council

### Member Motions - Meeting 23

MM23.1	ACTION	Adopted		Ward: All
--------	--------	---------	--	-----------

### **Declaring Toronto a Paid-Plasma-Free Zone - by Councillor Chris Moise, seconded by Councillor Alejandra Bravo**

#### **City Council Decision**

City Council on November 13 and 14, 2024, adopted the following:

1. City Council express its opposition to the operation of private for-profit blood collection companies in the City.
2. City Council forward this item to Canadian Blood Services, federal, provincial and territorial Ministers of Health, Grifols Pharmaceuticals, and all Ontario Municipalities and request that they support only voluntary blood and plasma collection, where donors do not receive payment for their blood or plasma.

#### **Summary**

In the City of Toronto, we uphold the principle of voluntary blood and plasma donation, acknowledging its vital importance as a public good. Our commitment derives from the lessons of Canada's tainted blood crisis, which tragically claimed approximately 8,000 lives. The subsequent Royal Krever Commission urged a fully voluntary, non-payment oriented blood and plasma donation system.

Within our Ontario healthcare system, we perceive blood donations as a priceless public resource, underscoring the need to safeguard the integrity of the public, voluntary donor system.

The Voluntary Blood Donations Act of Ontario strengthens this stance, legislating against the payment of donors and prohibiting donors from receiving financial compensation for their blood or plasma.

Canada Blood Services plans to open five paid plasma clinics, including one in Toronto, by 2025. This issue needs immediate attention and action. The public health community has raised concerns about Grifols Pharmaceuticals' plans to open a Toronto clinic. It's vital we protect vulnerable residents from exploitation by for-profit plasma collection companies offering cash for blood-plasma, a predatory practice.

In bringing this motion forward, we strive to reinforce the principles of voluntary, non-remunerated blood and plasma donation, protecting both the integrity of Canada's public blood system and the dignity of blood donors.

## **Background Information (City Council)**

Member Motion MM23.1

(<https://www.toronto.ca/legdocs/mmis/2024/mm/bgrd/backgroundfile-249600.pdf>)

Attachment 1 - Resolution to Declare the City of Hamilton a "No Paid Plasma Zone"

(<https://www.toronto.ca/legdocs/mmis/2024/mm/bgrd/backgroundfile-250144.pdf>)

## **Notice of Motion – Councillor Mark Wilson**

### **Citizen Engagement through Town Hall Events**

**Whereas** providing opportunities for direct engagement between elected officials and the community is important to maintain open lines of communication with residents; and

**Whereas** town hall events are an effective and inclusive platform for fostering dialogue, gathering feedback, and addressing public concerns in a transparent and accessible manner; and

**Whereas** the establishment of an informal atmosphere for community members to engage directly with elected officials, would provide a platform for the free exchange of ideas and information, and receive feedback on community matters and issues that affect residents; and

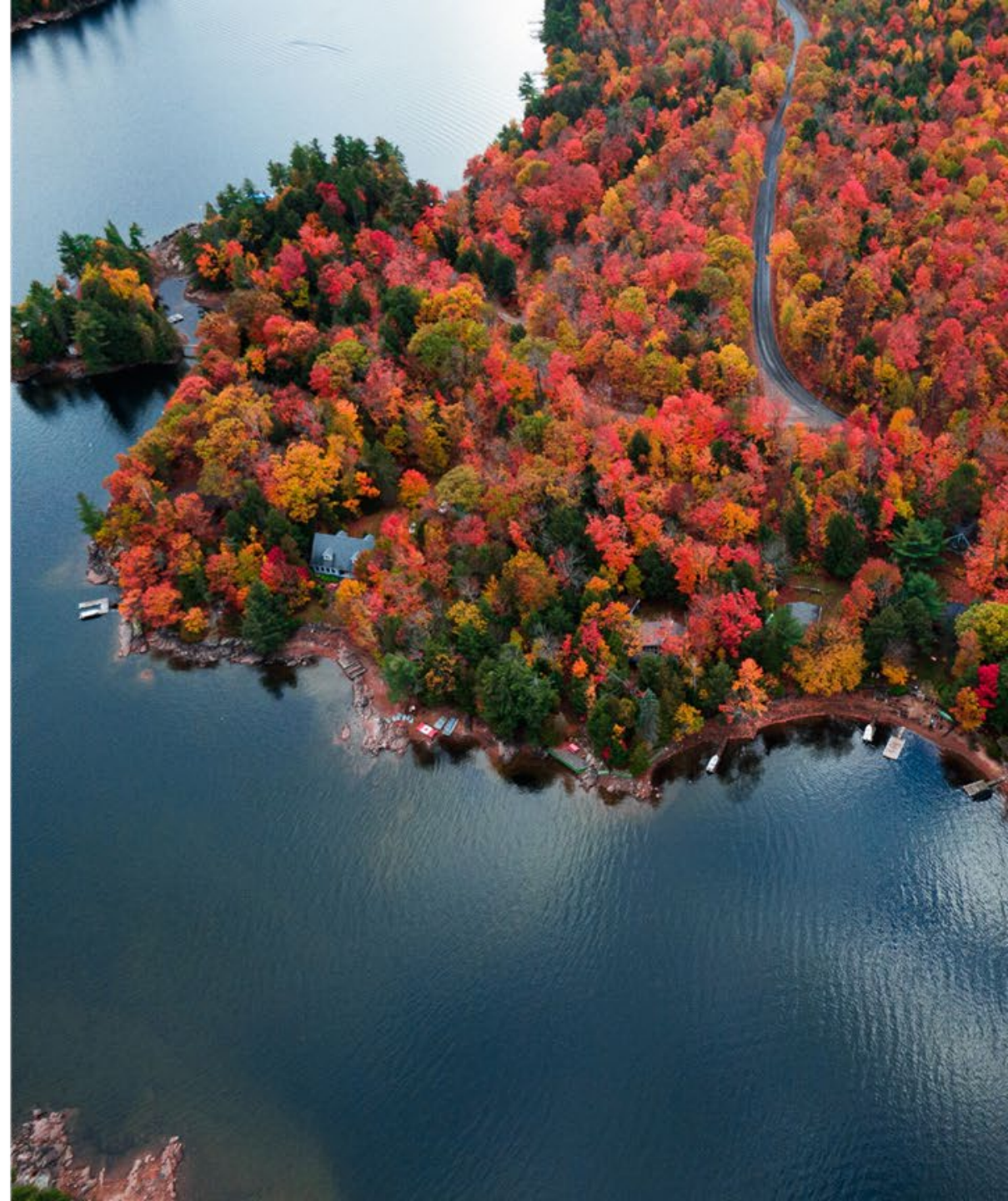
**Whereas** through the establishment of guidelines and procedures for organizing town hall events, would ensure they are effective, and beneficial to both elected officials and residents.

**Be it resolved that** Council of the City of Temiskaming Shores directs staff to explore various avenues for organizing town hall events, including identifying potential locations, formats, frequency, and methods for encouraging resident participation, and to develop a policy aimed at facilitating engagement between elected officials and residents.

# Healthy Democracy Project

Standing Up Together for Local Democracy

# Agenda





# We're in this together

# Election trends

The good. More women running—more women elected.

	2010	2014	2018	2022
Women running	1,495	1,647	1,808	1,939
Women elected	26%	21.6%	698	750
Women heads of council	100	78	92	110

The not good. Voter turnout decline and acclamations rise

	2010	2014	2018	2022
Position acclamations		390	477	553
Trustees acclaimed			236	229
Full council acclamations	30	18	26	32
Voter turnout	44.35%	43.12%	38.30%	36.30%
Candidates	8,039	7,290	6,658	6,325
Trustee candidates			1,513	1,462

# Democracy today

Politics

## Why Is Politics Getting Nastier?

With threats and harassment rising, running for office has become a dangerous job

BY STEPHEN MAHER

Updated 21:32, May. 30, 2022 | Published 14:00, May. 12, 2022

OPINION

## Women and racialized political candidates are being set up to fail

ERIN TOLLEY

CONTRIBUTED TO THE GLOBE AND MAIL  
PUBLISHED JUNE 13, 2022

OPINION

## As apathy spreads, municipal democracies are in danger



MARCUS GEE >  
TORONTO

PUBLISHED OCTOBER 15, 2022  
UPDATED OCTOBER 20, 2022

CANADA

## Wasaga Beach, Ont., disables comments on its social media to prevent spread of hate, misinformation

By Staff • The Canadian Press  
Posted October 27, 2021 9:13 pm

Local News

## Trolling is a major barrier for women considering politics, conference hears

*"I want to put my time into developing good policy, not fighting trolls on the internet. It is frustrating and it is draining."*

Elizabeth Payne

Published Aug 15, 2022 • 3 minute read

Politics

## MPs describe threats, safety fears as they're issued panic buttons



One MP said he's forwarded 20 death threats to the police

Politics

## Governor General's office closes social media comments after a wave of hateful remarks



Rideau Hall says comments have been 'abusive, misogynistic and racist' in nature

# Democracy today

**WINDSOR STAR**

News / Local News

## Essex County meeting cancelled after unruly protest

Brian MacLeod  
Published Apr 07, 2023 • 2 minute read

43 Comments



One MP said he's forwarded 20 death threats to the police

by spread  
cies are

MBER 15, 2022  
ER 20, 2022

e issued



Politics

## Governor General's office closes social media comments after a wave of hateful remarks



Rideau Hall says comments have been 'abusive, misogynistic and racist' in nature

# Democra



Montreal

## Quebec launches helpline for politicians following wave of resignations at municipal level

Hundreds have left public life since 2021

The Canadian Press - Posted: Feb 28, 2024 1:26 PM EST | Last Updated: February 28



Quebec Municipal Affairs Minister Andrée Laforest says a growing number of elected officials are quitting because of intimidation and harassment. (Jacques Boissinot/The Canadian Press)



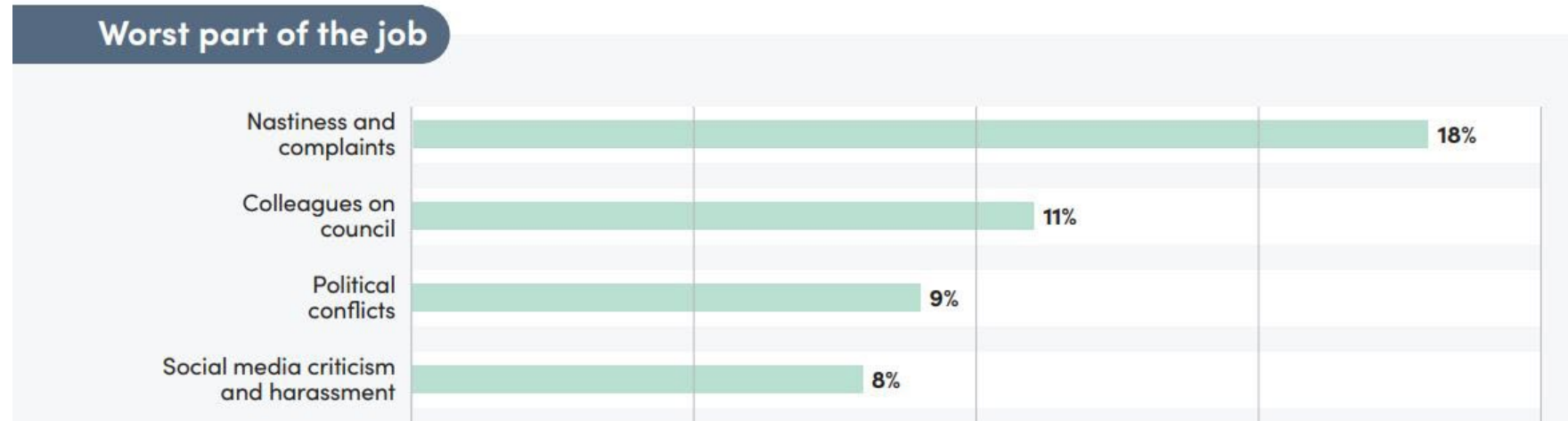
Quebec is committing \$2 million to connect politicians and their families with psychological aid after a wave of resignations and leaves of absence among elected municipal officials.



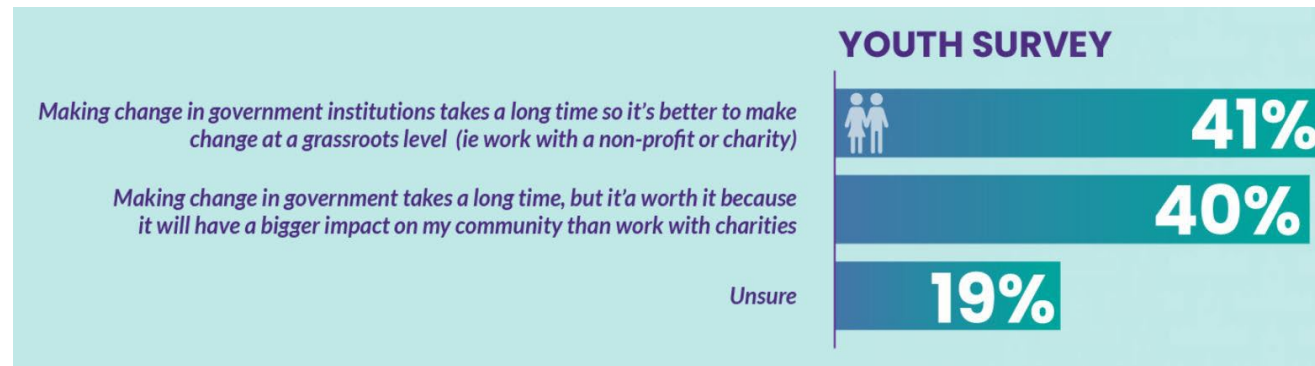
**closes social media  
hateful remarks**

ive, misogynistic and racist' in nature

# Democracy today



- Source: "Locally Grown" Samara Centre for Democracy/Canadian Municipal Barometer



- 63% of youth don't feel welcome to participate in civic engagement

- Source: "Understanding Youth and Child Civic Engagement in Canada" Abacus Data

# Where we started

*Healthy Democracies are everyone's responsibility*

2021

AMO's Board strategic objectives included advancing diversity, equity and inclusion in municipal governance, including the *We All Win* campaign to attract more diverse candidates to municipal office.



2022

Following the success and interest in the We All Win campaign, in November 2022, the AMO Board approved a 4-year strategy with a \$1 million investment to promote and build healthy democracy in Ontario.





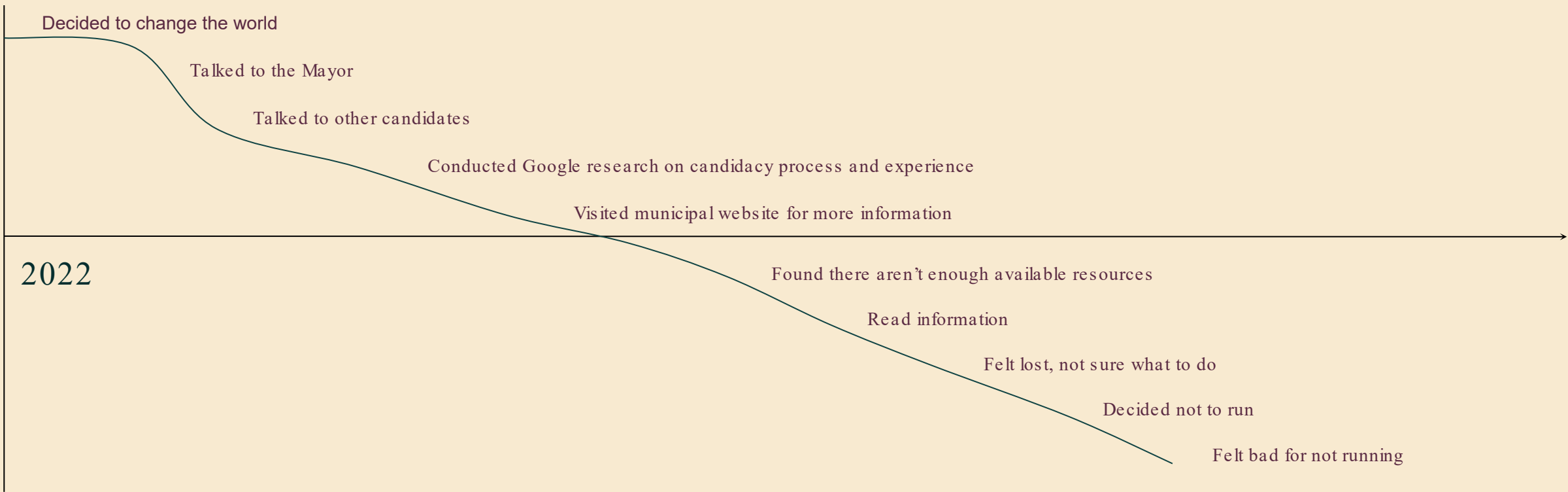
# **Mapping the Experiences of Diverse Candidates Running for Municipal Office in Ontario**

Research Conducted by Monumental Projects

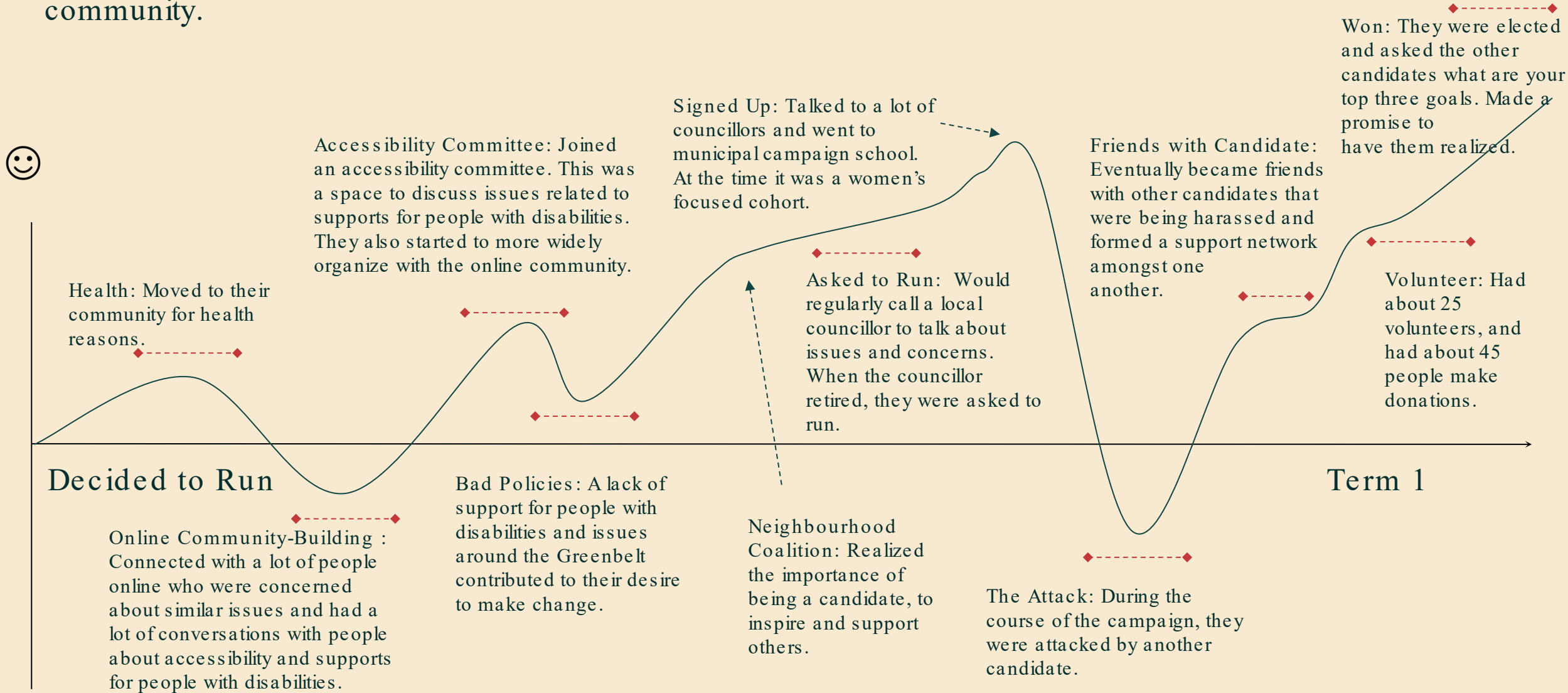
# The Risk-Reward Paradox

- For many **the risks (negative realities) of running outweigh the potential benefits**
- **It's not certain that over time it will be easier for diverse candidates.**  
While socially, Canada is getting more open in people's views generally (e.g., polling data), at the same time politics is getting more toxic
- The **job itself takes a major toll on families, mental health, your career,** and it is financially precarious
- Our focus group with potential possible candidates made it clear that **many people see change as easier to make, with less personal cost, outside of government**

Not having enough information was a common reason for deciding not to run. This potential candidate - a mid-career professional identifying as male and Black in a mid-size jurisdiction - found that his lack of knowledge about (a) the requirements of a campaign, and (b) the role of councillor itself, was a significant barrier. He shared that not only was it frustrating not to easily find that information online, but that he wasn't sure who (or how) to ask the seemingly basic questions.



This research participant was the first non-binary councillor to be elected in their ward, motivated to resolve the lack of accessibility and supports available to people living with disabilities in their community.



## What motivates people to run

### Identity-based motivations

- i.e., wanting to increase representation

### Policy-based motivations

- i.e., wanting to move forward specific policy wins

### Place-based motivations

- i.e., commitment to their local community

## Common enablers and assets

### Personal skills and capabilities

- e.g., sense of resilience to help navigate negativity, bullying and harassment

### Advocates, mentors, and cheerleaders within the system

- Relationships with experienced individuals was a key enabler for many diverse candidates

### Rooted in community, identity, and/or professional groups

- i.e., personal, cultural, faith-based, professional communities

## Common barriers

### **Mental health toll: bullying, harassment, discrimination**

Timing: family and career conflicts, incumbents

Financial barriers

Access to social capital: mentors and volunteers

Accessibility challenges

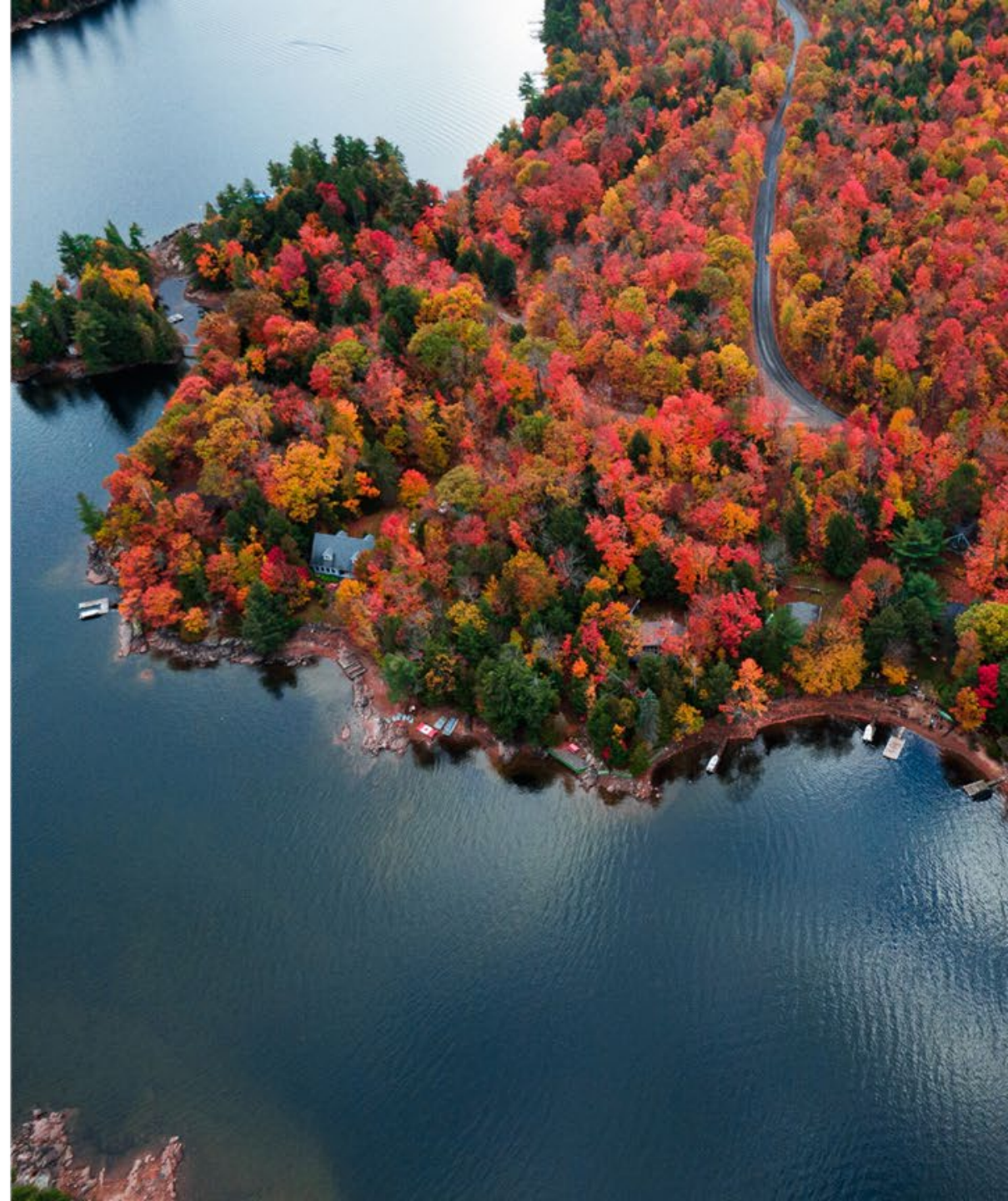


# Healthy Democracy Roadmap

Understand, test, foster, mobilize

# The Healthy Democracy Project

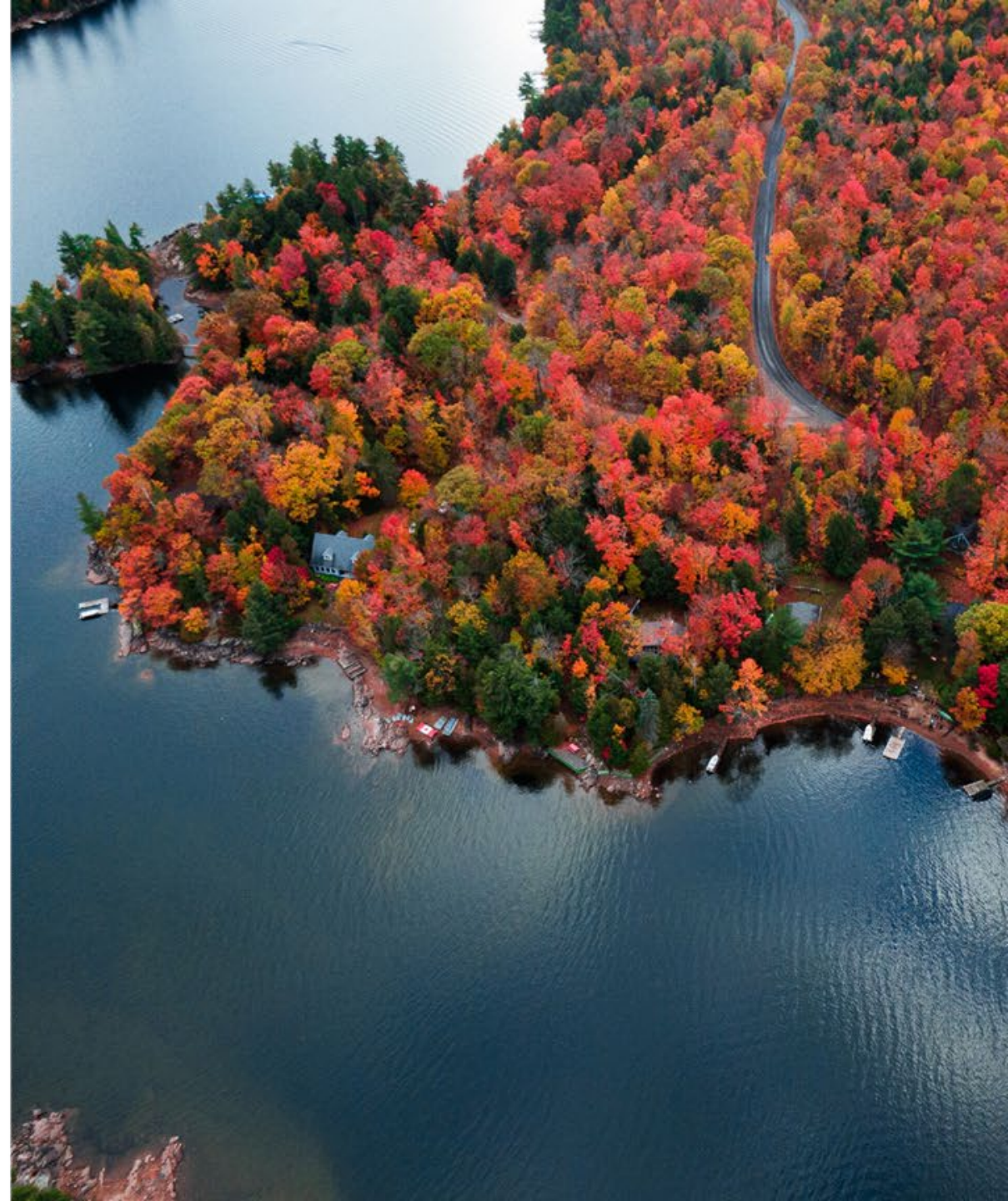
- Builds on the momentum of AMO's *We All Win* campaign to encourage and support greater diversity of municipal candidates in the 2026 municipal elections
- Builds partnerships to promote greater respect for democracy and political participation
- Promotes greater awareness of the important role of municipal government and municipal councils in building strong communities
- Develops new training and resources to support AMO members to engage effectively with their communities
- Promotes the value and importance of municipal governments in Ontario and Canada's political system, while focusing on the importance of diversity of leadership and perspectives.



# A working vision for Ontario's local democracies

Where people feel they can participate safely and fully in local government and do so enthusiastically. Where people can be well informed and feel their votes matter. Where people believe their voices will be respected and included in the decisions that affect their lives.

This vision fosters an environment of mutual respect, informed participation, and equitable representation.



# Strategic Objectives

## OBJECTIVES

### We All Win



- Increase diversity on municipal councils to be more reflective of Ontario's diversity.
- Support AMO members through their diversity, equity, and inclusion journey.
- Elected officials are equity-informed leaders.
- People running for office don't feel alone and have recourse.

### Respect for Democracy



- Increase trust in local government as an institution where people can safely/actively/regularly contribute to the decisions that impact their community.
- Municipal leaders are aligned and committed to improving the tone of discourse between elected officials and community members, municipal staff and other elected officials.
- Establish AMO as a thought leader on democratic engagement.

### Engagement & Education



- Youth see local government as a means (from within or without) to make a positive difference in their community.
- AMO members can productively and authentically engage with their communities—in particular with underrepresented communities and youth.
- AMO members are aware and engaged in the We All Win and Respect for Democracy streams of work.

