



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, February 2, 2021 – 6:00 p.m.
Electronic Meeting

Agenda

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

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

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

5. **Disclosure of Pecuniary Interest and General Nature**
6. **Review and adoption of Council Minutes**

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor Foley

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

- a) Regular meeting of Council – January 19, 2021.

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

None

8. **Question and Answer Period**

9. **Presentations / Delegations**

None

10. **Communications**

a) Ida Hilson, Resident

Re: Thank you Card

Reference: Received for Information

b) Mary Ellen Greb, CAO

Re: Support – Use of Automatic Speed Enforcement (photo radar) by Municipalities, 2021-11-11

Reference: Received for Information

c) Nickolas Tobler, Resident

Re: Request to Purchase Municipal Land, 2021-01-11

Reference: Referred to the Municipal Clerk for processing in accordance with the Disposition of Land By-law 2015-160

d) Graydon Smith, Mayor – Town of Bracebridge

Re: Support - Investing in Canada Infrastructure Program, 2021-01-22

Reference: Received for Information

- e) Rebecca Hunt, Library CEO

Re: Temiskaming Shores Public Library Board Meeting Schedule 2021

Reference: Received for Information

- f) President Danny Whalen, Federation of Northern Ontario Municipalities (FONOM)

Re: FONOM had a productive meeting with members of Premier Ford's Cabinet during the ROMA Conference, 2021-01-27

Reference: Received for Information

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10.f) according to the Agenda references.

11. Committees of Council – Community and Regional

None

12. Committees of Council – Internal Departments

Draft Resolution

Moved by: Councillor Jelly

Seconded by: Councillor Foley

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

- a) Minutes of the Public Works Committee meeting held on January 21, 2021; and
- b) Minutes of the Recreation Committee meeting held on January 18, 2021.

13. Reports by Members of Council

- a) Report to Council 2021 ROMA Conference - Councillor Whalen

14. Notice of Motions

15. New Business

a) Tax Collection – Verbal Update by the Treasurer

b) COVID-19 Small Business Relief – Verbal Update by the Treasurer

c) Memo No. 004-2021-CS – Electronic Meeting during a Declared Emergency with Report Participation Guide

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 004-2021-CS; and

That Council adopt the Electronic Meeting during a Declared Emergency and Remote Participation Guide; and

That a copy of the Guide is published on the City's webpage, and that the Clerk advertise the Question and Answer Period procedure in the City Bulletin and on Facebook.

d) Administrative Report No. CS-006-2021 – Council Chamber Audio / Video Accessible Upgrades

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-006-2021; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Cinema Stage Inc for the award of the Council Chamber Audio / Video Upgrades, as detailed in Request for Quote CS-RFQ-001-2021, for a total upset limit of \$134,514.24 inclusive, for consideration at the February 2, 2021 Regular Council Meeting.

e) Memo No. 004-2021-PW- Fire Rescue – Release of Request for Proposal

Draft Resolution

Moved by: Councillor Foley
Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 004-2021-PW; and

That Council directs Staff to release the Request for Proposal Document PW-RFP-001-2021 for a Fire Rescue Vehicle to potential bidders, with a closing date of Tuesday February 23, 2021.

f) Memo No. 005-2021-PW– Two (2) year Roads Program – Release of Request for Proposal

Draft Resolution

Moved by: Councillor Whalen
Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 005-2021-PW; and

That Council directs Staff to release the Request for Proposal for the Two-Year Roads Program to potential bidders, with a closing date of Tuesday February 23, 2021.

g) Memo No. 006-2021-PW– Asset Management Plan Phase 1 (Draft)

Draft Resolution

Moved by: Councillor Laferriere
Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 006-2021-PW; and

That Council directs Staff to prepare the necessary by-law to adopt the Asset Management Plan Phase 1, for consideration at the March 2, 2021, Regular Council meeting.

h) Administrative Report No. PW-001-2021 – ICI Water Meter Program

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-001-2021; and

That as outlined in By-law No. 2017-015, *Procurement Policy, Section 10*, Council approves to waive the tendering procedure and directs staff to enter into negotiations with Neptune Technology Group to finalize pricing for the supply and installation of water meters for the ICI sector based on the justification as outlined in Appendix 02 (Single Source Justification).

i) Administrative Report No. PW-002-2021 – Orange Drop Event

Draft Resolution

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-002-2021; and

That Council agrees to host an Orange Drop Event on Saturday June 5, 2021; and

That Council directs staff to prepare the necessary amendment to By-law 2016-018, to extend the agreement with Drain-All Ltd. allowing for the provisions of collection and disposal services for the Orange Drop Event on June 5, 2021, for consideration at the February 2nd, 2021 Regular meeting of Council.

j) Administrative Report No. PW-003-2021 – City of Temiskaming Shores Water and Wastewater Financial Plan No. 218-301A

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-003-2021; and

That Council acknowledges the requirements within Ontario Regulation 453/07 under the Safe Drinking Water Act to have a Financial Plan for the purpose of issuance and renewal of municipal drinking water licenses; and

That Council directs staff to prepare the necessary By-law to adopt the City of Temiskaming Shores Water and Wastewater Financial Plan No. 218-301A for consideration at the February 2, 2021 Regular meeting of Council; and

That Council directs staff to submit the Financial Plan to the Ministry of Municipal Affairs and Housing.

k) Memo No. 002-2021-RS – Amendment of Members for Bicycle Friendly Community Committee

Draft Resolution

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2021-RS;

That Council accepts the resignation of Amanda Mongeon from the Bicycle Friendly Committee and agrees to appoint Erika Aelterman to replace the vacancy; and

That Council directs staff to prepare the necessary by-law to amend the Appointment of Community Representatives to Various Committees and Boards (By-law No. 2019-018) for consideration at the February 2, 2021, Regular Council Meeting.

l) Administrative Report No. RS-002-2021 – Splash Pad Lift Station

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-002-2021; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Xylem Inc. for the supply and delivery of a pre-fabricated, single-phase lift station in the amount of \$72,454.78, plus applicable taxes, for consideration at the February 2, 2021 Regular Council meeting.

16. By-lawsDraft Resolution

Moved by: Councillor Foley

Seconded by: Councillor McArthur

Be it resolved that:

- By-law No. 2021-010 Being a by-law to amend By-law No. 2005-110 (Service Delivery Program under the Livestock, Poultry and Honey Bee Protection Act) - Repeal the Appointment of Timothy Goodyear as a Livestock Valuer
- By-law No. 2021-011 Being a by-law to repeal By-law No. 2016-172 to appoint a Property Standards Officer for the purpose of enforcing by-laws related to the Use and Occupancy of Property within the City of Temiskaming Shores (Repeal Appointment of Timothy Goodyear)
- By-law No. 2021-012 Being a by-law to repeal By-law No. 2016-173 to appoint a Municipal Law Enforcement Officer within the City of Temiskaming Shores (Repeal Appointment of Timothy Goodyear)
- By-law No. 2021-013 Being a by-law to authorize the execution of a funding agreement between Her Majesty the Queen in Right of Ontario, represented by the Minister of Transportation for the Province of Ontario, related to funding under the Dedicated Gas Tax Funds for Public Transportation Program – 2021
- By-law No. 2021-014 Being a by-law to authorize an Agreement with Cinema Stage Inc for Audio/Visual Upgrades for the City of Temiskaming Shores
- By-law No. 2021-015 Being a by-law to amend By-law No. 2016-018 (Agreement with Drain-All Ltd. as a Registered Transporter for the City's Municipal Hazardous and Special Waste (MHSW) – 2021 Orange Drop Collection Event)
- By-law No. 2021-016 Being A by-law to Adopt the City of Temiskaming Shores Water and Waste Water Financial Plan 218-301A in accordance with Ontario Regulation 453/07
- By-law No. 2021-017 Being a by-law to amend By-law No. 2019-018 (Committee Appointments – Bicycle Friendly Committee)

be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2021-010;

By-law No. 2021-011;

By-law No. 2021-012

By-law No. 2021-013;

By-law No. 2021-014;

By-law No. 2021-015;

By-law No. 2021-016; and

By-law No. 2021-017

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

17. Schedule of Council Meetings

- a) Regular – Tuesday, February 16, 2021 at 6:00 p.m.
- b) Regular – Tuesday, March 2, 2021 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Draft Resolution

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

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

- a) Adoption of the January 19, 2021 – Closed Session Minutes; and
- b) *Section 239(2)(a) of the Municipal Act, 2001 – Security of the Property of the Municipality regarding - Hydrocarbon Contamination.*

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Foley

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

20. Confirming By-law

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2021-018 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 2, 2021 be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2021-018 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

21. Adjournment

Draft Resolution

Moved by: Councillor Hewitt

Seconded by: Councillor Jelly

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

Mayor- Carman Kidd

Clerk - Logan Belanger



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, January 19, 2021 – 6:00 p.m.
Electronic Meeting

Minutes

1. Call to Order

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

2. Roll Call

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

Present: Christopher Oslund, City Manager
Logan Belanger, Municipal Clerk
Kelly Conlin, Deputy Clerk
Shelly Zubycck, Director of Corporate Services
Mathew Bahm, Director of Recreation
Clayton Seymour, Chief Building Official
James Franks, Economic Development Officer
Steve Langford, Fire Chief
Brad Hearn, IT Administrator
Steve Burnett, Manager of Environmental Services
Mitch Lafreniere, Manager of Transportation Services

Regrets: None

3. Review of Revisions or Deletions to Agenda

None

4. Approval of Agenda

Resolution No. 2021-019

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

Councillor Laferriere declared a Conflict of Pecuniary Interest related to **Section 19 – Closed Session, Item c) Under section 239 (2) (k) of the Municipal Act consideration will be given to a position, plan, procedure, criteria or instruction to be applied to negotiations regarding the New Liskeard Marina,** as his son is engaged in discussions with the City of Temiskaming Shores regarding the facility.

6. Review and adoption of Council Minutes

Resolution No. 2021-020

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

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

a) Regular meeting of Council – January 5, 2021.

Carried

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

None

8. Question and Answer Period

None

9. Presentations / Delegations

None

10. Communications

- a) Resource Productivity & Recovery Authority

Re: Inspection related to the wind up of the Waste Electrical and Electronic Equipment (WEEE) Program, 2020-12-09

Reference: Received for Information

- b) Honourable Sylvia Jones, Solicitor General

Re: Community Safety and Well-Being (CSWB) Plan updated deadline to July 1, 2021, 2020-12-24

Reference: Received for Information

- c) Jasan Boparai, Director – Ministry of Transportation

Re: Province Expanded On-Road Opportunities for Off-Road Vehicle Riders in Some Parts of Ontario Letter and Guidance Document, 2021-01-04

Reference: Referred to the Protection to Persons and Property Committee

- d) Honourable Greg Rickford, Minister of Energy, Northern Development and Mines and the Honourable Bill Walker, Associate Minister of Energy

Re: Revoked Ontario Regulation 355/17 – Removal of the Requirement to Release a New Long-Term Energy Plan Every Three Years, 2021-01-05

Reference: Received for Information

- e) Dan Thibeault, Clerk-Treasurer CAO - Municipality of Charlton and Dack

Re: Support – Municipal Insurance Review, 2021-01-07

Reference: Received for Information

- f) Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs

Re: Response related to the Tile Loan Program, 2021-01-13

Reference: Received for Information

- g) Genevieve Scharback, Director of Administration / Clerk - Municipality of West Grey

Re: Schedule 8 of the Provincial Budget Bill 229, Protect, Support and Recover from COVID-19 Act, 2021-01-13

Reference: Received for Information

- h) Honourable Caroline Mulroney, Minister of Transportation

Re: Launch of the 2020-2021 Gas Tax Program, 2021-01-14

Reference: Referred to the Temiskaming Transit Committee, and By-law to be presented at the February 2, 2021 regular council meeting

Resolution No. 2021-021

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10. h) according to the Agenda references.

Carried

11. Committees of Council – Community and Regional

Resolution No. 2021-022

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

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

- a) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on December 9, 2020.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2021-023

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

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

- a) Minutes of the Building Maintenance Committee meeting held on December 2, 2020;
- b) Minutes of the Corporate Services Committee meeting held on December 2, 2020;
- c) Minutes of the Public Works Committee meeting held on December 2, 2020 and on December 16, 2020; and
- d) Minutes of the Recreation Committee meeting held on December 14, 2020.

Carried

13. Reports by Members of Council

Councillor Whalen attended a virtual symposium hosted by the Northern Policy Institute on January 19, 2021, regarding a circular economy (i.e., green economy) and the recycling of resources. An interesting perspective for our geographic location, as a large part of any green economy will involve both forestry and mining.

Councillor Jelly updated that the Police Services Board meeting was tentatively rescheduled for February 16, 2021 (virtual session). Councillor Jelly expressed condolences to the family of Mr. Joseph Gignac, who passed away on January 8, 2021. Mr. Gignac served as a police officer in New Liskeard for 26 years, and had been living in Nova Scotia for the past 16 years.

Mayor Kidd attended a teleconference hosted by the Premier, for all Ontario municipalities regarding the COVID-19 vaccination deployment. Since the meeting, Canada has experienced delays for the vaccinations.

Councillor Laferriere outlined the impact that COVID-19 is having on our small business community, and offered suggestions for Council to support impacted businesses. Christopher Oslund, City Manager commented that a Corporate Services Committee meeting will be scheduled to discuss this matter, and staff will return possible strategies for Council consideration following the meeting.

14. Notice of Motions

None

15. New Business

a) Support – Town of Kingsville Request to Support Small Businesses

Resolution No. 2021-024

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Whereas at its meeting of December 14, 2020, Town of Kingsville Council approved a resolution in support of small businesses during COVID-19; and

Whereas the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease; and

Whereas many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the COVID-19 pandemic restrictions; and

Whereas closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods; and

Whereas the Town of Kingsville's commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to COVID-19; and

Whereas our small independent businesses have every reason to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curbside and delivery.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby supports the Town of Kingsville's call upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales and service with limited capacity and increased safety measures; and

Further that this resolution be forwarded to the Hon. Victor Fedeli, Minister of Economic Development, Job Creation and Trade; Hon Prabmeet Singh

Sarkaria, Associate Minister of Small Business and Red Tape Reduction; Hon. Christine Elliott, Minister of Health; Hon. Peter Bethlenfalvy, Minister of Finance; Hon. Michael A. Tibollo, Associate Minister of Mental Health and Addictions; John Vanthof, MPP for Timiskaming-Cochrane; the Temiskaming Health Unit Board of Health; and the Town of Kingsville.

Carried

b) Memo No. 002-2021-CS – Change Order for the Grant Municipal Drain Repair

Resolution No. 2021-025

Moved by: Councillor Hewitt

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2021-CS; and

That Council approves a Contract Change Order of \$19,940 to the contract with Pedersen Construction (2013) Inc. for repairs to the Grant Municipal Drain, as authorized by By-law No. 2020-128, resulting in a revised contract value of \$28,380, plus applicable taxes.

Carried

c) Memo No. 003-2021-CS – Ice Fishing Challenge

Resolution No. 2021-026

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 003-2021-CS for information purposes.

Carried

d) Memo No. 002-2021-PW – Rate Increase for Recycling Agreement with Outside Municipalities

Resolution No. 2021-027

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No.002-2021-PW; and

That Council approves a two-percent (2%) rate increase for the acceptance of recyclable materials at the Spoke Transfer Station from \$295/tonne to a \$301/tonne rate effective January 1, 2021.

Carried

e) Memo No. 003-2021-PW – Supply and Delivery of a Triaxle – Release of Request for Quotation

Resolution No. 2021-028

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No.003-2021-PW; and

That Council authorizes staff to release the Request for Quotation for the supply and delivery of a Triaxle vehicle, with a closing date of Tuesday February 23, 2021.

Carried

f) Memo No. 001-2021-RS – Active Transportation Plan Request for Proposal

Resolution No. 2021-029

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No.001-2021-RS; and

That Council authorizes the release of the Active Transportation Plan Request for Proposal with a closing date of February 22, 2021.

Carried

g) Administrative Report No. RS-001-2021 – Bucke Park Operations Contract 2021

Resolution No. 2021-030

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-001-2021; and

That Council directs staff to prepare the necessary by-law to confirm the 2021 Bucke Park Operator's Agreement for consideration at the January 19, 2021 Regular Council meeting.

Carried

16. By-laws

Resolution No. 2021-031

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Be it resolved that:

By-law No. 2021-007 Being a by-law to enter into an Agreement with Sylvian Gelineau for the Operation of Bucke Park Campground for the 2021 Operating Season

be hereby introduced and given first and second reading.

Carried

Resolution No. 2021-032

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2021-007 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

17. Schedule of Council Meetings

- a) Regular – Tuesday, February 2, 2021 at 6:00 p.m. (Virtual)
- b) Regular – Tuesday, February 16, 2021 at 6:00 p.m. (Virtual)

18. Question and Answer Period

Shelly Zubych, Director of Corporate Services read the following questions/ comments from the online Chat Box:

- 1. Ida Hilson, resident, inquired about the plan for the traffic lights/ crosswalk on Lakeshores Road.

Mayor Kidd updated that the traffic lights will be removed/ relocated to Rorke Avenue, and replaced with a pedestrian crosswalk. The purpose of this change is to increase safety for children crossing the four-lane road for school.

19. Closed Session

Resolution No. 2021-033

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that Council agrees to convene in Closed Session at 6:38 p.m. to discuss the following matters:

- a) Adoption of the December 15, 2020 – Closed Session Minutes
- b) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – COVID-19 Staffing Update
- c) Under section 239 (2) (k) of the Municipal Act consideration will be given to a position, plan, procedure, criteria or instruction to be applied to negotiations regarding the New Liskeard Marina.

Carried

Resolution No. 2021-034

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council agrees to rise with report from Closed Session at 7:38 p.m.

Carried

Matters from Closed Session

Adoption of the December 15, 2020 Closed Session Minutes

Resolution No. 2021-035

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

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

- a) Closed Session Minutes from the Regular meeting of Council – December 15, 2020.

Carried

Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – COVID-19 Staffing Update

Staff provided Council with an update, and Council provided staff with direction.

Resolution No. 2021-036

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report No. CS-005-2021; and

That Council supports the Staffing Re-deployment Plan presented by the City Manager that has been implemented during the second *Provincial State of Emergency* to address the COVID-19 Pandemic; and

That Council directs staff to prepare the necessary by-law to appoint Sheryl Gilbert as a Municipal Law Enforcement Officer, for consideration at the January 19, 2021 Regular Council meeting.

Carried

Resolution No. 2021-037

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that By-law No. 2021-008 being a by-law to appoint Sheryl Gilbert as Municipal Law Enforcement Officer for the City of Temiskaming Shores be hereby introduced and given first and second reading.

Carried

Resolution No. 2021-038

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2021-008 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

Under section 239 (2) (k) of the Municipal Act consideration will be given to a position, plan, procedure, criteria or instruction to be applied to negotiations regarding the New Liskeard Marina.

Councillor Laferriere disclosed a pecuniary interest with this item, and left the Closed Session meeting; therefore, did not participate in the discussion of the subject matter.

Resolution No. 2021-039

Moved by: Councillor Jelly

Seconded by: Councillor Foley

That Council for the City of Temiskaming Shores acknowledges receipt of Confidential Administrative Report No. CS-004-2021 for information purposes.

Carried

20. Confirming By-law

Resolution No. 2021-040

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that By-law No. 2021-009 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 January 19, 2021 be hereby introduced and given first and second reading.

Carried

Resolution No. 2021-041

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2021-009 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2021-042

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Be it resolved that Council hereby adjourns its meeting at 7:43 p.m.

Carried

Mayor- Carman Kidd

Clerk - Logan Belanger

Dear Mayor and Council you all
I Just want to thank you all
for all The hard work you do
for us in The City of Temiskaming
Shove you all work so hard.
Happy new year to you all
Ida Hilson.

I always can depend on you all.



312915 Dereham Line
R. R. # 1, Mount Elgin, ON N0J 1N0
Phone: (519) 877-2702; (519) 485-0477;
Fax: (519) 485-2932
www.swox.org

January 11, 2021

Premier Doug Ford
Legislative Building, Queens Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Speeding on provincial, county and municipal roadways continues to put the lives of Ontarians at risk. While we have access to several tools to help mitigate speeding traffic, the one tool that is currently not fully available to us is Automatic Speed Enforcement (ASE) (aka Photo Radar). Over the past decade, in South West Oxford the vast majority of charges laid are for drivers travelling well in excess of the posted speed limit. The cost of providing police time for something that could be done through the use of technology is disturbing to our council. The Council feels that it would be far more effective to have police concentrate on other problems such as Break and Enters, illegal drugs and domestic problems.

We need a way to address the poor behaviours and habits that are putting our citizens at risk and tying up much needed first responder resources that could be better utilized to improve the well-being of our communities. Speeding, particularly through our small villages, creates community concerns for the safety and wellbeing of our children and other vulnerable members. We need your help.

In keeping with this The Council of the Township of South-West Oxford duly moved and carried the following resolution at the regular meeting held on January 5, 2021:

...RESOLVED that the Council of the Township of South-West Oxford provide direction to the Clerk to send a letter to the Premier, MPP Ernie Hardeman, AMO and all Ontario municipalities in support of the use of Automatic Speed Enforcement (photo radar) by municipalities.

Please help municipalities in the Province by passing the necessary regulations for municipalities to use ASE (if they choose) that will bring about the driving behavioural changes we need.

We look forward to your help with this issue.

Yours truly,

A handwritten signature in cursive script that reads 'Mary Ellen Greb'.

Mary Ellen Greb, CAO

c.c. AMO, Honourable Ernie Hardeman, Ontario Municipalities

Jan 19th, 2021

To the mayor and counsel of Temiskaming Shores,

I Nickolas Tobler am interested in purchasing the laneway located between my property off of Silver Center Rd, North Cobalt. Location of the driveway is at 975198 Silver Center Rd North Cobalt. My proposed use of land is partial commercial and partial agricultural.

Sincerely,

Nick Tobler

A solid black rectangular box used to redact the signature of Nick Tobler.

January 22, 2021

RE: Item for Discussion – Infrastructure Funding

At its meeting of January 20, 2021, the Council of the Corporation of the Town of Bracebridge ratified motion 21-GC-024, regarding Infrastructure Funding, as follows:

“WHEREAS the Association of Municipalities of Ontario (AMO) has reported that municipal governments own more of Ontario’s infrastructure than any other order of government, and most of it is essential to economic prosperity and quality of life;

AND WHEREAS municipalities deliver many of the services that are critical to residents in every community, and these services rely on well-planned, well-built and well-maintained infrastructure;

AND WHEREAS the Ontario Provincial Government has stated that universal asset management will be the foundation of its municipal infrastructure strategy because effective asset management planning helps ensure that investments are made at the right time to minimize future repair and rehabilitation costs and maintain assets;

AND WHEREAS Federal and Provincial infrastructure funding models now contain requirements for recipients to demonstrate that comprehensive asset management planning principles are applied when making decisions regarding infrastructure investment;

AND WHEREAS infrastructure funding limits need to be large enough to support significant projects that have a lasting community impact over multiple generations;

AND WHEREAS targeted funding for critical infrastructure is inconsistent with the principle foundation of an asset management strategy which prioritizes needs over wants and has resulted in underfunding of the wide range of infrastructure that municipalities are responsible for maintaining, such as arenas and libraries;

AND WHEREAS the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program received demand of almost \$10 billion for a \$1 billion funding envelope;

AND WHEREAS broad eligibility for funding is more appropriate as municipalities best understand their infrastructure needs together with the needs of their community;

AND WHEREAS no and/or insufficient funding programs currently exist to fund the demonstrated need for the building, restoration and enhancement of community, culture and recreation assets;

AND WHEREAS funding the replacement of these needed capital assets is beyond the financial capacity of most communities;

AND WHEREAS the age of the Town of Bracebridge arena is greater than 70 years old, and the Library greater than 110 years old, requiring immediate replacement;

AND WHEREAS the Town of Bracebridge was recently denied any funding under the Community, Culture and Recreation stream of the Investing in Canada Infrastructure Program, despite clearly meeting the tests of proper asset management and identifying needs over wants;

AND WHEREAS the economy of Ontario has been negatively impacted by the ongoing measures implemented to reduce the spread of COVID-19;

NOW THEREFORE the Council of The Corporation of the Town of Bracebridge resolves as follows:

1. THAT the Federal and Provincial Governments provide immediate broad and substantial municipal funding opportunities for well-planned, shovel-ready projects already prioritized under municipal asset management plans to provide immediate stimulus to the local, provincial and the federal economies in order to rebound from the impact of the COVID-19 pandemic.
2. AND THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Federal Minister of Infrastructure and Communities; the Honourable Premier of Ontario; the Ontario Minister of the Finance; the Ontario Minister of Infrastructure; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); the Local Member of Parliament (MP); the Local Member of Provincial Parliament (MPP); and all Municipalities in Ontario.

In accordance with Council's direction I am forwarding you a copy of the resolution for your attention.

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Graydon Smith', with a stylized flourish at the end.

Graydon Smith
Mayor

Temiskaming Shores Public Library

Board Meeting Schedule 2021

<u>Date</u>		<u>Time</u>
Wednesday	January 20, 2021	7:00 pm
Wednesday	February 24, 2021	7:00 pm
Wednesday	March 24, 2021	7:00 pm
Wednesday	April 28, 2021	7:00 pm
Wednesday	May 26, 2021	7:00 pm
Wednesday	June 23, 2021	7:00 pm

Break for the summer

Wednesday	September 22, 2021	7:00 pm
Wednesday	October 27, 2021	7:00 pm
Wednesday	November 24, 2021	7:00 pm

There is no December meeting



January 27, 2021

MEDIA RELEASE

FONOM had a productive meeting with members of Premier Ford's Cabinet during the ROMA Conference

Due to increasing numbers of Covid-19 cases across the Province, the FONOM Board participated virtually during the 2021 Rural Ontario Municipal Associations (ROMA) Conference. Board members shared three Policy Positions with Minister's Clark, Romano, Elliott, Mulroney, Fedeli, and MPP's McDonald, Miller, and Thanigasalam, also over 50 Ministry staff were on the call. We discuss planned topics, including Satellites' role in addressing the North's Broadband deficiencies. We shared our thoughts on the Transportation issues facing communities and commerce in the North. President Whalen commented, "*we want to ensure that any Northern Provincial Transportations Strategy is not to only take people and resources out of the North*" as well as seeking clarity from the Province on the challenge the Province is experiencing with Homelessness, Mental Health & Addictions.