## ACTIONS

### Understand



- #1 Candidate Experience Journey
- #2 Candidate/elected official demographic data
- #3 Democratic Engagement Solutions Bank
- #4 Voter Turnout Model
- #5 Healthy Democracy Indicators

### Test



- #6 Local Democracy Accelerator
- #7 Candidates Attraction & Support Network
- #8 Improving civic education pilot

### Foster



- #9 Healthy Democracy Forum
- #10 Local Democracy Accelerator community of practice
- #11 Civility Commitment

### Mobilize



- #12 Local Democracy Accelerator solutions mobilization
- #13 Comprehensive anti-harassment strategy
- #14 Youth engagement better practices
- #15 Increased member education

# Healthy Democracy Forum

October 19 & 20

## Day 1

- Diverse representation matters—a focus on candidate attraction and support efforts
- Engaging youth in local democracy and elections—for youth and youth-focused groups only

## Day 2

- Accelerating local democratic engagement: convene, prototype, energize





# OPSBA & AMO

# Partnership & Perspective

Discussion & Questions

# A shared commitment and strong working relationship

- Democratic and political engagement
- Healthy Democracy Project Advisory Group
- Local Government Week
- Learning from each other—Student Trustees
- Healthy Democracy Student Leadership Award
- Healthy Democracy Forum

# OPSBA and Healthy Democracies

## First topic

- Do School Board Trustee candidates take part in candidate attraction and support organizations?

## Second topic

- Experiences of incivility—how prevalent, what forms, are there differences across small, rural, urban?

## Third topic

- Youth engagement better practices



# Connect with us:

Petra Wolfbeiss: [pwolfbeiss@amo.on.ca](mailto:pwolfbeiss@amo.on.ca)

Stewart McDonough: [smcdonough@amo.on.ca](mailto:smcdonough@amo.on.ca)

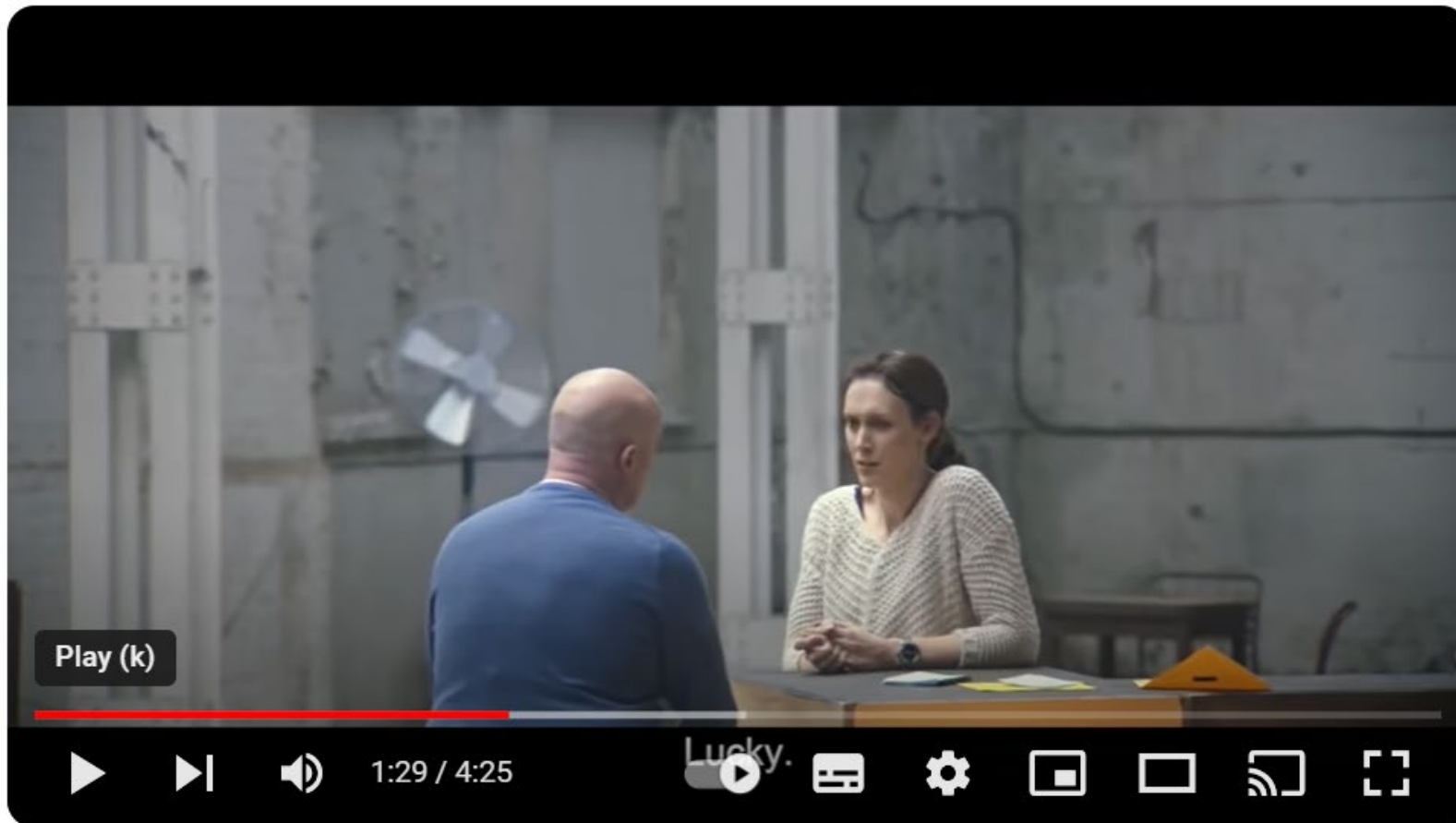


# Thank you



# If we have time

# Outside your comfort zone



# An everywhere everyone problem



# **Memo**

**To:** Mayor and Council  
**From:** Sandra Lee, City Manager  
**Date:** March 18, 2025  
**Subject:** Canada – United States Trade  
**Attachments:** None

---

Mayor and Council:

This Item provides an update on the information available on the Canada-United States trade situation. The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) are both pursuing engagement with federal and provincial governments and providing information and resources to municipalities to shape decision making.

Based on current available information, City staff recommend waiting for further information from AMO, in collaboration with the Ontario government, to better understand opportunities to change existing purchasing policies. This approach mitigates City risk in pursuing a pathway which violates municipal procurement compliance obligations. City staff will provide Council with regular information and updates on this matter in the weeks and months ahead.

## **Background**

The Canada United States Mexico Agreement (CUSMA), regulating trade between these three countries took effect on July 1, 2020. CUSMA replaced the former North America Free Trade Agreement (NAFTA), established in 1994. CUSMA is set to expire on June 30, 2036, with an interim review conducted by all parties scheduled for 2026.

Recent trade discussions, initiated by the United States (U.S.), have created a climate of economic uncertainty in Canada. On March 4<sup>th</sup>, following weeks of uncertainty, the U.S. implemented 25% tariffs on Canadian goods except for a lower 10% levy on energy and critical minerals, bypassing CUSMA. These tariffs affect goods exported from Canada to the United States, increasing the cost of products to the U.S., and decreasing Canada's competitiveness. A 25% tariff on steel and aluminum products was added on March 12, 2025, following a thirty-day delay.

## Federal Government Response

Canada has identified retaliatory tariffs in response. These are primarily products that would increase the costs of consumer goods imported to Canada from the United States. The initial list, primarily designed to impact consumers and estimated to value approximately \$ 30 billion in trade was implemented on March 4, 2025.

<https://www.canada.ca/en/department-finance/news/2025/03/list-of-products-from-the-united-states-subject-to-25-per-cent-tariffs-effective-march-4-2025.html>

The federal government added additional dollar-for-dollar tariffs on March 13<sup>th</sup>, including 25% of aluminum and steel, computer products, tools, and sports equipment equalling approximately \$30 billion in trade.

The federal government has indicated additional tariffs on American goods will be forthcoming, up to a total of \$155 billion in goods. The secondary list of products is more likely to impact products purchased by municipalities.

## Provincial Government Response

The province of Ontario has also initiated responded to the U.S. tariffs by removing American alcohol from LCBO outlets and online purchases. The provincial government has indicated that it may choose to cancel the Starlink Agreement with X, valued at \$100 million. This agreement was intended to provide important internet via satellite to communities in rural and northern Ontario lacking without reliable internet services.

## City of Temiskaming Response

City staff participated on an Ontario regional webinar hosted by FCM on February 21, 2025. Since this meeting, staff have continued to receive regular updates from FCM. City staff noted that municipalities in southwestern Ontario reported greater negative impacts due to increased movement of products across the border from their communities. Anecdotally, staff have heard a few businesses express concern over retaliatory tariffs, but many businesses are non-committal about potential business impacts at this time.

The Temiskaming Shores and Area Chamber of Commerce is providing local businesses regular [updates](#) on the trade situation.

### i) Federation of Canadian Municipalities (FCM) Response

FCM has participated in meetings in the U.S. with other key Canadian agencies and levels of government to provide information and education on the impacts of the trade dispute on both American and Canadian citizens and marketplaces.

FCM has highlighted increasing unemployment rates, impact on municipal tax levies, volatility to prices in the energy sector, and disruptions to supply chains as key concerns for municipalities.

FCM reports that in 2023, Canadian municipalities purchased more than \$2 billion worth of goods and services from the United States. FCM has committed to sharing information with municipalities on procurement obligations and potential new opportunities. FCM confirmed that municipalities are not regulated by CUSMA, but there are other areas of compliance that municipalities need to consider including existing international, federal and provincial regulations (e.g. international trade agreements, the Canadian Free Trade Agreement (CFTA), and the Comprehensive Economic and Trade Agreement (CETA)).

ii) Association of Municipalities of Ontario (AMO) Response

AMO has also been providing Ontario municipalities with updates on the potential impacts of US tariffs. They have established a dedicated [webpage](#) to share information quickly and easily. AMO has reached out to the Premier's office to encourage a collaborative approach on "Buy Canadian" initiatives so that municipalities can comply with standing trade agreements while supporting their local, Ontario and Canadian economies. To date, AMO has not received a response to its February [letter to the Ontario Secretary of Cabinet](#) with respect to the importance of collaborating with municipalities for procurement processes and new purchasing strategies.

AMO has also committed to providing tools for municipalities to estimate the impacts of trade and tariff measures on municipal operations, including property taxes to ensure municipalities understand the changing fiscal environment.

Prepared by:

"Original signed by"

Sandra Lee  
City Manager

## **Memo**

**To:** Mayor and Council  
**From:** Sandra Lee, City Manager  
**Date:** March 18, 2025  
**Subject:** Application - Canada Water Agency - EcoAction Funding Stream  
**Attachments:** Application

---

Mayor and Council:

This Item provides information on an application to the Canada Water Agency EcoAction funding stream for community-led freshwater actions, led by Temiskaming First Nation (TFN), in partnership with Organisme de bassin versant du Témiskamingue (OBVT), to work collaboratively to enhance the environmental stewardship and conservation efforts in the Lake Temiskaming watershed. The project is designed to engage a diverse group of community partners, increase awareness amongst residents, and implement direct actions to protect and restore the eco system.

City staff have participated in conversations with OBVT and TFN and agree that TFN is a natural leader for this project. Indigenous peoples have a long history of effective stewardship of the natural environment.

This initiative aligns well with the City of Temiskaming Shores strategic plan, passed by Council on January 21, 2025 (By-Law No. 2025-005). One of the objectives of the strategic plan is improved sustainability for the protection of Lake Temiskaming and the greater natural environment of Temiskaming Shores. Action items include collaborating with communities around the lake and educating residents and visitors on responsible use of the lake. The proposed project (Appendix 1) incorporates these goals.

The funding application is due to the federal government on March 25, 2025. The project is anticipated to begin June 1, 2025, with a completion date of June 1, 2027.

City staff recommend that Council approve the provision of a letter of support for the funding application, outlining in-kind contributions by the City of Temiskaming Shores to the project, including meeting space for community education, itinerant office space for TFN and or OBVT staff working on the project, and staff time for meetings and events.

Prepared by:

*“Original signed by”*

Sandra Lee  
City Manager

**Project title\***

TBD

**Start date\***

June 01, 2025

**End date\***

June 01, 2027

**Project location(s)\***

TFN and Ontario shore of Lake Temiskaming (47.503597, -79.667788)

**Project goals / objectives\***

The primary goal of this project is to enhance environmental stewardship and conservation efforts in the Lake Temiskaming watershed by engaging diverse community stakeholders, increasing awareness, and implementing direct action to protect and restore the ecosystem. The specific objectives and relevance to the Eco Action program is given below.

**1. Establish a Multi-Stakeholder Management and Consultation Team:**

The first step for this project would be to form a team representing interprovincial watershed stakeholders, community members, Indigenous peoples, elders, and youth. This team will be responsible on selection of sites for cleanup activities, plantation activities, awareness activities, workshop and trainings. These activities will be implemented aligned with the watershed management recommendation from OBVT.

**2. Increase Community Awareness on Environmental Issues:**

This project will organize workshops, storytelling events, webinars, and training sessions to educate the public and youth. Moreover, this project will foster community engagement and knowledge-sharing regarding watershed conservation, lake management and sustainable practices.

**3. Build Capacity of Local Watershed Stakeholders:**

This project will provide targeted training to local communities and local stakeholders, equipping them with skills to contribute effectively to conservation efforts. For example: this project will provide knowledge about invasive species, promote the best practices and provide hand on training about boat washing and better practices to reduce the spread.

**4. Implement Community-Driven Clean-Up Initiatives:**

This project team will organize cleanup activities along Lake Temiskaming and its tributaries. Every cleanup activity will engage volunteers, youth, local organizations, small businesses and community members to remove waste and debris.

**5. Identify and Restore Vulnerable Riverbanks:**

This project will utilize Indigenous Knowledge and IQBR index (Indice de la qualité de la bande riveraine) to assess and identify at-risk riverbanks. Then, the project team will conduct community-led plantation activities with indigenous plant species to stabilize and restore riverbanks.

### **Project description**

Lake Temiskaming/Lac Témiscamingue is a vital ecological and economic resource spanning the Ontario-Quebec border. For thousands of years, it has been home to the Timiskaming First Nation, whose deep cultural and historical ties to the lake underscore its significance. The Timiskaming First Nation has relied on the lake for sustenance, transportation, and spiritual practices, and continues to play a key role in its stewardship. Their traditional knowledge and connection to the land are invaluable in addressing the lake's current environmental challenges.

The lake stretches approximately 110 km in length and reaches depths of over 400 meters, making it one of the deepest lakes in the region. Formed during the last Ice Age, it occupies a glacially carved valley and is part of the larger Ottawa River watershed, playing a crucial role in regulating water flow, supporting biodiversity, and providing drinking water to downstream communities. However, it faces significant environmental challenges, including inconsistent management, water quality degradation, and biodiversity loss. The lack of a watershed management organisation, especially on the Ontario side, leads to fragmented management efforts. Variations in enforcement between the two provinces result in inadequate protection measures, such as the absence of boat washing stations on the Ontario side, which increases the risk of invasive species introduction.

Water quality degradation is another pressing issue, with excessive nutrient loading from agricultural runoff and urban wastewater contributing to algal blooms. Additionally, historical and current mining activities, hydroelectric dams and underwater deposited logs have led to heavy metal contamination, while poor sewage disposal from residential and commercial sources continues to degrade water quality. Recent reports indicate that multiple tributaries of Lake Temiskaming in Quebec have shown persistently poor water quality over the past decade ([IQBP for La Loutre River](#)). A CBC report also highlighted contamination concerns from the Wabi River, a key tributary of the lake (CBC article: [Water monitoring group says pesticides in a northern Ontario river can lead to cancer and other issues](#)). These results initiated a community movement to protect this lake.

Biodiversity loss remains a critical challenge due to shoreline development, deforestation, and habitat destruction. The introduction of invasive species, such as spiny water fleas and Eurasian watermilfoil, further disrupts local ecosystems and threatens native fish populations. Since its first detection in Lake Temiskaming in 2018, the spiny water flea population has posed a growing threat to the lake's aquatic biodiversity. If left unchecked, these factors could significantly impact the lake's ecological balance and recreational value.

This project aims to address these pressing issues through stakeholder collaboration, community engagement, and direct conservation actions. The active participation of local communities, including Indigenous groups, youth, and watershed stakeholders, is at the core of this initiative. Through community-driven clean-up activities, shoreline restoration projects, and hands-on

workshops, residents will play a direct role in protecting and restoring Lake Temiskaming. Engaging local volunteers in tree planting, invasive species removal, and water conservation efforts will not only enhance environmental outcomes but also foster a sense of stewardship and long-term commitment to the lake's health. Additionally, targeted training and capacity-building sessions will empower local watershed stakeholders with practical skills and knowledge, ensuring the sustainability of these efforts beyond the project's duration. These community-led actions align closely with the EcoAction program's goals by promoting habitat restoration, water conservation, and public awareness, ultimately contributing to the resilience and ecological health of Lake Temiskaming and the broader Ottawa River watershed.

### **Freshwater quality and/or aquatic ecosystem health issue**

Lake Temiskaming's water quality has been significantly impacted by several factors, including excessive nutrient loading, contamination from industrial activities, and inadequate waste management. High levels of phosphorus and nitrogen from agricultural and urban runoff have led to eutrophication, resulting in harmful algal blooms that threaten aquatic life and restrict recreational use. Additionally, heavy metals from historical mining and hydroelectric dam operations have accumulated metals, posing risks to fish populations and other aquatic organisms.

The Organisme de bassin versant du Témiscamingue (OBVT) has been monitoring the Wabi River (a tributary to Lake Temiskaming and passes through the Temiskaming Shores city) over the past two years and has identified several issues that can pose risks to public safety and the health of the ecosystem. In collaboration with Health Canada, OBVT detected 23 harmful pesticides in the river, including Atrazine, which was found in 87% of the samples analyzed (Health Canada, 2025). This chemical, which has been banned in Europe since 2004, is known to cause serious health issues, including tumors, breast, ovarian, and uterine cancers, as well as leukemia and lymphoma. It may also lead to birth defects, reproductive tumors, and weight loss in both amphibians and humans (Karrow et al., 2005). OBVT is not the first to raise alarm about increasing cancer risks and public safety, a study from 2014 shows that Temiskaming region has the highest incidence of colorectal cancer in Ontario citing reasons such as tobacco, pesticides and mining (Sritharan et al., 2014).

This project will address these water quality concerns through community-driven actions. Targeted shoreline restoration and replanting initiatives will help reduce erosion and nutrient runoff, stabilizing the lake's ecosystem. Community-led clean-up events will remove waste and debris from the shoreline and tributaries, reducing contamination sources. Moreover, workshops and outreach programs will educate residents on sustainable land-use practices and proper waste disposal, empowering them to take proactive steps in preserving water quality.

Additionally, partnerships with local stakeholders and Indigenous groups will ensure a collaborative approach to long-term water quality monitoring and conservation efforts. By involving the community in direct action, this project will enhance the resilience of Lake Temiskaming's freshwater ecosystem, aligning with the EcoAction program's goals of water conservation and habitat restoration.

This project aims to address these pressing issues through stakeholder collaboration, community engagement, and direct conservation actions. The active participation of local communities, including Indigenous groups, youth, and watershed stakeholders, is at the core of this initiative. Through community-driven clean-up activities, shoreline restoration plantations, and hands-on workshops, residents will play a direct role in protecting and restoring Lake Temiskaming. Engaging local volunteers in tree planting, invasive species removal, and water conservation efforts will not only enhance environmental outcomes but also foster a sense of stewardship and long-term commitment to the lake's health. Additionally, targeted training and capacity-building sessions will empower local watershed stakeholders with practical skills and knowledge, ensuring the sustainability of these efforts beyond the project's duration. These community-led actions align closely with the EcoAction program's goals by promoting habitat restoration, water conservation, and public awareness, ultimately contributing to the resilience and ecological health of Lake Temiskaming and the broader Ottawa River watershed.

### **Why the project is needed**

The need for this project is underscored by the absence of an environmental management organization in the territory where the primary project will be implemented. Without a dedicated authority overseeing conservation efforts, environmental initiatives remain fragmented, and crucial restoration work is delayed (He & James, 2021). Establishing a collaborative and community-driven conservation effort is vital to addressing these management gaps and ensuring long-term ecological sustainability (Basuki et al., 2022; He & James, 2021; Thapa et al., 2022).

Additionally, the local community lacks an organized platform to facilitate environmental events and actions. This project will create an avenue for residents, Indigenous groups, and stakeholders to participate in meaningful conservation activities such as shoreline clean-ups, tree planting, and environmental education workshops. By fostering community engagement, the project will cultivate a sense of stewardship and empower individuals to take ownership of the lake's well-being.

Another key factor highlighting the necessity of this initiative is the insufficient awareness about invasive species and environmental issues within the community. The presence of invasive species such as spiny water fleas and Eurasian watermilfoil threatens native biodiversity and disrupts aquatic ecosystems. For example: the detection of Spiny Water flea in Lake Temiskaming was the first ever detection for the Abitibi-Témiscamingue administrative region of Québec ([Report: Temiskaming Speakers](#)). Through targeted education programs and outreach campaigns, this project will increase public knowledge and encourage preventive actions, such as proper boat-washing practices with hand-on training and responsible land-use decisions.

Several local and regional initiatives have been undertaken to improve water quality and aquatic ecosystem health, including past research efforts from OBVT (Health Canada, 2025) and community-driven monitoring projects with Ottawa Riverkeeper (Forrest et al., 2019). However, these efforts do not include management and improvement of the problems that they identified. By aligning with these existing initiatives and building on their findings, this project will provide a structured and action-oriented approach to conservation. It will integrate existing research, collaborate with local organizations, and implement direct, on-the-ground conservation actions to protect and restore Lake Temiskaming's ecosystem.

Basuki, T. M., Nugroho, H. Y. S. H., Indrajaya, Y., Pramono, I. B., Nugroho, N. P., Supangat, A. B., Indrawati, D. R., Savitri, E., Wahyuningrum, N., Purwanto, Cahyono, S. A., Putra, P. B., Adi, R. N., Nugroho, A. W., Auliyani, D., Wuryanta, A., Riyanto, H. D., Harjadi, B., Yudilastyantoro, C., ... Simarmata, D. P. (2022). Improvement of Integrated Watershed Management in Indonesia for Mitigation and Adaptation to Climate Change: A Review. In *Sustainability (Switzerland)* (Vol. 14, Issue 16). <https://doi.org/10.3390/su14169997>

Forrest, S. A., Holman, L., Murphy, M., & Vermaire, J. C. (2019). Citizen science sampling programs as a technique for monitoring microplastic pollution: results, lessons learned and recommendations for working with volunteers for monitoring plastic pollution in freshwater ecosystems. *Environmental Monitoring and Assessment*, 191(3). <https://doi.org/10.1007/s10661-019-7297-3>

He, C., & James, L. A. (2021). Watershed science: Linking hydrological science with sustainable management of river basins. In *Science China Earth Sciences* (Vol. 64, Issue 5). <https://doi.org/10.1007/s11430-020-9723-4>

Health Canada. (2025). *Monitoring water for pesticides*. <https://infobase-dev.com/Pesticide-Water-Monitoring/>.

Karrow, N. A., McCay, J. A., Brown, R. D., Musgrove, D. L., Guo, T. L., Germolec, D. R., & White, K. L. (2005). Oral exposure to atrazine modulates cell-mediated immune function and decreases host resistance to the B16F10 tumor model in female B6C3F1 mice. *Toxicology*, 209(1). <https://doi.org/10.1016/j.tox.2004.12.002>

Sritharan, J., Kamaleswaran, R., McFarlan, K., Lemonde, M., George, C., & Sanchez, O. (2014). Environmental factors in an Ontario community with disparities in colorectal cancer incidence. *Global Journal of Health Science*, 6(3). <https://doi.org/10.5539/gjhs.v6n3p175>

Thapa, P. S., Chaudhary, S., & Dasgupta, P. (2022). Contribution of integrated watershed management (IWM) to disaster risk reduction and community development: Lessons from Nepal. *International Journal of Disaster Risk Reduction*, 76. <https://doi.org/10.1016/j.ijdrr.2022.103029>

---

**Subject:** Mayors' Monarch Pledge

**Report No.:**

RS-006-2025

**Agenda Date:**

March 18, 2025

---

### **Attachments**

**Appendix 01:** Draft Pledge Document

**Appendix 02:** Action Items List

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-006-2025; and
2. That Council directs staff to complete the Mayor's Monarch Pledge prior to the March 31, 2025, deadline and submit a minimum of three action items to be completed in 2025.

### **Background**

Mayor and Council received a public presentation at the March 4, 2025, Committee of the Whole meeting regarding the Mayors' Monarch Pledge. The Mayors' Monarch Pledge program launched in 2015 by the National Wildlife Federation to engage cities and communities in monarch and pollinator conservation. The program works as follows:

1. Mayors take the pledge online between December 1<sup>st</sup> and March 31<sup>st</sup> (Appendix 01);
2. Mayors commit to at least three (3) action items that their community will initiate throughout the year to support monarch conservation; and
3. Communities will report back to the NWF throughout the year and submit an annual report by December 1<sup>st</sup>.

There is no cost sign the Mayors' Pledge, but some costs may be incurred by completing the action items.

### **Analysis**

City staff reviewed the program and considered the list of potential action items available as part of the pledge program (Appendix 02).

Action items are split into three categories including “Communications and Convening”, “Program and Demonstration Gardens” and “Systems Change”. Staff have identified 10 action items which would be feasible to implement at this time, and are recommending that the City ultimately decide upon 3-5 to initiate in 2025. The potentially feasible action items are:

*Communications & Convening:*

1. Issue a proclamation to raise awareness about the decline of the monarch butterfly and the species’ need for habitat. This proclamation must incorporate a focus on monarch conservation.
2. Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
3. Engage with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
4. Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
9. Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

*Program & Demonstration Gardens:*

10. Host or support a native seed or plant sale, giveaway or swap.
12. Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent or culturally significant community location.
13. Convert vacant lots to monarch habitat.
19. Add or maintain native milkweed and nectar-producing plants in gardens in the community.

*Systems Change:*

26. Launch, expand, or continue an effort to change municipal planting ordinances and practices to include more native milkweed and native nectar producing plants at city properties.

---

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

- [By-law 2020-088 – Recreation Master Plan](#)

**Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities

**Financial / Staffing Implications**

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

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

Staff have identified action items which could be completed within regular operations at no additional extra cost. The additional time to complete 3-5 action items will be included as part of regular duties.

**Climate Considerations**

Climate considerations depend upon the final action items submitted. Based on a cursory review of action items with the City's Climate Lens, this project would be expected to have no effect on CO2 emissions or temperature or precipitation adaptation.

**Alternatives**

1. Council could decline to sign the Mayors' Monarch Pledge.

**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



**NATIONAL  
WILDLIFE  
FEDERATION**

**nwf** **mayors'  
monarch  
pledge**

## **Mayors' Monarch Pledge**

The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans.

We, the undersigned mayors and heads of local or tribal government, are deeply concerned about the decline of the monarch butterfly population. Both the western and eastern monarch populations have experienced significant declines. Less than one percent of the western monarch population remains, while the eastern population has fallen by as much as ninety percent. Monarch scientists attribute the population decline to degradation and loss of summer breeding habitat in the U.S., and loss of winter habitat in south-central Mexico and coastal California.

Cities, towns, and counties have a critical role to play to help save the monarch butterfly. Municipalities can provide habitat at public parks, median strips, community gardens, and municipal buildings like recreation centers and libraries. Events such as community workshops, native plant giveaways and monarch festivals can educate residents about the cultural significance of monarchs and how to create habitat. Simple changes in landscaping ordinances or other policies can make a big difference for the monarch, too.

We recognize the importance of creating monarch and pollinator habitat at parks, gardens, and other green spaces, that every member of our community can equally enjoy. Our work to help save the monarch butterfly will intentionally engage all parts of our community, ensuring that historically marginalized communities are not left out of the work or the many benefits this work will create.

When mayors speak up and take a stand, our communities notice. Therefore, we hereby commit to help restore habitat for the monarch and encourage our residents to do the same, so that these magnificent butterflies will once again flourish across the continent.

**Sign the pledge at [www.nwf.org/mayorsmonarchpledge](http://www.nwf.org/mayorsmonarchpledge)**



# Action Items

## Communications and Convening:

Action #	Action
1	<p>Issue a proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat. This proclamation must incorporate a focus on monarch conservation.</p> <p>Example activities:</p> <ul style="list-style-type: none"><li>• Issue a Monarch Day Pledge</li><li>• Incorporate monarchs into your Earth Day, Pollinator Week or other proclamation</li></ul>
2	<p>Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)</p>
3	<p>Engage* with community garden groups and urge them to plant native milkweeds and nectar-producing plants.</p>
4	<p>Engage* with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.</p>

Action #	Action
5	<p>Engage* with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters, other long-standing and influential community leaders) to support monarch butterfly conservation.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Develop community gardens with local gardening leaders</li> <li>• Host programming and other activities with Nature Centers</li> <li>• Coordinate and collaborate with local gardening groups at schools, colleges, and universities</li> </ul>
6	Engage* with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
7	Engage* with developers, planners, landscape architects, and other community leaders and organizers engaged in planning process to identify opportunities to create monarch habitat.
8	<p>Create a community-driven educational conservation strategy, initiative, or practice that focuses on and benefits local, underserved residents.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Conduct outreach and support habitat / green space improvements in underserved communities.</li> <li>• Develop brochures in different languages</li> </ul>

Action #	Action
9	<p>Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Host photo contests</li> <li>• Commission murals</li> <li>• Create and show films and documentaries</li> <li>• Support public art installations</li> <li>• Collaborate with local artists, including school, college, and university art departments to create community-wide art</li> </ul>

\*Engage includes: in-person meetings, conferences and summits, trainings, or regular communication through email, phone, social media, etc.

## Program and Demonstration Gardens:

Action #	Action
10	Host or support a native seed or plant sale, giveaway or swap.
11	Facilitate or support a milkweed seed collection and propagation effort.
12	Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent or culturally significant community location.

Action #	Action
13	Convert vacant lots to monarch habitat.
14	Plant milkweed and pollinator-friendly native nectar plants along roadsides, medians, or public rights-of-way.
15	<p>Launch or maintain an outdoor education program(s) (e.g., at schools, after-school programs, community centers and groups) that builds awareness and creates habitat by engaging students, educators, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation’s Schoolyard Habitats® program and Monarch Mission curriculum).</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• <a href="#">Eco-Schools U.S.</a></li> <li>• <a href="#">Schoolyard Habitats® Program</a></li> <li>• <a href="#">PK-12 Monarch Mission Curriculum</a> (English and Spanish)</li> </ul>
16	<p>Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation’s Community Wildlife Habitat program).</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Join the <a href="#">Community Wildlife Habitat</a></li> </ul>

Action #	Action
17	<p>Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness, support community unity around a common mission, and/or create habitat for the monarch butterfly.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Host photo challenges</li> <li>• Create property certification challenges</li> <li>• Collaborate with schools, universities, and colleges to host joint awareness and habitat creation challenges</li> </ul>
18	<p>Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• NWF's Monarch Stewards Program Certification</li> <li>• Engage with local colleges and universities science departments to host community-wide opportunities</li> <li>• Monarch Migration Tracking (<a href="#">Journey North</a>)</li> </ul>
19	Add or maintain native milkweed and nectar-producing plants in gardens in the community.

Action #	Action
20	<p>Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitat for monarch butterflies and other pollinators.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Partner with volunteers and/or stakeholder organizations to remove herbaceous and woody invasive plants from city parks and other natural areas.</li> <li>• Host educational events to teach community members about invasive plant identification and how to safely remove invasives from their personal properties.</li> <li>• Create a distributable list of invasive species to your ecoregion to share with stakeholders and community members.</li> </ul>
21	Host or support a monarch butterfly festival that is accessible to all residents in the community and promotes monarch and pollinator conservation, as well as cultural awareness and recognition.
22	<p>Display educational signage at monarch gardens and pollinator habitat.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• <a href="#">Neighborhood Garden Signs (Victory Garden of Tomorrow)</a></li> <li>• Create plant labels or interpretive language for community gardens, parks, prairie habitat, rights-of-way, etc.</li> </ul>

### Systems Change:

Action #	Action
23	Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).

Action #	Action
24	Change weed or mowing ordinances to allow for native prairie and plant habitats.
25	Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
26	<p>Launch, expand, or continue an effort to change municipal planting ordinances and practices to include more native milkweed and native nectar producing plants at city properties.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Pass an ordinance to incorporate the planting and cultivation of native milkweed, where feasible, into the city's landscape portfolio to increase native biodiversity in public landscapes.</li> <li>• <a href="#">Check out the NWF Landscaping Guide with Example Ordinances!</a></li> </ul>
27	Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
28	<p>Reduce or eliminate the use of herbicides, pesticides, or other chemicals that are harmful to monarchs and pollinators and urban wildlife.</p> <p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Work with local school districts to eliminate or minimize the use of pesticides, herbicides, and insecticides on school properties</li> <li>• Adopt Integrated Pest Management (IPM) practices</li> <li>• Adopt "chemical-free" landscape practices at city-maintained parks, municipal buildings, and/or other city-maintained properties.</li> </ul>
29	Launch, expand, or continue one or more ordinances to reduce light pollution to benefit urban wildlife.

Action #	Action
	<p>Example Activities:</p> <ul style="list-style-type: none"> <li>• Introduce ordinances that require fully shielded outdoor light fixtures that have low color temperature and direct light downwards in city-maintained spaces.</li> <li>• Change city ordinances to require that building owners and managers reduce and/or turn off excess lighting during periods of migration (Spring/Fall).</li> </ul>
30	California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public or private lands.

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

**By-law No. 2025-021**

**Being a by-law to enter into a three (3) year agreement with  
Grass King Inc. for asphalt markings and symbol painting  
services**

**Whereas** under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to 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-006-2025 at the March 4, 2025 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Grass King Inc. for Asphalt Marking and Symbol Painting, in the amount of \$32,065.00 plus any additional items as outlined within the agreement, subject to applicable taxes, for consideration at the March 18, 2025 Regular Council meeting.

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

1. That Council authorizes the entering into a three (3) year agreement with Grass King Inc. for Asphalt Marking and Symbol Painting in the amount of \$32,065.00 (2025) plus any additional items as outlined within the agreement, subject to applicable taxes, 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 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2025-021**

Agreement between

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

and

**Grass King Inc.**

for the asphalt markings and symbol painting services

**This agreement** made this 18<sup>th</sup> day of March, 2025.

Between:

**The Corporation of the City of Temiskaming Shores**  
(hereinafter called “the Owner”)

And:

**Grass King 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 Tender Documents entitled:

**The Corporation of City of Temiskaming Shores  
Asphalt Markings/Symbol Painting Services  
Tender No. PW-RFT-001-2025**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement, attached hereto as Appendix 01;
- c) Complete, as certified by the Manager of Transportation Services all the work within 90 calendar days from receiving a signed order; but no later than July 1<sup>st</sup>, weather permitting in each year (2025-2027 spring/summer operations); and
- d) The time limits referred to in this Agreement may be abridged or extended by mutual agreement by both Parties.

**Article II:**

The Owner will:

- a) In 2025, pay the Contractor in lawful money of Canada for the material and services aforesaid in the amount of **thirty-two thousand, sixty-five dollars and zero cents (\$32,065.00)** plus applicable taxes, for all areas described in the Form of Tender, subject to any additions and deductions as provided in the Contract Documents attached hereto as Appendix 01.

- 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.
- c) Prices for 2026, 2027 will be negotiated at the anniversary of the contract, before the season. If either of the parties is unable to agree on a fair and reasonable price, in the second or third year of this agreement, the City reserves the right to re-tender for the supply all materials, labour, supervision, machinery, tools and all other necessary equipment for the application of Symbols markings, as described elsewhere in this document, without claim by the supplier.

### **Article III:**

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 Contractor:

**Grass King Inc.**  
1478 Lakeshore Road South  
Haileybury, ON P0J 1K0

The Owner:

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

The Manager of Transportation Services:

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

**Remainder of Page left blank intentionally**

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**Grass King Inc.**

\_\_\_\_\_  
Nick Caldwell, Owner/Operator

Municipal Seal

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

\_\_\_\_\_  
Mayor – Jeff Laferriere

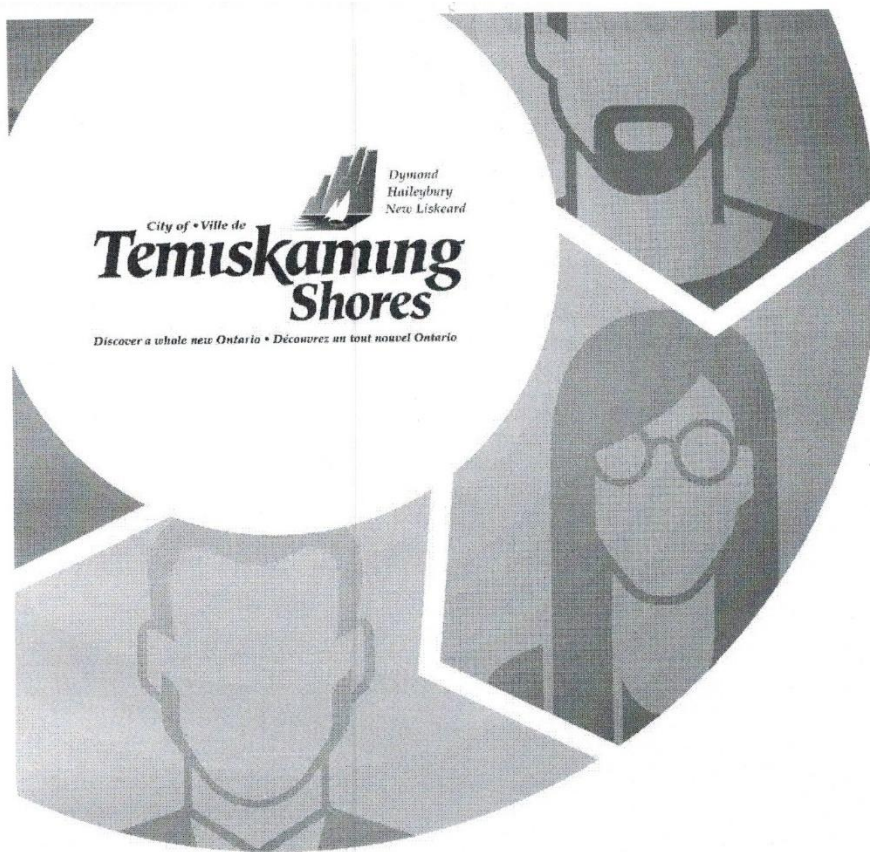
\_\_\_\_\_  
Clerk – Logan Belanger



Appendix 01 to  
Schedule “A” to

**By-law No. 2025-021**

Form of Agreement



City of Temiskaming Shores  
Request for Tender  
PW-RFT-001-2025  
Asphalt Markings / Symbols Painting

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

## 1. Objective

The Corporation of the City of Temiskaming Shores invites Tenders from qualified Contractors for the supply of asphalt marking and symbol painting services for its Public Works Department summer maintenance schedule as per specifications listed within. This contract will be for a three-year term.

## 2. Background

Located at the head of Lake Temiskaming, Temiskaming Shores is located in North-eastern Ontario, near the Quebec border. Temiskaming Shores has a population of approximately 9,920, according to the 2016 census. The City of Temiskaming Shores is governed by a seven-member Council comprised of 6 Councillors and 1 Mayor. The City also has various Committees of Council, with members appointed by Council.

## 3. Definitions

- 3.1 **City:** means the Corporation of the City of Temiskaming Shores.
- 3.2 **Proponent(s)/ Bidder(s):** means all persons, partnerships or corporations who respond to the RFT and includes their heirs, successors and permitted assigns.
- 3.3 **Request for Tender;** means this Request for Tender (RFT) document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.
- 3.4 **Successful Proponent/ Bidder:** means the Proponent/Bidder whose RFT submission is/are accepted to who has/have agreed to supply the goods and/or services, as outlined herein.

## 4. Submission

**Bids must be submitted electronically, using the Electronic Bid Submissions Portal on the City's website:**

<https://www.temiskamingshores.ca/en/city-hall/bid-opportunities.aspx>

Submissions must be in a **pdf format** and can be no larger than 50 MB.

Subject Line: PW-RFT-001-2025- Asphalt Markings / Symbols Painting

Addressed to: Logan Belanger, Clerk

Proponents will receive an automatic email response to indicate that the submission has been received, and to contact the Municipal Clerk for submission opening details. Contact the Clerk at 705-672-3363 ext. 4136 or at [clerk@temiskamingshores.ca](mailto:clerk@temiskamingshores.ca), should the Proponent not receive a confirmation email.

The City has no liability to the Proponent/ Bidder for any problems encountered, or failure of the Bidder to successfully submit a bid prior to the bid closing time and date. As such, allow sufficient time for a Bid Submission and attachment(s) (if applicable), to resolve any issues that may arise. Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is **received** by the City.

The closing date for the submission of Tenders will be at **2:00 p.m. local time on February 5<sup>th</sup>, 2025.**

- late Tenders will not be accepted;
- Tenders by fax will not be accepted;
- Tenders by mail will not be accepted;
- Partial Tenders are not accepted;
- Tenders emailed directly to City staff will not be accepted.
- The City reserves the right to accept or reject any or all Tenders
- The lowest priced Tender will not necessarily be accepted;
- The City reserves the right to request clarification or supplementary information concerning a Tender from any Proponent;
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Tender that are acceptable to both parties will be binding;
- The City reserves the right to confirm with the Proponent, a third party or references (whether provided in the Tender or not), confirmation of any information provided by the Proponent in their Proposal.
- The Tender shall be valid for 60 days from submission date.

The Form of Tender must be signed in the space provided on the form, with the signature of the Bidder or responsible official of the firm bidding. If a joint Bid is submitted, it must be signed and addressed on behalf of both of the Bidders. Any alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Tender by the City.

Line items and total contract price must be clearly indicated. The Bid must not be restricted by a statement added to the Tender form or by a covering letter, or by alterations to the Tender form, as supplied by the City of Temiskaming Shores unless otherwise provided herein.

H.S.T. Tax will be applicable to the supply of labour and equipment.

The City will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the City exercising its rights reserved in this Section or otherwise expressed or implied in this RFT.

## **5. Questions**

Any questions with respect to the specifications are to be directed to:

**Mitch McCrank, CET**  
Manager of Transportation Services  
City of Temiskaming Shores  
325 Farr Drive  
Temiskaming Shores, ON P0J 1K0

Phone: 705) 672-3363 ext. 4113

Email: [mmccrank@temiskamingshores.ca](mailto:mmccrank@temiskamingshores.ca)

It will be the Proponent's responsibility to clarify any details in question not mentioned in this Tender before presenting the submission. Questions relating to this Tender must be received by **January 28<sup>th</sup>, 2025, at 2:00 p.m. local time.**

To ensure fairness to all Proponents, any and all questions that require clarification or that may materially alter this RFT document will be responded to and shared with other Proponents via an addendum, as described herein. Questions received after this date and time will not receive a response. Proponents are notified that any errors or omissions in the Tender may render the Tender invalid.

## **6. Amendments**

The City at its discretion reserves the right to revise this RFT up to the final date for the deadline for receipt of Tenders. The City will issue changes to the RFT Documents by addendum only. No other statement, whether oral or written, made by the City will amend the RFT Documents. The City will make every effort to issue all addenda no later than the seventh (7<sup>th</sup>) day prior to the closing date. If an addendum is issued within seven days of the closing date, the bid submission date will be moved accordingly.

The Proponent shall not rely on any information or instructions from the City or a City representative except the RFT Documents, and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the City. The Proponent shall acknowledge receipt of all addenda on the Form of Tender. Failure to complete the acknowledgement may result in rejection of the Tender.

The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a Tender submission in response to this RFT, the Proponent acknowledges and agrees that the addenda shall be posted on [www.temiskamingshores.ca](http://www.temiskamingshores.ca) and it is the sole responsibility of the proponent to check this web site for said addenda. The City reserves the right to withdraw or cancel this Request for Tender without notice.

## **7. Specifications**

### **7.1 Work Assignment Types**

The assignment of work within this contract will generally be grouped into the following types: Programmed Work and Call-In Work.

#### **7.1.1 Programmed Work**

Programmed Work primarily involves retracing existing markings and will provide to the Contractor a form of lists, typically in the spring of each year of the contract.

The Contractor is responsible for all effort in the coordination of resources in the complete of the Programmed Work withing the dates specified in the Schedule of Work sections, with minimal direction from City Staff.

The Contractor shall maintain accurate and up to date records of work completed and provide records of completion to the City Representative.

#### 7.1.2 Call-In Work

The Contractor shall be prepared throughout the duration of this contract to, upon being notified by the City Representative, return to the City to provide all material, equipment and labour required in accordance with the terms and conditions for this contract and at the same tendered price for additional painting to be done.

#### 7.2 Contractor Supervisor

The Contractor will always exercise competent coordination and supervision of the work.

The contract shall name a person who shall be the single point of contact for the City Representative throughout the duration of the contract and be responsible for coordinating, tracking, and reporting on work completed in accordance with the terms and conditions of this contract.

#### 7.3 Pavement Marking Application

All Markings are to be applied in accordance with the Ontario Traffic Manual unless directed otherwise by the City

The contractor shall not apply markings to any damp or wet roadway and will take all reasonable measures to avoid the application of pavement markings in advance of forecasted precipitation such that the quality of the pavement markings are diminished.

The Contractor shall not apply markings to any roadway which contains dirt and debris such that it diminishes the quality or durability of painting and upon realizing a roadway has such a condition, the Contractor shall notify the City as soon as possible so that it can be remedied.

The Contractor shall not retrace any marking in which they are uncertain and shall contact the City Representative for further clarification before proceeding to paint markings in question.

#### 7.4 Pre-Marking and Layout

The Contractor Shall supply all labour, material and equipment necessary for the layout and pre-marking of pavement markings.

Pre-marking will be required at locations where the required pavement marking is new, missing or so faint as to be impossible to follow. Pre-marking may also be required for new applications on existing, freshly paved, or resurfaced sections of roads.

#### 7.5 Protection of Work

The Contractor shall plan, implement, and dismantle work zones following Ontario Traffic Manual, Book 7, Temporary Conditions. The Contractor must not obstruct and street or sidewalk to any greater extent than what is necessary.

The Contractor, at all times, to ensure that all freshly applied markings are identified and protected. When necessary, solid fluorescent cones shall be placed to protect the newly applied material from being tracked or damaged.

The contractor shall be responsible to remedy any validated claim from the public, through the City, pertaining to paint on a vehicle as a result of failure to protect work.

#### 7.6 Quality of Traffic Paint

All water-borne traffic paint supplied by the Contractor shall meet the specifications outline in the Ontario Provincial Standard Specification 1716, as amended.

Should weather or other factors prevent the use of water-borne traffic paint, the Contractor may use organic solvent-based traffic paint meeting the specifications outlined in OPSS 1712, as amended.

The colour of paint shall be in accordance with the current Ministry of Transportation of Ontario standards or under the guidance of the City Representative.

#### 7.7 Clean-up

The Contractor is responsible for all supplies necessary for the cleaning of his equipment and all dirt, debris, excess paint and any other thing generated from the provision of items within this contract.

#### 7.8 Records

The Contractor is responsible for maintaining accurate and detailed records of the work performed under this contract.

The Contractor shall furnish completed record sheets to the City after completing the work.

#### 7.9 Hours of Work

All work will be done during appropriate hours to get the job done.

All contracted maintenance equipment must be at the assigned route and be ready to engage in operations at a time specified by the Transportation/ Road Supervisor or his designate. For safety reasons, regular hours of work shall be considered as day light hours. No work shall continue after dark nor shall commence prior to sunrise.

The City accepts no responsibility for the timing of the work process for circumstances beyond its control. The Contractor shall not be entitled to any damages whatsoever by reason of the early termination, nor extended termination of the work process.

#### 7.10 Inspection

All work will be subject to inspection at the City's discretion.

#### 7.11 General Specifications

General Conditions of a Contract – OPS General Conditions of Contract – Nov 2019

### **8. Scope of Work**

The work shall consist of retracing existing and laying out new pavement markings comprised of directional arrows, stop blocks, school crossings, parking lines, accessible parking spaces and

transit bus stop curbs at various locations within the City of Temiskaming Shores and as specified within. Markings shall follow all regulatory standards and Traffic Manual, including but not limited to OTM Book 11 and 15.

The Contractor shall commence work as soon as possible after work areas have been swept by the City and shall endeavor to complete the work by July 1<sup>st</sup>, of the calendar year, weather permitting. Note: due to traffic volumes within the downtown core, it will be necessary to perform these tasks early on any given weekday, (weekends included) in order to accomplish the work within the shortest possible time frame.

### **Accessible Blue Box Parking Spots**

The City's definition of an "Accessible Blue Box" consists of a surface area which commences at the curb and extends into the paved portion of the roadway. It is described as blue in colour, bordered in yellow and contains a yellow "accessible" pictogram stenciled in the centre of the blue area. The curb is not to be considered and all colours and paints shall meet the material specifications as set out in the Ontario Provincial Standards Specifications.

### **School Crossings**

As per OTM latest revision and OPS

### **Intersections**

As per OTM latest revision and OPS

### **Directional / Multi-Directional Arrows**

As per OTM latest revision and OPS

### **Transit Bus Curb Stop**

The City's definition of a "Transit bus stop curb" consists of approximately 250 linear metres total of roadside concrete curb specifically located at 7 individual transit bus stop locations. The curb is to be painted yellow and the paint shall meet material specifications as set out in the Ontario Provincial Standards Specifications.

### **Pedestrian Crosswalk**

As per OTM latest revision and OPS

### **Stopblocks**

As per OTM latest revision and OPS

### **Bike Symbols**

As per OTM latest revision and OPS

## **Railway Crossing**

As per OTM latest revision and MUTCD

### **9. Traffic Control**

The Contractor shall provide protection for the traffic paint after application until the paint is sufficiently dry to prevent smearing by traffic. The protection equipment shall be so positioned to maintain a safe, uninterrupted movement of traffic. Caution lights must be affixed or fitted into barriers used during linear meters of dusk or darkness, as per Traffic Control Manual for Roadway Work Operations – Ministry of Transportation Book 7.

The Contractor shall furnish all equipment, tools, safety devices, labour and supervision required to perform the specified work. The Contractor will carry out the work in accordance with the Ministry of Transportation Traffic Control Manual for Roadway Work Operations 1981.

1. The minimum requirements are as follows:
2. "Road Work", TC-2A, signs must be placed for both directions of traffic.
3. Minimum "Traffic Cone" weight is 70 cm.
4. Two "Flaggers" will be required at any time that two lanes of traffic cannot be safely detoured around the work site. The only exception will be for low traffic volume, local streets where flagging may not be required at the discretion of the Manager of Operations for Public Works.

All Contractor's employees working on or directly adjacent to the traveled roadway must wear approved safety clothing as specified in Book 7.

The Contractor shall be held responsible for any damage including fire as the result of their performance of the work described herein. The Contractor undertakes and agrees to comply with all orders or other regulations in force on the site where the work is to be performed relating to safety. The Contractor must adhere to all safety rules, regulations and labour codes in effect in all jurisdictions where the work is to be performed.

### **10. Basis of payment**

Payment will be made for actual locations and quantities painted. The locations listed herein are for estimating purposes only and the City makes no guarantee as to exact locations/ quantities estimated or used and therefore reserves the right to revise locations and/or material quantities as the situation warrants.

All rates complete with operator shall constitute "unit price" and must be clearly indicated. The bid must not be restricted by a statement added to the Form of Tender or by a covering letter, or by alterations to the Form of Tender, as supplied by the City of Temiskaming Shores unless otherwise provided herein. Submissions shall not be received by fax. Adjustments by telegram, fax or letter will not be accepted.

The Contractor agrees to submit monthly invoices identifying the equipment, by license/equipment number, the rental period covered by the invoice, a brief description of the equipment for the quoted hourly rate.

All payments will be for the actual locations and quantities painted within the scope of the agreement or in excess thereof. Payment shall be full compensation for all insurance, maintenance, supply and operation of each unit and operator, including overtime as well as fuel needed for the performance of the work.

The Contractor is responsible for the payment of wages of any employees hired by him/her and when requested, shall furnish evidence to the satisfaction to the City that these wages have been paid in full. The City reserves the right to withhold payment for such sum or sums of money due to the Contractor as may be required to cover such default in addition to holding the Contractor responsible for any loss or damage the City may suffer as a result of such default.

## **11. Quantities/ Locations**

The quantities/ locations listed herein are for estimating purposes only. The City makes no guarantee as to exact locations and therefore reserves the right to revise locations as the situation warrants and payment will be made for actual locations painted. The Contractor shall provide invoice based on actual locations subject to scrutiny, confirmation and acceptance by the City.

There are three main working areas being New Liskeard, Haileybury and North Cobalt. Exact Locations will be given to the successful candidate.

The contractor agrees to inspect the existing markings with the City representative and make sure if the repainting of a marking is in the best interest of the City or shall be done at another time or year.

Should an additional tax or duty or any variation in any tax or duty, become directly applicable to goods, materials, articles or equipment, specified or called for in this Tender, subsequent to its submission by the Bidder and before the delivery of the goods, materials, articles or equipment pursuant to an official order issued by the City the appropriate increase or decrease in the price of such goods, material, articles or equipment, shall be made to compensate for such changes as of the effective date thereof.

Unless otherwise stated, all goods, materials, articles or equipment supplied pursuant to this condition shall be subject to inspection by the City at the point of completion.

The Bidder agrees that the goods, materials, articles, equipment specified or called for in or under this Tender, will be delivered within the period set out herein as the guaranteed period of delivery or completion after receipt of an official order therefore.

## **12. Term of Agreement**

The term of the contract shall be for 2025-2027 spring / summer operations.

### **13. Extension of Contract or Purchase Order**

The term of the contract may be extended for a specific period of Two Years with all terms and conditions stated in these documents to apply to such extension provided that both the City and the Successful Bidder agrees to such extension. At the City's sole discretion, the negotiating of terms may be applicable in the best interests of the City. The City shall notify the Successful Bidder of such extension within one (1) day of the initial contract closing date of its intention to seek an extension.

### **14. Regular Hours of Work**

The City accepts no responsibility for the timing of the work process for circumstances beyond its control. The Contractor shall not be entitled to any damages whatsoever by reason of the early termination, nor extended termination of the work process.

All contracted maintenance equipment must be at the assigned route and be ready to engage in operations at a time specified by the Transportation/ Road Supervisor or his designate. For safety reasons, regular hours of work shall be considered as day light hours. No work shall continue after dark nor shall commence prior to sunrise.

### **15. Project Authority**

The Project Authority for issuance of the RFT is the Manager of Transportation Services for the City of Temiskaming Shores, reporting to the City Manager.

The awarding of the contract may be subject to the approval of City Council.

### **16. Tender Evaluation**

Tenders that comply with the terms, conditions and specifications as outlined in the Tender will be evaluated on the basis of:

- Price (within allocated budget)
- Availability to perform the work and/or supply goods
- Previous performance evaluations

### **17. Any or all Tenders Exceed Approved Budget**

In the event that any or all Tenders exceed the approved budget, and staff are not prepared to seek additional funding, the City may, opt for one of the following:

- a) Approach the lowest Bidder to seek options to change the requirements and obtain a corresponding price change for the reduced requirements;
- b) Approach the top three Bidders to seek options to change the requirements and obtain a corresponding price change from each for the reduced requirements; or

- c) Advise all Bidders that the Bid solicitation process will be cancelled, and a review of the requirements will be undertaken and that a new Bid solicitation may be issued later.

## **18. Goods, Materials and Equipment Suitable for Use**

The Bidder warrants that any goods, materials, articles or equipment to be supplied under or pursuant to any official order or Agreement based on this RFT, that is or are to be made or used for a particular purpose, will be fit and suitable for that purpose.

The Successful Bidder may be required to provide written documentation that all materials or equipment offered in a Bidder's Tender meet all applicable Municipal, Provincial and Federal Government standards, legislation and laws.

## **19. Tender Withdrawal or Amendment**

Proponents may amend or withdraw their Tender, provided such withdrawal or amendment is received prior to the closing deadline. A Bidder who has already submitted a Tender may submit a further Tender at any time up to the official closing time; the last Tender received shall supersede and invalidate all Tenders previously submitted by the Bidder for this RFT. A bid may be withdrawn at any time up to the official closing time by letter on original letterhead bearing the same signature as in the bid submission.

## **20. Right to Accept or Reject Submissions**

The City does not bind itself to accept any Tender and may proceed as it, in its sole discretion, determines, following receipt of the Tenders. The City reserves the right to accept any Tender in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFT or in such respondent's Tender.

The City reserves the right to:

1. accept or reject any or all of the proposals;
2. if only one proposal is received, elect to reject it;
3. reject as informal any proposal that is received late or is incomplete or otherwise fails to comply with the requirements of the RFP;
4. elect not to proceed with the projects as it so determines in its sole and absolute discretion; and/ or
5. to waive irregularities and formalities at its sole and absolute discretion.

## **21. Solicitation**

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the City with respect to the RFT, whether before or after submission of the Tender, the City shall be entitled to reject or not accept the RFT submission.

**22. Subcontracting**

The Proponent acknowledges that in any potential agreement with the City, no subcontracting or assignment of rights and obligations of the Proponent will be permitted without the written consent of the City, which consent shall not be unreasonably withheld. At all times throughout the term of a potential agreement, including any renewals, the City shall communicate and respond directly with the Proponent.

**23. Independent Contractor Status of Proponent; Declaration of Conflicts**

The Proponent fully acknowledges that in providing a Tender, it provides such as an independent contractor and for the sole purpose of potentially providing services and/or goods to the City. The Proponent's attention is drawn to the provisions of the Occupational Health & Safety Act 2010.

Neither the Proponent nor any of its personnel are engaged as an employee, servant or agent of the City. Any potential conflicts of interest in which a Proponent may have with the City or any employee of the City will be identified and described in detail in the Tender of each proponent (Conflict of Interest Declaration).

**24. Insurance (from the Successful Proponent only)**

The successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of until the termination of the Agreement or otherwise stated, the following:

Commercial General Liability

The Successful Proponent shall maintain and pay for Comprehensive General Liability Insurance with coverage limits of no less than Five Million Dollars (5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use.

Automobile Liability Insurance

The Successful Proponent shall maintain and pay for Automobile Liability Insurance with coverage limits of no less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property, in respect to licensed vehicles owned or leased by the Successful Proponent.

The policies shall include City of Temiskaming Shores as an additional insured and containing a cross liability clause.

All insurance policies referenced in this Section shall be maintained in good standing throughout the duration of the Agreement and cannot be cancelled or permitted to lapse unless the insurer notifies the City in writing at least 30 days prior to the effective date of cancellation or expiry. The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonably require.

**25. Workplace Safety and Insurance Board (WSIB) (from the successful Proponent only)**

The Successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of until the termination of the Agreement or otherwise stated, a Certificate of good standing from the Workplace Safety & Insurance Board.

The onus is on the Successful Proponent to comply with all applicable local and territorial standards and regulations, in effect and applicable by law in Ontario, Canada.

**26. AODA Compliance**

The Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

**27. Freedom of Information**

Upon submission, all Tenders become the property of the City and will not be returned to the proponents. Proponents must be aware that the City is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The City may, at any time, make public the names and bid prices of all respondents. Tenders will be held in confidence by the City, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

Any proprietary or confidential information contained in the Tender should be clearly identified.

**28. Nature of Request for Tender**

This RFT does not constitute an offer of any nature or kind whatsoever by the City to the Proponent.

**29. Preparation of Tenders**

All costs and expenses incurred by the Proponent relating to its Tender will be borne by the Proponent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the Proponent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all Tenders or the cancellation of this RFT.

### **30. Finalizing Terms**

This RFT will not constitute a binding agreement, but will only form the basis for the finalization of the terms upon which the City and the Successful Proponent will enter into the contract documentation, and does not mean that the Successful Proponent's Tender is necessarily totally acceptable in the form submitted. After the selection of the Successful Proponent's Tender, the City has the right to negotiate with the Successful Proponent and, as part of that process, to negotiate changes, amendments or modifications to the Successful Proponent's Tender without offering the other proponents, the right to amend their Tenders.

### **31. Commitment to Negotiate**

The Successful Proponent shall execute any documentation, drafted in accordance with the terms of the Successful Proponent's Tender and any subsequent negotiations, within seven (7) days of the date of notification of the Successful Proponent's selection.

Proponents not initially selected as the Successful Proponent hereby commit themselves, subject to notification by the City to execute documentation as aforesaid up to thirty (30) days following the date of submission of their Tenders.

### **32. Agreement**

A written agreement, prepared by the City shall be executed by the City and the Successful Proponent if the terms are mutually agreeable to all Parties. The award of a contract may be made in writing to the successful proponent by way of a By-law, Resolution or Purchase Order. There is no guarantee that City Council will enter into any Agreement.

Any agreement resulting from this Request for Tender shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

### **33. Performance**

Any undue delays in the execution of the work and/or costs incurred by the City due to inefficiencies in performance on behalf of the Successful Proponent shall be deemed to be the responsibility of that Proponent and as such, any and all costs, as deemed appropriate and reasonable compensation for the City, will be assessed to the Successful Proponent.

### **34. Conflict Resolution**

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- 1) That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfil its obligations; and that each will cooperate in the common endeavour of the contract;
- 2) Both parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first

through negotiations between the Successful Proponent's representative and the City or representative by means of discussions built around mutual understanding and respect;

- 3) Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator;
- 4) Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration;
- 5) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the City or the Successful Proponent;
- 6) The award of the arbitrator shall be final and binding upon the parties;
- 7) The provisions of the Arbitration Act, 1991 S.O. 1991, Chapter 17 shall apply.

### **35. Failure to Complete the Work**

Should the Successful Bidder be unable to carry out the terms and requirements of the Agreement due to manufacturer's shortage, time delay or discrepancy of any kind, the Successful Bidder shall notify the City immediately at time of order or as it becomes known and the City retains the right to accept or not accept any back order, time delay, product change or discrepancy. The City retains the right to cancel the order in whole or in part and procure the requirements with any other Bidder without any liability to the City.

In the event that the Successful Bidder fails to carry out the terms and requirements of the Agreement in a manner satisfactory to the City, in its sole and absolute discretion, shall have the right to terminate the said work process at any time, upon written notice to the Successful Bidder. The Successful Bidder shall not be entitled to any damages whatsoever by reason of the termination of the work process as aforementioned, nor shall the Successful Bidder be entitled to make any claim under the said work process, except for goods and/or services which shall have been satisfactorily completed at the time of termination.

The Successful Bidder agrees that the City may without liability terminate this entire agreement at any time on seven (7) days written notice to the Successful Bidder as a result of changes in the City's requirements or changes in the availability of funds.

### **36. Indemnification**

The Successful Proponent shall indemnify and hold harmless the City, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Successful Proponent, or its officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the City are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Successful Proponent.