The board members also discussed the Ontario Vaccine distribution strategy, commenting that the Provincial Task Force is not forgetting the North. We noted that several Northern Health Units had recently received shipments of the Moderna Vaccine.

Earlier this month, at a FONOM's Board meeting, Chad Evans, Vice President of Corporate Service for the ONTC, provided the Board an overview of their current divisions. He spoke to the synergies that have developed since the ONTC transitioned to the Ministry of Transportation. "*the ONTC continues to be a valuable community partner for so many municipalities,*" said FONOM President Danny Whalen, "*we appreciate their efforts to connect the North.*" As well shared was the process that is presently underway to assess rail conditions, which will aid the Government when they discuss the of the Northlander.

During the Board meeting, members shared regional observations of the impacts the COVID19 pandemic has on communities. Stressed by several is the enhanced co-operation between communities and agencies, hoping that these lines of dialog continue after the pandemic ends. The Board also discussed the release of FONOM's third of eight "GoNorth" videos (www.youtube.com/watch?v=qkEeQSnLHnA). The videos have been well received, as they are showcasing Northern Ontario as a healthy part of the world to operate a business. The Board shared their appreciation to Drew Gauley

FONOM

The Federation of Northern Ontario Municipalities

(Good Gauley Productions), Jennifer Baker (Jennifer Baker Consulting Ltd), and Todd Eastman's team from the Trade, Investment & Marketing (TIM) Unit of (ENDM). For all the hard work done on these videos and their promotion.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.



President Danny Whalen
705-622-2479

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

2. ROLL CALL

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Transportation Services |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Darrell Phaneuf, Environmental Superintendent |
| <input checked="" type="checkbox"/> Councillor Danny Whalen | <input checked="" type="checkbox"/> Jamie Sheppard, Transportation Superintendent |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Kelly Conlin, Deputy Clerk |
| <input checked="" type="checkbox"/> Steve Burnett, Technical & Environmental Compliance | |
| <input checked="" type="checkbox"/> Jeremie Latour, Engineering Technician | |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation PW-2021-001

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for the January 21, 2021 meeting be approved as printed.

Carried

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2021-002

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee minutes for the December 16, 2020 regular meeting be adopted as presented.

Carried

7. PRESENTATIONS

8. UNFINISHED BUSINESS

8.1 Asset Management (Jeremie Latour)

Jeremie Latour provided the Committee with an update in regards to the progress and continual development of the Asset Management Plan, and outlined the major differences from the plan that was developed in 2015 compared to the current plan. Jeremie also informed the Committee of the review timelines for staff, Council and the provincial government.

Recommendation PW-2021-003

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works hereby supports the draft Phase I Asset Management Plan being presented to Council at the February 2, 2021 meeting.

Carried

8.2 2021-2022 Roadway Rehabilitation Program

Mitch Lafreniere provided the Committee with a verbal update regarding the 2021-2022 Roadway Rehabilitation Program and outlined the details of the draft tender documents. Staff are recommending the tender documents include the amount that has been approved, and request a price per square meter for resurfacing. A list of the roadways to be resurfaced will not be included.

Recommendation PW-2021-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works hereby request that Council approve releasing the Request for Proposal documents for the 2021-2022 Roadway Rehabilitation Program.

Carried

8.3 2021 Public Works Budget

Staff provided the Committee with an update in regards to the 2021 Public Works budget and what projects and purchases are underway.

8.4 Public Works Department Update

Staff provided the Committee with an update in regards to Public Works department operations.

9. NEW BUSINESS

9.1 Extended COVID lockdown – Fleet Requirements

Staff wanted to make the Committee aware that should COVID restrictions continue into the summer, we may experience a shortage in fleet. The Committee acknowledged that it may require more planning and trips to move staff and students to different job sites, however did not see an issue with putting 2-4 people in a vehicle if they are in the same working co-hort and following the masking protocol.

9.2 Lakeshore Road – Hydro Carbon

Staff continue to address the issue of a contaminated liquid located in a storm system on Lakeshore Road, directly across from the former Haileybury Library location. At this time, there is 24-hour ventilation and a contractor on site to remove the liquid from the area. Due to the nature of the contaminated liquid, the Fire Department was also on site.

9.3 W/S Rates – COVID – Dymond Township

Steve Burnett will be providing Chris Oslund with water usage data from meters that were installed on a select group of commercial businesses during the water metering pilot project. This data should accurately reflect the effects of the COVID lockdown on water usage in businesses such as hotels and restaurants. Council could use this data to determine whether a rebate on W/S rates is warranted.

9.4 Water & Wastewater Financial Plan

Steve Burnett provided the Committee with information regarding the Water & Wastewater financial plan that is to be submitted along with the renewal of the City's municipal water licences. The current plan expires at the end of 2021 and renewal information has a deadline of February 14, 2021. The financial plan sets out a 6-year forecast and must indicate that all revenues are being returned into the water/wastewater system and a percentage being allocated into reserves. This financial plan will also be incorporated into the Asset Management Plan.

9.5 ICI Water Metering Project

The ICI water metering pilot project is complete; however, the implementation of the program was deferred in 2019 and 2020. Council has approved moving forward with a modified version of the program for 2021.

Recommendation PW-2021-005

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends that Council approve sole sourcing for the implementation of the ICI (Industrial Commercial Institutional) Water Metering Program to Neptune Technology Group.

Carried

10. CLOSED SESSION

Recommendation PW-2021-006

Moved by: Councillor Dany Whalen

Be it resolved that:

The Public Works Committee convene into Closed Session at 10:34_a.m. discuss the following matters

- Under Section 239 (2) (a) of the Municipal Act, 2001: the security of the property of the municipality

Recommendation PW-2021-007

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee rise without report at 10:55 a.m.

Carried

The Committee provided direction to staff.

11. ADJOURNMENT

Recommendation PW-2021-008

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:59 a.m.

Carried

COMMITTEE CHAIR

COMMITTEE SECRETARY

1. CALL TO ORDER

Meeting called to order at 6:35 p.m.

2. ROLL CALL

Public Appointees:

☐ Richard Beauchamp

☐ Danny Lavigne

☒ Chuck Durrant

☒ Robert Ritchie

☐ Simone Holzamer

City Representation:

☒ Mayor Carman Kidd

☒ Matt Bahm, Director of Recreation

☒ Councillor Mike McArthur

☒ Paul Allair, Superintendent of Parks

☒ Councillor Jesse Foley

☒ Jeff Thompson, Superintendent of Programming

☒ Chris Oslund, City Manager

☒ Kelly Conlin, Deputy Clerk

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation RS-2021-001

Moved by: Councillor Jesse Foley

Be it resolved that:

The Recreation Committee agenda for the January 18, 2021 meeting be approved as printed.

Carried

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation RS-2021-002

Moved by: Chuck Durrant

Be it resolved that:

The Recreation Committee minutes of the December 14, 2020 meeting be approved as presented.

Carried

7. CORRESPONDENCE

8. UNFINISHED BUSINESS

8.1 Public Skating

Due to the COVID-19 lockdown that came into effect on December 26, 2020, there were limited public skating ice rentals. However, prior to the lockdown being announced, the uptake on the Holiday Rental rate was very good and the Committee may want to consider offering it on an annual basis.

8.2 Facility Reopening Plans

The facility re-opening plans have been updated further to provide guidelines for whatever level of framework we may be in following the Stay-at-home order that is scheduled to be lifted on February 12. The information will be shared on the City's website.

9. NEW BUSINESS

9.1 Programming Update (Verbal)

Jeff Thompson informed the Committee that a deep cleaning of the Pool Fitness Centre has been complete. The facility is closed; however, some staff remain in the building and are currently working on updating the Age Friendly and the creation of a Recreation guide. Jeff has also been in contact with the company who will be completing the pool re-grouting to see if they are able to complete the work during the lockdown.

9.2 Parks and Facilities Update (Verbal)

Paul Allair provided the Committee with an update in regards to Parks and Facilities. Currently, the arenas are closed, however staff remain to continue with painting and cleaning. The outdoor rinks are being continually maintained and have been very well received in the community.

9.3 Directors Update (Verbal)

Matt Bahm provided the Committee with an update in regards to operations and projects currently underway in both Recreation and Building Maintenance Departments.

9.4 Provincial Lockdown (Verbal)

While the provincial lockdown and Stay at home orders are in effect, our facilities remain closed. At this point, it is not known if these orders will be extended. Three Recreation staff have been redeployed to Public Works and one custodian is now being shared in other facilities rather than working exclusively at the Pool Fitness Centre.

Matt informed the Committee that the ice plants have been turned off for the time being and the ice is “holding” by using the colder outdoor temperatures. Until further information is known about the lockdown, this is a means to conserve energy and costs associated with operating the arenas. Should the lockdown be lifted as scheduled and ice rentals return, the ice plant can be turned back on. Matt has been in contact with the arena user groups who would be willing to extend their seasons should that be an option.

10. NEXT MEETING

The next Recreation Committee Meetings are will be scheduled as follows:

- February 8, 2021
- March 8, 2021
- April 12, 2021

11. ADJOURNMENT

Recommendation RS-2021-003

Moved by: Robert Ritchie

Be it resolved that:

The Recreation Committee meeting is adjourned at 7:07 p.m.

Carried

COMMITTEE CHAIR

COMMITTEE SECRETARY

Report to Council – Councillor Danny Whalen

2021 ROMA Conference

I registered to the 2021 ROMA conference as President of FONOM and as such my registration fee was covered by the Federation.

I was able to take in most of the virtual agenda as presented in the conference program.

I sat in on sessions presented by Telesat on connecting communities and a detail explanation on how their satellite services works.

I also took in the session on Full Producer Responsibility of the Blue Box Program. This change will have a significant financial result for Temiskaming Shores.

I was able to listen in on speeches from Chantal Hebert, writer and political columnist, Doug Ford premier, Graham Smith AMO President Andréa Horwath leader NDP, Steven Del Duca Leader Liberal Party and Mike Schreiner Leader of the provincial Green Party, Minister Maryam Monsef and Minister Ernie Hardeman.

There were two Ministers forums held with questions to and answers from the various Ministers.

I was asked to meet for an hour with my FONOM Board and Steven Del Duca to discuss northern issues and concerns.

I participated in a multi minister delegation that involved Minister Clark, Minister Mulroney, Minister Scott and government staff to review provincial programs and to raise district concerns.

I also attended the delegation on behalf of the city with Minister Jones as Solicitor General to discuss the issues of Prisoner Transfer and Court Security. This delegation was lead by Councillor Jelly as Chair

of our Police Services Board and was well presented with detailed examples of the impact on any court house that serves a given geographical area and numerous municipalities.

Announcements of importance were the second intake of the 40 million dollar Municipal Modernization Fund and the 2021 allocation of 200 million for the OCIF.

As a virtual conference it was based on the same platform as the 2020 AMO conference and was easy to attend, navigate and participate. There was a great deal of information for both my position as President of FONOM and as Councillor for the City of Temiskaming Shores.

Memo

To: Mayor and Council
From: Logan Belanger, Municipal Clerk
Date: February 2, 2021
Subject: Electronic Meeting during a Declared Emergency and Remote Participation Guide
Attachments: **Appendix 01** –Electronic Meeting and Remote Participation Guide

Mayor and Council:

At the March 24, 2020 regular meeting, Council adopted By-law No. 2020-035 to amend the City's procedural by-law to implement provisions under the *Municipal Emergency Act 2020* to permit continued Council operations during a declared emergency.

The effectiveness of the amendments were reviewed as the City approaches one-year since electronic meeting participation was implemented. Staff recommends the adoption of an Electronic Meeting during a Declared Emergency and Remote Participation Guide (**Appendix 01**), to provide flexibility for adapting to evolving situations and for the use of different technologies. This meeting Guide was developed to help inform Members of Council and the public of the general format of electronic meetings, as well as outlines the method for addressing the Question and Answer Period during a Regular meeting of Council.

The Procedural By-law defines the Question and Answer Period as "...an opportunity for members of the Public to submit a question to Council pertaining to an item on the Council Agenda or the business of Council. It does not constitute a forum for comments or statements by members of the public." To clarify the process during an electronic meeting, it is recommended that members of the public who wish to submit questions to Council at a Regular Meeting, submit in writing or via email to questions@temiskamingshores.ca. The questions received will be read aloud and responded to during the Question and Answer Period, as indicated on the Agenda. Emails received after the Question and Answer Period will not be read aloud at the Meeting.

Comments or questions submitted via the City of Temiskaming Shores Facebook page, would not be reviewed or considered before, during or after the meeting, and the moderator of the live-streamed Meeting would also have the authority to remove and/or delete any and all comments.

The Guide is not an amendment to Procedure By-law 2008-160, which continues to govern proceedings of the meetings of the Council of the City of Temiskaming Shores.

It is recommended that Council adopt the Electronic Meeting during a Declared Emergency and Remote Participation Guide, that a copy of the Guide is published on the City's webpage, and that the Clerk advertise the Question and Answer Period procedure in the Community Bulletin and on Facebook.

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Logan Belanger
Municipal Clerk

Shelly Zubych
Director of Corporate
Services

Christopher W. Oslund
City Manager

Electronic Meeting during a Declared Emergency and Remote Participation Guide

In consideration of the current COVID-19 pandemic and prevailing public health orders limiting large public gatherings of people within indoor public spaces, and requirements for physical distancing between persons, in-person attendance at Council meetings may be limited and/or restricted from time-to-time.

This meeting guide is to help inform Members of Council and the public understand the general format of the electronic meetings with remote participation. This use of technology is authorized in accordance with the City's Procedure By-law and relevant legislation. The guide is not an amendment to Procedure By-law No. 2008-160, which continues to govern proceedings of the meetings of the Council of the City of Temiskaming Shores.

Residents are encouraged to watch the live-streamed meeting on the City's Facebook page (<https://www.facebook.com/temiskamingshores/>). In addition, the open portion of the meetings, will be recorded and available for public viewing on the City's webpage following the meeting (<https://www.temiskamingshores.ca/en/city-hall/Council-Meetings.aspx>).

As COVID-19 continues to evolve, this guide may change due to practical application and the use of different technologies. Any changes to the guide will be presented to Council.

1. Before the Meeting

- 1.1 The method and technology used for an electronic Meeting in Open Session or Closed Session shall be determined by the Municipal Clerk/designate, in consultation with the Mayor, based on advice and resources available from the City's Information Technology staff, and taking into consideration the circumstances and context for the given meeting.
- 1.2 The meeting agenda will inform the public that the meeting will be held electronically.
- 1.3 All members of Council and senior staff participating in the meeting are encouraged to log into the system at least five minutes prior to the start of the meeting, and to ensure the microphone feature is muted when not in use.
- 1.4 In the event a connection/service interruption occurs that affects quorum of the meeting, the Chair may recess the meeting for up to 30 minutes to regain quorum. If quorum is not achieved, the meeting is adjourned.
- 1.5 It is the responsibility of each individual to ensure their equipment and technology is functioning properly prior to the commencement of the meeting. In the case there

Electronic Meeting during a Declared Emergency and Remote Participation Guide

is a connection disruption of a member, the Chair may recess the meeting for up to 30 minutes to allow the member to attempt to reconnect to the meeting.

2. Commencing the Meeting

- 2.1 The Chair will call the meeting to order at the prescribed start time as indicated on the Agenda.
- 2.2 The Clerk will conduct a roll call by taking attendance of the members present and confirm quorum of members.

3. Conducting Business

- 3.1 In accordance with Procedural By-law 2008-160, as amended.

4. Member Conduct

- 4.1 Each Member is responsible for ensuring that there is no background noise, at their location that may interfere with the meeting, and for muting the device when not participating.
- 4.2 Members will take direction from Mayor/Chair in order to facilitate an effective, efficient and orderly meeting.
- 4.3 The Mayor/Chair shall announce each agenda item and shall maintain an orderly meeting process keeping members informed whether physically present or if participating remotely.

5. Public Participation

- 5.1 All delegation requests for an electronic Meeting shall be made by way of electronic submission by emailing the Clerk at clerk@temiskamingshores.ca. All requests must be received by 4:30 p.m. on the Thursday preceding a regular Council Meeting.
 - 5.1.1 Confirmed delegates will be provided with instructions on how to enter the meeting.

Electronic Meeting during a Declared Emergency and Remote Participation Guide

- 5.1.2 On the day of the meeting, all registered delegates should log into the meeting 10 minutes in advance of the start time, to ensure their equipment is in working order.

5.2 Question and Answer Period

An opportunity for members of the Public to submit a question to Council pertaining to an item on the Council Agenda, or the business of Council. It does not constitute a forum for comments or statements by members of the public.

- 5.2.1 Members of the public who wish to submit questions to Council at a Regular Council Meeting, may submit in writing or via email to questions@temiskamingshores.ca. The questions received will be read aloud and responded to during the Question-and-Answer Period, as indicated on the Agenda. Emailed questions received after the Question and Answer Period will not be read aloud at the Meeting. Note: Correspondence sent to the Mayor and Council may be included in a Council agenda/package, and become part of the public record.

- 5.2.2 Comments or questions submitted via the City of Temiskaming Shores Facebook page, will not be reviewed or considered before, during or after the meeting. The moderator of the live-streamed Meeting has the authority to remove and/or delete any and all comments.

- 5.3 Public attendance at electronic Meetings may be restricted to electronic means and will be indicated on the meeting agenda.

- 5.4 The Clerks Department will ensure that information on how the public may access the meeting will be provided in the Community Bulletin.

Subject: Council Chamber Audio / Video
Accessible Upgrades

Report No.: CS-006-2021

Agenda Date: February 2, 2021

Attachments

Appendix 01: Request for Quotation Submission Summary

Appendix 02: Draft Agreement (**Please refer to By-law No. 2021-014**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-006-2020; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Cinema Stage Inc for the award of the Council Chamber Audio / Video Upgrades, as detailed in Request for Quote CS-RFQ-001-2021, for a total upset limit of \$134,514.24 inclusive, for consideration at the February 2, 2021 Regular Council Meeting

Background

The Province of Ontario has implemented standards that municipalities and public organizations with 50 or more employees are required to provide communication supports in a timely manner to those who request it. The Ontario Provincial Offences Office also require upgrades to the Audio and Video equipment in the Council Chambers to better integrate with virtual operations (Streaming and Video Courts).

In order to comply with these provincial standards and to better serve the Provincial Offences Office, the City issued a Request for Quote (CS-RFQ-001-2020) with a deadline for electronic submissions of 2:00 p.m. local time on Tuesday, January 19th, 2021. The RFQ was distributed to previous and known qualified service providers in Ontario via e-mail and advertised on our municipal website as well as Biddingo.

Analysis

Two (2) responses to the tender request were received, however they were from the same company. The revised bid was the only bid accepted:

City of Temiskaming Shores
Administrative Report

Firm	Evaluation Score				Total Score	Fees
	Project Knowledge	Work Plan / Methodology	Team Qualifications	Fee Factor		
Cinema Stage Inc	20	25	25	20	100	\$ 134,514.24

* Fees include Applicable HST.

The tenders were analysed for errors and/or omissions and each tender was found to be correct and complete. The process for obtaining competitive pricing was in accordance with the City's Procurement Policy (By-Law 2017-015).

Financial / Staffing Implications

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

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

The 2021 budgeted amount for this project is \$150,000.

Alternatives

No alternatives were considered

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Brad Hearn
Information Technology

Shelly Zubycyk
Director of Corporate
Services

Christopher W. Oslund
City Manager

Memo

To: Mayor and Council
From: Mitch Lafreniere, Manager of Transportation Services
Date: January 19, 2021
Subject: Fire Rescue – Release of Request for Proposal
Attachments: Appendix 01 – Copy of Draft Request for Proposal

Mayor and Council:

During the 2021 budget deliberations, Council considered and approved the purchase of a new Fire Rescue for the New Liskeard Fire Station. A total of \$415,000.00 was approved for capital expenditures related to this purchase.

The Temiskaming Shores Fire Department using a sub-committee of volunteers have formed a “truck committee” consisting of City Staff and volunteers to prepare a list of specifications that they feel will adequately fulfill the needs of the New Liskeard Station’s new Rescue Truck.

Attached as Appendix 01, is PW-RFP-001-2021 Request for Proposal which has been drafted by the Fire Chief and the Manager of Transportation Services. City Staff are requesting approval from Council to release the attached document immediately to potential bidders with a closing date of Tuesday February 23, 2021.

Following a review of the proposals received through this process, staff will provide a report and recommendation to Council for consideration.

Prepared by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original signed by”

Mitch Lafreniere
Manager of Transportation Services

Christopher W. Oslund
City Manager



Discover a whole new Ontario • Découvrez un tout nouvel Ontario

City of Temiskaming Shores Request for Proposal

PW-RFP-001-2021

Supply and Delivery – Fire Rescue Truck

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



Objective

The overall objective of the Request for Proposal is for the Corporation of the City of Temiskaming Shores to enter into an Agreement with a qualified entity for the provision one (1) Heavy Rescue Truck for the Temiskaming Shores Fire Department.

To ensure that the proponent has the engineering capabilities, manufacturing capabilities and financial stability to complete the provision of the required vehicle, the municipality will only consider bidders who have an established performance of providing reliable fire apparatus of high quality. Bids shall only be considered from companies that have an established reputation in the field of fire apparatus construction and have been manufacturing fire apparatus continuously, without interruption for a minimum of ten (10) years. Further, the bidder shall maintain dedicated service facilities for the repair and service of products. Evidence of such a facility shall be included in bidder proposal.

Introduction

Located at the head of Lake Temiskaming, Temiskaming Shores is located in North-eastern Ontario, near the Quebec border. Temiskaming Shores covers 163.32 km² and has a population of approximately 9,920. The former Towns of Haileybury, New Liskeard and the Township of Dymond amalgamated in January 2004 to become the City of Temiskaming Shores, which is a single tier municipality.

The City of Temiskaming Shores presently maintains and operates a Fire Service through three fire stations located in the former towns of Dymond, Haileybury and New Liskeard. The focus of this Request for Proposal will be for the supply and delivery of one Heavy Rescue Truck for Temiskaming Shores Fire Department – Station 2.

Definitions

The Corporation of the City of Temiskaming Shores shall hereinafter be referred to as the City.



Submissions

Submissions must be in hard copy and submitted to the following address:

City of Temiskaming Shores

P.O Box 2050

325 Farr Drive

Haileybury, Ontario P0J 1K0

Subject Line: **PW-RFP-001-2021 “Supply and Delivery – Fire Rescue Truck”**

Attention: Logan Belanger, Clerk

The closing date for the submission of Proposal will be at **2:00 pm local time on Thursday February 25th, 2021.**

Submissions may be sent by mail/courier, or delivered to City Hall, at the above-noted address. Should City Hall be impacted by Provincial or local Public Health lockdown measures due to COVID-19, an appointment is required for in-person delivery; please contact 705-672-3363 to schedule a delivery time, during regular operating hours.

- Late Proposals will not be accepted;
- Proposals by fax will not be accepted;
- Proposals by mail will not be accepted;
- Partial Proposals are not accepted;
- The City reserves the right to accept or reject any or all Proposals;
- The City reserves the right to accept any Proposal it considers advantageous;
- The lowest priced proposal will not necessarily be accepted;
- The City reserves the right to enter into negotiations with a Contractor and any changes to the Proposal that are acceptable to both parties will be binding.
- The Proposals shall be valid for 30 (thirty) days from submission date.

Opening procedures will remain unchanged, i.e., to maintain physical distancing, in-person attendance during RFP, tender openings, etc. will be limited to staff only, with public participation occurring via teleconference.



Opening Procedure:

- Director or staff person responsible for the document will meet in the assigned conference room for the opening.
- Frontline staff will provide those depositing a submission, with the conference number and associated instructions to join the teleconference (an example has been attached for your information - I will prepare these for distribution with each tender).
- Prices will be revealed during the conference call, and the submission opening document will be made public to those who inquire.

An authorized officer must legibly sign all proposals. In addition, officers are requested to attach to their proposal a covering letter detailing any features of their company that they feel should be taken into consideration when evaluating the proposals.

Following the expiry of the deadline date for submissions, all proposals will be evaluated and the successful respondent, if any, will be notified following Council acceptance of the proposal.

Questions

Any questions with respect to the specifications are to be directed to:

Mitch Lafreniere

Manager of Transportation Services
City of Temiskaming Shores
325 Farr Drive
Temiskaming Shores, ON P0J 1K0
Phone: (705) 672-3363 ext. 4113
Fax: (705) 672-3200
tuttley@temiskamingshores.ca

Any questions with respect to the technical components of the truck are to be directed to:

Steve Langford

Fire Chief
City of Temiskaming Shores
325 Farr Drive
Temiskaming Shores, ON P0J 1K0
Phone: (705) 672-3363 ext. 4702
Fax: (705) 672-3200
slangford@temiskamingshores.ca



Right to Accept or Reject Submissions

The City does not bind itself to accept any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The City reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms in this RFP or in such respondent's proposal.

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; or
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
5. waive irregularities and formalities at its sole and absolute discretion.

Preparation of Proposals

All costs and expenses incurred by the respondent relating to its proposal will be borne by the respondent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the respondent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

References

To demonstrate the quality of the product and service, each bidder shall provide a list of at least three (3) references from other municipalities in the Province of Ontario.

Nature of Request for Proposal

This RFP does not constitute an offer of any nature of kind whatsoever by the City to the respondent.

Amendments

The City may modify, amend or revise any provision of this RFP or issue any addenda at any time. Any modification, amendment, revision or addenda will be in writing and will be provided to all respondents.

The City reserves the right to vary the scope of work prior to the *Award* of the contract. Although the City will make every reasonable effort to ensure a Proponent receives all addenda issued, it is the Proponent's ultimate responsibility to ensure all addenda have been received and are reflected in their Proposal.

If revisions or additional data are necessary after the closing date for proposals, revisions or additional data will be provided only to those respondents who have submitted responses and met the basic requirements. Such respondents will then have the opportunity to modify their proposal.



Clarifications of Proposal

- The City reserves the right to request the clarification of the contents of any proposal.
- The City may choose to meet with some or all of the respondents to discuss aspects of their respective proposals.
- The City may require respondents to submit supplementary documentation clarifying any matters contained in their proposals and seek the respective respondent's acknowledgment of that interpretation. The supplementary documentation accepted by the City and written interpretations which have been acknowledged by the affected respondent shall be considered to form part of the proposals of that respondent. After the time and date set for receipt of proposals, only the supplementary documentation specifically requested by the City for the purpose of clarification shall be considered as part of a proposal.
- The City is not obliged to seek clarification of any aspect of a proposal.