### **37. Unenforceable Provisions**

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

### **38. Force Majeure**

It is understood and agreed that the Successful Proponent shall not be held liable for any losses resulting if the fulfillment of the terms of the Agreement shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of the Successful Proponent and which by the exercise of reasonable diligence, the Successful Proponent is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the Successful Proponent agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

### **39. Errors & Omissions**

It is understood, acknowledged and agreed that while this Tender includes specific requirements and specifications, and while the City has used considerable efforts to ensure an accurate representation of information in this Tender, the information is not guaranteed by the City to be comprehensive or exhaustive. Nothing in the Tender is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Tender. There will be no consideration of any claim, after submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by the Tender and/or Agreement.

**City of Temiskaming Shores  
PW-RFT-001-2025  
Asphalt Markings / Symbols Painting**

**Form of Tender**

Each FORM OF QUOTATION should contain the legal name under which the Bidder 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.

The Contractor has carefully examined the Provisions, Plans, Specifications and OPS General Conditions of Contract referred to in the schedule of provisions, and has carefully examined the site and location of the work to be done under this contract. The Contractor understands and accepts the said Provisions, Plans, Specifications and General Conditions and, for the prices set forth in the Quotation, hereby offer to furnish all machinery tools, apparatus and other means of construction, furnish all material, except as otherwise specified in the contract. The work must be completed in strict accordance with the Provisions, Plans, Specifications and General Conditions referred to in the said schedule.

All prices shall be inclusive of all costs such as but not limited to the cost of the goods/ services, overhead and profit, shipping and any other costs but net of taxes. Taxes on the total costs should be shown separately.


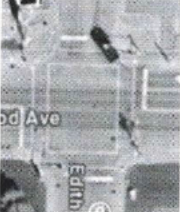
I/We, the undersigned, have carefully examined the attached documents and conditions of the Quotation. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Quotation.


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

**Prices shall be for 2025**

Prices for 2026, 2027 will be negotiated at the anniversary of the contract, before the season. If either of the parties is unable to agree on a fair and reasonable price, in the second or third year, the City reserves the right to re-tender for the supply all materials, labour, supervision, machinery, tools and all other necessary equipment for the application of Symbols markings, as described elsewhere in this document, without claim by the supplier.

**Section 1 - New Liskeard working area**

QUANTITY	UOM	DESCRIPTION	UNIT RATE	QUOTED BID PRICE
30	Ea.	Accessible Parking Spots (Quantity to be reviewed with successful proponent)	\$	\$
2	Ea.	School Crossings <i>Dymond Street, Hesse Street</i>	\$	
2	Ea.	Whitewood and Armstrong Intersection Paget and Whitewood Intersection <i>Includes Ladder Style crossovers and Stop Blocks</i> 	\$	
3	Ea.	Intersections Edith/Whitewood, Elm/Armstrong, Broadwood/Lakeshore <i>Border Crosswalks and Stop Blocks</i> 	\$	
20	Ea.	Directional/ multi -directional Arrows	\$	
8	Ea.	Transit Bus Stop Curbs	\$	

3	Ea.	Railway Crossing Whitewood, Radley, Broadwood	\$	\$
1	Ea.	Ladder Style Pedestrian Crosswalk w/ Stop Triangles (Whitewood)	\$	
1	Ea.	Parking Indicator Lines (Parking Stalls) <i>Looking for a price for one parking stall. Quantity to be increased based on City budget.</i> 	\$	
New Liskeard SUB TOTAL			\$	17,815

**Section 2 - Haileybury working area**

QUANTITY	UOM	DESCRIPTION	UNIT RATE	QUOTED BID PRICE
18	Ea.	Accessible Parking Spots	\$	
3	Ea.	Intersections includes Crosswalks and Stop Blocks  Main and Rorke  Main and Ferguson  Ferguson and Broadway	\$	
8	Ea.	Stop Blocks	\$	
11	Ea.	Directional/Multi-directional Arrows	\$	
1	Ea.	Parking Indicator Lines (Parking Stalls) <i>Looking for a price for one parking stall. Quantity to be increased based on City budget. (Picture as above)</i>	\$	
1	Ea.	Ladder Style Pedestrian Crosswalk w/ Stop Triangles (Rorke) and crosswalk	\$	

3	Ea.	Transit Bus Stop Curb	\$	
Haileybury SUB TOTAL			\$	8,795

**Section 3 – Parking Lots**

QUANTITY	UOM	DESCRIPTION	UNIT RATE	QUOTED BID PRICE
1	LS	Haileybury City Hall – North and South Lots including Boat Parking (no map but can be viewed online)	\$	
1	LS	New Liskeard Pool and Fitness	\$	
1	LS	New Liskeard Arena	\$	
1	LS	New Liskeard Tennis Court Lot	\$	
1	LS	Spur Line Mini Putt Lot	\$	
1	LS	Temiskaming Shores Library (Whitewood)	\$	
1	LS	Haileybury Parking Lots <i>Sutherland Way. (Blackwell to Cecil)</i> <i>Broadway St. (Ferguson Ave to Farr)</i> <i>Farr Dr. (Broadway to Main)</i> <i>Lakeview Ave, North Cobalt (Queen St. to Post office)</i>	\$	
1	Ea.	<u>No Parking Zones</u> <i>Looking for a price for one no parking zone. Diagonal hatching. Quantity to be increased based on City budget.</i>	\$	
Parking Lots SUB TOTAL			\$	5,455

**Section 4 – STATO Path Symbols**

QUANTITY	UOM	DESCRIPTION	UNIT RATE	QUOTED BID PRICE
1	Ea.	Bike Sharrows	\$	
1	Ea.	Bike Symbol	\$	
1	Ea.	Bike Stop Blocks	\$	
1	Linear meter	Line Painting <i>Looking for a price for one linear meter of white. Quantity to be " based on City budget</i>	\$	

**TOTALS**

Combined Subtotal Excluding HST	32,065
H.S.T (13%)	4,168.45
TOTAL	36,233.45

\*Lowest combined subtotal is not necessarily the successful proponent as prices will be scrutinized on an individual basis.

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER N/A in preparing my/our Tender.

Bidder's Authorized Official: NICK CALDWELL

Title: OWNER

Authorizing Signature: 

Date: FEBRUARY 3, 2025

Form 1 to be submitted.

**City of Temiskaming Shores  
PW-RFT-001-2025  
Asphalt Markings / Symbols Painting**

**Non-Collusion Affidavit**

I/ We MIKE CALDWELL / GRASS KING the undersigned am fully informed respecting the preparation and contents of the attached Tender 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 proposed 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 Tender 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: GRASS KING this 3 day of FEBRUARY, 2025.

Signed:

  
\_\_\_\_\_

Title:

OWNER  
\_\_\_\_\_

Company Name:

GRASS KING  
\_\_\_\_\_

**Form 2 to be submitted.**

**City of Temiskaming Shores  
PW-RFT-001-2025  
Asphalt Markings / Symbols Painting**

**Conflict of Interest Declaration**

Please check appropriate response:

☒ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Tender 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 Tender submission or the contractual obligations under the Agreement.

List Situations:


In making this Tender 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 RFT process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: GRASS KING this 3 day of FEBRUARY, 2025.

Signature:



Bidder's Authorized Official:

NICK CALDWELL

Title:

OWNER

Company Name:

GRASS KING

**Form 3 to be submitted.**

**City of Temiskaming Shores  
PW-RFT-001-2025  
Asphalt Markings / Symbols Painting**

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance  
Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: NICK CALDWELL Company Name: GLASS KING

Phone Number: 705-647-5574 Email: GLASSKINGTUK@OUTLOOK.COM

I, NICK CALDWELL, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

OR

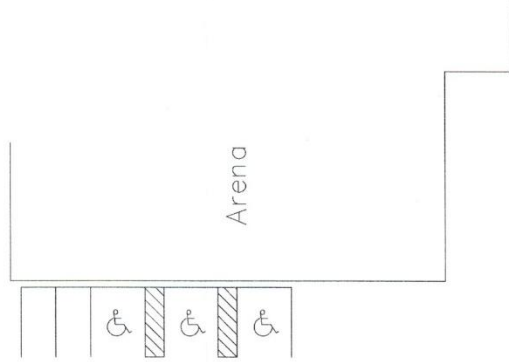
I, \_\_\_\_\_, declare that I, or my company, are **NOT** in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

**Form 4 to be submitted**

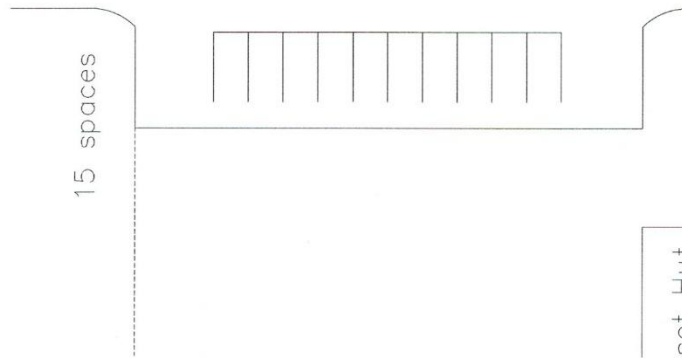
**City of Temiskaming Shores  
PW-RFT-001-2025  
Asphalt Markings / Symbols Painting**

**Appendix 01: Available Parking Lot Layouts**

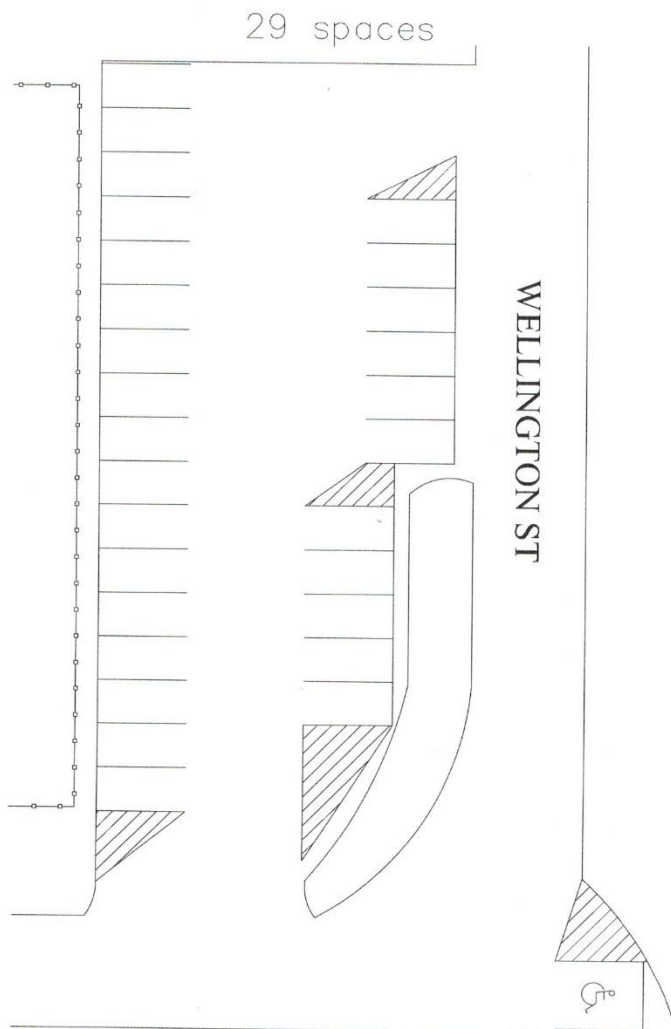


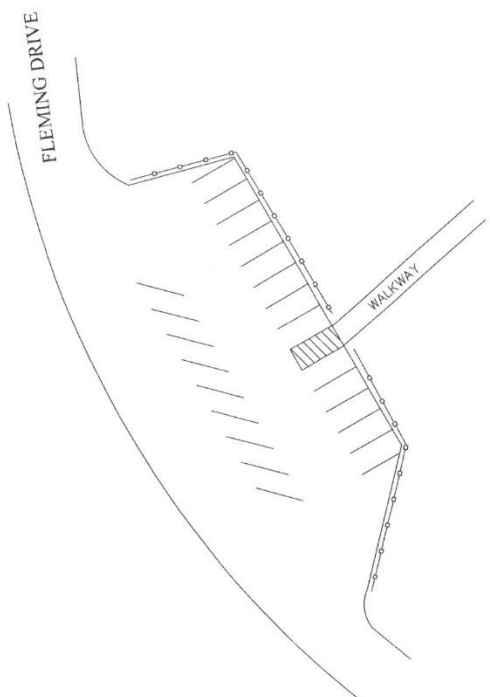


WELLINGTON ST



Quonset Hut





21 spaces



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

## **By-law No. 2025-022**

### **Being a by-law to enter into an agreement with Alvin Caldwell Sand and Gravel Ltd. for the supply and stockpile/ delivery of Granular ‘M’**

**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 reviewed Administrative Report No. PW-007-2025 at the March 4, 2025 Committee of the Whole Meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Alvin Caldwell Sand and Gravel Ltd., for the supply and stockpile/delivery of Granular ‘M’ (estimated 12,000 tonnes) in the amount of \$9.50 per ton stockpiled, \$14.95 per ton delivered to the Haileybury yard, and \$16.00 per to delivered to the New Liskeard yard, for a total of \$149,850.00, plus applicable taxes, for consideration at the March 18, 2025, Regular Council meeting; and

**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 the entering into an agreement with Alvin Caldwell Sand and Gravel Ltd., for the supply and stockpile/delivery of Granular ‘M’ (estimated 12,000 tonnes) in the amount of \$9.50 per ton stockpiled, \$14.95 per ton delivered to the Haileybury yard, and \$16.00 per to delivered to the New Liskeard yard, for a total of \$149,850.00, plus applicable taxes, 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 18<sup>th</sup> day of March 2025.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2025-022**

Agreement between

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

And

**Alvin Caldwell Sand and Gravel Ltd.**

for the supply and stockpile/delivery of Granular ‘M’ (estimated 12,000 tonnes)

**This agreement** made this 18<sup>th</sup> day of March, 2025.

Between:

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

(hereinafter called "the Owner")

and

**Alvin Caldwell Sand and Gravel Ltd.**

(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:

**Corporation of the City of Temiskaming Shores  
Supply, Stockpile/ Delivery Granular 'M'  
Tender No. PWO-RFT-002-2025**

- 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;
- c) Complete, as certified by the Manager of Transportation Services, all the work by **June 30<sup>th</sup>, 2025**; and
- d) The time limits referred to in this Agreement may be abridged or extended by mutual agreement by both Parties.

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid, at a unit cost of nine-dollars and fifty cents (\$9.50) per ton stockpiled, fourteen dollars and ninety-five cents (\$14.95) per ton delivered to the Haileybury yard, and sixteen dollars and zero cents (\$16.00) per ton delivered to the New Liskeard yard, plus applicable taxes, subject to additions and deductions as provided in the Contract Documents.
- 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, 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 post or telegram addressed as follows:

The Contractor:                      **Alvin Caldwell Sand and Gravel Ltd.**  
437110 Hawn Drive  
Box 502  
New Liskeard, ON P0J 1P0

The Owner:                              **Corporation of the City of  
Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

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

**Remainder of this page left blank intentionally**

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**Alvin Caldwell Sand and Gravel Ltd.**

\_\_\_\_\_  
Chuck Caldwell, President

Municipal Seal

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

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Logan Belanger



Appendix 01 to  
Schedule “A” to

**By-law No. 2025-022**

Form of Agreement

**City of Temiskaming Shores  
PWO-RFT-002-2025  
Supply, Stockpile / Deliver Granular 'M'  
Form of Tender**

All prices shall be inclusive of all costs such as but not limited to the cost of the goods/ services, overhead and profit, shipping and any other costs but net of taxes. Taxes on the total costs should be shown separately.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Tender.

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

Item No.	Material	Quantity	Unit Price	Total
1	GRANULAR "M" 5/8, crushed, stockpiled at Contractor Location within <b>5km of City of Temiskaming Shores boundary.</b>	6,000 tonnes	\$9.50	\$57,000
2	GRANULAR "M" 5/8, crushed, hauled and stockpiled at City of Temiskaming Shores <b>Haileybury View Street property.</b>	3,000 tonnes	\$14.95	\$44,850
3	GRANULAR "M" 5/8, crushed, hauled and stockpiled at City of Temiskaming Shores <b>200 Lakeshore property.</b>	3,000 tonnes	\$16.00	\$48,000
SUB-TOTAL:				\$149,850
HST:				\$19,480
TOTAL				\$169,330.50

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We shall endeavor to complete the work by **June 30<sup>th</sup>, 2025**.

The specifications have been read over and agreed to this 19 day of feb 2025

Company Name Alvin Caldwell Sand andd Gravel ltd	Contact name (please print) Chuck Caldwell
Mailing Address 437110 Hawn Dr Box502 New Liskeard	Title President
Postal Code P0J 1P0	Authorizing signature  <i>Charles Caldwell</i> "I have the authority to bind the company/corporation/partnership."
Telephone 705.647.5369	Fax
Cell Phone if possible [REDACTED]	Email chuck@caldwellconstruction.ca

### Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER n/a in preparing my/our Tender.

Bidder's Authorized Official: Chuck Caldwell  
Title: President  
Authorizing Signature: *Charles Caldwell*  
Date: 19.2.2025

**Form 1 to be submitted.**

**City of Temiskaming Shores**  
**PWO-RFT-002-2025**  
**Supply, Stockpile / Deliver Granular 'M'**

**Non-Collusion Affidavit**

I/ We Chuck Caldwell the undersigned am fully informed respecting the preparation and contents of the attached Tender 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 proposed 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 Tender 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 19 day of feb, 2025.

Signed: Charles Caldwell

Title: President

Company Name: Alvin Caldwell Sand andd Gravel ltd

**Form 2 to be submitted.**

**City of Temiskaming Shores**  
**PWO-RFT-002-2025**  
**Supply, Stockpile / Deliver Granular 'M'**

**Conflict of Interest Declaration**

Please check appropriate response:

☒ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Tender 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 Tender submission or the contractual obligations under the Agreement.

List Situations:


In making this Tender 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 RFT process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: New Liskeard this 19 day of feb, 2025.

Signature:

Charles Caldwell

Bidder's Authorized Official:

Chuck Caldwell

Title:

President

Company Name:

Alvin Caldwell Sand andd Gravel ltd

**Form 3 to be submitted.**

**City of Temiskaming Shores  
PWO-RFT-002-2025  
Supply, Stockpile / Deliver Granular 'M'**

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance  
Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: Chuck Caldwell Company Name: Alvin Caldwell Sand andd Gravel ltd

Phone Number: [REDACTED] Email: Chuck Caldwell

I, Chuck Caldwell, declare that I, or my company, are in **full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

**OR**

I, \_\_\_\_\_, declare that I, or my company, are **NOT in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

**Form 4 to be submitted.**

**City of Temiskaming Shores**  
**PWO-RFT-002-2025**  
**Supply, Stockpile / Deliver Granular 'M'**

**List of Proposed Sub-Contractors**

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Tender must be included in the Tender documents submitted.

Name	Address	Component

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 Tender document.

Dated at: New Liskeard this 19 day of feb, 2025.

Signature:

Charles Caldwell

Bidder's Authorized Official:

Chuck Caldwell

Title:

President

Company Name:

Alvin Caldwell Sand andd Gravel ltd

**Form 5 to be submitted**

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

**By-law No. 2025-023**

**Being a by-law to amend By-law No. 2022-185 to appoint  
community representatives to various Committees and Boards for  
the 2022-2026 Term of Council**

**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 adopted By-law No. 2022-185 to appoint community representatives to various Committees and Boards for 2022-2026 Term of Council, which has been amended by Council from time-to-time; and

**Whereas** the Committee of Adjustment accepted the resignation letter of Dan Dawson based on his appointment to fill the vacant position in the Office of Councillor; and

**Whereas** Council adopted by-law No. 2024-128, being a by-law to appoint Dan Dawson to fill the vacancy in the Office of Councillor for the Corporation of the City of Temiskaming Shores at the October 15, 2024 Regular Council meeting; and

**Whereas** Council considered Memo No. 005-2025-CS at the March 4, 2025 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to appoint Yvonne Walford, Karli Hawken and Darlene Kant as Community Representatives on the All Age Friendly Committee, or consideration at the March 18, 2025 Regular Council Meeting.

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

1. That Schedule "A" to By-law No. 2022-185, be further amended by removing **Dan Dawson** as community representative from the **Committee of Adjustment** for the 2022-2026 Term of Council; and
2. That Schedule "A" to By-law No. 2022-185, be further amended by adding **Yvonne Walford, Karli Hawken** and **Darlene Kant** as Community Representatives on the **All Age Friendly Committee** for the 2022-2026 Term of Council; and

3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor changes 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 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk

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

### **By-law No. 2025-024**

#### **Being a by-law to authorize entering into a funding agreement with the Federation of Canadian Municipalities (FCM) under the Green Municipal Fund (GMF) for the development of a fleet decarbonization plan**

**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 Memo No. 006-2025-RS at the March 4, 2025 Committee of the Whole meeting, and delegated authority to the Mayor and Municipal Clerk to enter into the Green Municipal Fund Grant Agreement with the Federation of Canadian Municipalities, for the development of a fleet decarbonization plan, estimated at \$66,000 (73% funded by FCM), and further directed staff to prepare the necessary by-law to confirm the Green Municipal Fund Grant Agreement with FCM at the March 18, 2025 Regular Council meeting.

**Whereas** the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into an agreement with the Federation of Canadian Municipalities.

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

1. That Council confirm the funding agreement with the Federation of Canadian Municipalities (FCM), acting as a trustee of the Green Municipal Fund (GMF), in the amount of \$66,000, for the development of a fleet decarbonization plan, as attached hereto as Schedule "A" and forms part of this by-law.
2. That this By-law shall come into force and take effect as of March 4, 2025.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, 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 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk



Schedule “A” to

**By-law No. 2025-024**

Agreement between

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

and

**Federation of Canadian Municipalities (FCM)**

A funding agreement under the Green Municipal Fund (GMF) for the  
development of a fleet decarbonization plan



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**GREEN MUNICIPAL FUND GRANT AGREEMENT  
GMF CORE-24-0169**

This Grant Agreement is hereby made and entered into

**BETWEEN:**

**FEDERATION OF CANADIAN MUNICIPALITIES**, a not-for-profit corporation incorporated under the laws of Canada, acting as trustee of the Green Municipal Fund ("**GMF**"), and having a place of business at 24 Clarence Street, Ottawa, ON, K1N 5P3.

("FCM")

and

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**, an Ontario corporation and having a place of business at 325 Farr Drive, Haileybury, ON, P0J 1K0.

("Recipient")

FCM and the Recipient shall be referred to individually as a "**Party**" and collectively as the "**Parties**".

The Agreement, including all the schedules described below, constitutes the entire understanding and agreement between the Parties ("**Agreement**") and supersedes all prior correspondence, offers, negotiations, agreements, or other communications between the Parties relating to the subject matter hereof, whether oral, written or electronic. No changes or modification to the Agreement shall be binding upon a Party unless in writing and signed by both Parties.

The Agreement will be effective commencing on the date of last signature below ("**Effective Date**") and shall end on December 13, 2028 ("**Term**") unless earlier terminated in accordance with the provisions of the Agreement.

**The following Schedules are attached and incorporated in the Agreement by reference:**

Schedule A – General Terms and Conditions  
Schedule B – Eligible and Ineligible Costs Table

Schedule C – Recipient's Specific Terms and Conditions  
Schedule D – Request for Contribution Template  
Schedule E – Project Progress Report Template  
Schedule F – Project Completion Report Template

In witness whereof, the Parties have executed the Agreement through their duly authorized officials.

**FEDERATION OF CANADIAN MUNICIPALITIES**

**THE CORPORATION OF THE CITY OF  
TEMISKAMING SHORES**

Per: \_\_\_\_\_  
Catherine Gardner  
Director, Client and Funding Services, GMF

Per: \_\_\_\_\_  
Logan Belanger  
Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE A - GENERAL TERMS AND CONDITIONS

### 1. DEFINITIONS

Whenever used in the Agreement and unless the context otherwise requires, the following terms have the following meanings:

**“Advanced Contribution”** means the first disbursement of the Grant Amount, disbursed in advance of the Recipient having incurred sufficient Eligible Costs to request reimbursement from FCM, as set forth in Schedule C to the Agreement;

**“Business Day”** means any day other than a Saturday, Sunday or statutory holidays in the Province of Ontario;

**“Confidential Information”** has the meaning ascribed thereto in Section 8.3 of this Schedule A;

**“Contribution”** means each individual disbursement of the Grant Amount, as set forth in Schedule C;

**“Eligible Costs”** means the costs described in Schedule B of the Agreement, for which the Recipient may use the Grant;

**“Expense Claim”** means the expense claim in the form of the Project Workbook;

**“FCM’s Accessibility Guidelines”** means the FCM guidelines to be followed by the Recipient, or the consultant hired by the Recipient, when preparing the Project Progress Report(s), Project Completion Report and Final Deliverable, to ensure that such reports are accessible to people with disabilities;

**“Final Contribution”** means the last disbursement of the Grant Amount. In the event that the Recipient receives the Grant Amount in a single contribution, FCM will advance the Grant Amount through the Final Contribution;

**“Final Deliverable”** means the final version of the plan or the final version of the report summarizing the results and activities undertaken in conducting the business case, study or the pilot project, as applicable, as described in Schedule C;

**“GAAP”** means the generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants;

**“Material Change”** means any change to the description of the Project, forecasted Eligible Costs or particulars of the sources of funding, all as set forth in Schedule C;

**“Project”** means the plan, business case, feasibility study or pilot project, as applicable, as described in Schedule C;

**“Project Workbook”** means the form of electronic spreadsheet provided by FCM to the Recipient, as amended by FCM from time to time, to be completed when providing information updates or submitting a Request for Contribution to FCM; and

**“Request for Contribution”** means the request for Contribution, in the form of Schedule D.

### 2. GRANT

2.1 Grant Purpose - FCM is providing the Grant to the Recipient for the sole purpose of assisting the Recipient in the preparation of the Project (**“Grant”**).

2.2 Grant Amount - Subject to and in accordance with the terms and conditions of the Agreement and in reliance upon the representations, warranties and covenants of the Recipient hereinafter set forth, FCM agrees to contribute towards the Eligible Costs the maximum amount in Canadian Dollars (the **“Grant**

**Amount**”), set forth in Schedule C of the Agreement. In the event that, if the aggregate amount of funding received or to be received from all sources of funding, other than the Recipient, as set forth in Schedule C of the Agreement or as updated in the Project Workbook (all as determined and calculated by FCM) is greater than the total costs incurred by the Recipient in respect of the Project, as evidenced by the delivery of documentation establishing Eligible Costs, then FCM may reduce the Grant Amount to such amount as it deems appropriate, in its sole and absolute discretion.

- 2.3 **Grant Expiration Date** – In the event that the Recipient fails to meet the conditions of Contribution set forth in the Request for Contribution and fails to obtain the Final Contribution before the end of the Term, then FCM may, at its sole and absolute discretion terminate any further requirement to make the Contribution(s), set forth in Schedule C.
- 2.4 **Grant Disbursement** – FCM will disburse the Contribution within 30 days of confirming that the Recipient has met all of FCM’s conditions, to FCM’s satisfaction.
- 2.5 **Advanced Contribution** – FCM will inform the Recipient, before signature of the Agreement, whether it is eligible for an Advanced Contribution, all as determined in FCM’s sole and absolute discretion. In the event that the Recipient is eligible for an Advanced Contribution, FCM will disburse the Contribution within 30 days of receiving from the Recipient, a signed Agreement and a completed copy of FCM’s Electronic Funds Transfer form, identifying the bank account where FCM should disburse the Advanced Contribution. The representations and warranties confirmed or made in the Agreement with respect to the Recipient will be true on and as of the date that FCM makes the Advanced Contribution, with the same effect as though such representations and warranties have been made on and as of the date that FCM makes the Advanced Contribution. If any confirmation, information or documentation provided to FCM is not true and correct, or if any act or event does or may materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement or the Project or any of its other obligations that are material to the Recipient has occurred, the Recipient will immediately notify FCM prior to the making of the Advanced Contribution.

### 3. **OBLIGATIONS OF THE RECIPIENT**

Unless FCM shall otherwise agree in writing, the Recipient covenants and agrees that it: (i) shall use the Grant solely for expenditures that are Eligible Costs; (ii) shall carry out the Project and conduct the activities thereof in compliance with all applicable laws, regulations, order, rules, ordinances, permits, licenses, and without restricting the generality of the foregoing, in compliance with all labour, environmental, health and safety and human rights legislation applicable to the Project; (iii) shall carry out the Project with due diligence and efficiency and in accordance with sound engineering, scientific, financial and business practices; (iv) shall maintain industry standard insurance coverage which shall include general liability insurance; (v) shall not make any Material Change to the Project or in the nature or scope of its legal status; and (vi) shall not sell, assign, transfer, lease, exchange or otherwise dispose of, or contract to sell, assign, transfer, lease, exchange or otherwise dispose of, any of the real or personal property, whether movable or immovable, acquired, purchased, constructed, rehabilitated or improved, in whole or in part with the Grant, except if previously approved by FCM as described in Schedule C.

### 4. **ELIGIBLE COSTS**

Expenses that are eligible for partial reimbursement by FCM must be: (i) invoiced directly to the Recipient; (ii) incurred after the date set forth in Schedule C; (iii) an integral and an essential component of the Project and required to help achieve the environmental objective of the Project; and (iv) actually and reasonably incurred in accordance with applicable industry standards.

### 5. **RECORD-KEEPING and AUDIT**

- 5.1 **Record-keeping** – The Recipient shall: (i) maintain its accounts, management information and cost control system and books of accounts adequately to reflect truly and fairly the financial condition of the Project and to conform to GAAP; and (ii) **safekeep all such records for at least seven (7) years after the end of the Term.**
- 5.2 **Audit** – The Recipient shall: (i) upon FCM’s request with reasonable prior notice thereto, permit representatives of FCM, during its normal office hours, to have access to its books of accounts and

records relating to the Project and permit FCM to communicate directly with, including the receipt of information from, its external auditors regarding its accounts and operations relating to the Project; (ii) permit FCM to undertake, at any time, at its expense, any audit of the records and accounts of the Recipient in relation to the Project. The Recipient agrees to ensure that prompt and timely corrective action is taken in response to any audit findings and recommendations conducted in accordance with the Agreement. The Recipient will submit to FCM in a timely manner, a report on follow-up actions taken to address recommendations and results of the audit; and (iii) permit the Government of Canada, the Auditor General of Canada, and their designated representatives, to the extent permitted by law, to inspect the terms and conditions of the Agreement and any records and accounts respecting the Project and to have reasonable and timely access to sites, facilities and any documentation relevant for the purpose of audit.

## 6. ONGOING INFORMATION REQUIREMENTS

The Recipient shall provide to FCM the following information, in form and content satisfactory to FCM: (i) a Project Progress Report in the form of Schedule E within thirty (30) days of FCM making such requests; (ii) prompt notice of any proposed change in the nature or scope of its legal status; (iii) prompt notice of any act or event which does or may materially and adversely affect the Project or may materially and adversely affect the ability of the Recipient to perform its obligations under the Agreement or the Project or any of the Recipient's other obligations that are material to the Recipient; (iv) prompt notice of any litigation or administrative proceedings, together with copies of any written legal documents as FCM may request, excluding legal documents subject to solicitor client privilege, before any court or arbitral body or other authority which might materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement or in respect of the Project or any of the Recipient's other obligations that are material to the Recipient; (v) immediate notice of the occurrence of any breach of any term or condition of the Agreement and specifying the nature of such breach, and the steps, if any, that it is taking to remedy the same; and (vi) such other information as FCM may from time to time reasonably request from the Recipient by notice to the Recipient.