Finalizing Terms

This RFP 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 respondent will enter into the contract documentation, and does not mean that the successful respondent's proposal is necessarily totally acceptable in the form submitted. After the selection of the successful respondent's proposal, the City has the right to negotiate with the successful respondent and, as part of that process, to negotiate changes, amendments or modifications to the successful respondent's proposal without offering the other respondents, the right to amend their proposals.

Evaluation is Final and binding

By responding to this RFP, the respondents agree that the decision of the Evaluation Team is final and binding.

Publication of Names of Respondents

- The City may, at any time, make public the names of all respondents.
- Additional information may be released in accordance with *the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31*, as amended.
- Any proprietary or confidential information contained in the proposal should be clearly identified.



Notice

Whenever this RFP requires or permits a notice or communication to be sent or given to either the City or any or all proponents, such notice or communication shall be, unless otherwise provided, hand delivered or faxed to the receiving party and such notice or communication shall be deemed to have been effectively given, delivered or received upon the date that such notice or communication was actually received by the receiving party.

The date of giving notice or communication shall be that date of delivery thereof in the case of personal delivery. With respect to any notice or communication which is faxed, its date of receipt shall be deemed to be the date of transmission as evidenced by electronic confirmation in the sender's office provided, however, that if it is sent after 4:30 p.m. on any business day or at any time on a non-business day, it shall be deemed not to have been received until 8:30 a.m. on the next business day.

Commitment to Negotiate

The successful respondent shall execute any documentation, drafted in accordance with the terms of the successful respondent's proposal and any subsequent negotiations, within thirty (30) days of the date of notification of the successful respondent's selection.

Respondents not initially selected as the successful respondent hereby commit themselves, subject to notification by the City to execute documentation as aforesaid up to sixty (60) days following the date of submission of their proposals.

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:

- 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 fulfill its obligations; and that each will cooperate in the common endeavor of the contract.
- 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 Engineer or representative and the City or representative by means of discussions built around mutual understanding and respect.
- 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.
- Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration.
- 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 Engineer.
- The Award of the arbitrator shall be final and binding upon the parties.
- The provisions of the *Arbitration Act, 1991 S.O. 1991, Chapter 17* shall apply.



Insurance

The manufacturer of the apparatus must supply a Certificate of Insurance proving that they carry a minimum of \$5,000,000.00 in product liability insurance.

Workplace Safety and Insurance Board

The successful bidder must be certified and in good standing with the Workplace Safety and Insurance Board. Proof of certification must be supplied with the bid. A manufacturer that is not certified or not in good standing will be disqualified.

Pre-construction Meeting

There shall be a pre-construction meeting held between two (2) fire department representatives and the dealer representative(s) at the Fire Department Administrative office.

The purpose of this meeting is to finalize all aspects of the specifications, discuss and clarify all design details of the apparatus, and to share or provide all information so all parties are in agreement on the apparatus being constructed. The ultimate goal of the pre-construction meeting is for the fire department officials, dealer representative(s), and factory representative(s) to discuss and clarify all aspects of the proposed apparatus and to provide all necessary information to the apparatus manufacturer that will ensure the apparatus is built to the satisfaction of all parties involved.

During this pre-construction meeting, any changes or clarifications must be documented on a manufacturer issued change order. The change order shall be signed by the City's Fire Department Representative and by the apparatus manufacturer's representative. The change order becomes an extension of the contract with the official signatures of both parties. All change order items resulting from the pre-construction meeting shall be implemented into the official shop order document.

Inspection Trip

There shall be an inspection of the apparatus, at a time agreed upon by both parties, at the fire apparatus manufacturer's showroom. The manufacturer shall provide complete access to the unit and provide basic inspection such as lights, creeper, work station and other accessories to facilitate the inspection process. A fire apparatus representative shall be present at the inspection to answer all questions. The manufacturer shall give a minimum of two weeks' notice to the City as to when the apparatus will be available for inspection.

The City shall be responsible for all costs associated for the transportation, food, accommodation costs and arrangements for the designated fire department representatives attending the inspection trip.

Delivery, Demonstration and Acceptance

The apparatus, to ensure proper break-in of all components while still under warranty, shall be delivered under its own power - rail or truck freight shall not be acceptable. A qualified delivery engineer representing the contractor shall deliver the apparatus and remain for a sufficient length



of time to instruct personnel in the proper operation, care and maintenance of the equipment delivered.

The manufacturer shall supply at the time of delivery, complete operation and maintenance manuals covering the completed apparatus as delivered. A permanent plate shall be mounted in the driver's compartment which specifies the quantity and type of fluids required including engine oil, engine coolant, transmission and drive axle.

The delivery of the completed apparatus is required for the 2021 budget year with a start date to coincide with notification of the successful respondent.



Project Schedule

Project timelines are important to the City. Accordingly, a detailed project schedule with key milestones should be included in the proposal;

The bidder shall identify in the proposal the work that will be performed, based on the goals, objectives and deliverables of this RFP. It is the responsibility of the proponent to anticipate and identify all of the tasks required to perform this contract, whether or not they have been specifically identified within this RFP.

Payment Terms

Full payment will be made for satisfactory delivery of the completed apparatus. The Municipality may accept any proposals requiring pre-payment, deposits, progress payments or payment for the chassis on delivery where a discount is provided and the terms outlined in the proposal.



City of Temiskaming Shores

PW-RFP-001-2021

Supply and Delivery – Fire Rescue Truck

PW-RFP-001-2021

Contractor's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, _____
(Registered Company Name/Individuals Name)

Of, _____
(Registered Address and Postal Code)

Business:

Phone Number (____) - _____

Fax Number (____) - _____

We/I hereby offer to enter into an agreement to supply and install, as required in accordance to the proposal for a price of:

Lump sum price \$ _____

HST \$ _____

Total price \$ _____

**Proposal Evaluation Criteria**

An evaluation team consisting of key municipal staff will conduct the evaluation of proposals.

The City of Temiskaming Shores reserves the right in its evaluation of the proposal to consider all pertinent criteria whether or not such criteria are contained in the Request for Proposals.

CITY PROPOSAL EVALUATION CRITERIA			MAXIMUM TOTAL POINTS
	WEIGHT	POINT S	
Qualifications, Expertise and Performance (15%)			
Stability and reputation of firm.	5	____ 10	____ (50)
Professional Engineering Certificate of staff member/s	5	____ 10	____ (50)
C.W.B. Welding Certificates	3	____ 10	____ (30)
Minimum of three (3) references required from other fire departments.	2	____ 10	____ (20)
Ability to Meet Specifications and Quality Workmanship (30%)			
Direct experience the City has had with Dealer/Manufacturer	5	____ 10	____ (50)
Ability to meet or exceed specification requirements and quality of workmanship.	25	____ 10	____ (250)
Warranty/Service/Repair/Delivery (30%)			
Demonstrated customer service program to include repair and availability of parts.	5	____ 10	____ (50)
Availability of key staff.	5	____ 10	____ (50)
Consideration of types and length of warranties.	15	____ 10	____ (150)
Methodology and schedule for delivery of goods.	5	____ 10	____ (50)
Price (25%)			
Cost estimates are evaluated for completeness and lowest is scored 10 points, next 8 points, etc. If more than 5 proposals, then only 5 lowest bids are to receive points, and the remaining higher bids will be given 0.25 points. Prices within a small differential will be scored equal.	25	____ 10	____ (250)

Bidder's Name: _____

Evaluator: _____

Date: _____

Total Points: _____



City of Temiskaming Shores
PW-RFP-001-2021
Supply and Delivery – Fire Rescue Truck

NON-COLLUSION AFFIDAVIT

I/ We _____ 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 quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

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

Signed _____

Company Name _____

Title _____



City of Temiskaming Shores
PW-RFP-001-2021
Supply and Delivery – Fire Rescue Truck

Conflict of Interest Declaration

Please check appropriate response:

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

List Situations:

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

Dated at _____ this _____ day of _____, 2021

FIRM NAME: _____

BIDDER'S AUTHORIZED OFFICIAL: _____

TITLE: _____

SIGNATURE: _____



APPENDIX “1”

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: _____ Company Name: _____

Phone Number: _____ Address: _____

I, _____, 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*.

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, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serve-ability/splash.html.

Date: _____

**APPENDIX 2****General Specifications for desired unit****INTENT OF SPECIFICATIONS**

It shall be the intent of these general specifications to cover the general furnishings and delivery of a complete fire rescue apparatus. These specifications shall cover the general requirements as to the type of construction and test to which the apparatus shall conform, together with certain details as to finish, equipment and appliances with which the successful bidder shall conform. Other details of construction and materials, which are not otherwise specified, are left to the discretion of the manufacturer. The manufacturer shall provide loose equipment only when specified by the customer. Otherwise, in accordance with NFPA 1901, current edition, the proposal shall specify whether the fire department or apparatus dealership shall provide required loose equipment.

Each bidder shall furnish satisfactory evidence of their ability to construct the apparatus specified and shall state the location of the factory where the apparatus is to be built. The bidder shall also show that the company is in position to render prompt service and to furnish replacement parts. Each bid shall be accompanied by a detailed set of "Contractor's Specifications" consisting of a detailed description of the apparatus and equipment proposed, and to which the apparatus furnished under contract shall conform.

Bidder Complies	YES	NO	
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REFERENCE DRAWING

A drawing of the proposed apparatus shall be provided for review. This drawing shall indicate the major components such as the chassis make and model, body configuration and door style, location of the lights, siren, horns, compartments, major components, etc.

Bidder Complies	YES	NO	
-----------------	-----	----	--

**CARRYING CAPACITY PLATE**

A warning label shall be provided in the cab within sight of the driver stating the seating capacity of the cab/crew cab. Another warning label shall be provided in the cab within sight of the driver that the occupants must be seated and belted.

Bidder Complies	YES	NO	
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VEHICLE DIMENSION PLATE

A warning label shall be provided in the cab within sight of the driver stating the height and length in standard and metric measurements, and the gross vehicle weight rating in pounds and kilograms of the apparatus.

Bidder Complies	YES	NO	
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CHASSIS/ENGINE/TRANSMISSION

- A Freightliner M2 106 two door chassis shall be supplied
- Minimum of 41600 lb. GVWR: 14,600 LB Front/27,000 LB Rear
- Diesel Engine, L9 Cummins 360EV
- Automatic Transmission, Allison 3000 EVS
- Tilt & Telescoping Steering Wheel
- Air Conditioning
- AM/FM Radio
- Front fender flare extensions
- Rear fender flare extensions

Bidder Complies	YES	NO	
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MAXIMUM OVERALL HEIGHT

The maximum overall height of the apparatus shall be 10' 4"

Bidder Complies	YES	NO	
-----------------	-----	----	--

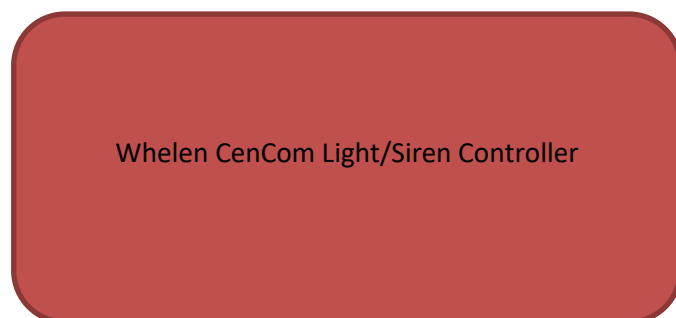
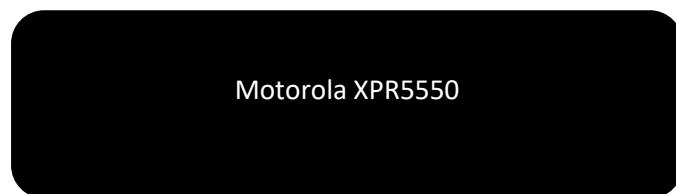
TARGET OVERALL LENGTH

The target overall length of the apparatus should be no longer than 28'

Bidder Complies	YES	NO	
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RADIO/STORAGE CONSOLE

The Motorola XPR5550 radio shall be mounted overhead in the console along with the Whelen Com/Siren Controller.



Bidder Complies	YES	NO	
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**SEATING**

Seating inside the cab shall consist of air ride driver's seat with a passenger bench seat with storage.

Bidder Complies	YES	NO	
-----------------	-----	----	--

CHASSIS WHEELS

The chassis wheels shall be aluminum and supplied on the front and rear wheels.

Bidder Complies	YES	NO	
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EXHAUST SYSTEM

The chassis exhaust system shall be modified and routed to the right-hand side of the apparatus behind the rear wheels. The end of the exhaust shall have a straight cut end which is suitable for a fire hall exhaust extraction system.

Bidder Complies	YES	NO	
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CANOPY SIDE DOOR

There shall be one (1) full height door on the passenger right side. The door shall be provided with two fixed windows, one (1) in the upper portion of the door and one (1) in the lower portion of the door for maximum viewing area.

The door shall be constructed from heavy-duty aluminum sheet with durable door pans and flush mounted into the canopy right side framework. The door shall have stainless steel D-Ring handles on the outside and inside of the door. There shall be a horizontally installed assist handle complete with rubber inserts located on the inside of the canopy door.

Bidder Complies	YES	NO	
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**CAB/CANOPY COMMUNICATIONS OPENING**

There shall be a pass-through opening installed in the back wall of the canopy allowing for visibility and communications between the chassis cab and the canopy enclosure occupants.

There shall be a rubber boot installed between the chassis cab rear wall and the canopy enclosure which shall encompass the complete window opening to keep road dust, noise, and any possible outside elements from entering the canopy enclosure.

Bidder Complies	YES	NO	
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ENTRANCE STEP

The steps leading to the canopy shall be aluminum grip strut steps with fold down steps.

Bidder Complies	YES	NO	
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SUNROOF PACKAGE

There shall be a 33.5" x 18.5" pop up tinted sunroof installed near the center area of the canopy roof panel.

Bidder Complies	YES	NO	
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CANOPY/RESCUE BODY HVAC SYSTEM

The apparatus shall be equipped with a HVAC unit to provide sufficient heating and cooling for the canopy and interior rescue body areas and be installed so that the maximum overall height of the apparatus is not exceeded.

Bidder Complies	YES	NO	
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**RESCUE BODY**

The rescue body of the apparatus shall be comprised of a walk-through Rescue style body.

The entry to the rescue area of the body shall be located on the centre rear of the vehicle. The entry door to the rescue area shall have one solid window included.

All lighting within the rescue body shall be L.E.D. and be controlled by three-way light switches located at the rear entry point of the body and at the side entry point of the body.

The manufacturer shall install spare SCBA cylinder storage locations above the rear wheel location on driver's side of the apparatus.

Each exterior compartment of the apparatus is to be equipped with Dover or equivalent Anodized Aluminum roll-up doors and include door ajar switches and LED rope lighting. All exterior compartments are to be vented. Body is to be fabricated with no less than 3/16" aluminum.

Bidder Complies	YES	NO	
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TIRES (FRONT/REAR)

The front and rear tires shall be Michelin winter tires and meet or exceed the weight rating of the axle and/or suspension.

Bidder Complies	YES	NO	
-----------------	-----	----	--

FRONT AND REAR MUD FLAPS

Four (4) heavy duty rubber mud flaps shall be provided and installed on the apparatus.

Bidder Complies	YES	NO	
-----------------	-----	----	--

ANTI-LOCK BRAKE SYSTEM

The vehicle shall be equipped with an anti-lock braking system. The ABS shall provide anti-lock braking control on both the front and rear wheels.

The system shall include Automatic Traction Control (ATC) and Electronic Stability Control (ESC).

Bidder Complies	YES	NO	
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**CHAINED IGNITION KEY**

The key utilized for the ignition shall be securely chained to either the steering column or the cab dash to prevent loss or removal of the ignition key.

Bidder Complies	YES	NO	
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ALUMINUM CHECKERPLATE COVERS

There shall be aluminum checker plate trim installed at the chassis steps. The checker plate shall be easily removable for ease of service and maintenance if required.

Bidder Complies	YES	NO	
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BATTERY CHARGER/AIR COMPRESSOR

A single output battery charger/air compressor system with internal battery saver shall be provided. A display bar graph indicating the state of charge shall be included.

The battery saver circuit shall be capable of supplying up to three (3) amps for external loads such as hand lights or auxiliary radio batteries. The 12-volt air compressor shall be installed to maintain the air system pressure when the vehicle is not in use. The battery charger shall be wired to the AC shoreline inlet through an AC receptacle adjacent to this battery charger. Battery charger/compressor shall be located in the front left body compartment. The battery charger indicator shall be located on the driver's side of the vehicle,

Bidder Complies	YES	NO	
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AUTO EJECT 120 Volt Inlet

There shall be one (1) Kussmaul Auto Eject receptacle provided to operate the dedicated 120-volt circuits on the truck without the use of the generator. The receptacle shall be provided with an auto eject plug with a hinged weatherproof cover. The receptacle shall be located in the driver side lower step well of the cab towards the hinges of the door.

The manufacturer shall provide the female plug for the system with the apparatus.

Bidder Complies	YES	NO	
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**ELECTRICAL**

All 12-volt electrical equipment installed by the apparatus manufacturer shall conform to modern automotive practices.

Bidder Complies	YES	NO	
-----------------	-----	----	--

"DO NOT MOVE APPARATUS" INDICATOR

A flashing red indicator light (located in the driving compartment) shall be illuminated automatically per the current edition of NFPA. The light shall be labeled "Do Not Move Apparatus If Light Is On".

Bidder Complies	YES	NO	
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DOOR AJAR SYSTEM

A red warning light for the door ajar system shall be provided in the cab. This light shall be activated when a compartment door on the apparatus body is open and the park brake is released. There shall be a magnetic sensor switch located in the compartment that will indicate when a door has been opened.

Bidder Complies	YES	NO	
-----------------	-----	----	--

COMPARTMENT LIGHTS - LED

All body compartments shall have LED lights that are activated upon opening compartment door. The LED compartment lights shall be rope style lighting.

Bidder Complies	YES	NO	
-----------------	-----	----	--

LIGHT BAR

The apparatus shall be equipped with a Whelen Freedom Super-LED light bar with the accessories to include two single flashing LR-11 take-down lamps that flash only when the vehicles park brakes are released.

Bidder Complies	YES	NO	
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**GRILLE LIGHTING**

The apparatus shall be equipped with two Whelen 700 Series Super-LED light heads 70R02SRR and include chrome flange. Locate light heads within the N.F.P.A. approved area.

Bidder Complies	YES	NO	
-----------------	-----	----	--

UPPER BODY EMERGENCY LIGHTING

The apparatus shall be equipped with Whelen 900 Series Super-LED light heads 90RR5SRR mounted on each corner of the body sides and top corners of the rear. Each light head shall include a chrome flange

Bidder Complies	YES	NO	
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LOWER BODY EMERGENCY LIGHTING

The apparatus shall be equipped with Whelen 700 Series Super-LED light heads 70R02SRR on each fender, above each rear wheel and included in the brake/turn signal cluster on the rear of vehicle. Each light head shall include a chrome flange

Bidder Complies	YES	NO	
-----------------	-----	----	--

ADJUSTABLE SCENE LIGHTING

The apparatus shall be equipped with two permanently mounted FRC LED 12 Volt Spectra 20,000 lumen or equivalent light heads located on front of the body.

The apparatus shall be equipped with two FRC LED 120 Volt Spectra 20,000 lumen or equivalent light heads that are fully removable and unfold to become a tri-pod on the rear of body.

Each light shall be mounted onto telescopic poles and shall be equipped with raised pole switches to notify the operator of the vehicle that a light head is not seated in the travel position. The warning light shall be mounted on the vehicle dash.

Bidder Complies	YES	NO	
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**SCENE LIGHTING**

Vehicle shall be equipped with two Whelen 900 Series Super-LED light heads located beside each Whelen 900 Series LED emergency light heads and two below the rear Whelen 900 Series Super-LED light heads.

Bidder Complies	YES	NO	
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TRAFFIC ADVISOR

Vehicle shall be equipped a Whelen Dominator D8 LED traffic advisor above the rear entry door and controlled by the Siren/Light Controller unit

Bidder Complies	YES	NO	
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SIREN SPEAKER

Vehicle shall be equipped with one 100-Watt Whelen Siren Speaker.

Bidder Complies	YES	NO	
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DITCH LIGHTING

Vehicle shall be equipped with LED ditch lighting located near rear wheels. Lights will automatically activate when vehicle is placed into reverse.

Bidder Complies	YES	NO	
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STOP/TAIL/REVERSE

Vehicle shall be equipped with Whelen CAST4V housings and will include a LED turn signal, stop/tail lamp, reverse lamp and Whelen 700 Series Super-LED light head.

Bidder Complies	YES	NO	
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CAB INTERIOR

Vehicle cab shall be equipped with one Whelen 60C0EJCS interior light mounted in the headliner. The light is to be activated by the on/off switch located on the light head.

Bidder Complies	YES	NO	
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RESCUE AREA OF BODY

Rear body area shall be equipped with Whelen 60C0EHCR LED light heads or equivalent rope lighting throughout the body. Lights shall be activated by three-way switches located at each entry point.

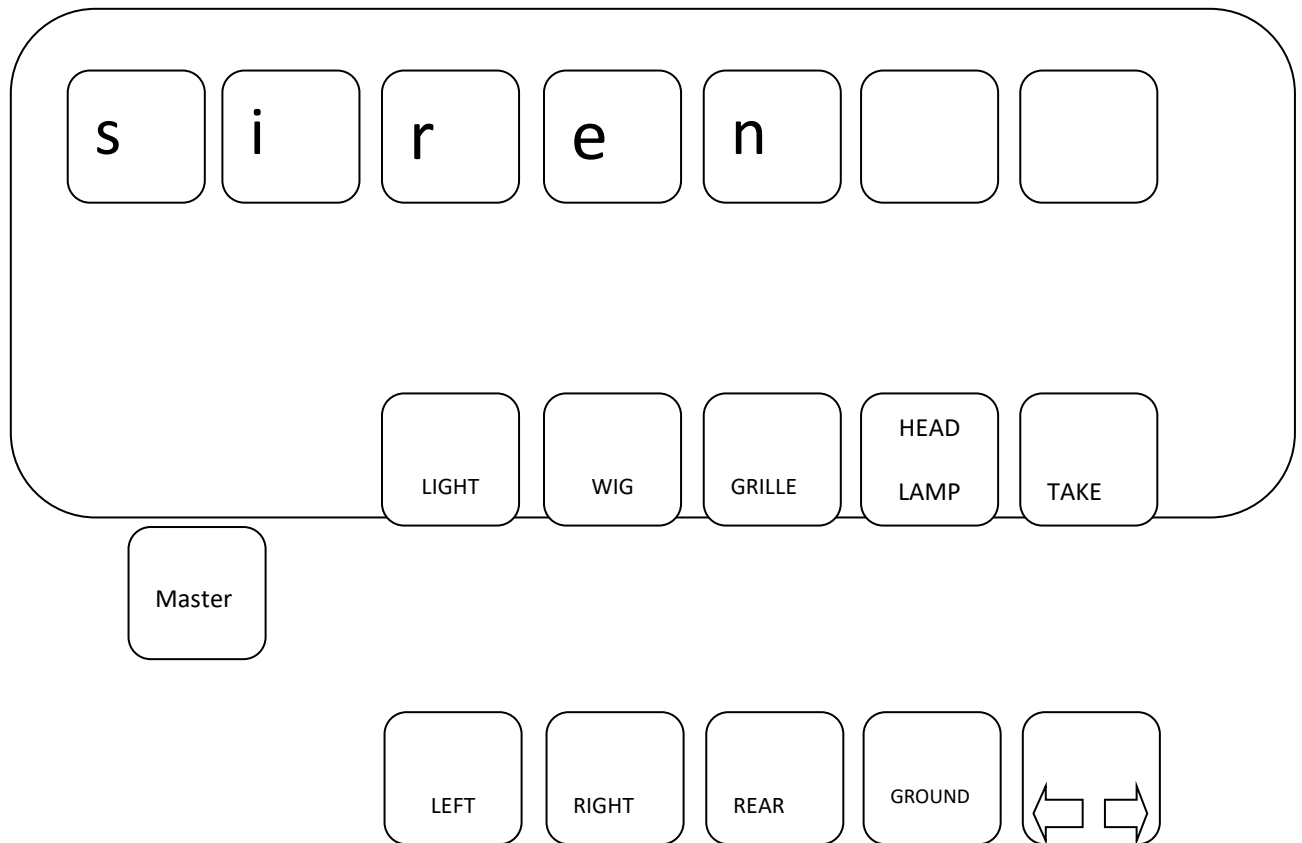
Bidder Complies	YES	NO	
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SIREN / LIGHT CONTROLLER

Vehicle shall be equipped with one Whelen CANtrol light and siren controller with a CANCTL3 Control Head. The following buttons would activate when the MASTER button is activated: Light bar, Grille, Wig-Wags, Headlight flasher and Traffic Advisor in Warning Mode. The other lights will simply be activated by pressing their appropriate buttons: Left Scene, Right Scene, Rear Scene, Ground Lighting, and Take Down.

The siren controls shall be wired directly in to the vehicles OEM horn button to allow operator to operate the siren in hands-free mode.



Bidder Complies	YES	NO	
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**TOOL HOLDER**

Vehicle shall be equipped with one tool holder located on the inside of the side entry door. Holder designed to hold one fire axe and one hooligan bar

Bidder Complies	YES	NO	
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RADIO MOBILE ANTENNAS

The apparatus shall have two permanent mobile radio antennas installed with Mini-UHF connections for the City of Temiskaming Shores Mototrbo System. Antenna's should be separated as per manufacturer specifications for radios. The antennas shall be mounted in the following areas:

- Chassis Roof – Antenna ran into overhead cab console;
- Chassis Roof – Antenna ran to radio shelf of rescue body area.

Bidder Complies	YES	NO	
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RADIO POWER

The Manufacturer shall run vehicle power and ground connections to above areas. Wire gauge shall meet the specifications for the Motorola Mototrbo XPR5550 mobile radio systems.

Fuses shall be supplied by the City of Temiskaming Shores at time of radio installation to ensure no electrical shortages take place during apparatus transport.

Bidder Complies	YES	NO	
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EXTERNAL SPEAKER

Vehicle shall have one 5-watt external speaker mounted on headliner and wired into radio overhead console for Motorola XPR5550 mobile radio and one 5-watt external speaker mounted on radio shelf in canopy for rear Mobile radio

Bidder Complies	YES	NO	
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**BODY COMPARTMENTS**

All compartment doors shall be Dover or equivalent roll up style doors. Compartments shall be constructed to obtain the maximum amount of storage space as possible. A stainless-steel lift bar system shall be provided to keep the doors securely closed. SCBA cylinder compartments shall also be located above the rear drivers wheel well, and all bottom storage compartments shall have roll out trays.

Bidder Complies	YES	NO	
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COMPARTMENT VENTS

There shall be stainless steel louvered vents in each compartment. Each vent shall be installed to prevent water from dripping into the compartments. Each vent shall have a rubber diaphragm that minimizes outside contaminants from entering the compartment but still allow for air to evacuate.

Bidder Complies	YES	NO	
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COMPARTMENT MATTING

There shall be versatile PVC matting supplied on the all-body compartment floors. The matting shall be interlocking and 1" high to allow for air movement.

Bidder Complies	YES	NO	
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APPARATUS BODY

The body shall be fabricated with the 5083-salt water marine grade aluminum, and acceptable to the fire service industry. Only new components shall be in the manufacturing process.

The body shall be engineered and designed to provide a low center of gravity and carry a correct load distribution.

Certified welders shall perform all welding. Proof of welder certification shall be provided with the proposal.

Mill run sheets must be provided of all material.

Bidder Complies	YES	NO	
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**REAR TOW HOOKS - PAINTED**

Two (2) heavy duty steel painted tow hooks shall be bolted directly to the rear frame rails.

Bidder Complies	YES	NO	
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BATTERY MASTER SWITCH

A master battery switch shall be an OEM rocker switch located to the left of steering wheel and clearly marked.

Bidder Complies	YES	NO	
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HEADLIGHT WIG WAG FLASHER

The chassis high beam headlights shall be equipped with an alternating flashing, wig wag headlight system. An electronic flasher shall be used to control the lights. A control switch panel shall activate the flashing system. This function is included in the Whelen Cencom Unit.

Bidder Complies	YES	NO	
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ENGINE COMPARTMENT LIGHT

One (1) 4" clear engine compartment light shall be installed in the engine compartment area and shall be activated by a mercury switch.

Bidder Complies	YES	NO	
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BACK UP ALARM

A 107db or equivalent back up alarm shall be installed at the rear of the apparatus body. This back up alarm shall be activated when the chassis transmission is placed into reverse.

Bidder Complies	YES	NO	
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**VIDEO SYSTEM, REAR CAMERA & MINIMUM 7" LCD DISPLAY**

A video system with wide angle color rear view video camera and color LCD display monitor with swivel mount shall be provided. The camera shall be activated with the reverse signal or manually from the monitor. Images shall be displayed in the cab on a minimum 7" color LCD flat panel display with integral camera switcher located in view of the driver on the cab ceiling.

Bidder Complies	YES	NO	
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PAINT

To ensure a good color match between the body and chassis, the apparatus manufacturer and chassis manufacturer shall have a mutually preapproved paint color program. The apparatus shall be painted, with imron elite paint code L3761 flame red. One (1) quart of touch-up paint to be provided.

Bidder Complies	YES	NO	
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PAINT CHASSIS FRAME ASSEMBLY

The chassis frame assembly shall be painted black by the chassis manufacturer. It shall remain the commercial grade finish as provided.

Bidder Complies	YES	NO	
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REFLECTIVE STRIPE

One (1) reflective stripe shall be provided across the front of the vehicle and along the sides of the body. The reflective band shall consist of a 6.00" white stripe on the bottom at the front and on both doors, and midway along the body (illustration provided).

Bidder Complies	YES	NO	
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**CHEVRON STRIPPING**

There shall be 6" chevron stripping decals applied to the rear face of the apparatus. The chevron decals shall be made of high visibility material that is red / fluorescent yellow in color and shaped to form an "A" style pattern.

Bidder Complies	YES	NO	
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REFLECTIVE STRIPE, CAB DOORS

A white reflective stripe shall be provided on the interior of each cab door. This stripe shall be a minimum of 96.00 square inches and shall meet the NFPA 1901 requirement.

Bidder Complies	YES	NO	
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LETTERING/LOGOS

The apparatus cab to be provided with reflective letters/logos using the highest quality materials and craftsmanship available to insure an outstanding visual effect, and a durable finish. Lettering/logos shall be supplied according to the department specifications. The City and Fire Department's crest will be supplied by the department and installed on the completed apparatus by the manufacturer. All other logos and lettering shall be completed by the manufacturer (illustration provided).

Bidder Complies	YES	NO	
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UNDERCOATING, CAB & BODY

The underside of the apparatus shall be undercoated with Krown TM rust protection. The certificate of the application shall be provided with the delivery documents.

Bidder Complies	YES	NO	
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**ONE (1) YEAR MATERIAL AND WORKMANSHIP**

Each new piece of apparatus shall be provided with a minimum one (1) year basic apparatus material and workmanship limited warranty. The warranty shall cover such portions of the apparatus built by the manufacturer as being free from defects in material and workmanship that would arise under normal use and service.

Bidder Complies	YES	NO	
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CHASSIS WARRANTY

The chassis manufacturer shall provide a minimum one (1) year, 100,000 mile / 161,000 km warranty.

Bidder Complies	YES	NO	
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PAINT WARRANTY

The commercial chassis manufacturer's paint warranty shall apply to the paint on the chassis only.

Bidder Complies	YES	NO	
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TRANSMISSION WARRANTY

The transmission shall have a minimum five (5) year/unlimited mileage warranty covering 100 percent parts and labor. The warranty to be provided by transmission supplier and not apparatus builder.

Bidder Complies	YES	NO	
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TEN (10) YEAR STRUCTURAL INTEGRITY

Each new piece of apparatus shall be provided with a minimum ten (10) year material and workmanship limited warranty on the apparatus body.

The warranty shall cover such portions of the apparatus built by the manufacturer as being free from defects in material and workmanship that would arise under normal use and service.

Bidder Complies	YES	NO	
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**TEN (10) YEAR PRO-RATED PAINT AND CORROSION**

Each new piece of apparatus shall be provided with a minimum ten (10) year pro-rated paint and corrosion limited warranty on the apparatus body. The warranty shall cover painted exterior surfaces of the body to be free from blistering, peeling, corrosion, or any other adhesion defect caused by defective manufacturing methods or paint material selection that would arise under normal use and service. A copy of the warranty certificate shall be submitted with the bid package.

Bidder Complies	YES	NO	
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ONE (1) YEAR MATERIAL AND WORKMANSHIP

The graphic lamination shall be provided with a minimum one (1) year material and workmanship limited warranty. The warranty shall cover the graphic lamination as being free from defects in material, workmanship, fading, and deterioration that would arise under normal use and service.

A copy of the warranty certificate shall be submitted with the bid package.

Bidder Complies	YES	NO	
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**CAB INTEGRITY**

The cab has been tested to and passed the following standards:

- ECE Regulation No.29
- SAE J2422 Cab Roof Strength Evaluation - Quasi-Static Loading Heavy Trucks.

The above unit shall conform or supersede the following standards:

A) Canadian Motor Vehicle Safety Standards

B) Ontario Dept. of Transport Regulations

C) Underwriters Laboratories of Canada CAN/ULC S515-04.

D) All welding to be done by certified welders to exceed Canadian Welding Bureau Standards

E) NFPA 1901-current standards.

Apparatus to be Tested and Certified by ULC to ULC-S515-04 Standards and Plated as per Provincial requirements (No third party or manufacturer's certification will be accepted)

Bidder Complies	YES	NO	
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SAFETY REQUIREMENTS

The bidder shall ensure that the completed apparatus will meet all Federal and Provincial safety standards and laws that are in effect on the date of the bid for the item(s) that are being specified and the particular use for which they are meant.

The bidder shall provide a weight review for the vehicle. The manufacturer shall also provide a vehicle stability statement or a copy of the tilt table test.

Bidder Complies	YES	NO	
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ULC STANDARDS

Underwriters' Laboratory of Canada Standards for Automotive Fire Apparatus, in force at the time of the preparation of these specifications, shall be used as a reference and, unless otherwise specified in these specifications, its requirements shall be met by the bidder. Mandatory minor apparatus equipment as stated in the applicable paragraphs of the standard shall not be provided unless specifically stated and listed in purchaser's written specifications.

Bidder Complies	YES	NO	
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**LAW ABIDANCE**

The Bidder shall abide by the provisions of all legislative enactments, statutes, by laws and regulations in regard to safety in the *Province of Ontario*.

Bidder Complies	YES	NO	
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STANDARD ACCESSORY EQUIPMENT TO BE PROVIDED

The following equipment shall be furnished with the completed unit and included in the total pricing; however, the pricing shall be indicated in the bid for each item:

- One (1) D.O.T. approved first aid kit.
- One (1) 2.5lb. ABC fire extinguisher and mounting bracket to be supplied and mounted in cab to meet D.O.T. requirements.
- One D.O.T. folding triangle flare kit.
- Two (2), wheel chocks, mounted in readily accessible locations, that will together hold the apparatus when loaded to its GVWR or GCWR, on a hard surface with a 20 percent grade with the transmission in neutral and the parking brake released.
- One (1) traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, *Standard for High Visibility Public Safety Vests*, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front.
- Five (5) fluorescent orange traffic cones not less than 28" (711 mm) in height, each equipped with a 6" (152 mm) retro-reflective white band no more than 4" (152 mm) from the top of the cone, and an additional 4" (102 mm) retro-reflective white band 2" (51 mm) below the 6" (152 mm) band.
- Five (5) 360-degree high visibility "LED" flashing beacons/flare kit P/N BE277 and P/N B276 base for lights.

Bidder Complies	YES	NO	
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ULC AND NFPA REQUIRED EQUIPMENT

It is understood that all other ULC and NFPA loose equipment not indicated above will be supplied by the Fire Department.

Bidder Complies	YES	NO	
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STRIPPING, LETTERERING, GRAPHIC ILLUSTRATION





REAR CHEVRON ILLISTRATION





DOOR LOGO Illustration



New Liskeard

Unit 8-21

ABOVE EXTERIOR COMPARTMENTS

● **FIRE RESCUE**



EXTERIOR COMPARTMENTS – Drivers Side

Compartments on driver side sized as follows:

1. 48.25" W x 74" H x pass thru to house 4 - 4500psi cascade bottles and rescue boat and cord reel
2. 36" W x 65" H x 26" D to house SCBA fill station
3. 60" W x 35" H x 26" D to house 14 SCBA bottle storage
4. 36" W x 65" H x 26" D with combination of 2 adjustable and 2 rollout shelves at bottom of cabinet
5. 24" W x 86" H x 26" D with adjustable shelves

EXTERIOR COMPARTMENTS – Passenger Side

1. 48.25" W x 74" H x pass thru to house rescue boat, cord reel and SCBA heater. SCBA heater should be on a roll out tray
2. 31" W x 92" H x doorway – entry door
3. 60" W x 35" H x 26" D – adjustable shelves with 1 sliding tray at bottom
4. 36" W x 65" H x 26" D - adjustable shelves with 1 sliding tray at bottom
5. 24" W x 86" H x 26" D with adjustable shelves



INTERIOR OF RESCUE BODY

The following items are required within the rescue body:

- Two Flip down bench's seat approximately 6' in length;
- Location for twelve (12) bunker gear compartments with adjustable shelf.
- Each bunker gear compartment shall have a SCBA bracket with strap on back wall to hold SCBA in upright position;
- Installation of one 120-volt 3.3 cu refrigerator to be supplied and installed by Manufacturer;
- Remaining compartments can be divided up into equal widths and include one adjustable shelf per compartment;

**CASCADE REFILL STATION**

Vehicle shall be equipped with a Spacesaver M2791 fill station with the following features:

- Air Control Panel with Four Cascade Intakes;
- Bottle holder designed for 2,216 psi bottles;
- Control valves for bottle holder;
- Supply Pressure Gauge;
- Refill Valve;
- Refill port plumbed to exterior of vehicle body to allow refill of cascade system from outside apparatus.

Bidder Complies	YES	NO	
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PTO GENERATOR

Shall be an Onan 25KW Protec PTO generator unit suitable for running the vehicles 120v components.

City to provide successful bidder on the location of the 120/240 volt receptacle locations.

Bidder Complies	YES	NO	
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ELECTRICAL CORD REEL

Vehicle shall be equipped with two Akron-Brass ERWC-10-28 – 200' 10/3, 600 volt capacity electrical cord reel or equivalent with the following options: Extension cord, Guide Reels, EJBX-CUSTOM-CB Junction box and a EJBX-HMT-TP Mounting bracket

These units shall be housed on both sides at front top of cabinets.

Bidder Complies	YES	NO	
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Memo

To: Mayor and Council
From: Mitch Lafreniere, Manager of Transportation Services
Date: February 2, 2021
Subject: Two (2) year Roads Program – Release of Request for Proposal
Attachments: Appendix 01 – Copy of Road Sections to be Completed

Mayor and Council:

During the 2021 budget deliberations, Council considered and approved a two (2) year roads program. A total of \$5,000,000.00 was approved for capital expenditures related to this project.

The Public Works Committee met on January 21, 2021 and recommended the following;

Recommendation PW-2021-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works hereby request that Council approve releasing the Request for Proposal documents for the 2021-2022 Roadway Rehabilitation Program.

CARRIED

The Bicycle Friendly Community Committee met on January 21, 2021 and recommended the following;

Recommendation BFCC-2021-004

MOVED BY: Stay Utas

SECONDED BY: Linda St-Cyr

Be it resolved that the Bicycle Friendly Community Committee has reviewed the City of Temiskaming Shores proposed 2021 roads program as presented; and that Georgina Avenue, Lakeshore Road North and Golf Course Road are likely to be identified in the upcoming Active Transportation Master Plan as new routes for active travel.

Therefore, the Bicycle Friendly Community Committee recommends that Council for the City of Temiskaming Shores directs staff to include a 3m wide bi-directional active travel path as part of resurfacing of Georgina Avenue,

complete resurfacing work on Lakeshore Road North such that a new 3 m active travel path can be easily implemented at a later date, and that the

roadway shoulders of Golf Course Road be paved at the same time as the roadway is resurface.

CARRIED

Attached as Appendix 01, is a list of road sections which has been drafted by City Staff and reviewed by the Public Works Committee. City Staff are requesting approval from Council to release a Request for Proposal immediately to potential bidders with a closing date of Tuesday February 23, 2021.

Following a review of the submissions received through this process, staff will provide a report and recommendation to Council for consideration.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mitch Lafreniere
Manager of Transportation Services

Christopher W. Oslund
City Manager

Roadway Section 2021	From	To	Estimated Cost (No Tax)	Comments	Revised with Tax
Carter Blvd	Lakeview	Rorke	\$232,240.32	50mm SP12.5 + 75mm Gran A	\$236,327.74
Lawlor St	Meridian	Georgina	\$56,036.80	50mm SP12.5 + 75mm Gran A	\$57,023.05
View St	Niven Street	Quarry Road	\$24,798.60	SST	\$25,235.06
Niven St S	King	Main	\$53,930.40	SST	\$54,879.58
Albert St	ONR	Niven	\$5,520.00	SST	\$5,617.15
Ferguson Ave	Broadway	Ferguson	\$5,237.25	remove interlock and pave 50mm SP12.5	\$5,329.43
Ferguson Ave	Amwell	Ferguson	\$5,237.25	remove interlock and pave 50mm SP12.5	\$5,329.43
Main St	Ferguson	Main	\$5,237.25	remove interlock and pave 50mm SP12.5	\$5,329.43
Lakeshore Rd N	Beach Broadwood	Broadwood Whitewood	\$364,389.23 \$239,252.74	50mm Milling + Tack Coat + 50 mm SP12.5	\$370,802.48 \$243,463.59
Georgina Ave	Morrissette	Main	\$356,097.50	50mm SP12.5 + 75mm Gran A	\$362,364.82
Meridian Ave	Morrissette	Main	\$355,611.91	50mm SP12.5 + 75mm Gran A	\$361,870.68
Glen Rd	Farah	Whitewood	\$37,972.94	50mm SP12.5 + 75mm Gran A	\$38,641.27
Golf Course Rd	East of Bridge East	HWY 11	\$368,722.78	50mm SP12.5 + 75mm Gran A	\$375,212.30
			\$2,110,284.97		\$2,147,425.98

Roadway Section 2022	From	To	Estimated Cost	Comments
Melville	Lakeshore	Fleming	\$63,265.92	50mm SP12.5 + 75mm Gran A
Fleming	Melville	Wellington	\$140,252.16	50mm SP12.5 + 75mm Gran A
Crystal Crescent	Drive Inn Theatre	Caroline	\$46,433.12	50mm SP12.5 + 75mm Gran A
Drive Inn Theatre	Highway 11	St-Joseph Court	\$198,658.80	50mm SP12.5 + 75mm Gran A
King St	City limit	Carter	\$1,118,286.71	50mm Milling + Tack Coat + 50 mm SP12.5
Rorke Curbs remove/replace	Carter Avenue Main	Main	\$567,566.73	50mm Milling + Tack Coat + 50 mm SP12.5
		Probyn	\$261,602.17	90mm SP12.5 + Gran A for some areas
			\$100,000.00	50mm SP12.5 + 75mm Gran A curb replacement
Peter's Road	HWY 65 East	Tobler Road	\$390,000.00	DST
			\$2,886,065.61	\$2,936,860.36

\$4,996,350.57

\$5,084,286.34

Memo

To: Mayor and Council
From: Jeremie Latour, Engineering Technologist
Date: February 2, 2021
Subject: Temiskaming Shores Asset Management Plan Phase 1 (Draft)
Attachments: Appendix 01 – Asset Management Plan Phase 1 (Draft)

Mayor and Council:

The Asset Management Plan (Phase 1) document has been developed for the core infrastructure assets of the City of Temiskaming Shores, which include water, wastewater, stormwater, roads, and bridges. This first phase of the Asset Management Plan provides a framework for considering, prioritizing, and optimizing asset management efforts, and provides direction for effective management of its aging infrastructure to best achieve established goals and objectives.

This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the 10-year period from 2021 to 2031, and to provide a framework for expanding and enhancing the Municipality's asset management system. While Phase 1 of the Plan focuses on the forecasted Capital Needs for its core assets, the City remains proactive and responsible in managing its infrastructure. Phase 2 of the plan will build on the first phase to include all remaining assets, that will be completed by July 2023. Lastly, Phase 3 builds on the Phase 1 and 2, by adding the proposed levels of service and a strategy to fund the activities. The funding strategy will further identify the gap between municipal own source revenues and the need, and will be completed by July 2024.

The Plan is considered and 'living document' and will be updated and revised as additional information becomes available, as existing infrastructure is renewed and as changes in strategy are required. To ensure that the Plan remains visible, it will be referred to in regular reports to Council. Every five years, a full review of the City's Asset Management Planning process should be considered and major changes may be presented to Council more frequently, if required.

The Public Works Committee met on January 21, 2021 and recommended the following;

Recommendation PW-2021-003

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works hereby supports the draft Phase I Asset Management Plan being presented to Council at the February 2, 2021 meeting.

CARRIED

Attached as Appendix 01, is the draft Asset Management Plan Phase 1. City Staff are recommending Council review the report, and to direct Staff to prepare the necessary by-law for consideration at the March 2, 2021, Regular Council Meeting.

Prepared by:

“Original signed by”

Jeremie Latour
Engineering Technologist

Reviewed and submitted for Council's
consideration by:

“Original signed by”

Christopher W. Oslund
City Manager

2021

Asset Management Plan – Phase 1



Executive Summary

The Asset Management Plan (Phase 1) document has been developed for the core infrastructure assets of the City of Temiskaming Shores, which include water, wastewater, stormwater, roads, and bridges. This first phase of the Asset Management Plan will provide a framework for considering, prioritizing, and optimizing asset management efforts, and providing direction for effective management of its aging infrastructure to best achieve established goals and objectives.

This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the 10 year period from 2021 to 2031, and provide a framework for expanding and enhancing the Municipality's asset management system. Phase 2 of the plan will build on phase 1 to include all remaining assets that will be completed by July 2023. And finally, phase 3 builds on phase 1 and 2 by adding the proposed levels of service and a strategy to fund the activities. This funding strategy will further identify the gap between municipal own source revenues and the need. This financial strategy will be completed by July 2024.

As the City's first Asset Management Plan, the focus of the Plan is primarily on major capital needs. Therefore, the estimated Service Life of assets was used as the primary indicator for measuring our current Levels of Service. Areas the Municipality will focus on to advance its Asset Management Capabilities and improve future updated versions of the Plan are highlighted throughout.

It should be noted that while phase 1 of the Plan focuses on the forecasted Capital Needs for its core assets, the City remains proactive and responsible in managing its infrastructure. Several Inspection Programs are currently in practice in the Municipality, including a CCTV program for Sanitary and Storm Sewer Systems, updating or Roads Needs Studies, and OSIM inspections of Temiskaming Shore's Bridge and Culvert inventory. The costs associated with these programs, however, have not been incorporated in this Plan.

This Plan is considered and 'living document' and will be updated and revised as additional information becomes available, as existing infrastructure is renewed and as changes in strategy are required. To ensure that the Plan remains visible, it will be referred to in regular reports to Council. Every five years, a full review of the City's Asset Management Planning process should be considered and major changes may be presented to Council more frequently, if required.

A major component of this Plan is related to non-infrastructure solutions intended to improve the City's Asset Management Capacity. This includes the development of a dedicated Asset Management System and a complete well-designed geographic information system (GIS) to support Municipal Asset Management efforts. Details for the non-infrastructure solutions are presented in Section 6.2. Alongside this task, the City shall integrate and align its data records between departments such that in the final Asset Management System, asset information will only need to be stored in one location and the data will be structured to enable effective management of the City's infrastructure. This will include refinement of the existing

infrastructure data bases, such as that contained in the Public Sector Accounting Board (PSAB) reporting and Roads Needs Studies, utilizing the same segmentation and naming conventions for consistency.

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1. Introduction

1.1 About the City of Temiskaming Shores

The City of Temiskaming Shores is located on the shores of beautiful Lake Timiskaming in northeastern Ontario. The community is at the head of the Ottawa River waterway and offers all of the amenities and services found in larger centres. The community was founded in 2004 by the amalgamation of the former communities of Haileybury, New Liskeard and Dymond.

Temiskaming Shores is a community with endless opportunities for business development within a setting that offers a range of residential living environments and four-season recreation at the doorstep. Scenic landscapes, a healthy environment, an abundance of clean water, a rich heritage, a mature range of consumers, educational, social and health care services, and a multi-cultural population offer a quality living environment for this northern community. The provision of regional services in the areas of education, health and public administration to the 35,000 people living throughout the rest of Timiskaming District and northwestern Quebec fill out the City's economic impact.

1.2 City of Temiskaming Shores Mission & Values Statements

Mission Statement:

To ensure that the City of Temiskaming Shores is a dynamic leader providing incredible opportunities for all.

Statement of Values:

The Municipal Government of the Corporation of the City of Temiskaming Shores hereby adopts and embraces the following values as being integral to its good governance:

Responsibility, Teamwork, Promise-Keeping and Fairness

1.3 Asset Management Plan Purpose

Historically, the City of Temiskaming Shores has been proactively and responsibly managing its infrastructure portfolio. As the infrastructure ages and demands increase, so will the challenge of ensuring the needs of the community are effectively met with the limited resources available. This Asset Management Plan (Phase 1) will hopefully address this concern by providing a framework for considering, prioritizing, and optimizing asset management efforts, and providing direction for effective management of the Municipal infrastructure to best achieve established goals and objectives.

As an integrated Plan, this Asset Management Plan considers the lifecycle and needs of all “core” infrastructure assets and classes within the Plan’s scope and provides a sustainable and holistic view of the asset portfolios described herein. The Plan not only focuses on managing individual assets, but considers the condition and performance of complete asset systems through a systematic, risk-based decision-making process. The resulting Plan is intended to provide the optimal allocation of resources towards meeting prescribed goals, objectives, and levels of service.

The City currently manages a “core” asset portfolio of over \$242 M worth of public physical capital assets (estimated replacement value, 2019 CAD). These assets provide the foundation upon which the City’s economic growth, strength and quality of life are based. This first phase of the Asset Management Plan is an overview for managing its core assets of all categories in the City’s portfolio.

This Plan is being developed under Council Resolution No. 2019-063, dated May 21, 2019, at which time Council approved the submission of an Expression of Interest to obtain funding for the preparation of the comprehensive Asset Management Plan. Since that time staff have been refining inventories of assets groups and amending the Plan. The final draft of (phase 1) of the Plan will be presented to Council which is anticipated to be completed before July 1, 2021. Once approved, changes to the first phase of the Plan will be reported to and approved by Council, as required, to address changing circumstances, followed by phase 2 and 3.

1.3.1 Provincial Regulation (O. Reg. 588)

In many parts of Ontario, existing infrastructure is degrading faster than it is being repaired or replaces, putting services at risk. To help address this issue, the Province implemented the *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17*, effective January 1, 2018.

The goal of this regulation is to help improve the way municipalities plan for their infrastructure. The regulation builds on the progress municipalities have made while bringing consistency and standardization to asset management plans to help spread best practices throughout the sector and enable the collection of comparable data.

1.4 Asset Management Plan Goals and Objectives

The City of Temiskaming Shores currently manages its infrastructure proactively and with fiscal responsibility. A variety of programmes have already been initiated to improve the quality of investment decisions made, and support the City’s asset management efforts. This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the initial 10 year period from 2021 to 2031, and provide a framework for expanding and enhancing the City’s asset management system.

1.5 Relationship with Other Documents

Funding for the preparation of this Asset Management Plan was provided, in part, by the Ministry of Infrastructure programs as well as from within the existing Municipal Budget documents. Our operation and maintenance practices are guided by the strategies presented herein but operate under the budgets established by Council.

The City utilizes a standard Geographic Information System (GIS), where information is available, as well as data held in the various spreadsheets and other forms. Some of the data available appears to overlap traditional segmentation of roads or piped infrastructure information. Assumptions were made to combine data where this overlap was evident. Information from some of the sources could not be combined due to the naming or segmentation creating ambiguity in the data.