## 7. COPYRIGHT

7.1 Copyright – Copyright in all reports, documents and deliverables prepared in connection with the Agreement and set out in Schedule C, by or on behalf of the Recipient (the “**Recipient Documentation**”) will be the exclusive property of, and all ownership rights shall vest in either the Recipient or, subject to the Recipient's ability to grant the license set out in this Article 7.2, a person or entity engaged to develop the Recipient Documentation on behalf of the Recipient. In the event that the Recipient receives a copyright license to the Recipient Documentation, such license shall include a complete waiver in favour of the Recipient of all non-assignable rights (including moral rights) that may exist in the Recipient Documentation.

7.2 License – The Recipient hereby grants to FCM an irrevocable, perpetual, non-exclusive, worldwide, royalty-free, license, to use, reproduce, distribute, adapt, change formats, display, publish, make improvements to, sub-license, translate and copy in any manner the Recipient Documentation. This license shall survive the expiration or termination of the Agreement.

7.3 Interview – FCM shall hold all right, title and interest, including all intellectual property rights, in and to all formats of the Interview, including but not limited to written, audio recorded or video recorded formats, and to have sole and exclusive rights to the use thereof. Prior to the Interview, the Recipient shall ensure that any person designated by the Recipient to participate in the Interview will execute and deliver to FCM a written agreement which effects the assignment to FCM of all right, title and interest therein, including all intellectual property rights, and provides that such person has waived all its non-assignable rights (including moral rights) therein and grants to FCM the right to use the individual's image, including but not limited to posting the Interview on a public website.

## 8. PUBLIC RECOGNITION, COMMUNICATION, CONFIDENTIALITY

8.1 Public Recognition – The Recipient shall incorporate the following language into the Project Completion Report and the Final Deliverable:

“© 20XX, The Corporation of the City of Temiskaming Shores. *All Rights Reserved.*”

*This project was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”*

- 8.2 **Communication** – The Recipient shall comply with FCM’s bilingual communication requirements until the date that is five (5) years following the Final Contribution and shall: (i) cooperate with FCM, who will lead the preparation and issuance of a news release announcing GMF funding for the Project and/or the coordination of a public announcement attended by FCM and the Government of Canada; (ii) promptly inform FCM of upcoming promotional events related to the Project and allow FCM and the Government of Canada to participate in such promotional events; (iii) cooperate with FCM in providing information on the Project to other interested persons to permit the sharing of knowledge and lessons learned about the Project; and (iv) cooperate with FCM in preparing one or more educational interviews, if required by FCM, showcasing the Project, that may be posted on FCM’s public website or through other social media tools and made available through other mediums and in various formats (the **“Interview”**).
- 8.3 **Confidentiality** – All processes, documents, data, plans, material, policies or information pertaining to either Party’s operations which is obtained by the other Party (**“Receiving Party”**) or furnished to the Receiving Party in connection with the Agreement and expressly identified as confidential thereby, including, without limitation, the terms of the Agreement, (**“Confidential Information”**) shall be maintained by the Receiving Party in strict confidence and shall not be disclosed to any person or entity for any reason or used by the Receiving Party except as necessary for it to perform its obligations hereunder. The limitations contained in this section shall not apply to (a) Confidential Information which is in the public domain at the time of disclosure; (b) Confidential Information that becomes part of the public domain after disclosure through no fault of the Receiving Party; (c) Confidential Information that the Receiving Party can prove was known by the Receiving Party at the time of disclosure; (d) Confidential Information that the Receiving Party can prove was supplied to the Receiving Party by a third party or was independently developed by the Receiving Party; or (e) Confidential Information required to be disclosed pursuant to judicial process.
- 8.4 **Two versions of confidential reports** – The Recipient shall provide two versions of any Project Progress Report, Project Completion Report or Final Deliverable that might contain Confidential Information. The version containing Confidential Information shall be clearly labeled as confidential and will be treated as confidential by FCM. The version that does not contain Confidential Information may be posted on FCM’s public website and/or made available through other social media websites or tools and otherwise made available to interested third parties.

## 9. REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants that: (i) it is duly established under the laws of the Province or Territory set forth in Schedule C of the Agreement and has the legal power and authority to enter into, and perform its obligations under, the Agreement and the Project; (ii) the Agreement has been duly authorized and executed by it and constitutes a valid and binding obligation of it, enforceable against it in accordance with its terms; (iii) neither the making of the Agreement nor the compliance with its terms and the terms of the Project will conflict with or result in the breach of any of the terms, conditions or provisions of, or constitute a default under any indenture, debenture, agreement or other instrument or arrangement to which the Recipient is a party or by which it is bound, or violate any of the terms or provisions of the Recipient’s constituting documents or any license, approval, consent, judgment, decree or order or any statute, rule or regulation applicable to the Recipient; (iv) it is not subject to any restructuring order under any applicable statutory authority; (v) no litigation, arbitration or administrative proceedings are current or pending or have been threatened, and so far as the Recipient is aware no claim has been made, which is likely to have an adverse effect on its preparation of the Project or its compliance with its obligations under the Agreement; and (vi) the Recipient has the right to grant the copyright license set out in Article 7 of this Schedule A.

**10. TERMINATION OF THE AGREEMENT**

(a) FCM may terminate this Agreement: (i) if the Recipient breaches any term or condition of this Agreement, and fails to remedy such breach upon the expiry of 15 Business Days' written notice from FCM of such breach or, with respect to a breach that cannot be remedied within the 15 Business Day period, such longer period of time as FCM may reasonably provide the Recipient to remedy the breach, provided the Recipient has commenced to remedy the breach within the 15 Business Day period and is actively and diligently taking appropriate measures to remedy the breach; (ii) if, in FCM's sole discretion, the Project cannot be completed as initially presented; (iii) if the Recipient fails to meet the conditions of Contribution set forth in the Request for Contribution and fails to obtain the Final Contribution before the end of the Term; (iv) if control and charge over the administration of all the affairs of the Recipient are vested in any person other than the Recipient; (v) if the Recipient becomes insolvent and/or proceedings have been commenced under any legislation or otherwise for its dissolution, liquidation or winding-up, or bankruptcy, insolvency or creditors' arrangement proceedings have been commenced by or against the Recipient; and (vi) if the Parliament of Canada fails to pass an appropriation that is sufficient and constitutes lawful authority for the Government of Canada making the necessary payment to FCM for the project or program in relation to which the Grant is being provided.

(b) Either Party may, on not less than 30 days' prior written notice to the other Party, terminate this Agreement.

**11. EFFECT OF TERMINATION**

(a) If this Agreement is terminated pursuant to Article 10, the Recipient may be: (i) reimbursed for all or a portion of the Eligible Costs they have incurred in relation to the Project up to the effective date of termination; and (ii) required to pay back to FCM all or a portion of the Grant Amount that was disbursed by FCM to the Recipient prior to the effective date of termination.

(b) The rights contained in Sections 11(a) are subject to FCM's sole discretion and satisfaction, taking into consideration the Recipient's out-of-pocket Eligible Costs incurred and results reported by the Recipient in connection with the Project. In addition, FCM may take such action or proceedings in compliance with applicable laws or regulations as FCM in its sole discretion deems expedient to collect the amounts owing to FCM hereunder, all without any additional notice, presentment, demand, protest or other formality, all of which are hereby expressly waived by the Recipient.

**12. SAVING OF RIGHTS**

No course of dealing and no delay in exercising, or omission to exercise, any right, power or remedy accruing to FCM upon any default under the Agreement shall impair any such right, power or remedy or be construed to be a waiver thereof or any acquiescence therein; nor shall the action of FCM in respect of any such default, or any acquiescence by it therein, affect or impair any right, power or remedy of FCM in respect of any other default.

**13. APPROPRIATIONS**

Notwithstanding FCM's obligation to make any payment under the Agreement, this obligation does not arise if, at the time when a payment under the Agreement becomes due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for the Government of Canada making the necessary payment to FCM for the project or program in relation to which the Grant is being provided. FCM may reduce, delay or terminate any payment under the Agreement in response to the reduction or delay of appropriations or departmental funding levels in respect of transfer payments, the project or program in relation to which the Grant is being provided, or otherwise, as evidenced by any appropriation act or the federal Crown's main or supplementary estimates expenditures. FCM will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction, delay or termination of funding.

**14. NO BRIBES**

The Recipient guarantees that no bribe, gift or other inducement has been paid, given, promised or offered to any person in order to obtain the Agreement. Similarly, no person has been employed to solicit or secure the Agreement upon any agreement for a commission, percentage, brokerage or contingent fee. The Recipient also guarantees that it has no financial interest in the business of any third party that would affect its objectivity in carrying out the Project.

**15. RELEASE AND INDEMNIFICATION**

15.1 Acknowledgment - The Recipient acknowledges and agrees that (i) the Recipient shall be solely and fully responsible for the Project or any element thereof; (ii) by accepting or approving anything required to be accepted or approved pursuant to this Agreement or the Project, FCM shall not be deemed to have warranted or represented the accuracy, sufficiency, legality, effectiveness or legal effect of the same, or of any term, provision or condition thereof, and such acceptance or approval thereof shall not constitute a warranty or representation to anyone with respect thereto by FCM; and (ii) FCM shall not be responsible in any way whatsoever for the Project or any element thereof.

15.2 Release - the Recipient releases and forever discharges FCM and its directors, officers, agents, servants and employees from any claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses arising out of or in consequence of any loss, injury or damage to the Recipient or its property in any way relating to this Agreement and/or the Project.

15.3 Indemnification - The Recipient hereby agrees to indemnify and hold harmless FCM and its officers, directors, employees and agents from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings (collectively, a "Claim"), by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, but only to the extent that such Claim arises out of or is in connection with the Recipient's breach of this Agreement or is caused by the negligence or wilful misconduct of the Recipient in the performance of its obligations hereunder or otherwise in connection with the Project.

15.4 Intellectual Property Indemnity - Recipient shall defend or settle at its expense any claim or suit against FCM arising out of or in connection with an assertion that the Recipient Documentation infringes any intellectual property right and the Recipient shall indemnify and hold harmless FCM from damages, costs, and attorneys' fees, if any, finally awarded in such suit or the amount of the settlement thereof; provided that (i) Recipient is promptly notified in writing of such claim or suit, and (ii) Recipient shall have the sole control of the defense and/or settlement thereof.

15.5 FCM's Limited Liability – In no event shall FCM, including its directors, officers, employees and agents, be liable under the Agreement for any indirect, special, incidental, consequential or punitive damages of any kind, however caused, including, but not limited to, loss of profits or revenue, loss of data, work interruption, increased cost of work, or any claims or demands against the Recipient by any other entity, whether such remedy is sought in contract, tort (including negligence), strict liability or otherwise and whether or not FCM, including its directors', officers', employees' and agents' liability for direct damages for any reason and upon any cause of action, whether in tort (including negligence), contract, or any other legal theory, exceed the Grant Amount that was disbursed under the Agreement. The Agreement shall not create for nor give to any third party any claim or right of action against FCM.

15.6 Further Assurances - The Recipient shall promptly execute and deliver, upon request by FCM, all such other and further documents, agreements, opinions, certificates and instruments as may be reasonably required by FCM to more fully state the obligations of either party to the Agreement or to make any recording, file any notice or obtain any consent.

**16. GENERAL**

16.1 Notices and Requests – Any notice, document or other communication required to be given under the Agreement shall be in writing and shall be sufficiently given if sent by personal delivery/courier, registered mail or email to the other Party at its address indicated in Schedule C. The notice shall be deemed to

have been delivered on the day of personal delivery, on the day received by email (as evidenced by a transmission confirmation), or on the fifth day following mailing.

- 16.2 Relationship of the Parties - The relationship between the Recipient and FCM is, and shall at all times be and remain, essentially that of a recipient and a grantor, and the Agreement does not and shall not be deemed to create a joint venture, partnership, and fiduciary or agency relationship between the Parties for any purpose. Neither the Recipient, nor any of its personnel are engaged as an employee, servant or agent of FCM.
- 16.3 Amendment - Any amendment of any provision of the Agreement, including the Schedules, must be in writing and signed by both Parties.
- 16.4 Choice of Language - It is the express wish of the Parties that the Agreement and any related documents be drawn up and executed in English. Les Parties reconnaissent avoir exigé que la présente convention et tous les documents connexes soient rédigés en anglais.
- 16.5 Governing Law -The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 16.6 Choice of Forum - The Parties hereto agree and intend that the proper and exclusive forum for any litigation of any disputes or controversies arising out of or related to the Agreement shall be a court of competent jurisdiction located in the Province of Ontario, City of Ottawa.
- 16.7 Effectiveness - The Agreement shall be in force until such time as FCM has disbursed the Final Contribution or until the Agreement has been terminated in accordance with Article 10, whichever shall first occur.
- 16.8 Successors and Assigns - The Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, except that the Recipient may not assign or otherwise transfer all or any part of its rights or obligations under the Agreement without the prior written consent of FCM.
- 16.9 Severability - If any provision or clause of the Agreement is found by a court of competent jurisdiction to be invalid, void, null, illegal or unenforceable, that determination shall not affect the enforceability of the remaining provisions to the extent they can be given effect without the illegal or invalid provision. The Parties further agree to negotiate the severed provision to bring the same within the applicable legal requirements to the extent possible.
- 16.10 Waiver of Rights - Except as expressly provided in the Agreement, any waiver of, or consent to depart from, the requirements of any provision of the Agreement shall be effective only if it is in writing and signed by the Party giving it, and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of a Party to exercise, and no delay in exercising, any right under the Agreement shall operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.
- 16.11 Entire Agreement - The Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior correspondence, agreements, negotiations, discussions and understandings, if any, written or oral.
- 16.12 Headings - Headings are included in the Agreement for convenience of reference only and are not intended to be full or accurate descriptions of the contents thereof.
- 16.13 Gender and Number - All references in the Agreement to the masculine gender include the feminine gender; and all references to the singular include the plural and vice versa.

- 16.14 Counterparts - The Agreement may be executed and delivered (including by email transmission or by protocol document format ("PDF")) in one or more counterparts and, each of which when executed shall be deemed an original, but both of which together shall constitute one and the same agreement.
- 16.15 Survival - The provisions pertaining to Article 5, Article 7, Article 8, Article 15 and this Article 16, and any other provisions hereof expressly or impliedly intended to survive termination or expiry, will survive the termination of the Agreement.

## SCHEDULE B – ELIGIBLE AND INELIGIBLE COSTS TABLE

<p><b>Expenses that are eligible for partial reimbursement or for an Advanced Contribution must be:</b></p> <ul style="list-style-type: none"> <li>incurred after the date the application is received by FCM (costs to write the application incurred up to 90 days prior to receipt of the application by FCM).</li> <li>invoiced directly to your organization.</li> <li>an integral and an essential component of the initiative required to achieve the environmental objective.</li> <li>actually and reasonably incurred in accordance with applicable industry standards.</li> <li>Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</li> </ul> <p>FCM reserves the right to audit financial statements or expenses incurred at a future date. <b>Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts, timesheets, and vouchers, for at least seven years.</b> Financial records must be sufficiently detailed to enable verification of expenditure eligibility and level of effort.</p>		
Cost Category	Eligible Costs	Ineligible Costs
<b>Section A: Costs incurred prior to date application received by FCM</b>		
(1) Pre-application	Costs to write the GMF application up to \$5000 incurred up to 90 days prior to application receipt date.	All other costs incurred prior to application receipt date, including any stakeholder engagement or research that took place to support the writing of the full application or insertion of information into the Project Workbook.
<b>Section B: Costs incurred after date application received by FCM</b>		
(2) Administrative	Administrative costs that are directly linked to and have been incurred for the Project, such as: <ul style="list-style-type: none"> <li>Communication costs (e.g. long-distance calls)</li> <li>Permits or certifications (e.g., CaGBC, LEED, PIEVC, Passive House, Envision, SITES) required for the project</li> <li>Printing or photocopying by outside suppliers</li> <li>Acquisition of documents used exclusively for the project</li> <li>Document translation</li> </ul>	Office space, supplies and general overhead costs incurred in the ordinary course of business.
(3) Advertising	Advertising costs essential to communicating the project to the public, as well as Project evaluation such as: <ul style="list-style-type: none"> <li>Fees for advertising development</li> <li>Fees for media distribution</li> <li>Website development</li> <li>Public surveys</li> </ul>	<ul style="list-style-type: none"> <li>Advertising costs for general education or publicity that is a result of ongoing or other business activity and not a specific requirement of the Project</li> <li>Promotional items</li> </ul>
(4) Capital (Pilot Projects Only)	Rental or purchase of equipment or assets that are essential for conducting the small-scale activity. This would include specialized system hardware and software, construction costs,	<ul style="list-style-type: none"> <li>Purchase of equipment or assets that could be rented or leased to achieve the outcomes of the pilot activity, or that are above and</li> </ul>

	materials, renovation and modernization costs, and installation costs.	beyond what is required for the scale and duration of the pilot <ul style="list-style-type: none"> <li>Any major capital costs</li> <li>Purchase or lease of real property</li> </ul>
(5) Equipment rental	Rental of tools and equipment related to the project.	Rental of tools or equipment related to ongoing or other business activities.
(6) In-kind	N/A Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as "staff remuneration." See Staff Remuneration category below.	Any goods and services that are received through donation or in-kind contribution.
(7) Meetings and public gatherings	Costs related to meetings and public gatherings held to communicate the project to the public and collect feedback, such as: <ul style="list-style-type: none"> <li>Facility rental</li> <li>Audiovisual equipment rental</li> <li>Services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.)</li> <li>The provision of food and drinks, when it is part of a specific cultural protocol</li> <li>Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts)</li> <li>Costs related to local cultural protocols (e.g., gifts, cultural ceremonies)</li> </ul>	Any hospitality expenses such as: <ul style="list-style-type: none"> <li>Food and drinks, unless part of a specific cultural protocol</li> <li>Alcohol</li> <li>Door prizes</li> <li>Entertainment</li> <li>Music</li> <li>Decorations</li> <li>Flowers, centrepieces</li> </ul>
(8) Services	Fees for professional or technical consultants and contractors.	Costs for engineering studies, audit studies or feasibility studies for which grants or contributions are provided by or committed to be provided by the Government of Canada.
(9) Staff remuneration	Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project (including staff time to participate in FCM-led capacity building activities related to the eligible initiative). The daily rate per employee shall include the following costs: <ul style="list-style-type: none"> <li>Direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses</li> <li>Fringe benefit, in accordance with the eligible recipient's policies, as follows: <ol style="list-style-type: none"> <li>time-off benefits (prorated to the annual percentage of time actually worked on the implementation of the project): allowable number of days to be paid by the eligible recipient for the</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Overtime pay</li> <li>Bonuses/performance pay</li> <li>Fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible</li> <li>Costs related to ongoing or other regular business activities and not specifically required for the project</li> <li>Staff wages while receiving training or attending learning events</li> <li>Professional membership fees or dues</li> <li>Staff remuneration for which a grant or contribution are provided by or committed to be provided by the FCM</li> </ul>

	<p>payable absences of statutory holidays and annual vacation</p> <p>b) paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits</p> <p><b>N.B. For private (for-profit) entities only, as determined by FCM, the value of total staff remuneration cannot exceed 10% of the project's eligible costs.</b></p>	
(10) Supplies and materials	Supplies and materials that are specifically needed to undertake the project.	Costs related to ongoing or other business activities that are not a specific requirement of the project.
(11) Transportation, shipping and courier charges	Transportation costs for delivery of materials and services essential for the Project.	Any transportation expense related to ongoing or other business activities.
(12) Travel and accommodation	Travel and project-associated expenses for you and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project and to the extent that such travel is necessary. This includes travel and accommodation costs to attend FCM-led capacity building activities related to the eligible initiative (up to a maximum of \$10,000 or 10% of eligible project costs, whichever is lower).	<ul style="list-style-type: none"> <li>Travel and associated expenses of a partner in the Project</li> <li>Travel, accommodation and fees to attend conferences, missions, trade shows, etc.</li> </ul>
(13) Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate.	The portion of taxes for which your organization is eligible for rebate (provincial, territorial or federal).

## SCHEDULE C – RECIPIENT'S SPECIFIC TERMS AND CONDITIONS

### 1. PROJECT

The Recipient is receiving the Grant Amount to perform the following project:

The City of Temiskaming Shores, is conducting a feasibility study to explore the transition of its municipal fleet to zero-emission vehicles (ZEVs). The proposed initiative aims to reduce greenhouse gas (GHG) emissions by at least 20% below 2019 levels by 2033 and achieve netzero emissions by 2050. Serving a population of 9,634 across amalgamated communities, the City faces unique operational challenges due to its dispersed municipal buildings, harsh winter conditions, and limited charging infrastructure.

This study will evaluate the technical and financial feasibility of electrifying the City's fleet of 54 vehicles, which includes light and heavy-duty trucks, buses, and specialized equipment by:

- Establishing baseline data on fuel consumption, emissions, and operational costs.
- Conducting lifecycle analysis and scenario modeling for fleet transition.

- Identifying charging infrastructure requirements, including renewable energy integration.
- Exploring the potential of autonomous EVs for a municipal vehicle-sharing system.
- Evaluating ZEVs in extreme cold weather conditions.
- Conducting an investigation on downsizing of vehicles and right sizing to optimize their fleet operations

### Greenhouse gas reduction benefits

If the study is successful, it will generate at least a 20% GHG reduction by 2033 (195.2 tonnes CO<sub>2</sub>e);

### Multi-solving aspect(s) of the initiative

#### Socio-Economic Benefits:

- The municipality aims to lower the lifecycle operational costs of EVs compared to ICE vehicles for these savings to be redirected to other critical community services and infrastructure improvements.

### Anti-Racism, Equity, Inclusion, and Reconciliation

The municipality will address equity and diversity issues by integrating principles of anti-racism, equity, inclusion, and reconciliation at every stage of the project, this will be conducted by a consultant with expertise in equity-focused projects to assess impacts on equity-deserving groups and vulnerable populations.

## 2. PROJECT COSTS

The forecasted Eligible Costs that the Recipient included in its GMF funding application:

PROJECT BUDGET			
Budget Line Items	Eligible Cost (\$)	Ineligible Cost (\$)	Total Cost (\$)
<b>1) Pre-application</b>			
City Staff: Writing the GMF application for 7 days (costs incurred prior to submitting full application)	\$1,029	\$0	\$1,029
<b>Subtotal</b>			<b>\$1,029</b>
<b>8) Services</b>			
Technical Consultant: Contract signing, kickoff meeting, initial project setup, stakeholder engagement planning	\$500	\$0	\$500
Technical Consultant: Collect and review current fleet size, usage, fuel consumption, GHG emissions, and operating cost to develop a baseline	\$5,950	\$0	\$5,950
Technical Consultant: Review of capital planning, replacement procedures, management practices, policies, and lifecycle analysis	\$5,950	\$0	\$5,950
Technical Consultant: Staff and stakeholder interviews and engagement to fill any gaps in knowledge	\$2,550	\$0	\$2,550
Technical Consultant: Input data into industry-standard fleet software platform for analysis	\$5,950	\$0	\$5,950
Technical Consultant: Develop fleet replacement analysis using industry-standard fleet software	\$4,250	\$0	\$4,250
Technical Consultant: Develop ZEV transition scenarios, including aggressive and conservative approaches (GHG reductions and costs), ensuring the Federal Government's and the City's targets for GHG reductions by 2030, 2033, and 2050 are met or exceeded	\$4,250	\$0	\$4,250
Technical Consultant: Charging infrastructure analysis for each vehicle	\$3,400	\$0	\$3,400
Technical Consultant: Meeting with the Project Team to review findings from the Fleet Transition Planning process	\$510	\$0	\$510
Technical Consultant: Conduct in-person stakeholder engagement exercises with local stakeholder groups, presenting the fleet transition planning results in draft format, and garnering feedback	\$1,190	\$0	\$1,190

Technical Consultant: Combine insights and outcomes from the Fleet Dynamics and Fleet Transition Planning phases to form a fleet transition plan	\$5,950	\$0	<b>\$5,950</b>
Technical Consultant: Conduct an Equity Assessment using qualitative and quantitative analysis	\$5,950	\$0	<b>\$5,950</b>
Technical Consultant: Explore additional strategies such as fleet downsizing and rightsizing, renewable energy integration, smart charging technologies, operational streamlining, vehicle-sharing systems, and more to enhance the effectiveness of the fleet transition plan	\$5,950	\$0	<b>\$5,950</b>
Technical Consultant: Compile all relevant information into a final fleet transition plan report	\$5,950	\$0	<b>\$5,950</b>
Technical Consultant: Final report preparation and presentations to stakeholders	\$1,700	\$0	<b>\$1,700</b>
<b>Subtotal</b>			<b>\$60,000</b>
<b>9) Staff remuneration</b>			
City Staff: Coordination, kickoff meeting, project setup, progress report of Milestone 1	\$1,080	\$0	<b>\$1,080</b>
City Staff: Data collection, staff interviews, stakeholder engagement, assist Consultant with fleet review, progress report of Milestone 2	\$1,872	\$0	<b>\$1,872</b>
City Staff: Review scenario development and analysis in meeting, providing guidance to consultant, progress report of Milestone 3	\$1,092	\$0	<b>\$1,092</b>
City Staff: Reviewing final report, presentations, and Project Completion Report to FCM	\$927	\$0	<b>\$927</b>
<b>Subtotal</b>			<b>\$4,971</b>
<b>Subtotal – All Categories</b>	<b>\$66,000</b>	<b>\$0</b>	<b>\$66,000</b>

<b>Total Eligible Costs</b>	<b>\$66,000</b>
-----------------------------	-----------------

Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain what informs the above budget.
The budget costs used for this workplan were provided by a consulting firm that included contingencies in their budget quote.

Other Notes:
Dates are estimated and may differ from what is listed in the plan. Costs are broken down by task based on a budget quote provided by a consulting firm. City staff time is not going to be covered by this grant, so it is listed under "Ineligible cost".

FCM will only reimburse costs incurred after September 6, 2024, except for costs incurred to write the application, which are eligible for reimbursement if incurred after June 8, 2024.

### 3. PROJECT SOURCES OF FUNDING AND MILESTONES

The funding for the Project is planned as:

Funding Source	Description	Date Confirmed	Amount	Percentage of Total Budget
Green Municipal Fund	Grant	13-Dec-2024	\$48,000	73%
City of Temiskaming Shores	Cash	06-June-2024	\$18,000	27%
<b>TOTAL</b>			<b>\$66,000</b>	<b>100%</b>

The Milestones for the project are planned as follows:

Milestones	Start Date	End Date	Estimated Cost per Milestone	Milestone description
<b>Milestone 1:</b> Project Start-Up	02/2025	03/2025	\$2,609	A signed contract with the selected Consultant through an RFP process, a kick-off meeting with City staff to discuss study expectations, goals, and scope, and the initial project setup including stakeholder engagement and planning. Progress Report summarizing this milestone.
<b>Milestone 2:</b> Fleet Dynamics	04/2025	05/2025	\$22,272	Collect and analyze data on current fleet usage, fuel consumption, GHG emissions, operating cost, and existing fleet size, along with a review of capital planning, replacement procedures, management practices, policies, and lifecycle analysis, including staff and stakeholder interviews to establish a baseline. Data inputted into industry-standard fleet software platform for analysis. Progress Report describing the process of this milestone.
<b>Milestone 3:</b> Fleet Transition Planning	06/2025	07/2025	\$14,692	Develop fleet replacement analysis and zero-emission vehicle (ZEV) transition scenarios, including associated charging infrastructure and operating requirements. Conduct a key trends and impacts study of ZEVs applicable to the Temiskaming Shores region and Northern Ontario. Perform a cost analysis for each ZEV option, including maintenance and capital replacement, and conduct a cost-benefit analysis of transitioning from traditional fleet vehicles to zero-emission fleet vehicles. Project Team to review and refine scenarios, addressing opportunities, constraints, and barriers, with stakeholders providing guidance to the Consultant as needed. Conduct in-person stakeholder engagement exercises with local stakeholder groups to present these scenarios and gather feedback. Progress Report summarizing this milestone.
<b>Milestone 4:</b> Implementation Planning	08/2025	09/2025	\$23,800	Formulate a fleet transition plan integrating insights from previous milestones. Conduct an Equity Assessment and explore additional strategies to enhance the plan, such as fleet downsizing and rightsizing, renewable energy integration, smart charging, operational streamlining, and vehicle-sharing systems. Compile all relevant information into a final fleet transition plan report.
<b>Milestone 5:</b> Final Report & Presentations	10/2025	11/2025	\$2,627	The Consultant will deliver a polished report summarizing study findings with recommendations and outlining the selected zero-emission pathways for the municipal fleet. The report will be submitted in digital format, reviewed by City staff for content and completeness, and presented to City Council, the Climate Change Committee, and relevant stakeholders. City staff will author a Project

				Completion Report for final reporting to FCM, summarizing each step of the study.
<b>Total Milestones Cost:</b>			<b>\$66,000</b>	

#### 4. GRANT AMOUNT

The Grant Amount, described in Article 2 of Schedule A, shall be equal to the lower of:

- (i) the sum of forty-eight thousand dollars (\$48,000); or
- (ii) eighty percent (80%) of Eligible Costs.

#### 5. GRANT DISBURSEMENTS

The obligation of FCM to disburse the Grant to the Recipient, is subject to the Recipient fulfilling the applicable conditions of Contribution set forth below, to the satisfaction of FCM, in its sole and absolute discretion.

Payment and reporting table: The forecasted Contribution(s) amounts (\$), reporting requirements and reporting dates as agreed upon by the Parties prior to Agreement signature.

Contribution(s) and Deliverable(s)	Approximate Date of Submission	Approximate Date of Contribution	The Contribution shall be equal to the lesser of:
<b>Progress Report</b> <ul style="list-style-type: none"> <li>Schedule E – Project Progress Report</li> <li>Evidence that Milestones were completed to date</li> <li>Updated Project Workbook <ul style="list-style-type: none"> <li>Sources of Funding</li> <li>Payment and reporting table</li> <li>Expense Claim</li> </ul> </li> <li>Additional conditions: None</li> </ul>	At FCM's Request	n/a	n/a
<b>Final Contribution</b> <ul style="list-style-type: none"> <li>Schedule D – Request for Contribution</li> <li>Schedule F – Project Completion Report</li> <li>Evidence that Milestones 1 to 5 were completed: Project Start-Up, Fleet Dynamics, Fleet Transition Planning, Implementation Planning, Final Report &amp; Presentations.</li> <li>Updated Project Workbook <ul style="list-style-type: none"> <li>Sources of Funding</li> <li>Payment and reporting table</li> <li>Expense Claim</li> </ul> </li> <li>Final report</li> <li>Additional conditions: None</li> </ul>	30/Nov/25	30/Dec/25	<ul style="list-style-type: none"> <li>\$48,000 less the amount of any previous contributions or</li> <li>80% of Eligible Costs then incurred by the Recipient</li> </ul>

#### 6. JURISDICTION

The jurisdiction applicable to Section 9 of Schedule A of the Agreement is the Province of Ontario.

## 7. CRA BUSINESS NUMBER

The Recipient's CRA Business number is 866343502.