1.6 Asset Management Plan Scope

The City's Asset Management System encompasses Asset Management Strategies and Policies, the management of all assets within the various categories from conception to end-of-life, performance and condition monitoring and assessment, risk management, financing strategies, future demand and improvement processes.

This Plan (phase 1) considers the following municipal own asset categories:

Water System:

- Approximately 104.8 kilometres of water distribution infrastructure.
- Approximately 3500 water service connections of various sizes.
- Approximately 1341 control valves.
- Approximately 449 hydrants.
- Approximately 14 specialized valves/meters.

Sanitary System:

- Approximately 95.1 kilometres of sanitary sewer collection and forcemain infrastructure.
- Approximately 3500 sanitary sewer connections.
- Approximately 1056 maintenance structures.
- Approximately 14 specialized valves/meters.

Storm System:

- Approximately 62.9 kilometres of storm sewer collection infrastructure.
- Approximately 2027 catch basins and maintenance structures.
- Approximately 468 kilometres of drainage ditches.
- Approximately 7.4 kilometers of centerline culverts
- 1 Storm Water Management System

Transportation System:

- Approximately 209.6 lane kilometres of paved roadway.
- Approximately 34 lane kilometres of surface treated roadway.
- Approximately 172.8 lane kilometres of gravel roadway.
- Approximately 40.3 kilometres of sidewalk.
- Approximately 18 kilometres of active trails.
- 10 Bridge structures.
- 6 Large diameter culverts.

Other Assets:

- 19 Environmental buildings & facilities

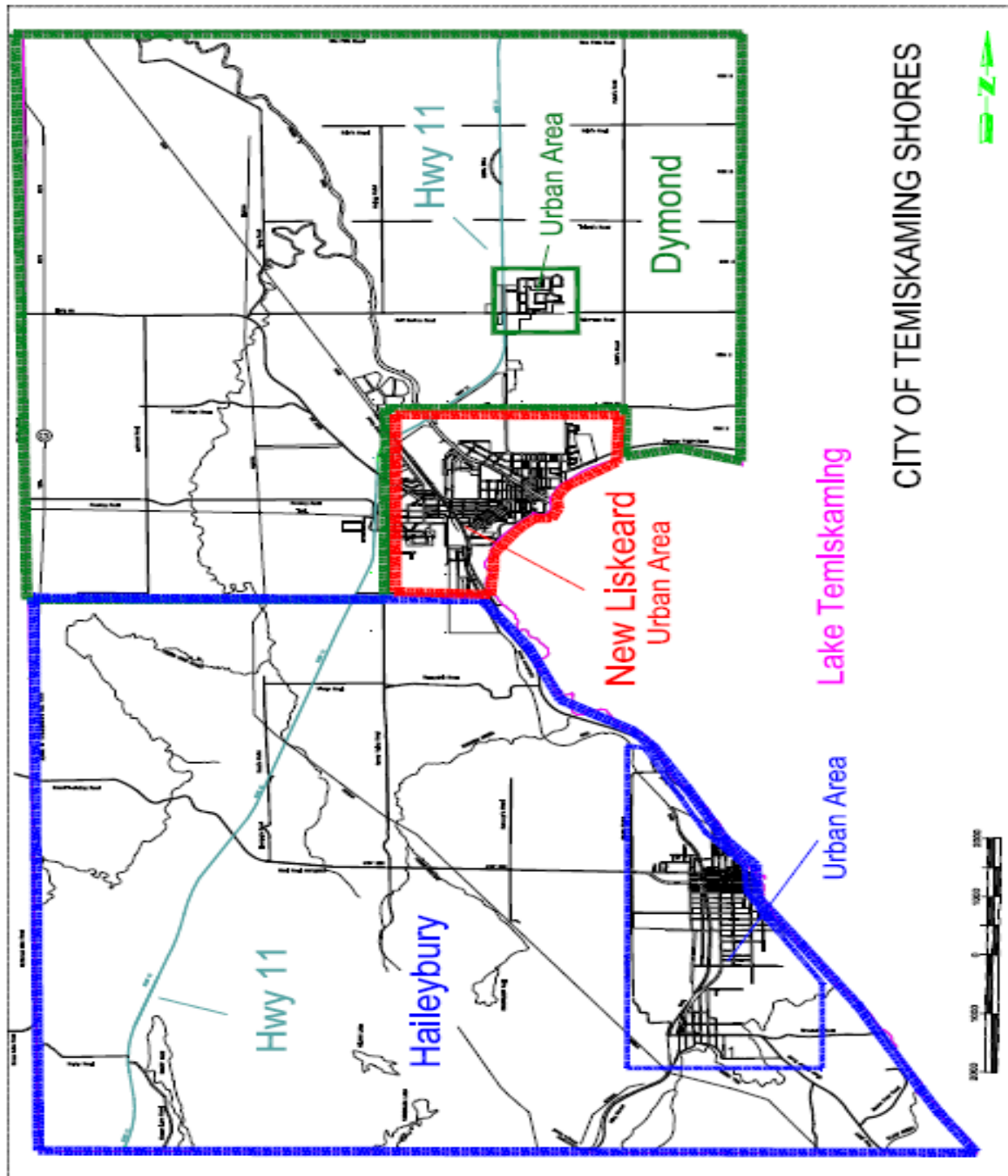


Figure 1.1: Overview Map of Temiskaming Shores

While the Planning process commenced in 2018, the City will conduct an annual review of the State of Infrastructure report. The evaluation and improvement process discussed in Section 1.8 also reflects the intent that this Plan be considered a “living document,” to be revised and updated as necessary.

1.7 Asset Management Plan Development Process

The City of Temiskaming Shores utilized existing staff and resources as well as contract support persons if necessary to facilitate the development of this Plan. The process for developing the Asset Management Plan, limitations of the current version of the Plan, and planned next steps are detailed below.

1.7.1 Municipal Goals and Objectives:

The first step in the Plan development process was to determine the desired outcomes, as well as plan the approach or approaches that were to be used to achieve them.

Known infrastructure inventories and all other available information were used within individual asset groups to identify and express priorities and needs associated with provision of those services. A plenary session involving staff, elected officials and other appropriate stakeholders was also used to identify and discuss these goals and objectives.

Limitations of this Plan

The City considers this to be the first phase of a larger, continual Asset Management Planning process that forms an important part of its overall Asset Management effort. As a result of the project timeline and data availability, other elements than “core assets” have been excluded from this version of the Plan. The City will seek to incorporate the missing data in Phase 2 and 3 of the Plan, set to be completed by 2023.

Next Steps

As the City moves forward with its Asset Management practices, the Plan will be adjusted to reflect a more accurate representation of asset needs. The City will re-visit the Goals and Objectives documented in this Plan as additional information becomes available, and at a minimum, review them upon repeating the Asset Management Planning process for the next Plan revision.

1.7.2 State of Infrastructure:

The second step in the Plan development process was to determine the current State of Infrastructure along with its levels of service. While the State of Infrastructure is independent of infrastructure needs, a thorough understanding of the present state of infrastructure was determined to be a key element required when considering the needs of the infrastructure portfolio and what levels of service are realistically achieved. There are a variety of ways to assess and report on the State of Infrastructure.

Individual asset performance and condition assessments are considered as the preferred measure for assessing the state of individual infrastructure assets, though asset age or maintenance data were also used as an indicator where the information was otherwise unavailable.

The City of Temiskaming Shores currently has several infrastructure condition monitoring and assessment programs in place, including;

- Sanitary and Storm Sewer CCTV program:

A large portion of Sanitary and Storm Sewer systems have been inspected over a number of years and the condition of these sections have been documented to highlight areas that should be considered as priority for replacement or rehabilitation. Moving forward, the City has acquired a CCTV camera and consideration will be given to prioritizing the inspection of those areas that pose gaps in information.

- Road Needs Study:

The most recent Roads Needs Study was updated in 2020 utilizing external consultants through municipal asset management programs, offered by the Federation of Canadian Municipalities (FCM). This study reviewed the road network, broke the various road sections down into individual segments, consistent in their characteristics and other infrastructure located within, and recorded the performance and condition details for each. This information has and will continue to be used to identify the capital and maintenance needs of the system, the timing for the required work and the road priority.

- OSIM Bridge Inspections:

As legislated by the Province of Ontario, every bridge and large diameter culvert is inspected under the Ontario Structure Inspection Manual (OSIM) every two years. The most recent inspection was carried out by a qualified consultant in 2020 and is being repeated in 2022. From this inspection, a Bridge Condition Index was developed that assists in the scheduling of bridge maintenance and upkeep. Safety concerns are addressed immediately.

Limitations of this Plan

This initial version of the Plan is largely based on infrastructure asset age information collected through PSAB 3150 reporting records as well as all available information on the asset groups that was collected since 2015.

Additional limitations, that have been identified, are documented in Section 3 of the Plan, identified by Asset Category.

Next Steps

The City should consider revisions to the procurement policies to support and improve data management practices. Contract terms should specify the format of electronic deliverables and define minimum data requirements to support Asset Management efforts moving forward.

All reporting procedures should incorporate / include asset condition information, as it becomes available. This will assist in determining or establishing a more accurate representation of the State of Infrastructure.

1.7.3 Current Levels of Service:

Level of Service defines the performance required of the infrastructure. To measure a Level of Service, one or more corresponding Key Performance Indicator has to be identified. In order to minimize monitoring and analysis efforts, the Key Performance Indicators monitored should be limited to only those required to measure the current Levels of Service.

Limitations of this Plan

The current Levels of Service defined for the initial version of the Plan have been limited to those associated with the capital replacement of assets. An Estimated Service Life was established for each asset that corresponds with either the typical lifespan experienced in industry, or adjusted to better represent the Asset Management Strategy for the replacement or retention of the particular asset.

1.8 The Asset Management Plan as a “Living Document”

The process for developing and implementing this Plan was intended to follow the Deming cycle for quality control; Plan, Do, Check, Act. This process provides a framework for continual monitoring and improvement of the Plan, as well as for planned asset management strategies and activities. A variety of components are included in each step as outlined below.

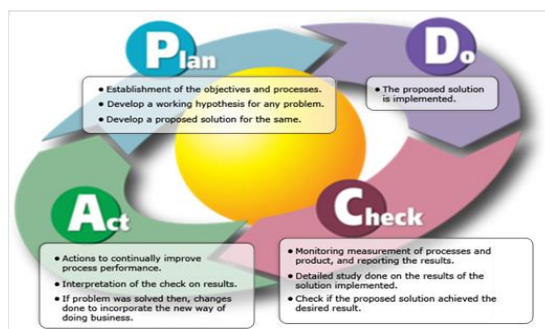


Figure1.2: Deming Cycle

Step 1: Plan

The following components are included in this step:

Review of Previous Plan

Prior to establishing or revising the Asset Management Plan, any previous Plans will be reviewed. This review will establish a historical context for the decisions made and an understanding of the future visions pursued, as well as providing a framework to measure asset performance against. By recognizing the “living” nature of the Plan documents, evaluation of changes made over time will also serve to identify best practices and unsuccessful strategies to avoid. Where the Plan continues to serve the City’s needs, it may serve as a template to produce future Plans.

Audit Results and Auditor Recommendations

Results from any audits on the Asset Management Plan or System, as well as any associated auditor recommendations, will be considered in revising the active Plan and producing future Plans.

Management Review Results

As part of the third step of the Plan development process, a management review shall be conducted. While the results from this review are intended to be incorporated in the existing Plan as a process of continuing improvement, some issues may not be immediately actionable. Assessment of the management review results during the development process for subsequent Plans will provide the opportunity to re-assess and potentially implement recommendations that were previously not accepted.

The full Asset Management Planning process should be undertaken by the City every five years. The process should be initiated one year prior to the intended release of the updated or revised Plan. The City may consider retaining the services of an outside party, such as an independent consultant, to facilitate the review and revision of at least every second Plan in order to incorporate changes to industry good practice and capture the benefits of an external review.

Step 2: Do

The second step of the Plan development process is its implementation. The Plan will be implemented upon completion of the first step. Where necessary, significant changes may be implemented through a phased approach as documented in the Plan.

Step 3: Check

The Plan shall be considered a “living document,” to be revised and refined as required. Prior to making adjustments, the efficacy and propriety of the Plan, strategies and activities must be assessed. This is performed through six approaches: monitoring, inspections and testing, performance documentation, audits, management reviews, and stakeholder engagement.

Monitoring

Asset management activities specified in the Plan will be monitored on an on-going basis. Overall activities in the Plan will be compared with performance measures and the results will be used to develop an improvement plan which will document specific tasks.

The State of Infrastructure report will also be reviewed and revised on an annual basis by the City.

It is anticipated that in the early stages of implementation this monitoring may lead to more frequent adjustments to the Plan.

Inspections and Testing

Assets will be inspected and tested as specified in the Plan. If subsequent inspections identify significant deterioration in condition or performance, corrective actions may be undertaken and inspection frequency may be increased until the desired outcome is achieved and confirmed.

Performance Documentation

A review of asset performance, with respect to design capacity in comparison to actual measured capacity, of specific assets may be carried out to ensure that the current and desired Levels of Service can be provided. This review may take the form of summary tables or charts displaying capacity in relation to levels of service. It may also include assessment of other studies or models used to evaluate asset performance, such as water system models or traffic demand studies.

Management Review

The Asset Management System, including applicable policies, procedures, and Plans, should undergo management review every (3) three years.

Audits

The Asset Management System, including applicable policies, procedures, and Plans, may undergo audit by an external consultant every (5) five years.

Step 4: Act

The final step in the Plan development is to act on the information gathered from the previous step. This step is implemented through continual plan evaluation and improvement efforts. The Plan will be evaluated and adjusted on an ongoing basis by Municipal staff and management during implementation. Formal Management evaluation and audited reviews will take place as described previously. The outcomes and recommendations of each review will be incorporated into improving future versions of the Plan.

2. Asset Management Policy

An Asset Management Policy may be defined as the “*principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives*”.

Simply put, the asset management policy defines an organization’s commitment to asset management and provides staff with a mandate and direction to implement the Plan strategy and activities in compliance with the overall organizational strategic plan. Creation of such policies is an essential requirement of Asset Management Systems and, at the very least, highly recommended by most recognized guidelines and standards, including InfraGuide and the International Infrastructure Management Manual (IIMM).

The City of Temiskaming Shores formally adopted a documented Municipal Asset Management Policy by Resolution No. 2019-063, dated May 21, 2019. This Policy signifies Councils commitment to effective Asset Management, and the establishment of Municipal priorities for our Asset Management programmes.

2.1 Policy Statements

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as “*The application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset.*”

To guide the organization, the following policy statements have been developed for all three phases of the plan:

- a) The City of Temiskaming Shores will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The City of Temiskaming Shores will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- c) The City of Temiskaming Shores will develop and maintain asset inventories of all of its infrastructures.
- d) The City of Temiskaming Shores will establish infrastructure replacement strategies through the use of full life cycle costing principals.
- e) The City of Temiskaming Shores will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The City of Temiskaming Shores will plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.

- g) Where appropriate, the City of Temiskaming Shores will consider and incorporate asset management in its other corporate plans.
- h) The City of Temiskaming Shores will report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

2.2 Background & Purpose of Asset Management Policy

Council has a mandate to provide a wide range of services. Council adopts policies that support their vision, goals and objectives and guide staff to effectively implement the policy for the delivery of those services.

Council vision and goals for infrastructure assets

Council's vision and goal for the community is a safe, livable, sustainable and economically vibrant community underpinned by well managed and maintained infrastructure assets. These assets include but are not limited to efficient transportation networks, safe and reliable water distribution networks, economical and reliable sewage collection systems, productive fleets, and accessible parks, recreation and civic facilities.

Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

This policy is to articulate Council's commitment to asset management, and guides staff using the policy statements for all three phases of the plan. In doing so, this policy also outlines how it is to be intergraded within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable service while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and best practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for developing guidelines and practices is delegated to staff.

2.3 Policy Principles, Guidelines and Integration

Principles

The key principles of the asset management policy are outlined in the following list.

The City shall:

- Make informed decisions by identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset

decisions, including additions and deletions. Trade-offs shall be articulated and evaluated, and the basis of the decision recorded.

- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- Consult with stakeholders where appropriate.
- Define and articulate service, maintenance and replacement levels and outcomes.
- Use available resources effectively.
- Manage assets to be sustainable.
- Minimize total life cycle costs of assets.
- Consider environmental and energy conservation goals.
- Consider social and sustainability goals.
- Minimize risks to users and risks associated with failure.
- Pursue best practices where available.
- Report the performance of its asset management program.

Guidelines and Practices

This policy shall be implemented by staff using accepted industry guidelines and best practices (such as those recommended by the Federation of Canadian Municipalities e.g., InfraGuide).

The City will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Strategic Asset Management Plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The Asset Management Plans should be based on current inventories and condition (acquired or derived), projected or desired performance and remaining service life and consequences of losses (***e.g., vulnerability assessments, Emergency Management Ontario Critical Infrastructure Consequence of Loss Assessment***). Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

Context and integration of Asset Management within the City

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Official plan
- Business plans
- Corporate strategic plan
- Corporate financial plan
- Capital budget plan
- Operational plans and budgets (including vehicle and fleet plans and budgets)
- Energy Conservation plans
- Neighborhood plans
- Community Improvement plans
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans, e.g., transportation plans
- Community social plans
- Parks and recreation plans
- Facility plans

2.4 Key Roles for Managing the Asset Management Policy

City policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council and staff
Establish levels of service	Council, staff and public
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of policy	City Manager and staff
Development of guidelines and practices	City Manager and staff
On-going review of policies	Council and staff

Implementation, review and reporting of Asset Management work

The implementation, review and reporting of this policy shall be integrated within the organization. Due to the importance of this policy, the organization's asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council at the mid-point of its term.

Actions	Responsibility
Adopt Asset Management Policy	Council and City Manager

Monitor and review infrastructure standards and service levels at established intervals

Develop and maintain infrastructure strategies including development and service plans

Develop and maintain asset inventories

Assess infrastructure condition and service levels

Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles

Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets

Report to citizens on status of the community's infrastructure assets and asset management program. The channels may include annual citizen reports, business plans, etc.

Council and City Manager

Recreational Services, Community Growth and Planning, Public Works, Finance, other asset operation and maintenance departments, Finance

Public Works, Finance, other asset operation and maintenance departments, Finance

Public Works, and other asset operation and maintenance departments

Public Works, Finance, and other asset operation and maintenance departments

Public Works, Finance, and other asset operation and maintenance departments, Finance

Council, City Manager, Corporate Services

3. Core Infrastructure Data Collection

3.1 Water System Inventory

The water system infrastructure inventory data used for the analysis was gathered from several sources. The combination of the geographic information system (GIS) information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the hydrants, curb stops and water valves connected to the water infrastructure, however, the inventory of those appurtenances, linked to the water infrastructure piping, are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the size of valves, hydrants and connections per pipe segment and the two data sets were linked via their street (location) information. Information on Water treatment and storage facilities were gathered separately.

3.2 Sanitary Sewer System Inventory

The sanitary sewer system infrastructure data used for the analysis was compiled from several sources. The combination of the geographic information system (GIS) information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the maintenance holes and cleanouts connected to the sanitary infrastructure, however, the inventory of those appurtenances, linked to the sanitary sewer infrastructure piping, are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the number and location of maintenance holes and connections per pipe segment and the two data sets were linked via their street (location) information. Information on Wastewater treatment and pumping facilities were gathered separately.

3.3 Storm Sewer System Inventory

The storm sewer system infrastructure data used for the analysis was compiled from several sources. The combination of geographic information system (GIS) information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the maintenance holes and catch basins connected to the storm water infrastructure, however, the inventory of those appurtenances, linked to the storm sewer infrastructure piping are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the number and location of maintenance holes and catch basins per pipe segment and the two data sets were linked via their street (location) information.

3.4 Roads Network Inventory

Data derived from a Roads Needs Survey, conducted in 2017 and 2020, was used in conjunction with the previously developed geographic information system (GIS) layer for the Municipality's roads. The information gathered in the Survey was reviewed, with respect to the road data, and it was determined that the road condition data contained more suitable information for use in an Asset Management Plan. It is recommended that all data sets should ideally be combined in the future to provide a more detailed source of information when combined with all other asset inventories.

3.5 Bridge Inventory

The bridge inventory was developed through the use of the most recent OSIM inspection data. Basic Bridge Condition Index values were calculated for each structure using the estimated cost of repair derived from the inspections along with the initial installation cost and the current bridge value. Bridges with a repair value either greater or close to the replacement value were considered to be in poor condition.

3.6 Miscellaneous Asset Inventories

Information for the following asset classes was acquired from various sources of data. This information assisted in providing a current and base cost for each asset.

- Sidewalk Inventory
- Centerline Culverts
- Environmental Land, Building and Facility Inventory

4. State of Local Infrastructure

4.1 Introduction & Overview

The City of Temiskaming Shores infrastructure may be considered to be generally in “fair to good” condition. This is a result of the City being proactive in the management of its infrastructure. As the infrastructure continues to age, however, adequate funding will need to be made available to continue this trend and either replace or rehabilitate the assets as required.

4.1.1 Inventory Overview

The State of Local Infrastructure Report is a review of existing infrastructure data pertaining to infrastructure age and condition. The City’s public sector accounting board (PSAB) asset registry and staff knowledge of the various categories of infrastructure forms the basis for the assessment, with any available condition information taking priority in forecasting for both short and long-term needs.

This report was developed to advance the understanding of the state of the local infrastructure assets, and to improve transparency with respect to management of the infrastructure inventory. The report is the first element of an asset management plan whose purpose is to improve infrastructure-related decision-making processes.

The State of Local Infrastructure Report Card reviews the following infrastructure:

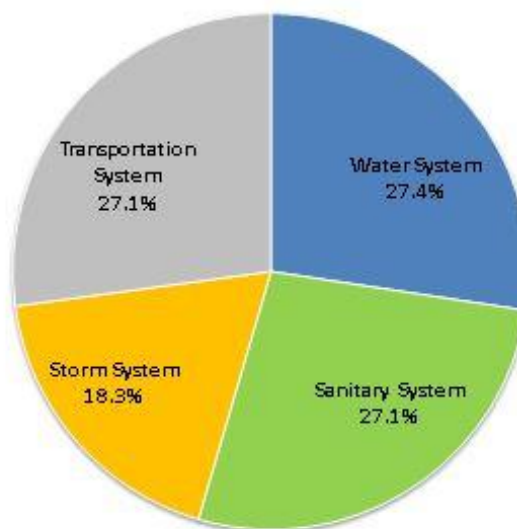
- Water
- Sanitary Sewer
- Storm Sewer (incl. Centerline Culverts)
- Roads
- Bridges (incl. Large Diameter Culverts)
- Sidewalks & Active Trails
- Environmental Buildings & Facilities

Table 4-1 summarizes the estimated replacement cost for the City’s “core” infrastructure asset portfolio, derived on the basis of replacement costs, while Figure 4-1 illustrates each infrastructure asset division as a percentage of the total portfolio value. All values are estimated construction / replacement costs represented in 2019 Canadian Dollars (CAD).

Table 4-1: Total Replacement Cost of Core Assets

Asset Category	Replacement Cost
Water System	\$66,434,145.00
Sanitary System	\$65,754,450.00
Storm System	\$44,473,010.00
Transpotation System	\$65,775,136.00
	\$242,436,741.00

Figure 4.1 Asset Replacement Cost Percentage by Asset Division



4.1.2 Factors to Determine Infrastructure Condition

In order to prepare asset category risk profiles, and create capital needs forecasts, appropriate Condition Rating has been established for each category. The state of the infrastructure was assessed based on a variety of factors which include age, material (service life), number of repairs, sufficient capacity, etc.

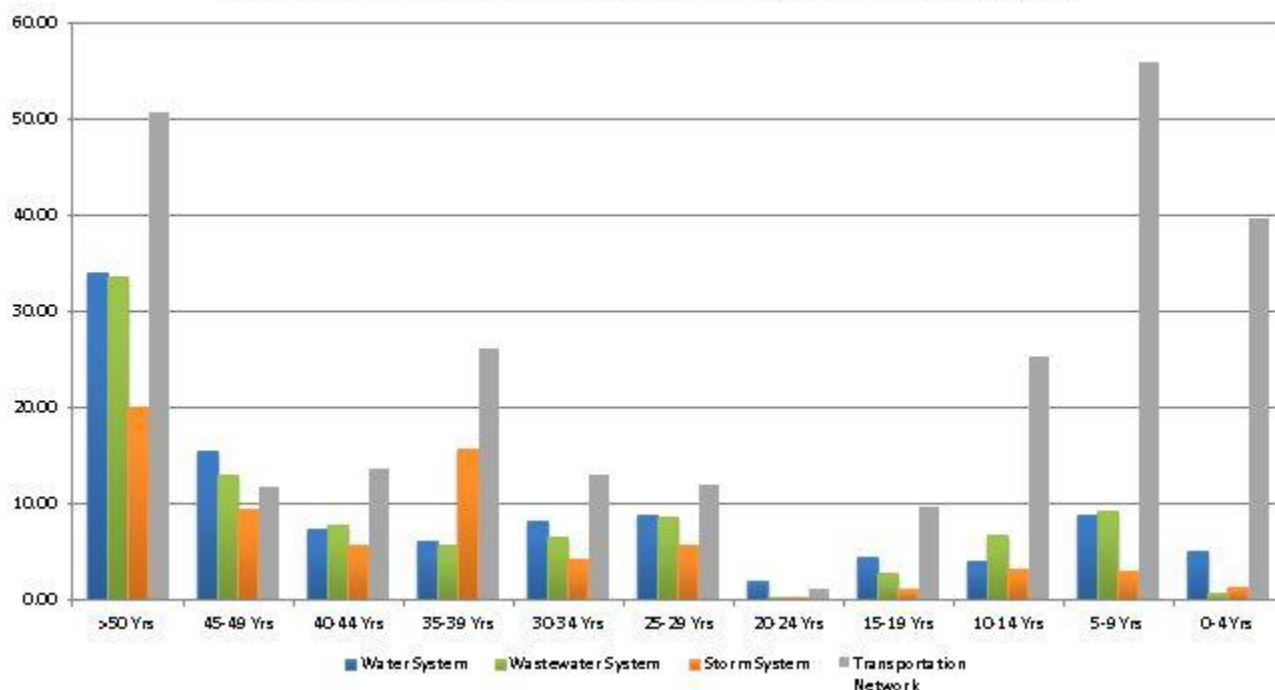
Age and Material is the most significant assessment criterion. As an asset ages its condition deteriorates by a combination of many factors. The type of material significantly affects the rate at which deterioration occurs. The Estimated Service Life of a material can be adjusted to

match industry good practices and reflect the typical life span of similar assets, to match local experience, or to match the asset management strategy of the infrastructure owner. In general, an asset's Estimated Service Life is heavily influenced by the demands placed on it, operation and maintenance practices, and legislative / regulatory and technological changes (e.g., technological obsolescence). For this Plan, the initial service lives were derived to reflect accepted industry asset performance as well as the City's asset management goals.