## 8. NOTICES

<u>To the Recipient:</u>	<u>To FCM:</u>
<p>The Corporation of the City of Temiskaming Shores 325 Farr Drive Haileybury, Ontario P0J 1K0</p> <p>Attention: Mathew Bahm Director of Recreation</p> <ul style="list-style-type: none"> <li>• telephone: (705) 672-3363 ext 4106</li> <li>• by electronic mail: mbahm@temiskamingshores.ca</li> </ul> <p>Alternate Contact:</p> <p>Attention: Mitch McCrank Manager of Transportation</p> <ul style="list-style-type: none"> <li>• telephone: (705) 672-3363 ext 4113</li> <li>• by electronic mail: mmccrank@temiskamingshores.ca</li> </ul>	<p>Federation of Canadian Municipalities 24 Clarence Street Ottawa, Ontario K1N 5P3</p> <p>Attention: GMF Legal Services</p> <ul style="list-style-type: none"> <li>• By Electronic mail: <a href="mailto:fundinglegalservices@fcm.ca">fundinglegalservices@fcm.ca</a></li> </ul> <p>General contact: Green Municipal Fund</p> <ul style="list-style-type: none"> <li>• By electronic mail: gmfinfo@fcm.ca</li> </ul>



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

## SCHEDULE D – REQUEST FOR CONTRIBUTION TEMPLATE

### [LETTERHEAD OF THE RECIPIENT]

[Address]

[Date]

Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario  
K1N 5P3

Attention: [First Name and Last Name]  
Project Officer for GMF

The Recipient is requesting the following Contribution:

☐ Final

I am an authorized official of the Recipient and understand that all the information below must be submitted and accepted by FCM, in order to receive the Contribution. I hereby certify, in satisfaction of the terms and conditions of the Agreement, that:

- The Conditions of Contribution set forth in Schedule C have been met by the Recipient.
- The Project conforms to the description set forth in Schedule C of the Agreement.
- The Recipient has obtained, or has made other arrangements satisfactory to FCM for obtaining, all approvals, consents, authorizations and licences that are required under the laws of Canada and of the relevant Province or Territory, in order for the Recipient to enter into and comply with the Agreement and to undertake and complete the Project.
- No act or event does or may materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement and the Project or any of its other obligations that are material to the Recipient has occurred.
- The representations and warranties confirmed or made in the Agreement with respect to the Recipient will be true on and as of the date that FCM makes the Contribution, with the same effect as though such representations and warranties have been made on and as of the date that FCM makes the Contribution.
- All the covenants, conditions and other obligations set forth in the Agreement, including its schedules, and the Project Workbook, to be performed or satisfied by the Recipient before the date that FCM makes the Contribution have been performed or satisfied, to FCM's satisfaction.
- All capitalized terms have the meaning attributed to them in the Agreement.
- If any confirmation, information or documentation provided to FCM is not true and correct, the Recipient will immediately notify FCM prior to the making of the Contribution.
- All expenses claimed:
  - have been submitted through the Expense Claim template, in the Project Workbook;
  - have been incurred and paid, or are to be paid, by the Recipient;
  - were integral and essential components of the Project and required to help achieve the environmental objectives of the Project;
  - were reasonably incurred in accordance with applicable industry standards; and
  - are Eligible Costs as per Schedule B, that were incurred after the date set forth in Schedule C.

- I acknowledge and agree that the Recipient's records and accounts in relation to the Project, might be audited.
- I am attaching a completed copy of FCM's Electronic Funds Transfer form to identify the bank account where FCM should deposit the Contribution.

\_\_\_\_\_  
Name and title of authorized officer of Recipient

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SCHEDULE E – PROJECT PROGRESS REPORT TEMPLATE

### VERY IMPORTANT:

**Timing:** You must email the Project Progress Report to your GMF project officer (see Schedule C for contact information) on the dates indicated in Schedule C or whenever FCM asks for such a report.

**Copyright:** If you're hiring a consultant to prepare the report, please make sure that you obtain the copyright (see FCM's copyright tips document), or FCM will not be able to disburse the grant amount.

**Accessibility for people with disabilities:** Please do not change the format, font, layout, etc., of this report. This template has been specially designed, following FCM's Accessibility Guidelines, to be accessible to people with disabilities.

**Confidentiality:** If your report contains any Confidential Information that you would prefer not to be made available to the public (e.g., through a case study or other materials produced by FCM that relate to your project), please submit **two** versions of the report:

1. **Complete report including Confidential Information:** Please clearly label this report with the word "**Confidential**" or similar wording and FCM will treat it as such.
2. **Abridged report excluding Confidential Information:** This version of your report may be posted on the FCM website or otherwise made available to interested third parties, to help FCM meet its knowledge-sharing objectives.

### The Project Progress Report has two main purposes:

1. **Project tracking:** This report enables FCM to confirm that your project is proceeding as planned, or to be informed of any unforeseen delays or challenges.
2. **Knowledge sharing:** FCM shares the lessons and expertise gained through GMF-funded initiatives with other communities across Canada. The findings and lessons learned documented in your Project Progress Report could be valuable for other municipal governments seeking to address sustainability issues in their own communities. FCM may wish to supplement this information through an interview with the project lead.

**Content outline:** Your Project Progress Report should be approximately **one to two pages long** and include the information below.

**Note:** If you have questions about completing this report, please consult your GMF project officer. You can request a Microsoft Word version of this template from your GMF project officer.

### Project information

<b>GMF number:</b>	CORE-24-0169
<b>Name of funding recipient:</b>	The Corporation of the City of Temiskaming Shores
<b>Project title:</b>	Zero-Emissions Pathway Study for Temiskaming Shores Municipal Fleet
<b>Date of report: (mm/dd/yyyy)</b>	
<b>Name, title, phone number and e-mail of lead contact:</b>	

This project was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

## 1. Project status

- a) Please indicate milestone status in the table below and any experienced delays, as per Schedule C.

**Note:** If you have previously submitted a Project Progress Report (for projects with multiple contributions), milestone statuses and dates should be updated and build on the information you included in your previous report. If necessary, please add further details below the table.

Milestone #: Title	Status (e.g., complete, in progress, ahead, delayed, altered or descoped)	Length of delay	Anticipated end date (mm/yyyy)
Milestone 1: Project Start-Up			
Milestone 2: Fleet Dynamics			
Milestone 3: Fleet Transition Planning			
Milestone 4: Implementation Planning			
Milestone 5: Final Report & Presentations			

- b) If you have identified any milestones that are delayed, altered or descoped, please add further details here and describe how you have addressed or will address these delays and/or challenges.

**Note:** If there have been any significant changes, such as to the scope or cost of the project, please ensure you explain in your answer above how this has affected the project's environmental, social and/or economic benefits, as well as the budget of the project as described in Schedule C of this agreement or in a previously submitted Project Progress Report (if applicable).

## 2. Lessons learned to date

- a) Have you experienced any barriers or challenges during your project to date (e.g., challenges with a new technology, approach or process)? If so, what were they and how have you addressed them?
- b) Please briefly describe any early successes and/or any environmental, social and/or economic benefits generated by your project to date.
- c) At this stage, do you anticipate this project proceeding to full-scale implementation? If applicable, please identify any next steps and indicate if you are interested in learning more about subsequent GMF funding.

## 3. Additional materials (optional)

FCM includes links to project materials in GMF case studies, website content and other vehicles.

Please list and attach any materials resulting from the project to date that could be useful to share with other communities. These might include checklists, toolkits, guidelines, bylaws, videos or information brochures. If the material is available on your website, simply include a link to it.

For example, a water metering project might result in a new municipal water use bylaw, or a series of householder information brochures or online video clips on ways to reduce water use.

## SCHEDULE F – PROJECT COMPLETION REPORT TEMPLATE

### VERY IMPORTANT:

**Timing:** You must email the Project Completion Report to your GMF project officer (see Schedule C for contact information) on the dates indicated in Schedule C or whenever FCM asks for such a report.

**Copyright:** If you're hiring a consultant to prepare the report, please make sure that you obtain the copyright (see FCM's copyright tips document), or FCM will not be able to disburse the grant amount.

**Accessibility for people with disabilities:** Please do not change the format, font, layout, etc., of this report. This template has been specially designed, following FCM's Accessibility Guidelines, to be accessible to people with disabilities.

**Confidentiality:** If your report contains any Confidential Information that you would prefer not to be made available to the public (e.g., through a case study or other materials produced by FCM that relate to your project), please submit **two** versions of the report:

3. **Complete report including Confidential Information:** Please clearly label this report with the word "**Confidential**" or similar wording and FCM will treat it as such.
4. **Abridged report excluding Confidential Information:** This version of your report may be posted on the FCM website or otherwise made available to interested third parties, to help FCM meet its knowledge-sharing objectives.

**Purpose of the Project Completion Report:** To share the story of your community's experience in undertaking your project with others seeking to address similar issues in their own communities.

**Content outline:** Your Project Completion report should be approximately **five to ten pages long** and include the information below. It can be longer or shorter, depending on the complexity of the project. Please write the report in plain language that can be understood by people who are not specialists on the subject.

One of FCM's mandates is to help municipal governments share their knowledge and expertise regarding municipal environmental projects, plans and studies. FCM will post your report on the [Green Municipal Fund™ \(GMF\) website](#). Reports, including all attachments and appendices, must be submitted in PDF format with searchable text. GMF will not accept reports and supporting documents that are not clearly identifiable as final versions, such as those displaying headers, footers, titles or watermarks containing terms like "draft" or "for internal use only." Additionally, reports must be dated.

A copy of the Final Deliverable must be submitted along with this Project Completion Report:  
GMF grant recipients must enclose **final** copies of the Project Completion Report and the Final Deliverable with their final Request for Contribution.

**Note:** If you have questions about completing this report, please consult your GMF project officer. You can request a Microsoft Word version of this template from your GMF project officer.

## Project information

<b>GMF number:</b>	CORE-24-0169
<b>Name of funding recipient:</b>	The Corporation of the City of Temiskaming Shores
<b>Project title:</b>	Zero-Emissions Pathway Study for Temiskaming Shores Municipal Fleet
<b>Date of report: (mm/dd/yyyy)</b>	
<b>Name, title, phone number and e-mail of lead contact:</b>	

© 20XX, The Corporation of the City of Temiskaming Shores. All Rights Reserved.

This project was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

## 1. Project overview

- a. Please review the project overview included in your agreement (or as amended) and report any required updates based on how the project was actually completed, focusing particularly on:
  - The project's scope, approach, activities and deliverables
  - The key objectives of your initiative
  - The approach or methodology you used to meet those objectives
  - The measures, technologies or solutions that were evaluated

## 2. Consultation and community engagement

- a. Your GMF application included the project engagement strategy shown in the table below. Please indicate whether the measures were implemented as originally planned and provide reasons for any changes.

Stakeholder or rights holder, including equity-deserving groups	Anticipated level of engagement	Description
Municipal Operations Staff	Involve	Ensuring their concerns and aspirations are understood and considered throughout the process.
General Public	Inform	Providing balanced information to assist in understanding the project, alternatives, and solutions.
Public Works Department	Involve	Engaging staff to gather input on fleet usage and operational needs to inform the transition plan.
Fire Services	Involve	Engaging staff to address specific vehicle and equipment needs and their operational requirements.
Transit Department	Involve	Engaging staff to gather input, ensure specific requirements and operational needs are considered.

Recreation Services	Involve	Understanding vehicle needs to ensure smooth ZEV integration into their operations.
Corporate Services	Involve	Providing input on fleet requirements and usage patterns to ensure vehicle needs are considered.
City Council	Empower	Granting final decision-making power to approve the fleet electrification project.
Climate Change Committee	Collaborate	Aligning project with the municipality's climate action goals and sustainability objectives.
Equity-Deserving Groups	Consult	Understanding and considering specific concerns and goals throughout the project.

- b. Describe any inclusive engagement practices implemented for your project. You may use or build on responses provided in your funding application where relevant.
- c. Please provide details on how engagement efforts influenced the project. Specifically, were there any adjustments or modifications made to the project based on the feedback received during the engagement process?

### 3. Findings and recommendations

- a. *Please review the responses provided in the "Environmental Benefits" section of your project's funding application. For each environmental benefit category, please describe any findings related to the measures that were studied or implemented as part of your project. Please make note of any measure mentioned in your application that was not studied or implemented. Please also describe any additional environmental findings and any additional environmental results that were not mentioned in your application.*
- b. In the table below, describe any socio-economic or financial findings related to the options explored in the project, using quantitative data where possible:
  - Social procurement practices
  - Accessibility (physical elements or accessibility measures)
  - Improved outdoor spaces
  - Inclusive employment and apprenticeship
  - Cost savings and efficiency
  - Economic output
  - Taxes
  - Other socio-economic benefits

Outcome category	Project outcome

- c. Based on the environmental, socio-economic and financial findings, what are the project recommendations?
- d. Please describe how this project integrated principles of anti-racism, equity, inclusion and/or reconciliation. You may use or build on responses provided in your funding application where relevant.

**3. Next steps**

- a. Taking the initiative's recommendations into account, what next steps do you plan to take?

**4. Knowledge sharing**

- a. What would you recommend to other municipalities interested in doing a similar project? What worked well and what barriers/challenges did you experience, and why? What would you do the same or differently if you were to do this again?
- b. Is there a website where more information about the project can be found? If so, please provide the link.
- c. Is there anything else about the project you would like to note (e.g., recognition, media coverage, awards, that it led to changes in existing policies and/or practices, sharing of results with other municipalities formally or informally, etc.)?

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

**By-law No. 2025-025**

**Being a by-law to enter into an agreement with WSP  
Canada Inc. for the creation of a Green Municipal Fleet  
Study for the City of Temiskaming Shores**

**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. RS-005-2025 at the March 4, 2025 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an agreement with WSP Canada Inc. for the provision of a Green Municipal Fleet Study, in the amount of \$59,718, plus applicable taxes, for consideration at the March 18, 2025 Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to execute an agreement with WSP Canada Inc. for the provision of a Green Municipal Fleet Study, in the amount of \$59,718 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms 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 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2025-025**

Agreement between

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

and

**WSP Canada Inc.**

for the provision of a Green Municipal Fleet Study

**This agreement** made this 18<sup>th</sup>, day of March, 2025.

Between:

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

(hereinafter called “the Owner”)

and

**WSP Canada Inc.**

(hereinafter called “the Consultant”)

Witnesseth:

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

**Article I:**

The Consultant will:

- a) Create an Green Municipal Fleet Study, in accordance with the specifications contained in their submission in relation to the following:

**Corporation of the City of Temiskaming Shores  
Request for Proposal (RS-RFP-001-2025)  
Green Municipal Fleet Study**

- 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.
- c) That the Consultant will finalize the Green Municipal Fleet Study for the City of Temiskaming Shores prior to **October 31, 2025.**

**Article II:**

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the creation of a Green Municipal Fleet Study in the amount of **fifty-nine thousand, seven-hundred and eighteen dollars and zero cents (\$59,718.00)** plus applicable taxes; and
- b) Make progress payments, typically monthly, based on 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 Consultant:

**WSP Canada Inc.**

100 Commerce Valley Drive West  
Thornhill, ON L3T 0A1

The Owner:

**City of Temiskaming Shores**

325 Farr Drive / P.O. Box 2050  
Haileybury, Ontario P0J 1K0

Attn.: Matthew Bahm

**Remainder of Page left Blank Intentionally**

**In witness** whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**WSP Canada Inc.**

\_\_\_\_\_  
Micha Gutmanis - Manager, Sustainable Mobility

Municipal Seal

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

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – Logan Belanger



Appendix 01 to  
Schedule “A” to  
**By-law No. 2025-025**  
Form of Agreement

# GREEN MUNICIPAL FLEET STUDY

CITY OF TEMISKAMING SHORES  
VILLE DE TEMISKAMING SHORES

RS-RFP-001-2025 Green Municipal Fleet Study





February 21, 2025

City of Temiskaming Shores | *Ville de Temiskaming Shores*

**Re: RS-RFP-001-2025 Green Municipal Fleet Study**

**Attention:** Logan Belanger, Clerk

WSP is pleased to submit our proposal to complete a Green Municipal Fleet Study for the City of Temiskaming Shores. We have assembled a team with the requisite skills and expertise to develop the most comprehensive study.

The WSP team offers the following benefits to the City:

- **Ontario-based Project Manager; Bilingual Team:** Our core team project manager is based in the Greater Toronto and Hamilton Area. Critical meetings such as Council presentations or site visits, if required, can occur in person. Our technical analyst and project coordinator is bilingual to support with any French requirements.
- **Strong Understanding of the Zero Emission Vehicle (ZEV) Market:** Our team has tremendous experience in zero-emissions fleet studies. Our team members have developed policies on fleet optimization and vehicle charging across Canada. We have been developing and implementing sustainable fleet plans, from early feasibility studies to reconfiguring existing fleet depot to add fueling infrastructure. At WSP, we leverage the latest technology trends and lessons learned from our collective projects to fulfill our mandate with the City of Temiskaming Shores.
- **Collaboration with various municipality sizes:** WSP works with numerous municipalities, ranging from all sizes, from fleets of over 3000 vehicles to fleets of only 20. This has allowed us to understand the necessary scaled and tailored approaches required based on the various sizes of the fleet. The City of Temiskaming Shores will receive a tailored approach that works for its size, its carbon neutrality goals, and its geographic location. Our hand-selected team has worked on the majority of these green fleet studies together, so we are well-established and efficient in working together as one team.

Yours sincerely,

WSP Canada Inc.

A handwritten signature in black ink, appearing to read 'M. Gutmanis'.

**Micha Gutmanis, MPI, BSc, PMP**

Manager, Sustainable Mobility Advisory

WSP Canada Inc.

(She/ Her)



# TABLE OF CONTENTS

<b>1</b>	<b>COMPANY EXPERIENCE.....</b>	<b>2</b>
1.1	Company Profile.....	2
1.2	Sustainable Mobility Advisory Practice.....	2
1.3	Breadth of Relevant Experience .....	3
1.4	Related Experience and References .....	4
<b>2</b>	<b>PROJECT TEAM QUALIFICATIONS.....</b>	<b>7</b>
2.1	Organizational Chart .....	7
2.2	Core Project Team and Backup Personnel.....	7
2.3	Team Bios and Responsibilities.....	8
2.4	Backup Personnel and Resiliency .....	10
<b>3</b>	<b>PROJECT UNDERSTANDING AND METHODOLOGY TO ACHIEVE WORKPLAN</b>	<b>11</b>
3.1	Proposed Methodology.....	12
3.2	Detailed Methodology .....	12
3.3	Proposed Time-Task Matrix.....	17
3.4	Proposed Schedule.....	17
<b>4</b>	<b>VALUE ADD .....</b>	<b>18</b>
<b>5</b>	<b>POTENTIAL NEXT STEPS .....</b>	<b>19</b>

# 1 COMPANY EXPERIENCE

## 1.1 COMPANY PROFILE

With roots that date back to 1959, WSP has proudly become one of Canada's leading professional engineering services firms with a strong international presence and position in today's global market. Our network of 12,900 technical experts and strategic advisors across Canada and just over **3,900 staff in Ontario** includes engineers, technicians, scientists, planners, surveyors, environmental specialists, and other design, program, and construction management specialists. Globally, we have over 69,900 team members, supporting over 150,000 active projects. We offer services in four business areas: Transportation and Infrastructure, Planning, Buildings, Environment, and ERI (energy, resources, and industry) from offices throughout Canada.

**Experience:** WSP has a wealth of provincial, national, and international experience to draw from regarding sustainable transportation in urban and rural environments. We regularly support public sector clients at all stages of the project development life cycle from conceptual planning and business casing through to detailed design and construction.

**Excellence:** Our sustainable transportation, public transit and active transportation teams are organized nationally around a Centres of Excellence model, reducing the impact of geography for the team and providing you with a larger group of specialized resources to match the best-suited individuals across Canada to projects, while bringing in unique perspectives nationally. Our model ensures we can best leverage subject matter expertise, lessons learned, and corporate experience in service of the assignment.

## 1.2 SUSTAINABLE MOBILITY ADVISORY PRACTICE

WSP's Sustainable Mobility Advisory team is recognized by municipalities and transit agencies across Canada, North America and globally for our work supporting green fleet studies, feasibility analysis and implementation plans across a variety of fleets from light-duty vehicles to heavy-duty vehicles (emergency response, transit, mining). The proposed project team members have an extensive track record of delivering the services required by this study, including the development of low-carbon and zero-emission implementation plans, analysis on the current fleet usage, municipal fleet transition plans as well as conducting stakeholder engagements and assessing the best practices to accelerate the transition for municipal vehicles. We have extensive experience with vehicle and charging infrastructure requirements and developing financial strategies to support the deployment of Zero Emission Vehicles (ZEVs) and associated infrastructure. We have a strong understanding of green fleets, and we aim to bring forth an implementation and actionable strategy to complete the replacement of the current fossil-fuel-powered vehicles to reduce greenhouse gas emissions (GHG).

Our agile team and dedicated specialists across our engineering consulting firm allow us to successfully work on diverse projects; from major urban cities to regional municipalities, we have worked with private and government entities, as well as municipal alliances such as the Federation of Canadian Municipalities and ICLEI Local Governments for Sustainability. Our team provides the necessary support to develop actionable strategies to reduce GHG emissions and operate a more sustainable fleet.

We believe our project approach and prior experience in delivering similar scopes of work for municipalities and cities across Canada will support achieving a strong project outcome for the City of Temiskaming Shores.

### 1.3 BREADTH OF RELEVANT EXPERIENCE

WSP has delivered Green Fleet vehicle consultancy services for municipal clients for over 10 years. The following graphic and table illustrate the geographic range of our **project portfolio in the last 5 years**, which we are pleased to leverage for the City of Temiskaming Shores.



**CAMET** – Electric School Bus Feasibility Study and Site Conceptual Design (2024-2025)

**TTC** – Non-Revenue Fleet Electrification and Infrastructure Strategy (2024-2025)

**City of Ottawa** – Green Fleet Strategy (2024)

**Town of Newmarket** – Green Fleet Strategy (2024)

**City of Whitehorse** – Transit Decarbonisation Roadmap (2024)

**City of Edmonton** – Light-Duty Zero-Emissions Vehicle Strategy (2023) & Zero-Emissions Policy Paper (2024)

**Parks Canada** – Green Fleet Study (2023)

**City of Calgary** – Alternative Fuels Study (2023)

**Baie-Comeau** – Green Fleet Strategy and Energy Resilience Plan (2023)

**City of Burlington** – Green Fleet Strategy and Implementation Roadmap (2023)

**Yukon Transportation Dept** – Preliminary Green Fleet Assessment (2022)

**City of Surrey** – Low Carbon Fleet Strategy (2021-2022)

**Strathcona County** – Electric Vehicle Feasibility Study (2021)

**Oxford County** – 5-year Green Fleet Plan (2021)

**Town of Caledon** – Green Fleet Strategy (2021)

**City of Barrie** – Alternative Fuels Study (2020-2021)

**Town of Oakville** – Fleet Utilization and Optimization Study (2020)

**City of Brampton** – Light Duty Fleet Management Review (2020)

**Halton Region** – Fleet Management Review (2020)

**City of Abbotsford** – Refuse Truck Lifecycle Modelling (2020)

## 1.4 RELATED EXPERIENCE AND REFERENCES

While Section 1.3 showcases fleet transition planning across Canada that our team has worked on, we selected **three reference projects** that are particularly relevant to Temiskaming Shores based on their geographies, fleet size and fleet make-up. **We have selected projects completed within the last two years, as this rapidly changing vehicle landscape deserves the relevant fleet planning practices.**

The following table outlines the references we wish to put forward. More details on each project can be found in the project sheets following.

Project	Client Contact Information
<b>Project 1:</b> Green Fleet Strategy (2024)	Town of Newmarket Jeff Bond, Business Operations Specialist   Public Works Services T: 905-953-5300 x2582 E: jbond@newmarket.ca
<b>Project 2:</b> City of Ottawa Green Fleet Strategy (2024)	City of Ottawa Neil Grandy, P.Eng. Manager, Fleet Maintenance & Technical Services T: 613-580-2424, x-29535 E: neil.grandy@ottawa.ca
<b>Project 3:</b> Municipal Fleet Energy Transition (2023)	City of Baie-Comeau Julie Malouin, Sustainable Development Coordinator T: 418-589-1583 E: jmalouin@ville.baie-comeau.qc.ca

### TOWN OF NEWMARKET GREEN FLEET STRATEGY (2024)



#### Location

Town of Newmarket, Ontario

#### Project Value

\$75,000

#### Primary Team Personnel

Micha Gutmanis (Project Manager)  
Shan Campeau (Technical Lead)

#### Project Completion Date

December 2024

### RELEVANCE TO THIS PROJECT

WSP's experience with the Green Fleet Strategy for the Town of Newmarket provides a strong foundation for successfully executing Temiskaming Shores' Green Fleet Study. WSP will leverage the proven methodology and insights gained from Newmarket through the creation of low-carbon and zero-emission fleet transition scenarios. This involved identifying a pathway to zero-emission vehicles through detailed vehicle use reviews, inspections, and stakeholder discussions. Additionally, WSP's team reviewed the current state of electrical infrastructure at fleet storage, corporate, and operational facilities to support fleet and charging requirements, and provided guidance on the next steps for implementation. This project presents many similarities with the Temiskaming Shores project, through their shared geographical context, their similar size operations and GHG reduction goals.

**SCOPE**

The scope of the project involved developing a comprehensive Green Fleet Strategy for Newmarket to significantly reduce GHG emissions from its fleet operations. WSP collaborated closely with the Town's Fleet department to assess the current state of operations and design a roadmap for fleet decarbonization. This strategy included recommendations for a fluid and comprehensive transition towards low-carbon and zero-emission alternatives, as well as looking at requirements for charging infrastructure and management best practices, ensuring alignment with long-term industry trends and fiscal sustainability.

The strategy was tailored to meet their carbon neutrality goals by 2040. The strategy was executed in four phases: Current State Assessment, Baseline Analysis, Green Fleet Scenario Development, and Final Reporting. Contact with the Town of Newmarket was ensured throughout the phases of the strategy, ensuring transparency and advancements of the project in line with the findings. In addition to a transition planning reducing the emissions and the operational cost, the strategy provided recommendations for operational best practices and insight for change management. This strategy included the creation of two distinct scenarios, which could potentially reduce the Town's emissions by 99% in 2050. WSP also provided additional support services, including an electrician to assess infrastructure needs and stakeholder consultation to highlight the challenges and opportunities for fleet decarbonization.

---

**CITY OF OTTAWA GREEN FLEET STRATEGY (2024)**
**Location**

City of Ottawa, ON

**Project Value**

\$235,000

**Primary team personnel**

Micha Gutmanis (Project Manager)

Julian Fernandez-Orjuela (Technical Lead)

Shan Campeau (Technical Support)

**Project Completion Date**

January 2025

**RELEVANCE TO THIS PROJECT**

We envision the City of Temiskaming Shores to be similar to the City of Ottawa's Green Fleet Strategy considering the nature of assessment and recommendations involved. This strategy required WSP to provide the City of Ottawa with an ideal vehicle and charging equipment uptake rate to accommodate the growing need for low-emission technologies while assessing alternative procurement scenarios. This project presents many similarities with the Temiskaming Shores project, with their geographical context and their variety of vehicle types to transition (ie. vacuum trucks, snowplows, sweepers, dump trucks, sanders, fire pumpers, etc.).

**SCOPE**

The City of Ottawa has one of the largest public fleets in Canada, with over 2000+ light-, medium- and heavy-duty vehicles and equipment. WSP was engaged by the City of Ottawa to carry out a green fleet study for its entire fleet. This study investigated the transition to low carbon and zero-emission technologies through a phased approach with actionable implementation measures set forth over the next 20 years. It evaluated achievements to date on fleet electrification and proposed new approaches and technologies to meet the City's direction and targets for reducing fleet emissions while ensuring fiscal responsibility. The strategy also assessed several trade-offs on various technologies, including trade-offs on capital and operating costs, technology maturity, impacts on current operations and GHG reduction potential. Additionally, exploration of new

approaches involved an assessment of expedited procurement scenarios, including cost leveling, for the fleet transition.

This City of Ottawa Green Fleet Strategy proposed a phased approach, which ensures that the low carbon technology uptake rate is respected by the City to allow for a smooth fleet transition that was flexible to changing technologies. The strategy proposed conservative and aggressive scenarios to allow for flexibility in its approach. The strategy aimed to guide the City for the choice of technology, charging infrastructure implementation strategy, and site-specific recommendations. EV charging infrastructure including installation dates, costs, and associated power requirements were also included within the roadmap to allow for the City to plan its infrastructure ahead of asset procurement.

## CITY OF BAIE-COMEAU MUNICIPAL FLEET ENERGY TRANSITION (2023)



### Location

City of Baie-Comeau, Quebec

### Project Value

\$ 62,000

### Primary Team Personnel

Shan Campeau (Interim Project Manager and Technical Lead)

### Project Completion Date

October 2023

## RELEVANCE TO THIS PROJECT

We envision this Green Municipal Fleet Study to be similar to the City of Baie-Comeau Municipal Fleet Energy Transition, considering the nature of the operations of the municipal fleet and similarity in the municipality's vocation, as well as the nature of assessment and recommendations involved. This strategy required WSP to provide the City of Baie-Comeau with an ideal vehicle and charging equipment to accommodate the growing need for zero-emission technologies while maintaining operations. This project presents many similarities with the Temiskaming Shores project, through their shared Northern and remote context, similar-sized fleet, operation requirements and GHG reduction goals.

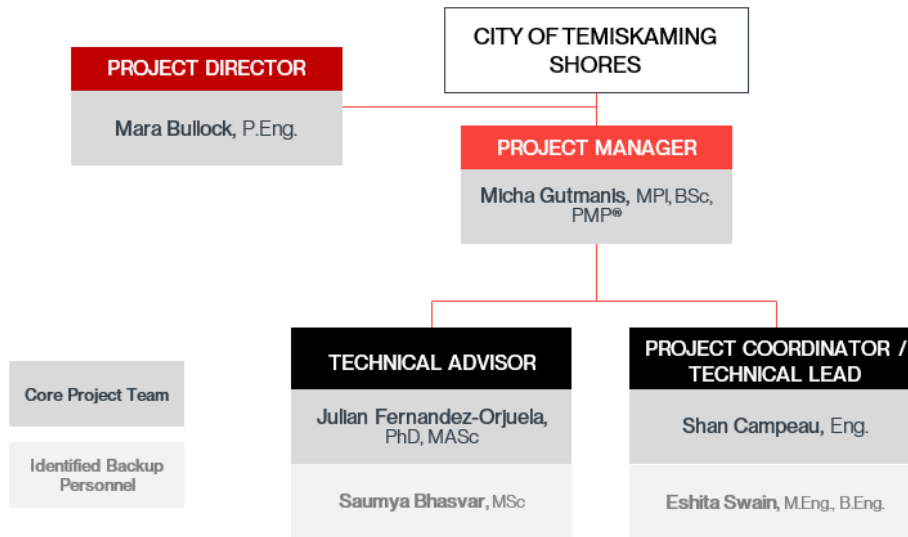
## SCOPE

Baie-Comeau, a Quebec municipality in the Manicouagan region, is home to over 20,000 residents. It is an industrial and port city nestled within the Manicouagan-Uapishka World Biosphere Reserve and it aspires to be a sustainable development leader and a model for other northern regions in terms of attractiveness, innovation, and community spirit. Given that 60% of the corporate emissions in the city are directly associated with the transportation sector (vehicles and motorized equipment), the municipality and its city council are keen on initiating a technological shift. The objective of this study was to assist the municipality in conducting an analysis to establish the energy profile of the city's automobile fleet, identify gaps, explore potential improvements, and outline a relevant set of measures to implement. The study consisted of several phases. First, a portrait of the current situation of the city's fleet was presented to review the fleet's condition and its usage. Subsequently, WSP completed a thorough market analysis to present the available technological alternatives for the transition and their future developments. WSP also conducted in-person stakeholder engagement and site visits to evaluate the city's infrastructure and its ability to transition towards zero-emission. The smaller size of the fleet allowed us to provide precise replacement options for the different vehicles. From this analysis, WSP completed a cost-benefit study, ultimately providing recommendations on the technologies to adopt and helping in the

development of a transition plan. This analysis compared different technology adoption scenarios to understand the impact on cost and emissions.

## 2 PROJECT TEAM QUALIFICATIONS

### 2.1 ORGANIZATIONAL CHART



#### PROJECT TEAM FEATURES

- ✓ Project management expertise with proven ability to deliver on-time and within budget
- ✓ Integrated team offering the City a “one-stop-shop” solution – a team who has worked closely together on various green fleet studies – thereby maintaining schedule and budget efficiencies
- ✓ Complete team **ready** and **committed** to successful project delivery
- ✓ Identified **backup personnel** to help ensure resiliency in our work with minimal disruption
- ✓ **Local knowledge** and **solid understanding** of zero-emission vehicle fleets with a global reach
- ✓ Strong **research** and **analytical abilities** in sustainable transportation technologies

### 2.2 CORE PROJECT TEAM AND BACKUP PERSONNEL

The table below is a summary of our core team’s relevant experience in the last three years. This table demonstrates the proposed team’s history of working collaboratively to ensure project success.

RELEVANT EXPERIENCE OF PROPOSED TEAM	Town of Newmarket Green Fleet Strategy	City of Ottawa Green Fleet Strategy	City of Baie-Comeau Municipal Fleet Energy Transition	CAMET ESB Feasibility Study	TTC Non-Revenue Fleet Electrification	City of Whitehorse Transit Decarbonisation Roadmap	City of Edmonton Light-Duty Zero Emissions Vehicle	City of Calgary Alternative Fuels Study
Micha Gutmanis	●	●		●	●		●	●
Julian Fernandez-Orjuela	●	●		●	●		●	

Shan Campeau	●	●	●	●	●		●	●
Saumya Bhasvar		●		●		●	●	●
Eshita Swain		●				●		●

## 2.3 TEAM BIOS AND RESPONSIBILITIES

A list of the proposed core project team members, with their professional qualifications, related experience and roles, duties and responsibilities is provided below. Due to the page limit, CVs were not included, however they can be provided.

MICHA GUTMANIS, MPI, BSc., PMP®

**PROJECT MANAGER**

11 YEARS OF EXPERIENCE

### RESPONSIBILITIES

As Project Manager, Micha will direct the project and coordinate the team. She will be responsible for ensuring work is completed on-time and on-budget. As a senior advisor and subject matter expert, Micha will be intimately involved in all aspects of the study and will play a leading role in framing core deliverables.

Micha will be a primary point of contact for the City and for project communications. She will monitor and control the scheduled activities, resources, and budget required to create each project deliverable. Micha will be the main point of contact for the bi-weekly, stakeholder meetings, and in-person presentations.

### QUALIFICATIONS AND EXPERIENCE

Micha boasts a wealth of experience spanning ten years in the realm of planning, project management, and policy support across the public, non-profit, and private sectors. During her time in the public sector, she was tasked with overseeing the corporate and community emissions portfolio, which encompassed electric vehicle infrastructure policy and planning.

Micha is passionate about sustainable transportation and has dedicated her career towards reducing corporate and community emissions through the transportation sector. She brings expertise in clean energy and transportation planning, having played a pivotal role in mobilizing the Fraser Valley Region's electric vehicle installation planning and was instrumental in setting fair and equitable prices for public EV charging.

As a Zero-Emissions Mobility Manager at WSP, Micha has continued to work in enhancing electric vehicle strategies for clients within the public and private sectors. She has led various green fleet strategies across Canada over the last few years (City of Ottawa, Town of Newmarket, City of Edmonton, Parks Canada, Toronto Transit Commission, Translink, Atlantic Ministry of Education and Training, ICLEI, and more) and has provided expertise in governance models for provision of EVSE.

Micha fosters a culture of excellence within her team, empowering the team and setting high standards for client projects. Quality work is an important value to her and within WSP, and she strives to provide the highest value to her clients.

**JULIAN FERNANDEZ-ORJUELA, PHD, MASC**  
**TECHNICAL ADVISOR**

9 YEARS OF EXPERIENCE

**RESPONSIBILITIES**

Julian will provide support to the project team in the development of the model and will assist with facilitating workshops and discussions where required. His numerous experiences on municipal green fleet transition will provide the project team with analytical experience to oversee the delivery of a transition plan. He will support the development of a capital cost forecast for fleet procurements, forecast the total cost of ownership for the ZEV fleet, including lifecycle operating costs and will help integrate alternative strategy to align with the City's reduction goals.

**QUALIFICATIONS AND EXPERIENCE**

Julián is a Senior Consultant and a PhD in electrical engineering. Since joining the team, he has been actively contributing to projects related to roadmap electrification planning and modelling for transitioning fleets to battery electric buses, alongside Micha and Shan. He specializes in electric vehicle charging requirements and fleet planning.

Julian's extensive experience modelling GHG emissions, current and future electric vehicle (EV) uptake rates that align with provincial and federal mandates and working with transportation demand models make him an asset to the team. He has a PhD in electrical engineering and has sound knowledge of energy requirements to support the recommended infrastructure to support alternative vehicle needs.

**SHAN CAMPEAU, ENG.**  
**PROJECT COORDINATOR / TECHNICAL LEAD**

3 YEARS EXPERIENCE

**RESPONSIBILITIES**

Shan will coordinate all project activities and conduct the analysis for the Temiskaming Shores planning and support project. Shan will use the models that he developed for various other green fleet plans to deliver a tailored plan and will also assist with facilitating workshops and discussions where required. Shan will oversee all aspects of the delivery of preliminary research, data collection, and analysis for this project. He will lead the fleet electrification research, suitability, baseline, and power requirements at each location.

**QUALIFICATIONS AND EXPERIENCE**

Shan is a Sustainable Mobility Consultant at WSP and holds a Bachelor's degree in Civil Engineering, with a specialization in transportation and international project management. Passionate about sustainable transportation, Shan contributes to strategic and feasibility studies in many sectors, such as operations planning and infrastructure conversion for an efficient transition towards zero-emission as well as a technical advisor to review the financial viability of various electrification projects.

As a sustainable mobility consultant for WSP, Shan is continuously working with municipalities and government entities to create and implement electric vehicle strategies. He is currently working as a project coordinator and data analyst for various other green fleet strategies, such as the Town of Newmarket, the City of Edmonton, Parks Canada, the City of Baie-Comeau, etc. in constant collaboration with Micha and Julian. He is currently completing a master's degree in sustainability, which allows him to get a better understanding on the broader impact of different green initiatives. From strategy implementation to deployment of technology, the broad scope of work Shan has worked on makes him a critical asset to the project team.

## 2.4 BACKUP PERSONNEL AND RESILIENCY

In the event of unforeseen conditions requiring the replacement of key team members, WSP is confident that the selected members presented in the table below will be able to step in and provide a seamless experience for Temiskaming Shores.

SAUMYA BHASVAR, MSC

**TECHNICAL ADVISOR** | IDENTIFIED BACKUP PERSONNEL

14 YEARS EXPERIENCE

### RESPONSIBILITIES

Saumya will be part of the backup resource as a technical advisor. Saumya's experience will be key to provide support for the financial piece, involving capital and operational cost forecast for fleet procurement, and charging infrastructure costs.

### QUALIFICATIONS AND EXPERIENCE

Saumya is a Senior Consultant on the WSP Mobility Systems Advisory Services team. He brings 14+ years of wide-ranging international professional and postgraduate experience. He has led research, analysis, public engagement, advocacy and government relations activities to advance the energy-transition, access to clean energy, water and mobility, and innovation, development and climate policy, with a special focus on clean hydrogen. He has been at the forefront of the re-emerging Canadian hydrogen economy since 2020, managing Canada's (then) first green-hydrogen transit project through the partnership-formation, lobbying and funding stages at the Canadian Urban Transit Research and Innovation Consortium (CUTRIC). Saumya is a consummate multidisciplinary professional with a keen interest and strong acumen in directing and facilitating the implementation of strategic plans, projects and programs from conceptualization to commissioning. His diverse professional experience, multi-disciplinary education in economics, business and engineering, and breadth of international perspectives have fostered a broad subject matter understanding relevant to this project, excellent analytical and inductive reasoning skills, a special eye for detail, and a just appreciation for the means as much as the end.

ESHITA SWAIN, M.ENG, B.ENG

**ANALYST** | IDENTIFIED BACKUP PERSONNEL

7 YEARS EXPERIENCE

### RESPONSIBILITIES

Eshita will be part of the technical team working on project activities such as baselining the existing vehicle information and developing green fleet strategy with Shan. This will involve capital cost forecast for fleet procurement, and charging infrastructure costs. Eshita will forecast the total cost of ownership for the ZEV fleet, including lifecycle operating costs. She will model standard and rapid ZEV transition scenarios, comparing their GHG reduction and cost implications to a business-as-usual ICE vehicle procurement scenario.

### QUALIFICATIONS AND EXPERIENCE

Eshita Swain is an experienced Sustainable Mobility Consultant with a strong background in transportation, energy, and environmental planning. Eshita has worked on numerous projects involving electric vehicle deployment, electrification study and alternate fuel studies, including developing green fleet strategies, assessing battery electric bus services, and planning fleet electrification. Her work often involves creating comprehensive strategies and financial modelling. She is passionate for sustainable transport and clean energy sector. Her master's degree in Clean energy and leadership, in association with municipal work, makes her an asset in sustainable mobility projects.

### 3 PROJECT UNDERSTANDING AND METHODOLOGY TO ACHIEVE WORKPLAN

The City of Temiskaming Shores is seeking proposals to retain a qualified consultant in the preparation of a comprehensive analysis regarding the evaluation of its current fleet, highlighting the reduction of carbon emission opportunities and an optimization strategy. The goal of this study is to develop a fleet efficiency strategy, which will allow the city to reduce its emissions through different recommendations (transition towards zero-emission alternatives, fleet optimization, etc.) and to provide the City of Temiskaming Shores with the necessary information for future capital and operational budget planning exercises. This Green Fleet Study will also include an implementation strategy and an action plan as well as an assessment of the barriers to the transition.

As a member of Partners for Climate Protection, the City of Temiskaming Shores is committed to reducing their GHG emissions. In 2022, the city completed a GHG emissions inventory (based on 2019 data), which highlighted the importance of fleet emissions, accounting for 49.9% of their total corporate emissions. This enhances the high potential resulting from the transition of the corporate vehicles. This study would also be an opportunity for the City of Temiskaming to advance to the next step in their Partners for Climate Protection program, demonstrating leadership in climate action.

The completion of this project would not only provide Temiskaming Shores with a plan to reduce corporate emissions but would also demonstrate its commitment to its climate goals, therefore acting as a community leader. This study would also bring the City's fleet users together within the organization, to build this plan and garner buy-in across Public Works in its fleet optimization initiative.

We understand that this project will allow the City of Temiskaming Shores to:

- Understand the feasibility of replacing conventional ICE (internal combustion engine) municipal vehicles with zero-emission alternatives, from a multi-faceted perspective considering factors such as upfront cost, operating costs, infrastructure requirements and environmental impact.
- Understand the different barriers (technological, financial, regulatory, social) created with the transition to electric vehicles and the associated mitigation measures, when possible.
- Identify potential additional strategy to reach the City's GHG emission reduction goals and to enhance the fleet transition plan, including renewable energy integration, smart charging opportunities and potential vehicle-sharing systems.

We understand that the City's fleet is mainly used for public works and comprises of 52 vehicles of different types, including SUVs, Pick-up trucks, Buses and other equipment. Those vehicles are retained, operated and maintained by the City's Public Works Department.

Our experience advising numerous other municipalities – the City of Ottawa, City of Edmonton, Town of Newmarket, City of Baie-Comeau, for example – on their fleet transition strategies lends us intimate familiarity and a rich repository of knowledge and information on the characteristics of fleets and vehicle types similar to that of the City of Temiskaming Shores. It also makes our team appreciative of the challenges and opportunities associated with the implementation of alternative vehicles as part of a municipal fleet.

We also feel that we can bring a very high **value-add**, by utilizing our robust and tested **green fleet planning tools**, building on our wide **zero-emissions vehicle database**, and providing **best practices** on the operation, maintenance, and training of electric vehicle infrastructure.

### 3.1 PROPOSED METHODOLOGY

WSP's approach to green fleet strategies ensures alignment between the City interim and long-term goals, and the recommended transition plan from the replacement cycle. Understanding long-term goals will allow a deeper analysis of the expected outcomes of the strategy, capitalizing on GHG emissions reduction, fiscal responsibility. Additionally, by understanding the requirements and barriers currently faced by the operators, and by focusing on operational continuity the outcome of this project would also result in a meaningful short-term strategies.

The project will commence with the project kickoff to ensure that the City of Temiskaming Shores and WSP's project teams are aligned and share a common understanding of the assumptions, methodology, and operational requirements. **Regular bi-weekly 30-minute check-in virtual meetings** with the City's project team will be held for status updates, performance reviews, strategic direction, and feedback. These meetings may be extended as required. Our team will prepare presentations for every meeting to provide an update on the schedule and progress.

The approach to completing this Green Municipal Fleet Transition Study will be through four broad phases as shown in the table below.

PHASE 1	PROJECT INITIATION & DATA GATHERING	Task 1.1 – Kick-off meeting Task 1.2 – Data collection
PHASE 2	BASELINING	Task 2.1 – Current state assessment and financial baseline Task 2.2 – GHG emissions analysis Task 2.3 – Internal stakeholder engagement Task 2.4 – Vehicle market scan & technology review
PHASE 3	TRANSITION SCENARIO	Task 3.1 – Electric vehicles transition and charging needs Task 3.2 – Scenario's financial analysis and GHG emissions reductions
PHASE 4	TRANSITION RECOMMENDATIONS	Task 4.1 – Potential funding source to leverage Task 4.2 – Implementation planning recommendations

### 3.2 DETAILED METHODOLOGY

#### PHASE 1: PROJECT INITIATION & DATA GATHERING

**Timeline:** To be completed 2 weeks after project initiation

##### TASK 1.1 – KICK-OFF MEETING

We will commence the project with a **60-minute kickoff meeting** with City staff to facilitate team introductions and cover essential aspects such as goals, scope, project timeline, key milestones, communication protocols, staff availability, scheduling stakeholder meetings, and an initial review of the data request. Key project staff from the City of Temiskaming Shores will be invited to this kickoff meeting. The kickoff meeting will also be an

opportunity for WSP to present the initial data request (2-week expected turnaround for data) and open the discussion for stakeholder engagement requirements.

## TASK 1.2 – DATA COLLECTION

The first step of the project will be to understand the City of Temiskaming's current fleet and operations, ensuring that the proper electric vehicles alternative can be identified while upholding the fleet's service requirements (i.e., operating range, passenger capacity, gross vehicle weight). At the kickoff meeting WSP will **issue a data request to the City** to help facilitate the timely turnaround of relevant data which will feed into this study. This data request will include the following items in the table below.

<b>1. Past Green Fleet Plans, Sustainability Plans and GHG Inventory:</b> Prior Green Fleet work, reports on implementation success, lessons learned and/or modeling of fleet emissions.	<b>3. Asset Replacement Plan:</b> Typical useful life of fleet vehicles, forecasted and/or planned vehicle replacements.
<b>2. Vehicle and Infrastructure Asset Inventory:</b> Asset ID, assigned garage/parking location, vehicle type, make/model, age, VKT, commission date, purchase cost, expected useful life, salvage value, number of vehicles per site, payloads, downtime, user-to-vehicle ratio, vehicle mission criticality, fuel economy.	<b>4. Fleet Operating and Capital Budgets:</b> Annual fuel consumption and expenditure, training and certifications, vehicle-to-mechanic ratio.  <b>5. Vehicle Maintenance Records (i.e., Work Orders):</b> Used to establish the baseline cost of fleet maintenance against alternative propulsion vehicles. The maintenance cost life-to-date for vehicles can be provided for this item.

It will be important for the City of Temiskaming Shores to submit the most complete and accurate information available to complete this analysis, as **this data will be the basis of the analysis for this study**. Incomplete or missing information will be assumed based on other fleet data; however, this would potentially affect the accuracy and quality of the analysis.

## PHASE 2: BASELINING

**Timeline:** To be completed 8 weeks after project initiation

### TASK 2.1 – CURRENT STATE ASSESSMENT AND FINANCIAL BASELINE

WSP will refer to the data request issued to acquire historical fleet data which will be used as the benchmark comparator of the existing fleet. This current state assessment will help WSP conduct a thorough analysis of the fleet, including the different types of vehicles, utilization, interesting patterns, fuel efficiency, etc. This current state assessment will also allow WSP to understand asset management practices, vehicle replacement planning, and operating and maintenance costs, which is crucial for providing a smooth transition plan.

WSP will leverage its Excel-based **lifecycle model** to understand the current financial investments and total cost of ownership (TCO) for the City's fleet. This TCO will uncover capital investments, as well as expected lifecycle operational costs (including fuel and maintenance costs). This will be used as a baseline value to compare the transition plans' results. WSP will also review the current policy implemented by the City to understand the vehicle replacement requirements, maintenance practices and other external factors that may impact the transition of the corporate fleet (ie. rented fleet).

### TASK 2.2 – GHG EMISSIONS ANALYSIS

Current fleet data provided by the City will be used to set the starting point for forecasting the emissions produced by the fleet. The **emissions modelling** will leverage tailpipe emission factors (tonnes of CO<sub>2</sub>e)

derived from Natural Resources Canada GHGenius model based on the fuel type used by the municipal fleet. This analysis will also help provide an overview of current GHG emissions, potential reduction measures and the steps required to **achieve the City's reduction goals**. This GHG analysis will set the baseline value, based on the data available (1-, 3- or 5-year operation cycle), and will provide support to measure the reduction anticipated.

### TASK 2.3 – INTERNAL STAKEHOLDER ENGAGEMENT

The WSP team will engage with the key Staff identified within the kickoff meeting to **understand fleet users' operational needs**, asset tracking and utilization, as well as their current perceptions of zero-emissions vehicles (push-back, worries, benefits, etc.), their experience to date with alternative propulsion technology and opportunities to right-size fleet vehicles to improve operations. This will be especially relevant to gather input and **address concerns related to the transition to zero-emissions vehicles** and the installation of refueling infrastructure.

WSP will hold engagement session meetings with the major fleet departments, requiring representatives from each department (as needed, up to 10). Smaller user groups could be grouped. In advance of the staff consultation, the project team will provide a questionnaire to facilitate discussions during the meetings. These stakeholder consultation sessions will be the perfect opportunity for WSP to **integrate equity-based questions**, providing the Staff with a platform to discuss any equity consideration, including but not limited to social procurements, increased accessibility, and safe access to the EV stations.

The understanding gained from these consultations will guide this Green Municipal Fleet Study and help propose tailored recommendations. The scheduling of these meetings will be determined after the project kickoff meeting and our team will work with the City's representatives to best determine the attendance list and the dates.

### TASK 2.4 – VEHICLE MARKET SCAN & TECHNOLOGY REVIEW

WSP will leverage its experience with both international and North American **market knowledge of alternative propulsion technology** and its depth of technical resources to provide the City of Temiskaming Shores with an assessment of the latest commercially available and operationally viable fleet alternative technology. This technology review will help the internal stakeholders grasp a better understanding of this new technology and the benefits it could provide the City.

WSP will provide the City with a market scan of the current vehicle, highlighting the key vehicle specifications such as gross vehicle weight, battery size, operational range, fuel economy, charging requirements, and other operational considerations. This market scan will feed into the subsequent phases of the study, as it will help identify potential transition opportunities and identify any potential alternatives to include in the scenarios.

**Key Milestone:** Following the completion of Phase 2, WSP will submit a **preliminary report to the City of Temiskaming Shores**, highlighting the findings from the baseline analysis, consultation with the different stakeholders and the market scan review. This report will be **reviewed by the City of Temiskaming's project team**, which will provide preliminary comments. The following deliverables will build off this preliminary report.

## PHASE 3: TRANSITION SCENARIOS

**Timeline:** To be completed 14 weeks after project initiation

## TASK 3.1 – ZEV TRANSITION SCENARIOS

Based on the fleet operations review, the conclusion from the stakeholder engagement and the compilation of the market scan, our team will work to develop different **zero-emission vehicle adoption scenarios** which will consider the availability of the vehicles, zero-emission technologies to include, the planned replacement year of in-use vehicles as well as a proposed technology uptake rate.

We will consider the least disruptive pathway, in terms of aligning operational performance and specifications of ZEV with conventional internal combustion engine vehicles currently in the fleet (e.g., similar operating range, payload, daily utilization and cargo carrying volume).

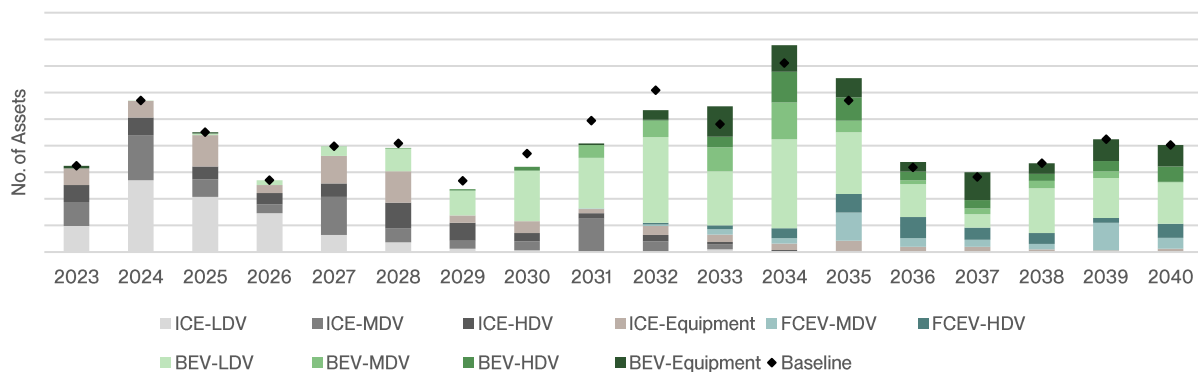
The development of these transition scenarios will consider the planned vehicle replacement cycle, to maximize the value of the current fleet while still facilitating a timely transition to zero-emission alternatives, reducing the operational cost and allowing for a smoother transition towards zero-emissions fleet. Inputs will be consolidated into the scenario planning tool from various stages outlined in the project methodology including:

1. Baseline Fleet – Lifecycle Cost Estimates
2. Green Fleet Technology – Lifecycle Cost Estimates
3. Fleet Emissions Modeling

The **agile green fleet scenario(s)** will also provide operational requirements from the proposed transition and information regarding the development of a charging infrastructure plan. This includes tracking the number of plug-in electric vehicles by year, charging needs and charging infrastructure type requirements (Level 1, Level 2 or Level 3-fast chargers, or hydrogen refueling stations, for example).

Typically two scenarios are developed: **A) currently available technology today [slow transition scenario]**, and **B) current available technology today and expected technology availability in the medium and long term [aggressive scenario]**. These scenarios will then allow the City to understand where it can fall anywhere between these two scenarios, identifying how it can slow or accelerate its transition at any time within the plan, and the implications of doing so.

The following graphic demonstrates a recent green fleet strategy that our team created for another client. This transitions away from internal combustion engines gradually, based on their vehicle replacement cycles, leading to an eventual uptake of zero-emissions vehicles. This is realistic, based on driver behaviour to learn and adapt to a new technology while meeting their climate targets by 2040. This was accompanied by a detailed list of assets to be replaced year over year.



Example of a ZEV fleet replacement [purchase plan](#) overview for a client under an aggressive scenario

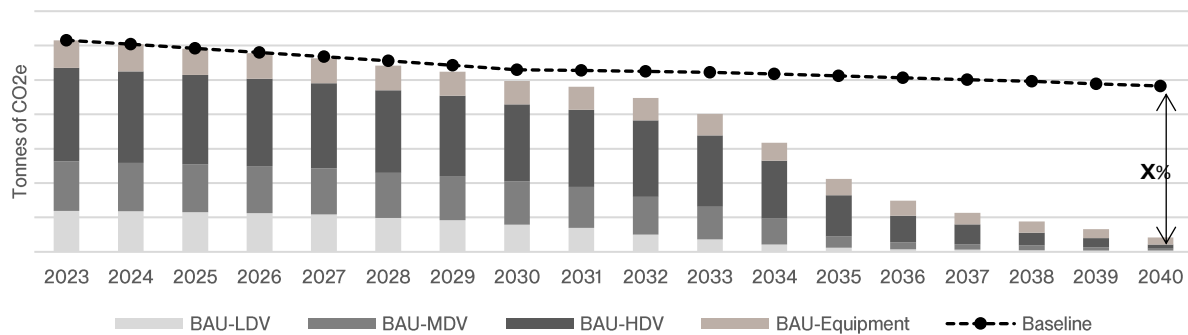
(note actual values are hidden for client confidentiality)

## TASK 3.2 – SCENARIO FINANCIAL ANALYSIS AND GHG EMISSIONS REDUCTIONS

Once the transition scenarios are created, WSP will present the **financial and environmental impacts of the transition**. Utilizing the City’s fleet data, publicly available OEM data from the market scan and technology review, internal knowledge and experiences, WSP will model the capital and operating costs and the GHG emissions reductions for each scenario.

By understanding the capital expenses as well as the possible operational and environmental savings resulting from this municipal fleet transition, WSP will present a comparison of scenarios in terms of annual (year-of-expenditure) capital and operating costs as well as the GHG emissions reductions over the forecast period in the Green Municipal Fleet Transition Study.

The results of this modelling will **compare the transition scenarios against the business-as-usual (BAU)** case of continuing to operate / renew the fleet as current. This financial analysis will also include the investment expenditures and maintenance costs associated with the deployment of the charging stations across the City. The results of this Phase will be **presented to the City’s Climate Change Committee** in a consultation session, to demonstrate the findings and the potential preliminary application measures to achieve the expected reductions.



Example of a green fleet strategy GHG emissions reduction for a client under an aggressive scenario  
(note actual values are hidden for client confidentiality)

**Key Milestones:** During the completion of Phase 3, WSP will schedule a consultation session with the **City of Temiskaming Shores’ Climate Change Committee**, outlining findings to date and presenting the preliminary scenarios. This session will be crucial to ensure the proposed scenarios are aligned with the City’s GHG reduction expectations.

## PHASE 4: TRANSITION RECOMMENDATIONS

**Timeline:** To be completed 16 weeks after project initiation

### ADDITIONAL STRATEGIES

This plan will also include **alternative strategies to reduce GHG emissions**, including, but not limited to, downsizing and rightsizing the fleet, renewable energy integration, smart charging and open charge point protocol, and corporate vehicle-sharing systems.

### IMPLEMENTATION PLANNING RECOMMENDATION

This Green Fleet Study will be concluded with the development of implementation and planning recommendations. Those recommendations will highlight the different results from the stakeholder

engagements, the current state review, and the proposed transition scenario. The implementation planning recommendation will also address the potential barriers that could potentially slow the transition and the installation of the charging station, as well as proposing, when possible, mitigation measures to ensure the City is empowered to overcome those barriers. The plan will include equity considerations from the stakeholder interviews. A funding and financing scan will be completed to provide the City of Temiskaming Shores overview of the funding opportunities to leverage for the implementation of the project, **for example exploring FCM capital funding** and federal grants. In our experience, if FCM planning funding has been given for this study, the City will be better positioned to receive capital funding.

The plan will also state the required next steps to implement along with key impacts to GHG emissions and operating and capital budgets.

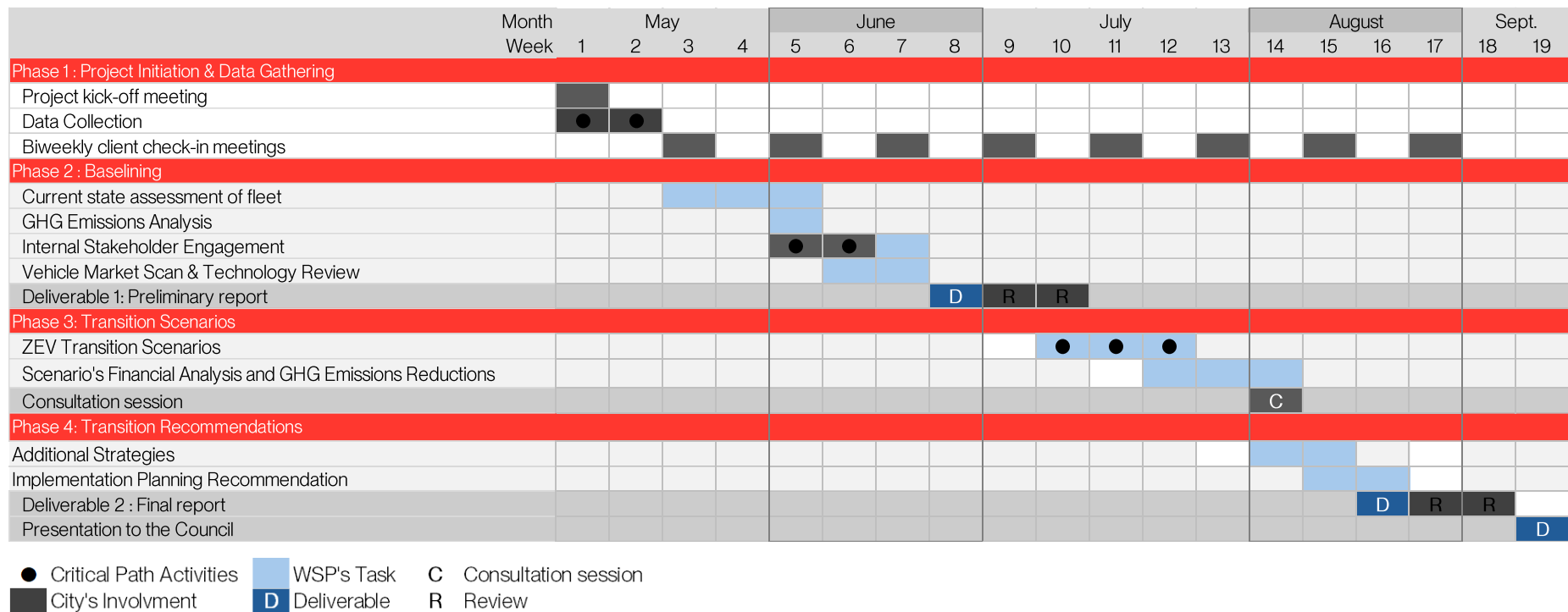
**Key Milestone:** Following the completion of Phase 4, WSP will submit a **final report** to the City of Temiskaming Shores, presenting the final Green Municipal Fleet study. This final report will be **reviewed by the City's project team** and will be **presented to City Council** by WSP.