The number of repairs provides an accurate measure of operational decline due to deterioration. Therefore, areas that have a history of "breakage" are a significant burden on the operational budget.

Sufficient system capacity is also a violable factor when it comes to determining the condition of particular assets. For example, watermains that have large diameters are often transmission lines that supply significant quantities of water to large areas within the city. As such, problems with larger diameter pipes are considered to have high associated social and economic risks.

Figure 4.2 Linear Infrastructure Assets Age Distribution (Km.)



4.1.3 Useful Life Consumption

While age is not a precise indicator of an asset's health, in the absence of assessed condition assessment data. It can serve as a high-level, meaningful approximation and help guide replacement needs and facilitate strategic budgeting.

4.1.4 System Characteristic Overview

A basic character overview has been established for each asset category included in this Plan. Due to the nature of the individual asset categories, the overviews cannot be readily combined and summarized.

Beyond the risk of infrastructure failures, Temiskaming Shores faces a number of potential legislative / regulatory and potential reputational risks. One identified risk is that related to hazardous materials. A section of the water main inventory for instance, contains Asbestos Cement. A change in legislation requiring the removal of such materials could impose a cost of nearly \$1.0M on the City for the Water system alone. To address these risks, the City may choose to accelerate the replacement of certain material or asset types.

4.1.5 Final Report Card Score

To rate the asset inventory using a report card, a scoring system modified from the Canadian Infrastructure Report Card was applied. The system is outlined in Table 4-2 and Table 4-3.

Table 4-2: Infrastructure Condition Score

Average Score	Rating	Definition of Rating
5	Very Good (A) 80-100%	<i>Fit for the Future</i> – The infrastructure in the system or network is generally in very good condition, new or recently rehabilitated. A few elements show general signs of deterioration that may require attention.
4	Good (B) 60-79%	<i>Adequate</i> – The infrastructure in the system or network is good condition; some elements show general signs of deterioration that require attention. A few elements may demonstrate signs of significant deficiencies.
3	Fair (C) 40-59%	<i>Requires Attention</i> – The infrastructure in the system or network is in fair condition; it shows general signs of deterioration and requires attention. Some elements demonstrate significant deficiencies.
2	Poor (D) 20-39%	<i>At Risk</i> – The infrastructure in the system or network is poor condition and mostly below acceptable standards, with many elements approaching the end of the expected service life. A large portion of the system demonstrates significant deterioration.
1	Very Poor (F) 0-19%	<i>Unfit for Service</i> – The infrastructure in the system or network is in unacceptable condition with wide spread signs of advanced deterioration. Many components or elements in the system demonstrate signs of imminent failure, which is / will affect service delivery.

Table 4-3: Financial Capacity Score

Average Score	Rating	Definition of Rating
5	Very Good (A)	The municipality is fully prepared for its short-, medium- and long-term replacement needs based on existing infrastructure portfolio.
4	Good (B)	The municipality is well prepared to fund its short-term and medium-term replacement needs but requires additional funding strategies in the long-term to begin to increase its reserves.
3	Fair (C)	The municipality is underprepared to fund its medium- to long-term infrastructure needs. The replacement of assets in the medium-term will likely be deferred to future years.
2	Poor (D)	The municipality is not well prepared to fund its replacement needs in the short-, medium- or long-term. Asset replacements will be deferred and levels of service may be reduced.
1	Very Poor (F)	The municipality is significantly underfunding its short-term, medium-term, and long-term infrastructure requirements based on existing funds allocation. Asset replacements will be deferred indefinitely. The municipality may have to divest some of its assets (e.g., bridge closures, facility closures) and levels of service will be reduced significantly.

Table 4-4 summarizes the condition scores determined for each asset category, and their corresponding Grade.

Figure 4.3 State of Linear Infrastructure Assets Condition (%)

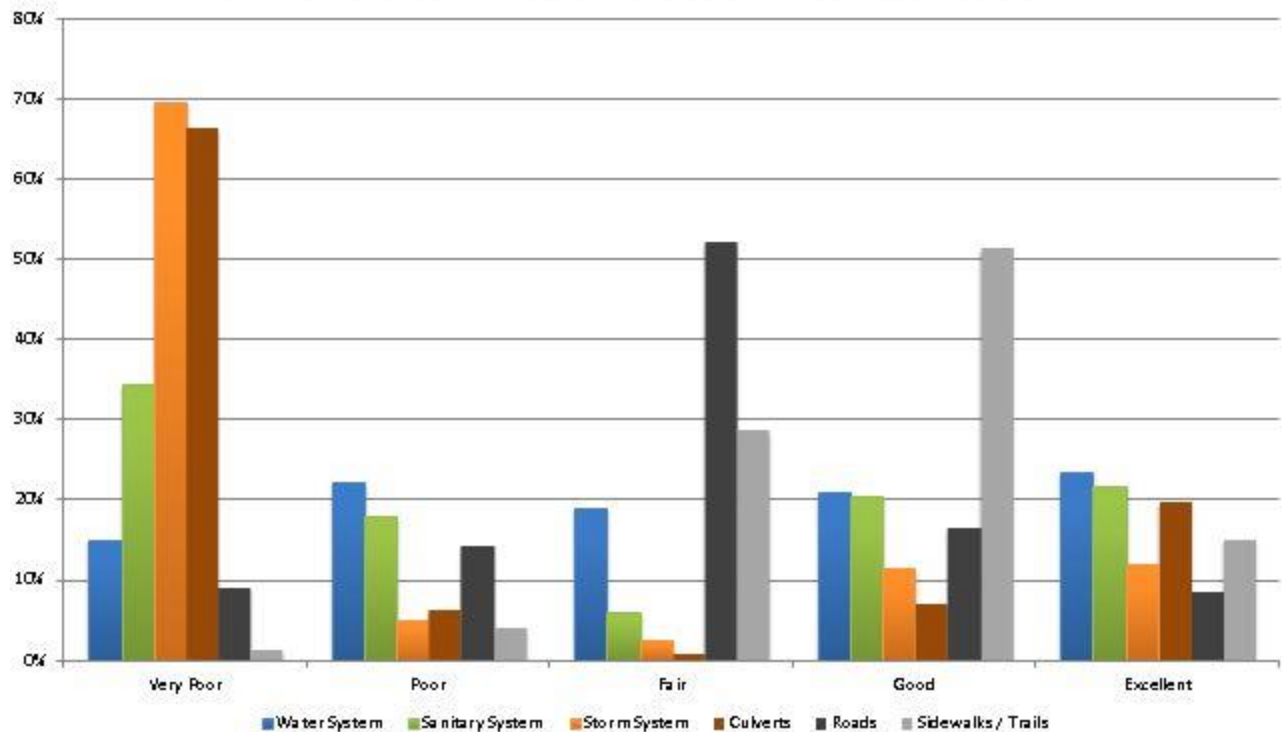


Table 4-4: Infrastructure Report Card Summary

Asset Category	Financial Capacity	Asset Condition	Overall Grade
Water System	C	B-	C+
Sanitary System	C	C+	C
Storm System	D+	D+	D+
Roads	B-	C+	B-
Bridges & Large Dia. Culverts	D	B-	C
Sidewalks / Trails	B-	B	B-
Enviro. Facilities	C+	B	B-

Final Grade: C+

4.2 Water Distribution System

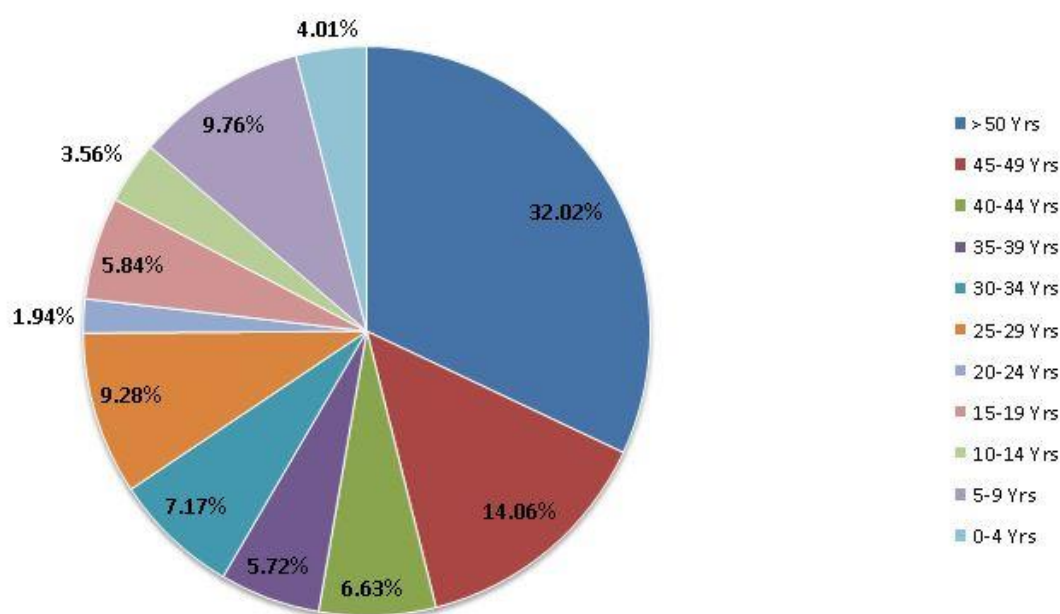
4.2.1 Inventory Overview

The water distribution infrastructure for Temiskaming Shores includes 104.8 km of piping, 1341 line valves, 449 hydrants and 14 specialized valves/meters. The average age of pipe in the system is 40 years old. The age distribution of the water infrastructure is shown in Figure 4.4 and Figure 4.5.

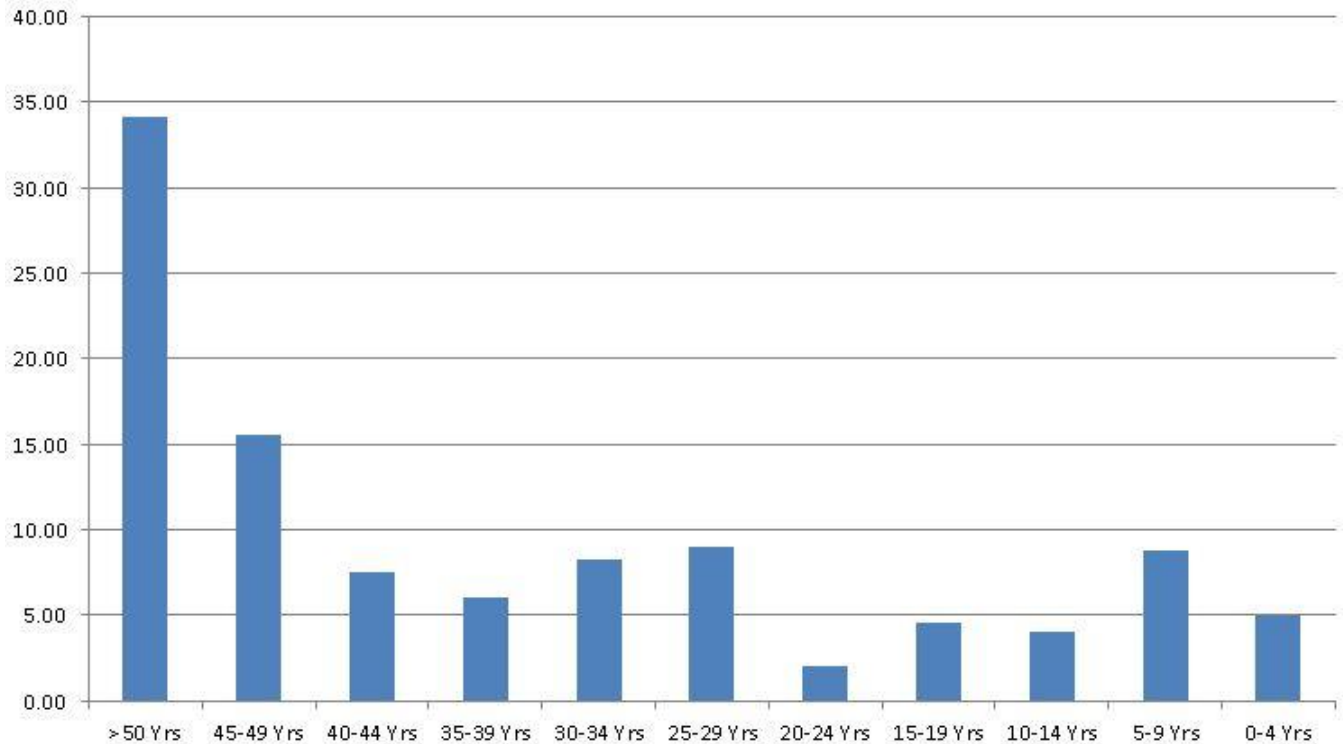
Table 4-5 Total Replacement Cost for Water Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Watermains	104.8 km	60-100	\$ 43,273,645.00
Valves	1341 units	75	\$ 1,968,000.00
Fire Hydrants	449 units	75	\$ 2,918,500.00
Specialized Valves/Meters	14 units	15-20	\$ 374,000.00
Water Facilities	5 structures + components	15-75	\$ 17,900,000.00
Total:			\$ 66,434,145.00

Figure 4.4 Water System Infrastructure Age Distribution (%)



**Figure 4.5 Length of Water System Infrastructure by Age
(Kms.)**



The majority of water distribution pipes in Temiskaming Shores are 150 mm diameter Cast / Ductile Iron installed over 50+ years ago, as shown in Figures 4.6, 4.7 and 4.8.

Figure 4.6 Water System Age and Material (Km)

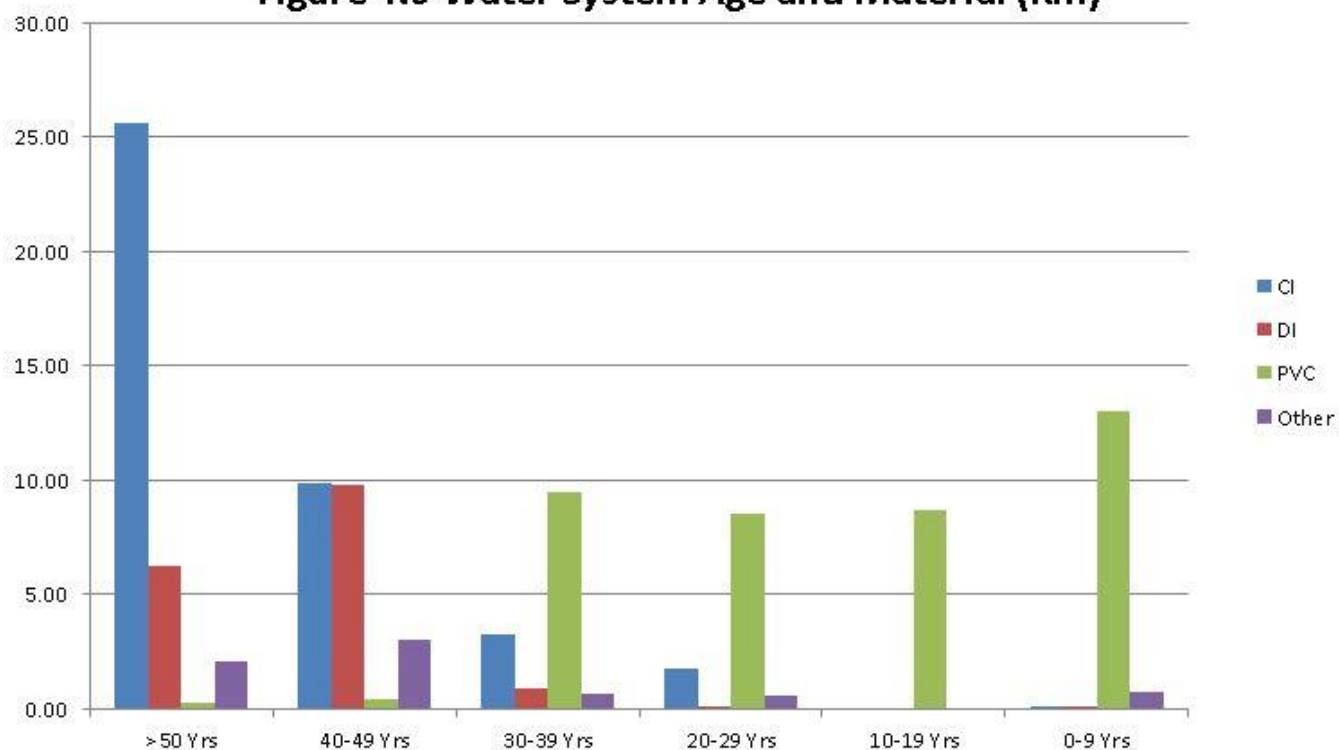


Figure 4.7 Watermain Material Distribution by Percentage

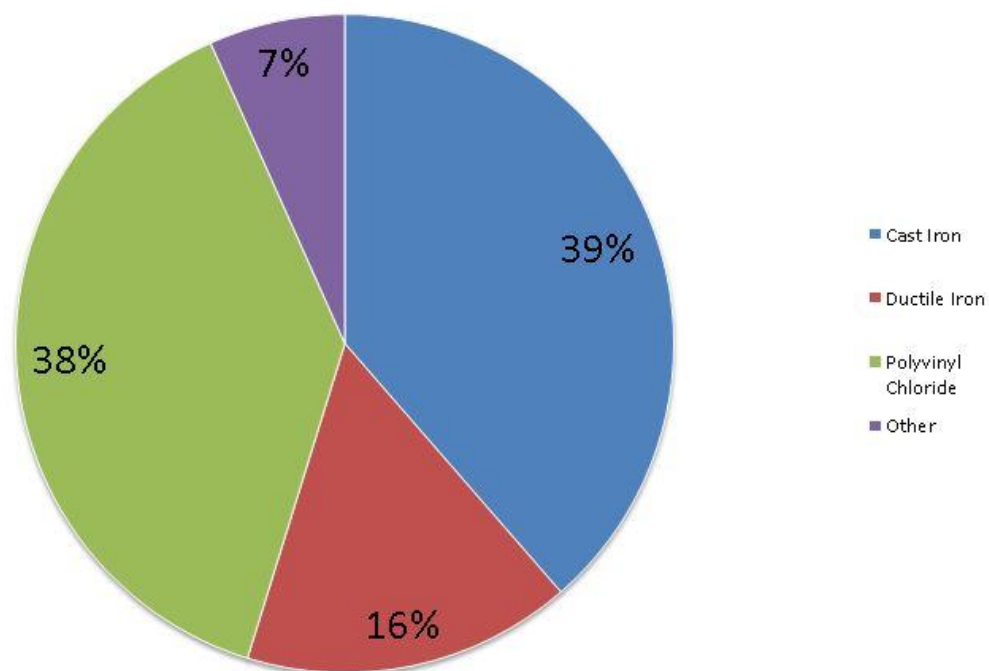
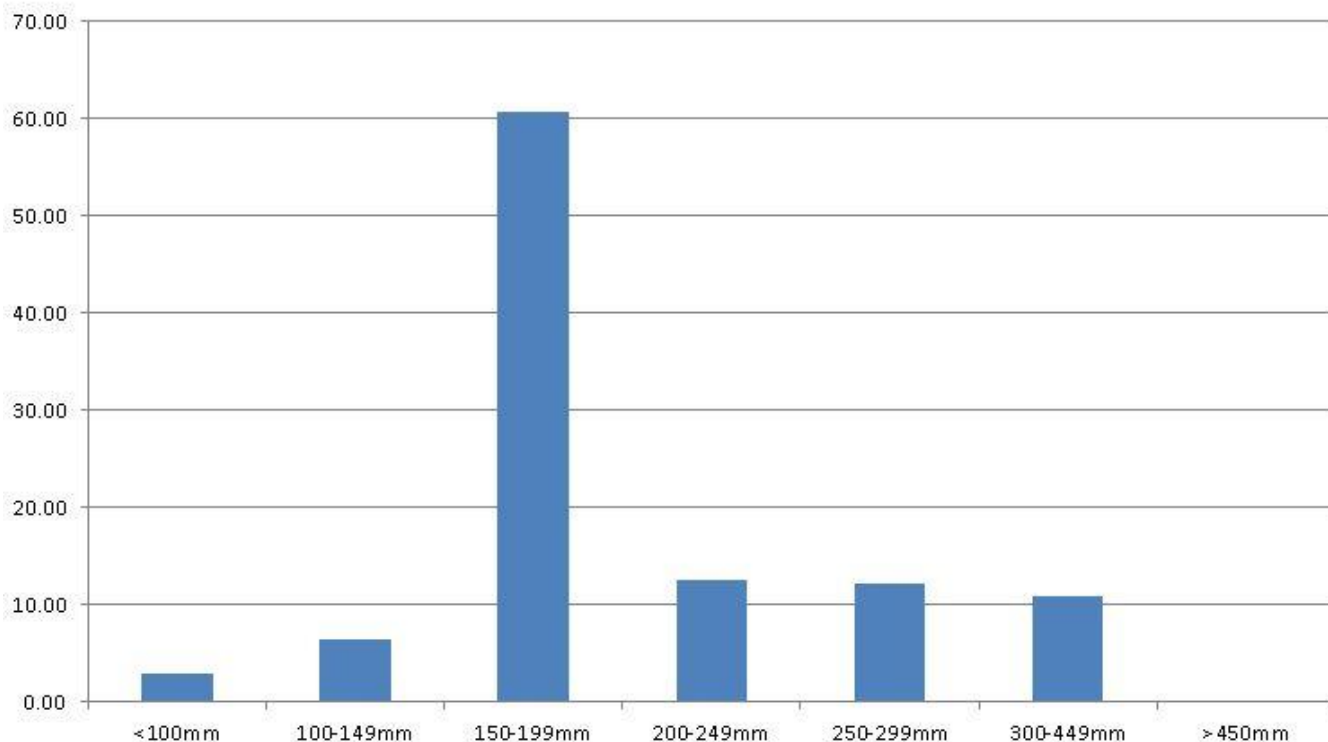


Figure 4.8 Water System Infrastructure Diameter (Kms.)



4.2.2 Water Facilities

The City of Temiskaming Shores is responsible for 2 water treatment plants and 3 water reservoirs for servicing its residents. These facilities are currently operated by the Ontario Clean Water Agency.

- The New Liskeard Water Treatment Plant is located at 305 McCamus Avenue and attains its raw water from two (2) drilled wells (raw water) and treated. Once completed, treated water is directed to a clear well where it's then pumped to the Water Reservoir located at 177104 Shepherdson Road. The New Liskeard system currently services about 4,800 residents. This location has an allowable limit of 8000 m³/day with an average consumption of 3231m³/day as of 2019.

As of 2016, the New Liskeard Plant and Storage Facility, also directs water to the Dymond water reservoir located at 284 Raymond Street. The Dymond system services about 500 residents.

- The Haileybury Water Treatment Plant located at 1 Browning St. receives its water source directly from Lake Temiskaming and treated. Once completed, treated water is directed to a clear well where it's then pumped to the Water Reservoir located at 400

Niven St. S. The Haileybury systems services about 4,200 residents. This location has an allowable limit of 6816 m³/day with an average consumption of 2627m³/day as of 2019.

The Haileybury Water Treatment Plant is also utilized as the Ontario Clean Water Agency Hub Office for this district.

4.2.3 Water System Condition Report Card

In 2019, the City of Temiskaming Shores experienced the highest total of 108 watermain and service line breaks. As the number of watermain breaks consistently increase over the years, it can directly attribute to the significant reconstruction and rehabilitation needs of the city.

Table 4-6 shows the average ratings and overall report card grade for the City's water system. This initial report has considered age, material type and diameter (capacity) of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-6: Water System Inventory Report Card

Infrastructure Condition Rating	Financial Rating	Overall Rating
3.16	2.5	2.83

Facility Condition Rating	Financial Rating	Overall Rating
3.89	2.8	3.34

4.3 Sanitary Sewer System

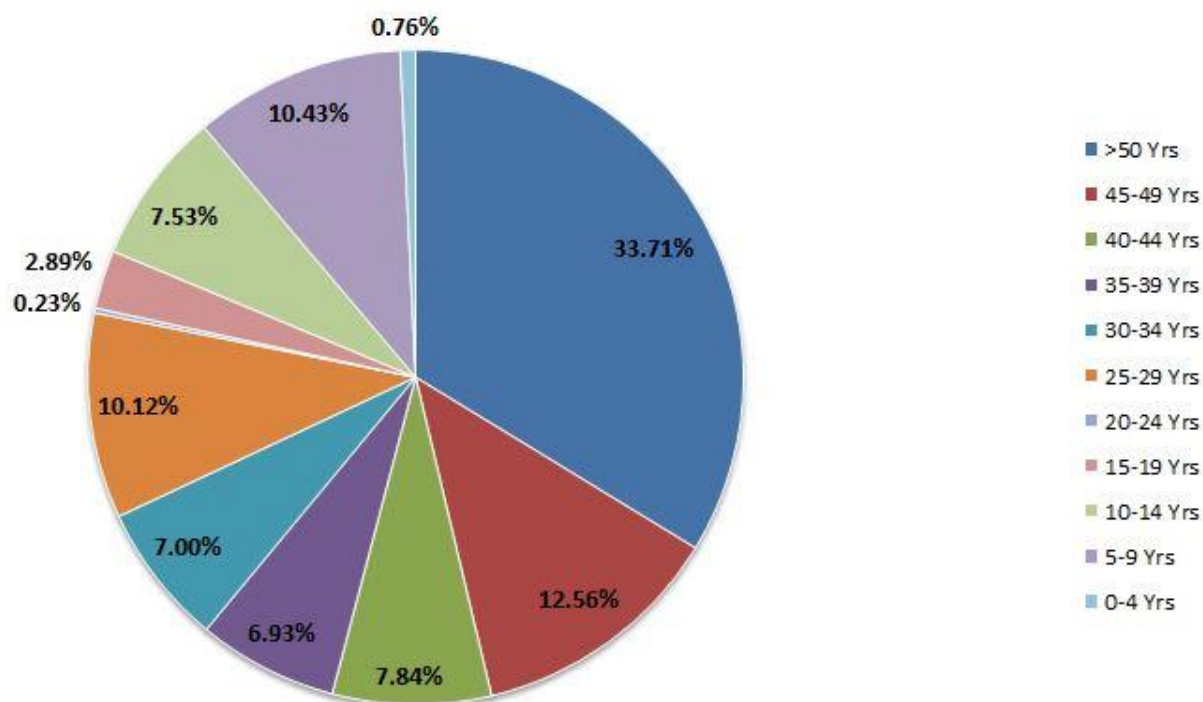
4.3.1 Inventory Overview

The sanitary sewer system infrastructure for Temiskaming Shores includes approximately 95.1 km of piping, 1056 maintenance structures and 14 specialized valves/meters. The average age of pipe in the system is 40.1 years old. The age distribution of the sanitary sewer system infrastructure is shown in Figure 4.9 and Figure 4.10.

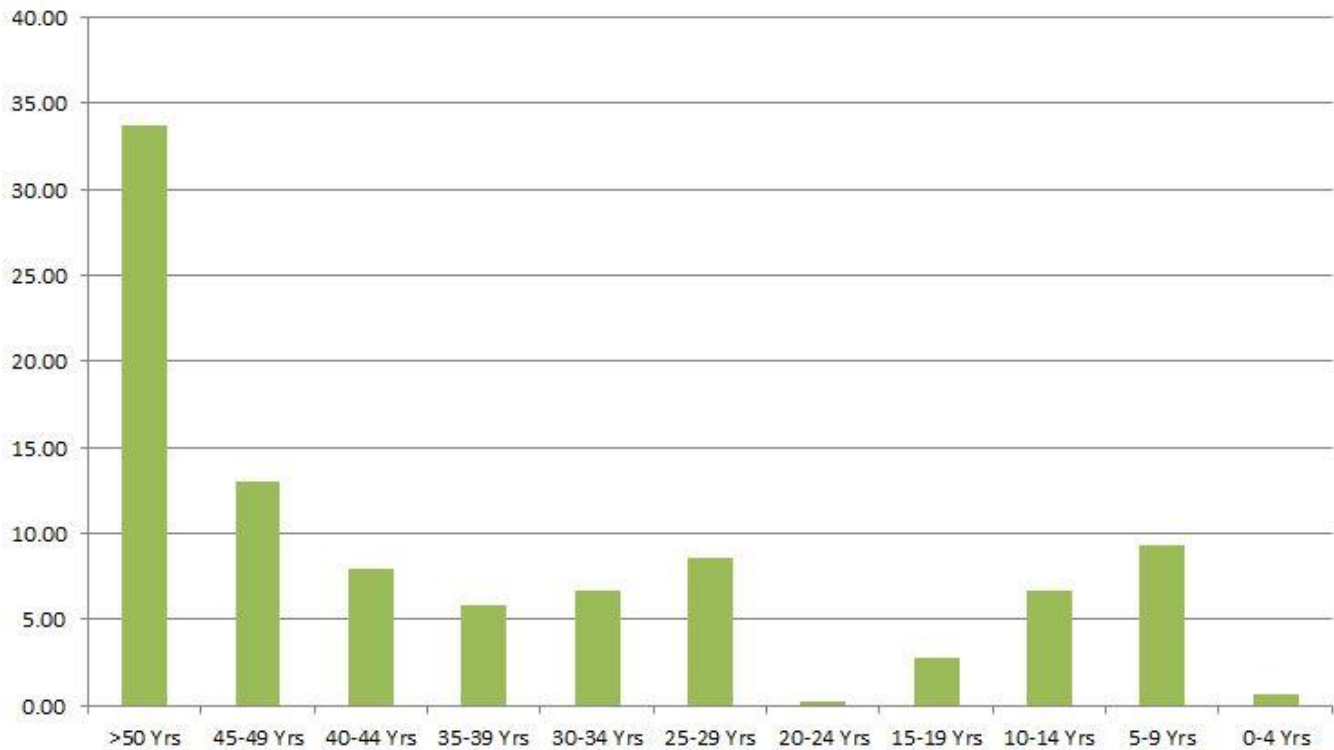
Table 4-7 Total Replacement Cost for Sanitary Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Sanitary Sewer	95.1 km	60-100	\$ 39,513,175.00
Manholes	1056 units	50	\$ 4,721,440.00
Specialized Valves/Meters	14 units	15-20	\$ 329,000.00
Wastewater Facilities	14 structures + components	15-75	\$ 21,190,835.00
Total:			\$ 65,754,450.00

Figure 4.9 Sanitary System Infrastructure Age Distribution (%)



**Figure 4.10 Length of Sanitary System Infrastructure by Age
(Kms.)**



The majority of sanitary sewer pipes are 200 mm diameter comprised of Vitrified Clay or Asbestos Cement material installed over 50+ years ago, as shown in Figures 4.11, 4.12 and 4.13.

Figure 4.11 Sanitary System Age and Material (Km)

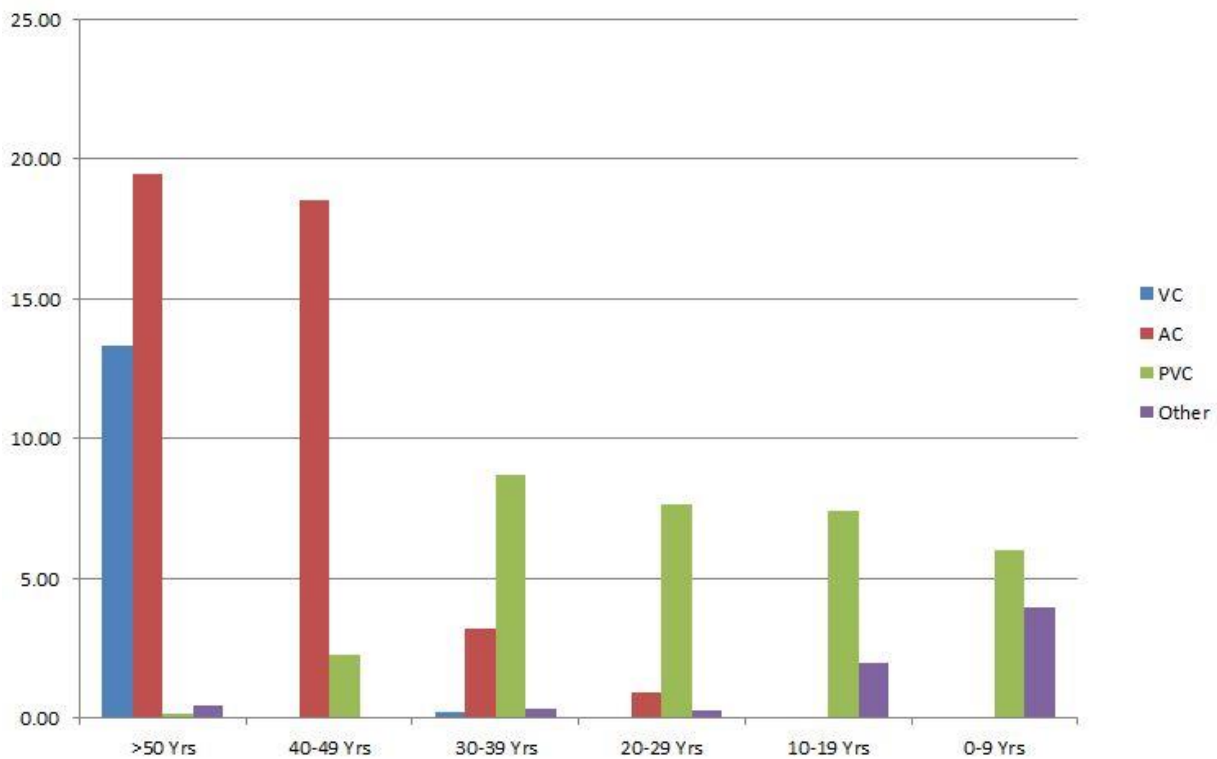


Figure 4.12 Sanitary Sewer Material Distribution by Percentage

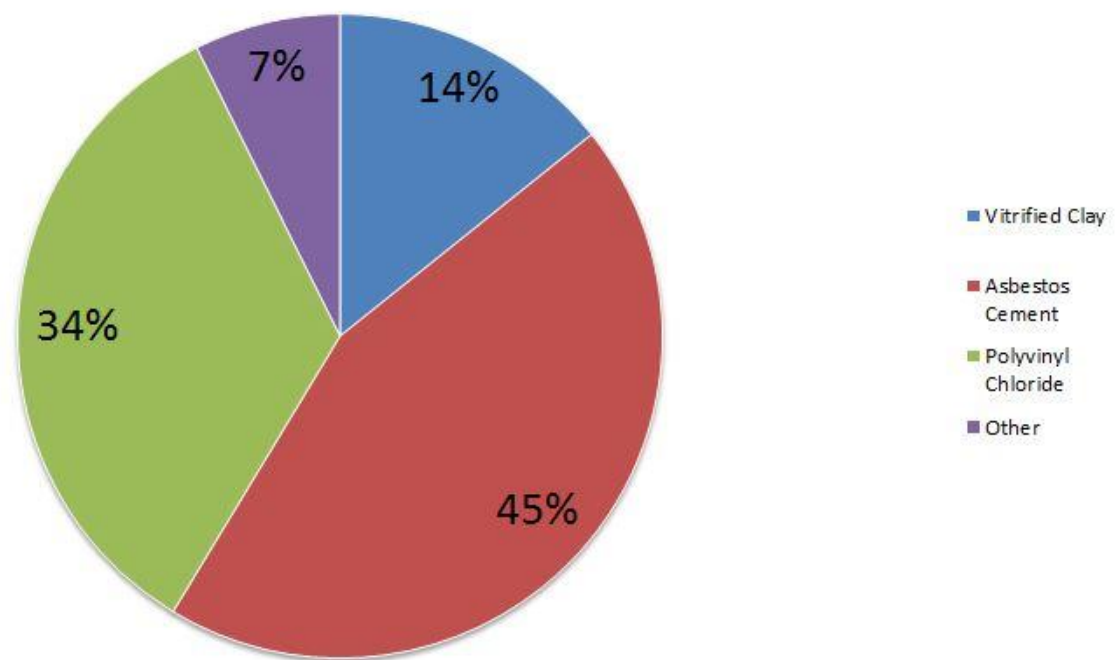
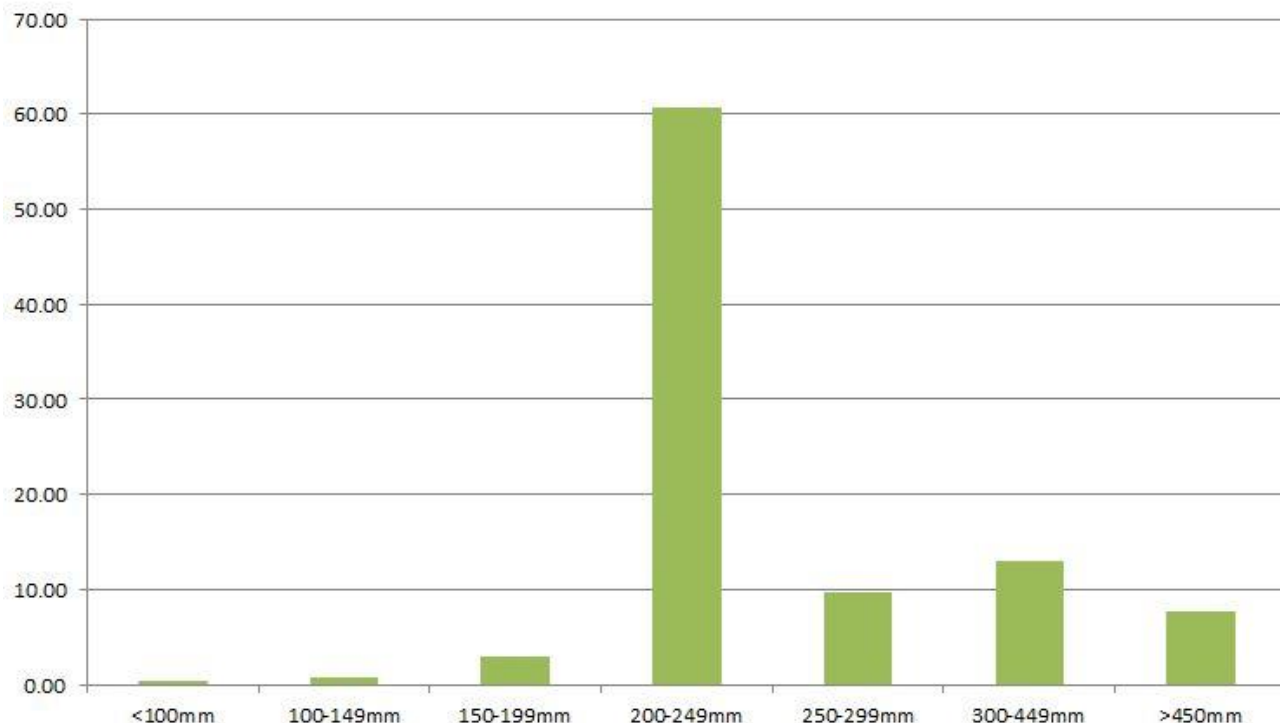


Figure 4.13 Sanitary System Infrastructure Diameter (Kms.)



4.3.2 Wastewater Facilities

The City of Temiskaming Shores provides a complex wastewater treatment system for its residents. There are 2 wastewater aerated lagoons and 1 mechanical sewage treatment plant. It's also responsible for 11 sanitary lift/pumping stations located throughout the municipality.

- The New Liskeard Wastewater Lagoon located at 177304 Bedard Road, is a class 1 facility that provides sewage treatment for the former town of New Liskeard and Township of Dymond area. There are 7 pumping stations in the collection system that direct sanitary sewage to the lagoon. The New Liskeard lagoon has rated working capacity of 5500 m³/day (average) and continuously discharges to the Wabi River which flows into Lake Timiskaming. This location is at 84.5% capacity and pumping capacity is sufficient as of 2019.

Pumping Station Locations:

- Cedar St.
- Elm Ave.
- Jaffray St. (Goodman)
- Gray Rd.
- Montgomery St.
- Niven St. N.
- Riverside Dr.

- The Haileybury Wastewater Treatment Plant is a class 2 extended aeration wastewater treatment plant located at 275 View Street. It serves a population of approximately 4200 residents within the former town of Haileybury and has an average rated working capacity of 2728 m³/day (average). There are 2 pumping stations in the collection system that direct sanitary sewage to the plant. This location is at 80% capacity and pumping capacity is sufficient as of 2019.

Pumping Station Locations:

- Brewster St.
- Farr Dr.

- The North Cobalt Wastewater Lagoon located at 543083 Proctors Road, is a class 2 facility that provides sewage treatment for the residence of South Haileybury (North Cobalt). There are 2 pumping stations in the collection system that direct sanitary sewage to the lagoon. The North Cobalt lagoon has a rated working capacity of 1200 m³/day (average) and continuously discharges to the Farr Creek which flows into Lake Timiskaming. This location is at 48.1% capacity and pumping capacity is sufficient as of 2019.

Pumping Station Locations:

- Groom Dr.
- Station St.

4.3.3 Sanitary System Condition Report Card

It's important to note that a small area of the city is still being serviced by combined sewer systems that were installed prior to the 1930s. If a combined sewer overflow was to occur, it would be discharged into Lake Timiskaming through the storm system. Therefore, it can directly attribute to the significant reconstruction and rehabilitation needs of the city in order to avoid harming the lake water quality.

Table 4-8 shows the average ratings and overall report card grade for the Municipality's sanitary sewer system. This initial report has considered age, material type and diameter (capacity) of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Table 4-8: Sanitary System Inventory Report Card

Condition Rating	Financial Rating	Overall Rating
2.77	2.5	2.64
Facility Condition Rating	Facility Financial Rating	Overall Rating
3.74	2.8	3.27

4.4 Storm System

4.4.1 Storm sewer Inventory Overview

The City of Temiskaming Shores has approximately 62.9 km of storm sewer piping and 2026 maintenance structures located within its infrastructure portfolio. The current average pipe age is 39.2 years. The age distribution of storm sewer infrastructure installation years is shown in Figure 4.14 and Figure 4.15.

Table 4-9 Total Replacement Cost for Storm Assets

Storm System			
Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Storm Sewer	62.9 km	40-80	\$ 33,199,225.00
Catchbasins	1872 units	50	\$ 4,769,040.00
Manholes	154 units	50	\$ 749,120.00
Culverts	7.4 km	40-80	\$ 5,280,625.00
Ditches	468 units	10-15	
Ponds	1 unit	50	\$ 475,000.00
Total:			\$ 44,473,010.00

Figure 4.14 Storm System Infrastructure Age Distribution (%)

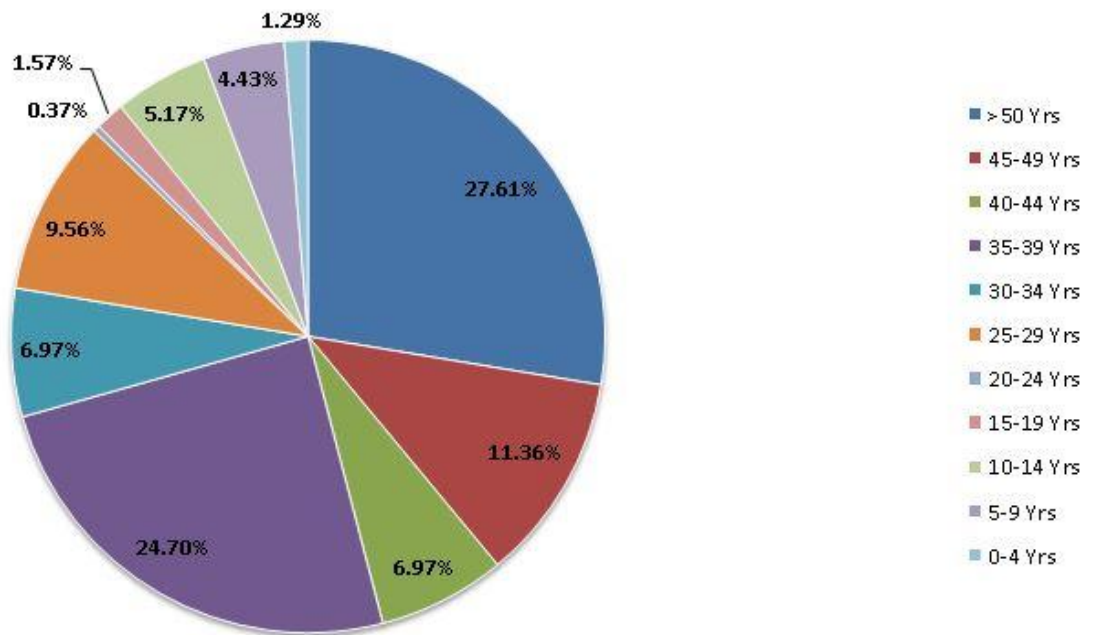
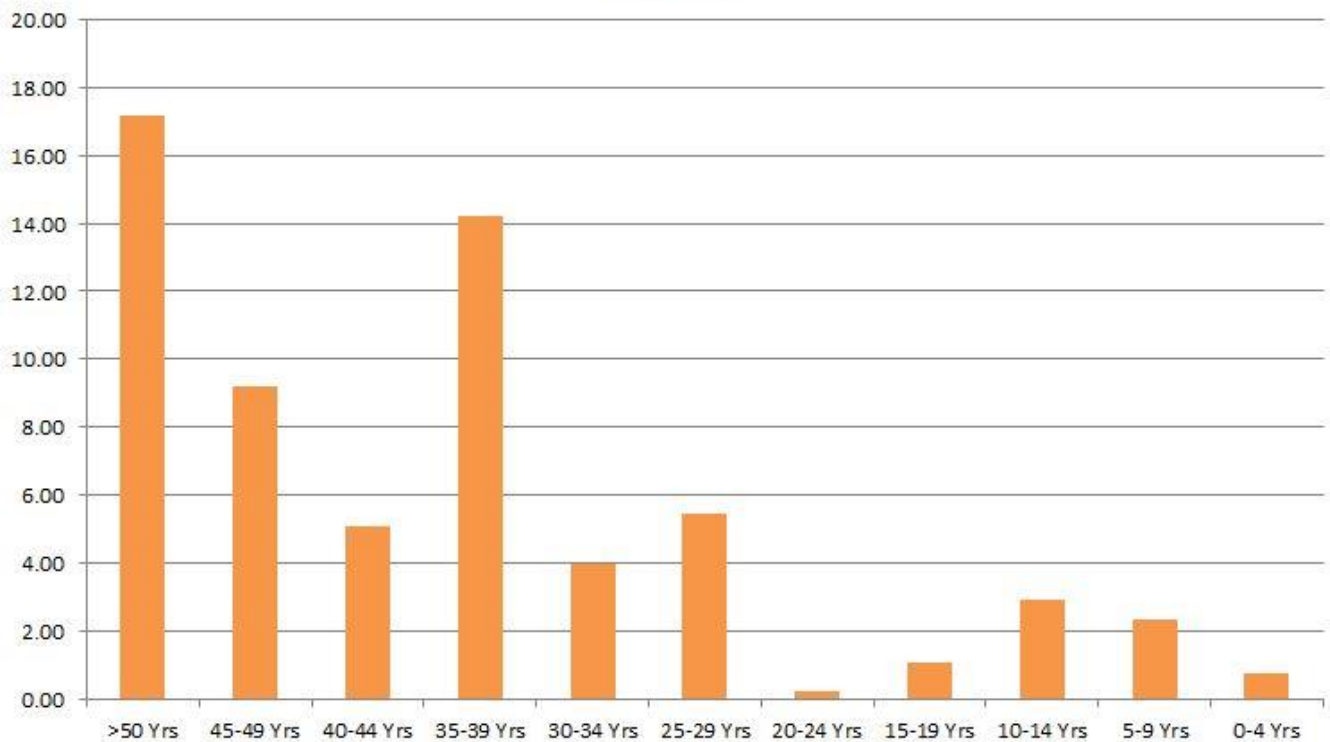


Figure 4.15 Length of Storm System Infrastructure by Age (Kms.)



The majority of storm sewer pipes are Corrugated Steel Pipe with a diameter of 300 to 450 mm and installed over 30+ years ago, as shown in Figure 4.16, 4.17 and 4.18.

Figure 4.16 Storm System Age and Material (Km)