### 3.3 PROPOSED TIME-TASK MATRIX

Resource Title	Project Director	Project Manager	Technical Lead	Technical Advisor	Activity / Task / Deliverable Total
Resource Name	Mara Bullock	Micha Gutmanis	Shan Campeau / Eshita Swain	Julian Fernandez-Orjuela / Saumya Bhasvar	
Total Project Hours	8	106	198	85	397
<b>Phase 1: Project Initiation &amp; Data Gathering</b>	<b>0</b>	<b>28</b>	<b>31</b>	<b>16</b>	<b>75</b>
Project kick-off meeting		2	5	2	9
Data Collection		1	3	1	5
Biweekly client check-in meetings		10	15	5	30
Weekly internal meetings & project management		15	8	8	31
<b>Phase 2: Baselineing</b>	<b>1</b>	<b>25</b>	<b>65</b>	<b>28</b>	<b>119</b>
Current state assessment of fleet		3	20	8	31
GHG Emissions Analysis		2	5	5	12
Internal Stakeholder Engagement		15	15	1	31
Vehicle Market Scan & Technology Review		1	15	10	26
Deliverable 1: Preliminary report	1	4	10	4	19
<b>Phase 3: Transition Scenarios</b>	<b>1</b>	<b>15</b>	<b>61</b>	<b>20</b>	<b>97</b>
ZEV Transition Scenarios		8	35	10	53
Scenario Financial Analysis and GHG Emissions Reductions		4	20	8	32
Interim Presentation on Green Fleet Scenarios	1	2	3	1	7
Consultation session with Climate Change Team		1	3	1	5
<b>Phase 4: Transition Recommendations</b>	<b>6</b>	<b>38</b>	<b>41</b>	<b>21</b>	<b>106</b>
Additional Strategies (smart charging, OCPP, vehicle sharing, etc.)	2	8	8	4	22
Final Transition Planning Recommendations		5	8	6	19
Deliverable 2: Final report	3	10	15	10	38
Presentation to the Council	1	15	10	1	27

### 3.4 PROPOSED SCHEDULE

The proposed schedule is presented below. This schedule will see the completion of this Green Municipal Fleet Study in 19 weeks, including dedicated time for the City's project team to review and provide feedback to the deliverables. It should be noted that the WSP team has the resources to initiate the project as early as April 1<sup>st</sup>, if required by the City.



## 4 VALUE ADD

Below is a list of **added value already included in our methodology and fee proposal**, that we believe would greatly benefit the City of Temiskaming Shores in its endeavours to reduce corporate fleet emissions.

### DEMONSTRATED TOOLS AND IMPLEMENTATION PLANNING

Our internal **Green Fleet Modelling Tool**, which can be aligned with corporate emissions reduction targets and appetite for change, the **Market Scan Database** that feeds into this tool, and the resulting **GHG Reduction and Cost Analysis outputs** have been developed over multiple years, working with private and public stakeholders. WSP is proud to have perfected its tools to offer an applicable, concrete plan that will provide the City of Temiskaming Shores with concrete results.

## POTENTIAL FUNDING SOURCES

As part of the *final recommendation*, grant, funding and financing opportunities will be reviewed to inform a strategy for both the vehicle procurement, as well as dedicated charging infrastructure investment. This summary of the **available funding and potential financing sources** will help the City understand the possible funding streams available, such as those from FCM capital funding, Transport Canada's iZEV and iMHZEV programs, and additional alternative funding sources to leverage.

## INTERNATIONAL BEST PRACTICES SUPPORT

While our core team is based in Canada, WSP's knowledge and power is present at an international scale. Our project team will be in contact with **international subject matter experts**, when and if required, to ensure the **best solution and tailored transition plan** is presented to the City of Temiskaming Shores. This international network allows WSP to be at the forefront of new technologies and provide the most up-to-date recommendations through our updated market and technology scan.

# 5 POTENTIAL NEXT STEPS

To remain competitive, WSP is providing a proposal based on the requirements from the RFP (with the inclusion of the **Value Add – Section 4**). However, through our diverse project experience, WSP realized the importance of adopting a holistic approach when implementing corporate fleet transition projects. WSP is proud to offer additional services to continue to support the City of Temiskaming in its fleet transition journey. These additional services would be discussed with the City's project team for an additional fee, and could include:

- **Site Analysis**
  - **Site Capacity Analysis:** Once the transition plan is completed, WSP may help identify the capacity required at each site to accommodate the electric vehicles and their charging infrastructure. This will help understand the additional service required (if any). By analyzing the service requirements to support the fleet transition, WSP will be able to understand the capacity required by the selected location to ensure operations continuity and engage in discussions with the utility company.
  - **Electrical Designs for Facility Locations:** Following the identification of the potential charging location for the City's fleet, WSP will provide high-level site plans for the installation of the chargers at the different locations. Those plans will highlight the different proposed locations, the number of charging infrastructure, the number of charging ports, as well as the year those chargers should be in service. Those plans will serve as a basis for future design and construction work for implementing the chargers.
- **Telematics Integration**
  - **Integration support and recommendations:** WSP has experience working with Fleet Telematics service providers (Geotab, for example), and would be happy to support the integration of such devices in the City's fleet. The uses of telematics would help the City leverage additional data information, allowing the City to continue to assess the operations of the fleet.
- **Public Charging Strategy**
  - WSP has experience working with different municipalities to provide recommendations on the deployment of public-facing charging infrastructure, including location, type of infrastructure, measures to ensure equitable access to the public infrastructure, etc. Public EV charging strategies helps Cities support the transition to personal zero-emission vehicles through policy and planning.

**City of Temiskaming Shores**  
**RS-RFP-001-2025**  
**Green Municipal Fleet Study**  
**Form of Proposal**

Each Proposal should contain the legal name under which the Proponent carries on business, telephone number and email, as well as the name or names of appropriate contact personnel which the City may consult regarding the Proposal. I/We, the undersigned, have carefully examined the attached documents and conditions of the Proposal. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Proposal.

We/I hereby offer to enter into an agreement for the services, as required in accordance with the Proposal for a price of (must be CDN funds and without HST):

Bid Form	Amount
<b>Green Municipal Fleet Study as per Scope of Work (exclusive of HST)</b>	<b>\$ 59,718.00</b>

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER 1 in preparing my/our proposal.

Company Name: WSP Canada Inc.

Contact Name (Print): Micha Gutmanis

Mailing Address: 25 York Street, Toronto, ON M5J 2V5

Phone Number: +1 647-598-0737

Email Address: michelle.gutmanis@wsp.com

Bidder's Authorized Official (Print): Micha Gutmanis

Title: Manager, Sustainable Mobility

Authorizing Signature: 

Date: 20 February, 2025

**Form 1 to be submitted.**

**City of Temiskaming Shores  
RS-RFP-001-2025  
Green Municipal Fleet Study**

**Non-Collusion Affidavit**


I/ We WSP Canada Inc. the undersigned am fully informed respecting the preparation and contents of the attached Proposal 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 proposed 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.

Date:	<u>20 Feb 2025</u>
Bidder's Authorized Official:	<u>Micha Gutmanis</u>
Title:	<u>Manager, Sustainable Mobility</u>
Company Name:	<u>WSP Canada Inc.</u>
Authorizing Signature:	<u></u>

**Form 2 to be submitted.**

**City of Temiskaming Shores  
RS-RFP-001-2025  
Green Municipal Fleet Study**

**Conflict of Interest Declaration**

Please check appropriate response:

☒ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Proposal 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 Proposal submission or the contractual obligations under the Agreement.

List Situations:



In making this Proposal 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 RFP process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Date: 20 Feb 2025

Bidder's Authorized Official: Micha Gutmanis

Title: Manager, Sustainable Mobility

Company Name: WSP Canada Inc.

Authorizing Signature: 


**Form 3 to be submitted.**

**City of Temiskaming Shores  
RS-RFP-001-2025  
Green Municipal Fleet Study**

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance  
Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Date:	20 Feb 2025
Bidder's Authorized Official:	Micha Gutmanis
Title:	Manager, Sustainable Mobility
Company Name:	WSP Canada Inc.
Authorizing Signature:	

I, Micha Gutmanis, declare that I, or my company, are in **full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

**OR**

I, \_\_\_\_\_, declare that I, or my company, are **NOT** in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

**Form 4 to be submitted.**

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

**By-law No. 2025-026**

**Being a by-law to enter into an operating agreement with the  
Temiskaming Shores Development Corporation for a five year term**

**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. CS-005-2025 at the March 4, 2025 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into a five year operating agreement with the Temiskaming Shores Development Corporation, for consideration at the March 18, 2025 Regular Council meeting.

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

1. That the Mayor and Clerk are hereby authorized to execute the operating agreement with the Temiskaming Shores Development Corporation for a five (5) year term, 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 18<sup>th</sup> day of March 2025.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2025-026**

### **Operating Agreement**

between

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

and

**Temiskaming Shores Development Corporation**

**This Operating Agreement** made this 18<sup>th</sup> day of March, 2025.

Between:

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

Hereinafter called the "City"

of the First Part

AND

**Temiskaming Shores Development Corporation**

Hereinafter called the "TSDC"

of the Second Part

**Whereas** the City is a municipal corporation duly incorporated pursuant to the laws of the Province of Ontario; and

**Whereas** the TSDC is a corporation without share capital duly incorporated pursuant to the laws of the Province of Ontario; and

**Whereas** the primary purpose of the TSDC is to promote community economic development with the co-operation and participation of the City, investors and private sector partners as appropriate to maximize the value of current and future City owned assets with the focus on growing and developing the City. In addition, the TSDC will act as a catalyst for operational excellence as well as provide advice, inform and make recommendations to the City, as owner, on matters and opportunities pertaining to the operations of the TSDC and affiliated subsidiaries.

Additionally, the TSDC is to create a supportive environment for long-term economic and community growth and to foster municipal innovation to help make the City of Temiskaming Shores an attractive place to invest and do business.

The objects of the TSDC are more particularly stated herein.

**Whereas** the parties wish to establish the terms and conditions of their respective obligations with respect to the operation of the TSDC, including but not limited to the joint use of certain facilities and services.

**Therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:**

## **Section 1: Corporate Status and Governance**

- 1.1 The TSDC agrees that:
- a) It shall not amend its Letters Patent without the express written consent of the City;
  - b) The TSDC's board of directors shall always include the City's Mayor, two (2) City Councillors and the City Manager or designate (collectively herein the "City's Representatives");
  - c) That the maximum number of directors including the City Representatives shall not exceed 13.
  - d) Membership shall be as follows:
    - i. Chamber of Commerce Representative
    - ii. Temiskaming Development Fund Corporation
    - iii. South Temiskaming Community Futures Development Corporation
    - iv. Northern Ontario Farm Innovation Alliance
    - v. Timiskaming First Nation
    - vi. Three (3) Community Representatives
  - e) No member shall be an elected official of any other municipality.
  - f) All directors shall be approved by City Council.
  - g) The Economic Development Officer will attend meetings as ex-officio member of the TSDC board without voting rights; and
  - h) The TSDC will not establish other corporations or subsidiaries without the express written consent of the City.

## **Section 2: TSDC Services**

- 2.1 The TSDC, in fulfilling its objects as set out in its Letters Patent shall provide, from time to time, as a minimum and as circumstance may require the following services:
- a) Act as the primary economic development organization in the City for the attraction of investment to the Community;
  - b) Support existing and emerging business development opportunities;
  - c) Develop and implement strategies that support long-term economic development activities;
  - d) Support business retention and expansion activities;
  - e) Market and promote the City for business and investment opportunities in an effective, responsible, and efficient manner;
  - f) Promote available commercial and industrial property, both public and private for sale, lease or development for the benefit and growth of the Community and region.

- g) Identify, source and promote funding opportunities from both government and private sectors;
- h) Advocate for regional business concerns and opportunities in coordination with the City; and
- i) Liaise with Federal and Provincial development agencies, educational institutions, employment agencies, and community partners.

### **Section 3: TSDC Responsibilities**

- 3.1 The TSDC covenants and agrees that it will:
- a) Have a fiscal year ending December 31<sup>st</sup>;
  - b) Develop an annual operating budget, and a capital plan as appropriate. The TSDC will follow the City's timelines and formats where necessary;
  - c) Develop and implement corporate policies, procedures and support services to ensure the TSDC can carry-out its operation in an effective, responsible, and efficient manner;
  - d) Provide input to the City in the development of its strategic plans in order to effectively position the City as a preferred development location;
  - e) Within 120 days of year-end the TSDC submit an annual report outlining the prior year's performance, financial performance, and operational, business development and marketing activities of the TSDC;
  - f) Pursue various funding sources from both government and private sectors;
  - g) Pursue strategic partnerships and other investment opportunities for the purposes of leveraging the annual funding provided by the City; and
  - h) Utilize financial or operating structures for investment in economic development activities that may include, but are not limited to, the following: partnership agreements, joint venture, land and building purchases, rental agreements, and equity investments in private and public sector projects and opportunities.

### **Section 4: TSDC Measurements of Success**

- 4.1 The TSDC will be expected to develop and report annually on metrics relevant to the City's mandate and goals. They may include, but are not limited to, the following:
- a) Job creation and retention from new growth and expansion projects;
  - b) Investment attraction (i.e. new buildings, equipment, grants, quality jobs, expanded services, land purchases and sales, new company relocations, etc.);
  - c) New business development; (i.e. business openings, new and expanded services, partnership agreements, building applications);
  - d) New tax assessment; and
  - e) Business support initiatives.

## **Section 5: City Responsibilities to the TSDC**

### **5.1 The City covenants and agrees it will:**

- a) Provide core funding to the TSDC as approved annually by City Council through the City's established budgeting process, the timing and requirements of which will be communicated to the TSDC;
- b) Provide office space in a City owned facility along with equipment, furniture, fixtures, supplies and other materials. The City, at its discretion, may determine what is necessary and appropriate in the circumstances;
- c) Appoint City representatives as board members as required under the by-laws of the TSDC and as permitted by this agreement;
- d) Approve the final appointment of all board members, upon the recommendation of the TSDC. The City reserves the right to remove any member at its sole discretion;
- e) Subject to any confidentiality or non-disclosure agreement that a proponent may require the City to enter into, the City will share all relevant business expansion opportunities with the TSDC chair(s), who will then engage the TSDC board or appropriate members of the TSDC board to support the efforts as required;
- f) Procure and maintain adequate insurance coverage including Director's Liability Insurance. However, it is expected that when the TSDC is self-sustaining it shall obtain its own insurance policy;
- g) The following corporate support services will be provided:
  - i. Legal
  - ii. Financial, including but not limited to payroll administration, banking, accounting, reporting for government programs, internal audit services;
  - iii. Building services;
  - iv. Purchasing services;
  - v. Human Resource services;
  - vi. Communication and Information Technology; and
  - vii. Clerical services

## **Section 6: Staffing**

### **6.1 The City and the TSDC agree that:**

- a) The City's Economic Development staff will support the TSDC board goals, mandate and initiative as reasonably required by the TSDC and approved by the City in its sole discretion;
- b) The City will provide staff resources as required to support investment attraction initiatives of the TSDC; and
- c) The TSDC recognizes that the Economic Development Staff are, and will remain, City employees.

## **Section 7: Accountability, Reporting, Records, Audits and Financials**

- a) The TSDC will be responsible and accountable to the Council of the City;
- b) The TSDC agrees to provide the City with the annual report and financial statements within 120 business days of the fiscal year end of the TSDC. The annual report shall highlight the year to date activities, operations and performance of the TSDC;
- c) The TSDC agrees to provide to the City audited financial statements, the costs of which shall be borne by the TSDC by an auditor selected by the City;
- d) The annual report shall contain details of the services contemplated by this agreement, performance measures for evaluation purposes, financial summaries and other sufficient information to enable the City to give reasonable consideration of the TSDC's performance;
- e) The TSDC will retain all financial and non-financial records, including but not limited to all records relating to its operations operation, agendas and minutes;
- f) The TSDC shall keep separate financial records for all amounts incurred, claimed, paid and received, and shall retain and preserve all documents, contracts, records, claims and accounts that relate thereto for a minimum period as specified by the City's Record Retention By-law;
- g) In the event of termination of this agreement the TSDC agrees that it shall transfer all of its financial and non-financial records to the City at no cost to the City; and
- h) The TSDC shall, upon written request from the City, provide the City any additional records and reports as the City may request from time to time at no cost to the City.

## **Section 8: Representation, Warranties and Covenants**

### **1.1 TSDC represents warrants and covenants that:**

- a) It validly exists as a legal entity, and will continue to exist for the term of the agreement, with full power to perform and observe all of the terms and conditions of this agreement;
- b) It has the authority and any necessary approvals to enter into this agreement and to carry out its terms and conditions and that it is not bound by any other agreement that would in any way interfere with City's rights under this agreement;
- c) It is conducting its business in accordance with all requirements of the law and it shall continue to conduct its business in accordance with all requirements of the law; and
- d) It has or will acquire as may as necessary all permits, approvals, licenses, certificates or other similar documents that are required to carry on its business.

## **Section 9: Governance**

- 9.1 TSDC represents warrants and covenants that it has and shall maintain during the Term of this agreement all legally necessary instruments to:
- a) Establish and maintain procedures to ensure the ongoing effective functioning and continuance of the TSDC for the term of this agreement;
  - b) Establish and maintain decision-making mechanisms;
  - c) Provide for the prudent and effective management of the TSDC and related operations;
  - d) Establish procedures to enable the timely identification of risks that would interfere with the TSDC meeting its obligation under this Agreement and strategies and solutions to address the identified risks and the TSDC shall notify the City immediately of such risks, strategies and solutions;
  - e) Establish procedures to enable the preparation and delivery of all reports and financial statement under this Agreement; and
  - f) Be responsible for other matters as the TSDC considers necessary to ensure that the TSDC carries out its obligations under this Agreement.
- 9.2 The TSDC may adopt existing City by-laws, policies or procedures if applicable (herein after the "Policies") and as such policies may be implemented from time to time. The said policies shall be read with such changes as may be reasonably required to apply to the TSDC.

## **Section 10: Indemnification**

- 10.1 The Parties shall each indemnify and save harmless the other from and against all claims, losses, damage, judgements, costs, expenses, actions and other proceedings made, sustained, brought, prosecuted or threatened to be brought or prosecuted and are based upon, occasioned by or attributed to any bodily injury to or death of a person or damage to or a loss of property caused by any negligent act or omission on the party of the indemnifying party, its officers, employees, students, agents or volunteers arising out of this agreement.

## **Section 11: Dispute Resolution**

- 11.1 In the event that any claim, dispute or other matter (herein referred to as a "dispute") shall arise between the parties during the term of the agreement, the following process shall apply:
- a) Level I: The dispute shall be referred initially by the party raising the dispute to the other party in writing. For the purposes of this level, the initial reference of the dispute shall be to the level of the City Manager for the City and the Chair of the TSDC for the TSDC. In the event that the dispute cannot be resolved within ten (10) business days, the dispute shall escalate to a Level II; and

- b) Level II: In the event that this dispute remains unresolved between the parties, it shall be submitted to the City Council by the City Manager for the City and the full board of the TSDC for the TSDC for determination. The decision of City Council shall be final and binding.

11.2 Each party shall bear their own costs with respect to resolving the dispute.

## **Section 12: Term of Agreement**

11.1 This agreement shall come into effect as of the date first above written and shall continue in effect for the period of five (5) years unless terminated earlier in accordance with the terms of this agreement. The TSDC and the City shall have the option to renew of a further five (5) year period if mutually agreeable.

## **Section 13: Termination of Agreement**

- 13.1 Any of the following constitutes events of default, the proof of which to the contrary lies upon the TSDC;
- a) The TSDC is in breach of the performance of, or in compliance with, any term, condition, or obligation on its part to be observed or performed as contemplated under this agreement;
  - b) The TSDC becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time being enforced relating to bankrupt or insolvent debtors;
  - c) An order is made or resolution is passed for the winding up or for the dissolution of the TSDC or it is dissolved;
  - d) The TSDC ceases as a bona fide operation for a period of 30 business days; and
  - e) The TSDC knowingly submitted false or misleading information to the City.
- 13.2 If a Default as specified in a) occurs and the TSDC does not remedy the default within such a period as the City allows in written notice, or in any event of default as provided in b), c), d), or e) occurs, the City may terminate this Agreement upon 30 business days' written notice.
- 13.3 Such termination shall be without prejudice to any other legal or equitable remedy otherwise available to the City upon such breach or failure.
- 13.4 If the City has provided the TSDC with an opportunity to remedy the event of default and:
- a) The TSDC does not remedy the event of default within the notice period;
  - b) It becomes apparent to the City that the TSDC cannot completely remedy the event of default within the notice period; or

- c) The TSDC is not proceeding to remedy the event of default in a way that is satisfactory to the City,

13.5 The City may extend the Notice Period.

13.6 Either party may terminate the Agreement at any time upon giving at least one hundred and twenty (120) days written notice to the other party without reason or cause and without liability, cost or penalty.

#### **Section 14: Notices**

14.1 Where in this agreement any notice, request, direction or other communication is required to be given by any party, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail or e-mail, addressed to the other party of whom it is intended at the following addresses, and any notice shall be deemed to have been given:

- a) If delivered personally, on the date of such delivery;
- b) If by ordinary mail, on the 5<sup>th</sup> business day following the date of mailing;
- c) If by registered mail, on the date the postal receipt is acknowledged by the either party; and
- d) If by e-mail, when transmitted (if received before 4:30 pm local time at the recipient's office or failing which the next business day.)

In this agreement the term "business day" means Monday through Friday excluding any City recognized statutory holiday.

Any notices intended for the City shall be delivered addressed to:

The Corporation of the City of Temiskaming Shores  
325 Farr Drive, P.O. Box 2050  
Haileybury, ON P0J 1K0 Canada  
Attention: Municipal Clerk  
Email: [llbelanger@temiskamingshores.ca](mailto:llbelanger@temiskamingshores.ca)

Any notices intended for the TSDC shall be delivered addressed to:

Temiskaming Shores Development Corporation  
325 Farr Drive, P.O. Box 2050  
Haileybury, ON P0J 1K0 Canada  
Attention: Chair - TSDC  
Email: [TSDC@temiskamingshores.ca](mailto:TSDC@temiskamingshores.ca)

## **Section 15: Waiver of Breaches**

- 15.1 In the event of a breach of any provision in this agreement by one party, no action or failure to act by the other party shall constitute a waiver of any such right or duty afforded by that party under this agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in such breach, except as may be specifically agreed to in writing by the party that is not in breach.

## **Section 16: No Partnership**

- 16.1 Nothing in this agreement shall be read or construed as creating any agency employment relationship, partnership, principal-agent, or other joint ventures between the parties.

## **Section 17: No Assignment**

- 17.1 The TSDC will not assign this agreement, or any part thereof, without the prior written approval of the City, which approval may be withheld by the City in its sole discretion or may be given subject to such terms and conditions as the City may impose.

## **Section 18: Entire Agreement**

- 18.1 This agreement embodies the entire agreement and supersedes any other understanding or agreement, collateral, oral or otherwise, existing between the parties at the date of execution.

## **Section 19: Interpretation**

19. 1This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and Federal laws of Canada as applicable.

## **Section 20: Successors**

- 20.1 This agreement shall inure to the benefit of and be binding upon the parties, their respective successors and permitted assigns.

## **Section 21: Severability of Provisions**

- 21.1 If any of the provision of this agreement are to be found illegal or invalid, such illegality or invalidity shall not render the whole agreement illegal or invalid, but the agreement shall be construed as if it did not contain the illegal or invalid provision (s), and the rights and obligation of the parties shall be construed and enforced accordingly.

## **Section 22: No Amendment**

22.1 This agreement may only be changed or amended in writing dually executed by the duly authorized representatives of both parties.

## **Section 23: Force Majeure**

23.1 Force Majeure means an event that:

- a) is beyond the reasonable control of a party; and
- b) makes a party's performance of its obligation under this agreement impossible, or so impracticable as reasonably to be considered impossible in the circumstances.

23.2 Force Majeure includes:

- a) Infectious diseases, war, riots, and civil disorder;
- b) storm, flood, earthquake and other severely adverse weather conditions;
- c) lawful act by a public authority; and
- d) strikes, lockouts and other labour actions.

23.3 Force Majeure shall not include:

- a) any event that is caused by the negligence or intentional action of a party or such party's agents or employees; or
- b) any event that is a diligent party could reasonable have been expected to:
  - (i) take into account at the time of the execution of the agreement; and
  - (ii) avoid or overcome in the carrying out of its obligation under the agreement.

23.4 The failure of either party to fulfill any of its obligations under the agreement shall not be considered to be a breach of, or event of default under, the agreement to the extent that such failure to fulfill the obligation arose from an event of Force Majeure, if the party affected by such any event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the agreement.

**In witness** whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**Temiskaming Shores Development  
Corporation**

\_\_\_\_\_  
Board Chair

Municipal Seal

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

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Logan Belanger

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

## **By-law No. 2025-027**

### **Being a by-law to enter into a three year agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events**

**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 CS-008-2025 at the March 4, 2025 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter in a three year agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events, in the amount of \$19,000 for 2025 and 2026, and \$20,000 for 2027, for consideration at the March 18, 2025 Regular Council meeting.

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

1. That Council authorizes entering into an agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events, in the amount of \$19,000 for 2025 and 2026, and \$20,000 for 2027, plus applicable taxes, 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 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2025-027**

Agreement between

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

and

**Capital Pyrotechnics**

for the provision of fireworks display services for Canada Day events 2025,  
2026 and 2027

**This agreement** made this 18<sup>th</sup> day of March, 2025.

Between:

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

And

**Capital Pyrotechnics**  
(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  
2025-2027 Canada Day Fireworks  
Request for Proposal No. CS-RFP-001-2025**

- 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.

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid Nineteen Thousand Dollars and Zero Cents (\$19,000) in 2025, and 2026, and Twenty Thousand Dollars and Zero Cents (\$20,000) in 2027, plus applicable taxes, subject to additions and deductions as provided in the Contract Documents, if applicable
- 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:

**Capital Pyrotechnics**  
6536 Marina Dr.  
Manotick ON , K4M 1B3

The Owner:

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

**Remainder of Page left Blank Intentionally**

**In witness** whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**Capital Pyrotechnics**

\_\_\_\_\_  
Geoff Worthington, General Manager

Municipal Seal

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

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Logan Belanger



Appendix 01 to  
Schedule “A” to

**By-law No. 2025-027**

Form of Agreement

(Proposal by Capital Pyrotechnics was identified as Private and Confidential)

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

### **By-law No. 2025-028**

#### **Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Mount Pleasant Cemetery embankment remediation project**

**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. CS-010-2025 at the March 4, 2025 Committee of the Whole meeting, delegated authority to the Mayor and Municipal Clerk to enter into an agreement with Pedersen Construction (2013) Inc. for the Mount Pleasant Cemetery embankment remediation project, in the amount of \$89,000 plus applicable taxes, to be confirmed by By-law at the at the March 18, 2025, Regular Council meeting.

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

1. That Council authorizes entering into an agreement with Pedersen Construction (2013) Inc. for the Mount Pleasant Cemetery Embankment Remediation Project in the amount of \$89,000, plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That this by-law take That this By-law shall come into force and take effect as of March 5, 2025.
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 or its associated schedule.

**Read a first, second and third time and finally passed** this 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2025-028**

Agreement between

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

and

**Pedersen Construction (2013) Inc.**

Mount Pleasant Cemetery Embankment Remediation Project

**This agreement** made this 5<sup>th</sup> day of March, 2025.

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  
Mount Pleasant Cemetery Embankment Remediation  
Request for Proposal No. CS-RFT-001-2025**

- 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;
- c) Complete, as certified by the Municipal Clerk, all the work by **April 30, 2025;** and
- d) The time limits referred to in this Agreement may be abridged or extended by mutual agreement by both Parties.

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **eighty-nine thousand dollars and zero cents (\$89,000.00) plus applicable taxes**, subject to additions and deductions as provided in the Contract Documents, if applicable.
- 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

Municipal Clerk:

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

**Remainder of Page left Blank Intentionally**

**In witness** whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**Pedersen Construction (2013) Inc.**

\_\_\_\_\_  
Karl Pedersen, President

Municipal Seal

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

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Logan Belanger



Appendix 01 to  
Schedule “A” to

**By-law No. 2025-028**

Form of Agreement

**City of Temiskaming Shores  
CS-RFT-001-2025  
Mount Pleasant Cemetery Embankment Remediation**

**Form of Tender**

Proponent's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, Pedersen Construction (2013) Inc.  
(Registered Company Name/Individuals Name)

Of, 177246 Bedard Rd. New Liskeard, ON P0J 1P0  
(Registered Address and Postal Code)

Phone Number: 705-647-6223 Email: kpedersen@pedersenconstruction.ca

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Tender. All prices must be CDN funds and without HST:

Lump Sum Price (excluding HST): \$ 89,000.00

Estimated Mobilization Date: Early Start Date - March 24, 2025 Late Start Date - January 5, 2026 \*

Estimated Completion Date: Early Completion - April 4, 2025 Late Completion - January 16, 2026

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER 0 to 0 in preparing my/our Tender.

Bidder's Authorized Official: Karl Pedersen

Title: President

Authorizing Signature: 

Date: February 25, 2025

**Form 1 to be submitted.**

**\* Mount Pleasant Cemetery internal access roads must be frozen to support construction equipment and trucking to prevent damage.**

**City of Temiskaming Shores**  
**CS-RFT-001-2025**  
**Mount Pleasant Cemetery Embankment Remediation**

**Non-Collusion Affidavit**

I/ We Karl Pedersen the undersigned am fully informed respecting the preparation and contents of the attached Tender 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 proposed 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 Tender 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 25th day of February, 2025.

Signed:

Title:

President

Company Name:

Pedersen Construction (2013) Inc.

**Form 2 to be submitted.**

**City of Temiskaming Shores**  
**CS-RFT-001-2025**  
**Mount Pleasant Cemetery Embankment Remediation**

**Conflict of Interest Declaration**

Please check appropriate response:

☒ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Tender submission or performing/providing the Goods/Services required by the Agreement.

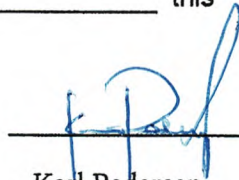
☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Tender submission or the contractual obligations under the Agreement.

List Situations:


In making this Tender 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 RFT process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: New Liskeard this 25th day of February, 2025.

Signature:



Bidder's Authorized Official:

Karl Pedersen

Title:

President

Company Name:

Pedersen Construction (2013) Inc.

**Form 3 to be submitted.**

**City of Temiskaming Shores  
CS-RFT-001-2025  
Mount Pleasant Cemetery Embankment Remediation**

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance  
Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: Karl Pedersen Company Name: Pedersen Construction (2013) Inc.

Phone Number: 705-647-6223 Email: kpedersen@pedersenconstruction.ca

I, Karl Pedersen, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

OR

I, \_\_\_\_\_, declare that I, or my company, are NOT in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

**Form 4 to be submitted.**

**City of Temiskaming Shores  
CS-RFT-001-2025  
Mount Pleasant Cemetery Embankment Remediation**

**List of Proposed Sub-Contractors**

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Tender must be included in the Tender documents submitted.

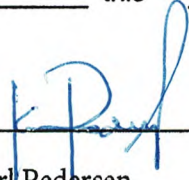
Name	Address	Component
Not Applicable		

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 Tender document.

Dated at: New Liskeard this 25th day of February, 2025.

Signature:

Bidder's Authorized Official:

  
Karl Pedersen

Title:

President

Company Name:

Pedersen Construction (2013) Inc.

**Form 5 to be submitted.**

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

### **By-law No. 2025-029**

#### **Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for the Committee of the Whole Meeting on March 4, 2025, and for the Regular meeting on March 18, 2025**

**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** it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws.

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

1. That the actions of the Council at its Regular meeting held on **March 18, 2025**, with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the actions of the Council at its Committee of the Whole meeting held on **March 4, 2025**, with respect to each recommendation and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
3. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

**Read a first, second and third time and finally passed** this 18<sup>th</sup> day of March, 2025.

---

Mayor

---

Clerk