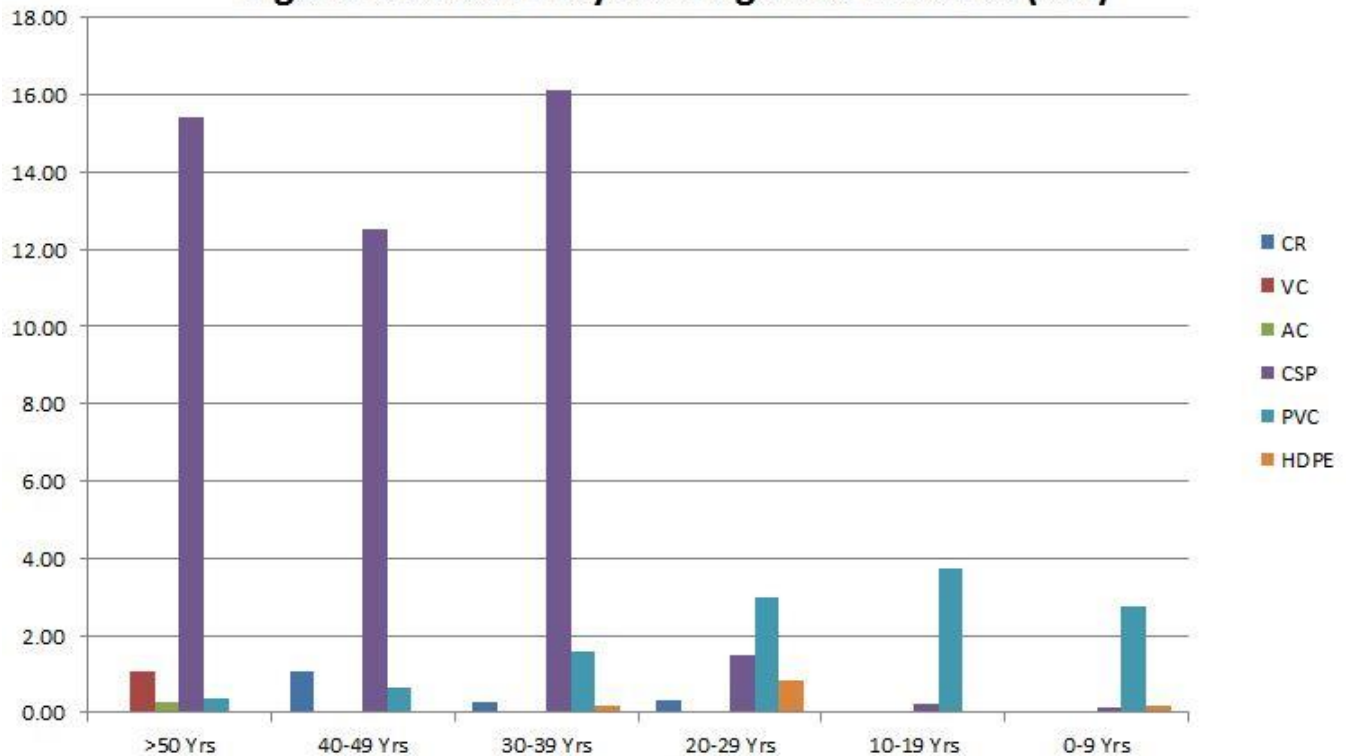


Figure 4.17 Storm Material by Percentage

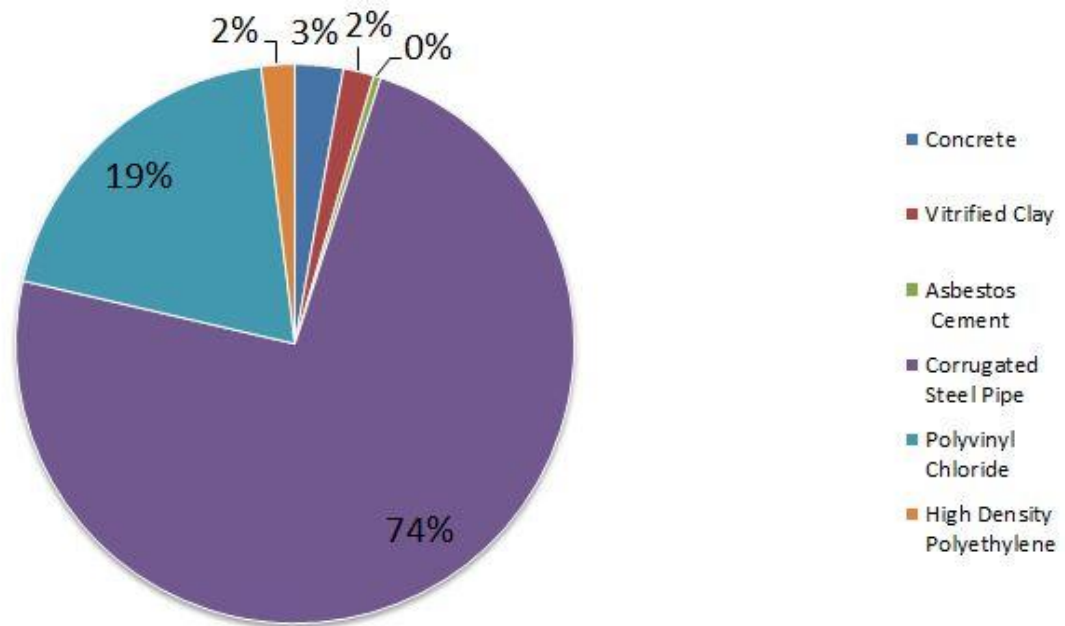
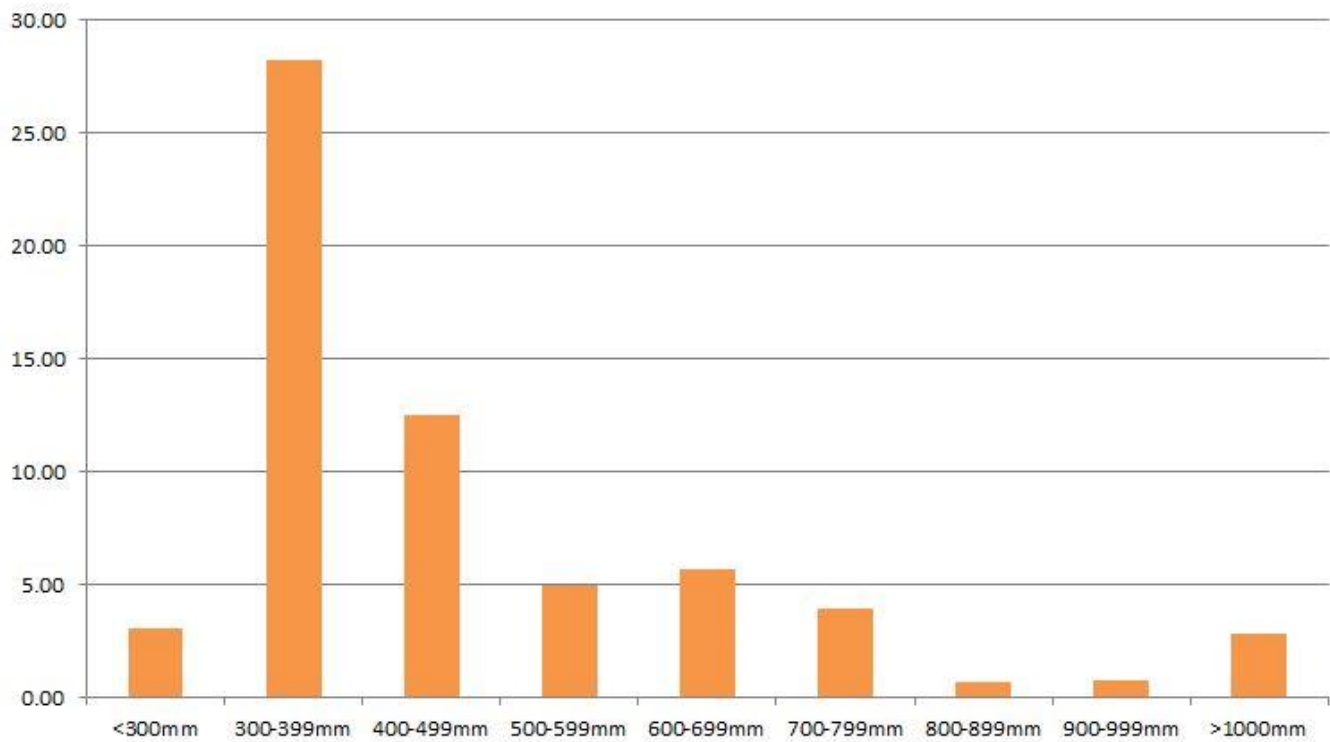


Figure 4.18 Storm System Infrastructure Diameter (Kms.)



4.4.2 Centerline Culverts Inventory Overview

The City of Temiskaming Shores has approximately 7.6 km of centerline culverts piping and 1 Storm Water Management System located within its infrastructure portfolio. The current average pipe age is 40.6 years. The age distribution of storm sewer infrastructure installation years is shown in Figure 4.19 and Figure 4.20.

Note: that the average age of centerline culverts was based on staff knowledge and remains inaccurate, due to a lack of data.

Figure 4.19 Centerline Culverts Age Distribution (%)

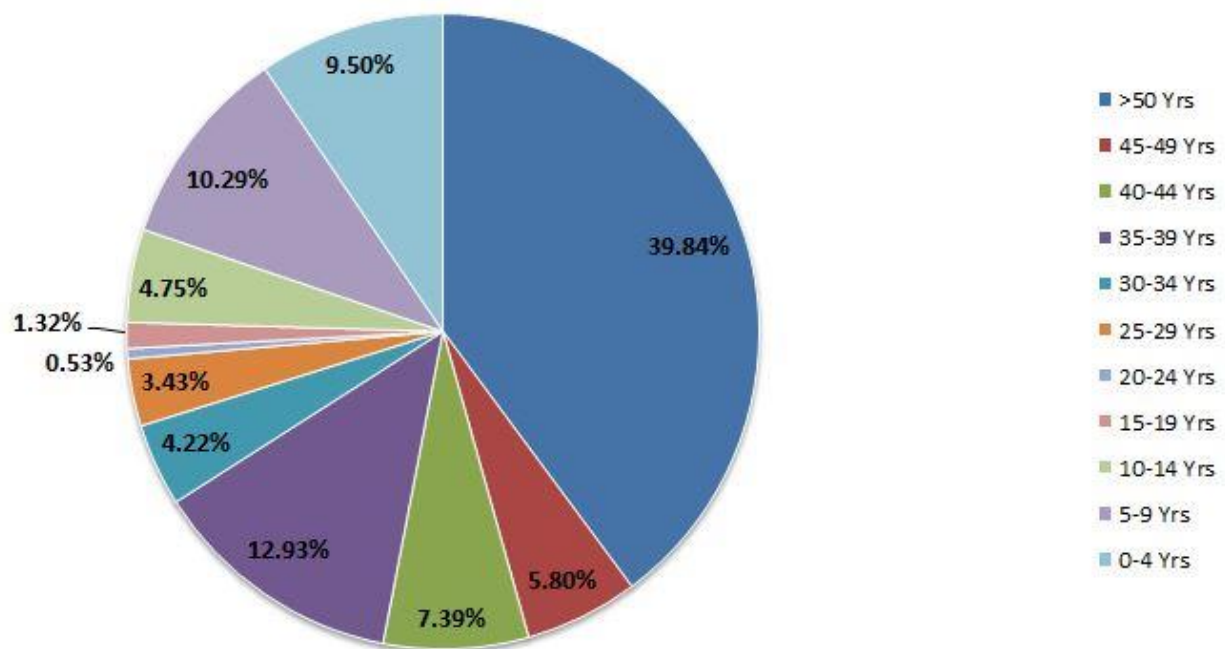
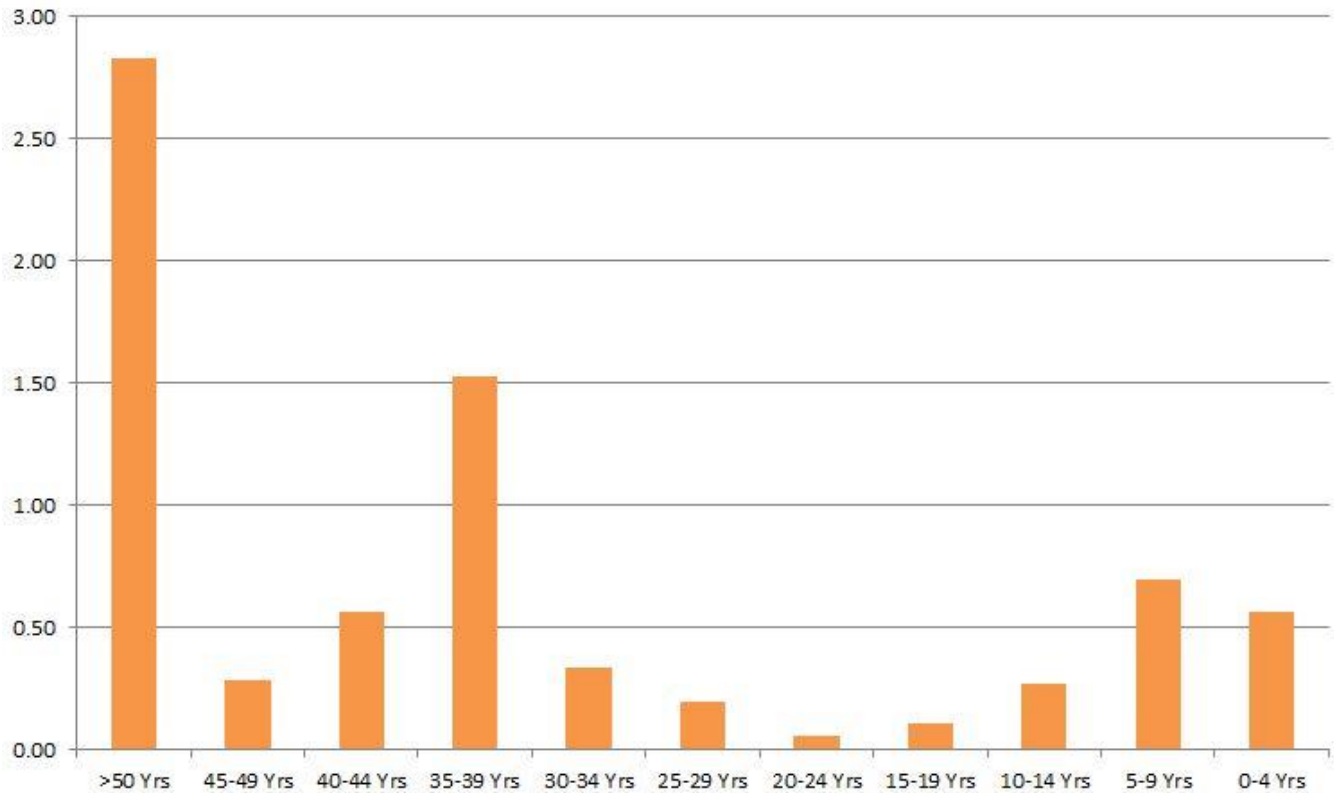


Figure 4.20 Length of Centerline Culverts by Age (Kms.)



The majority of the culverts are Corrugated Steel Pipe with a diameter of over 1000 mm and installed over 50+ years ago, as shown in Figure 4.21, 4.22 and 4.23.

Figure 4.21 Centerline Culverts Age and Material (Km)

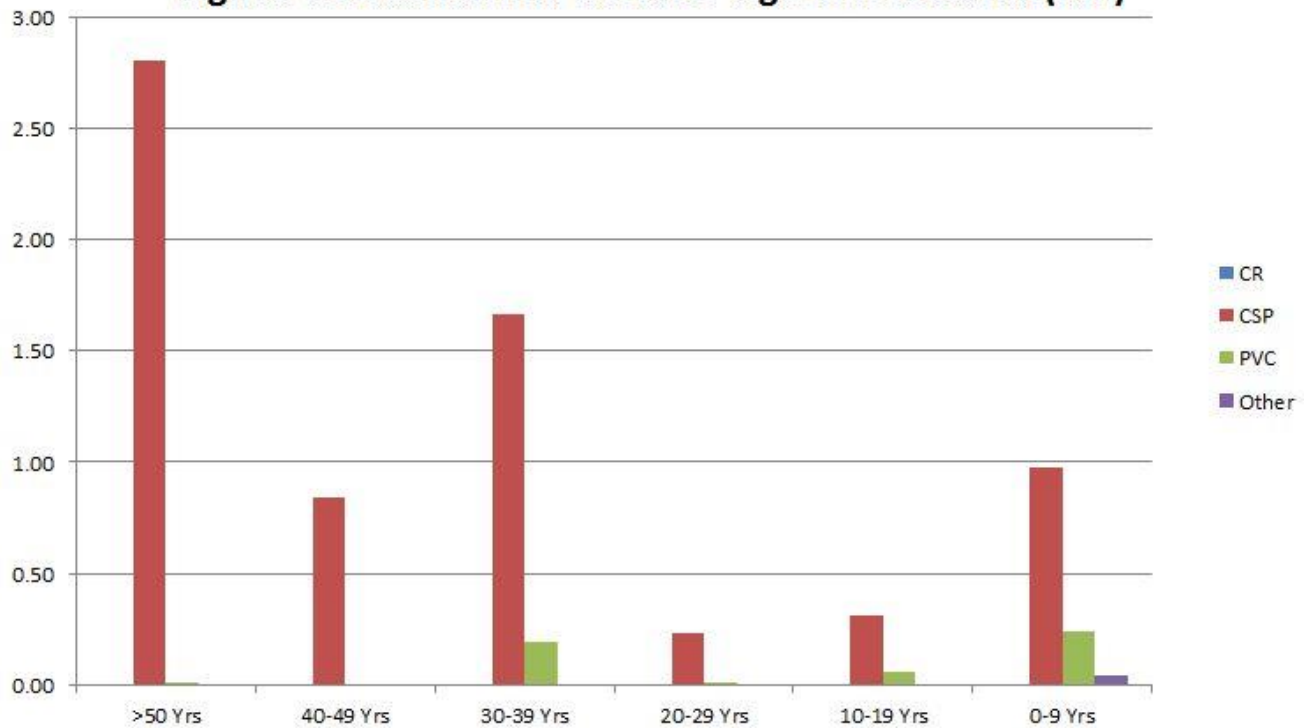


Figure 4.22 Centerline Culvert Material by Percentage

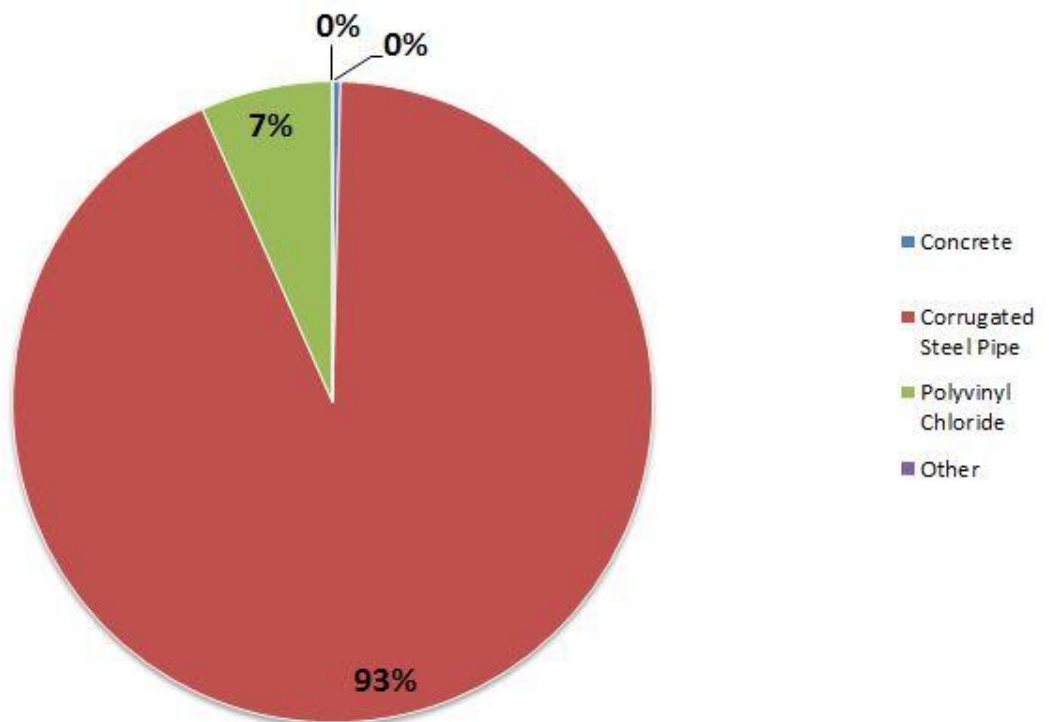
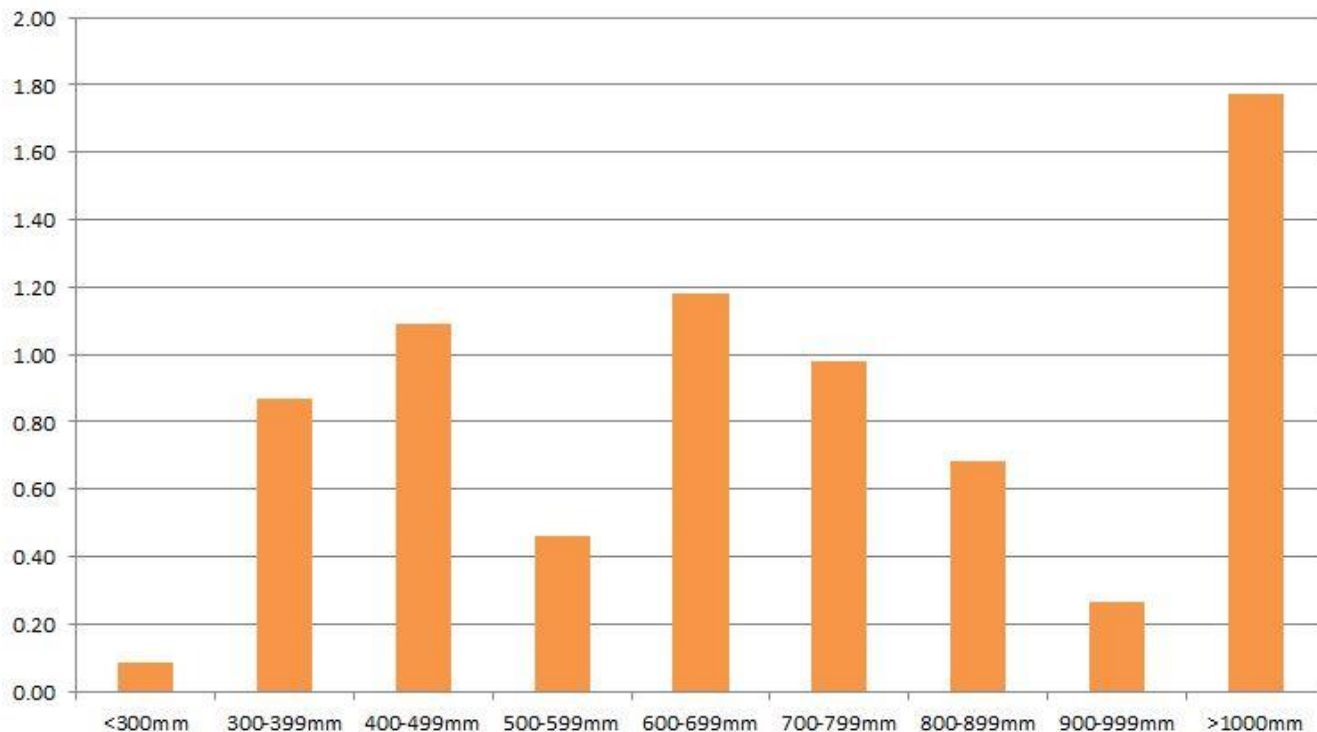


Figure 4.23 Centerline Culverts Diameter (Kms.)



4.4.3 Storm System Condition Report Card

Table 4-10 shows the average ratings and overall report card grade for the City's storm water system. This initial report has considered age, material type and diameter of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Note: that the Report Card takes both urban storm networks and Culverts into account.

Table 4-10: Storm System Inventory Report Card

Condition Rating	Financial Rating	Overall Rating
1.92	1.80	1.86

4.5 Transportation System

4.5.1 Road Inventory Overview

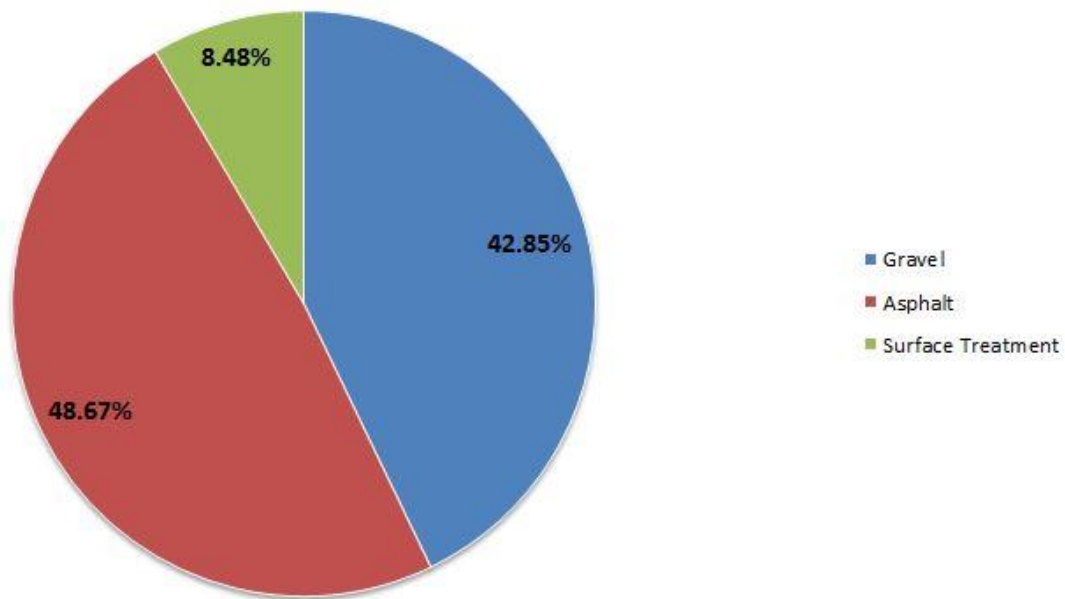
The City of Temiskaming Shores has approximately 200.5 km of roadways. This includes approximately 209.6 lane kilometres of asphalt surface roadway, 34 lane kilometres of surface treated roadway, and 172.8 lane kilometres of gravel surface roadways as identified through the 2020 Roads Review exercise. The surface type and classification of the roads, as recorded in the City's records, is shown in Figure 4.24 and Figure 4.25.

Note: The City completes a review of the Roads Condition Study every 3 years. The information gathered in the 2017 and 2020 reviews contained complete and accurate information about the road surface type and condition that was correlated with the staff and consultant information and used for the development of this Plan.

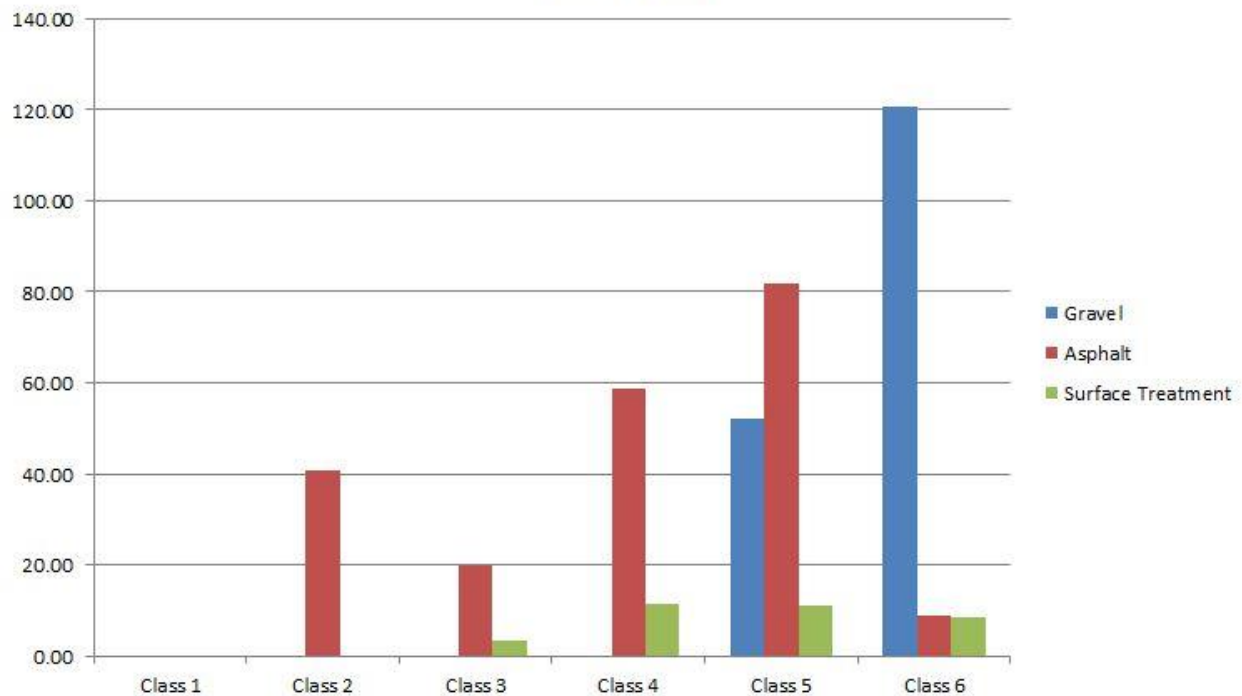
Table 4-11 Total Replacement Cost for Transportation Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Roads (paved lane km)	209.6 km	30-100	\$ 34,412,504.00
Roads (Surface Treated lane km)	34 km	20-100	\$ 1,300,240.00
Roads (gravel lane km)	172.8 km	10-50	\$ 3,213,135.00
Sidewalks	40.2 km	60-80	\$ 7,206,755.00
Active Trails	18 km	30	\$ 1,551,605.00
Total:			\$ 47,684,239.00

Figure 4.24 Roads Network by Surface Type (%)

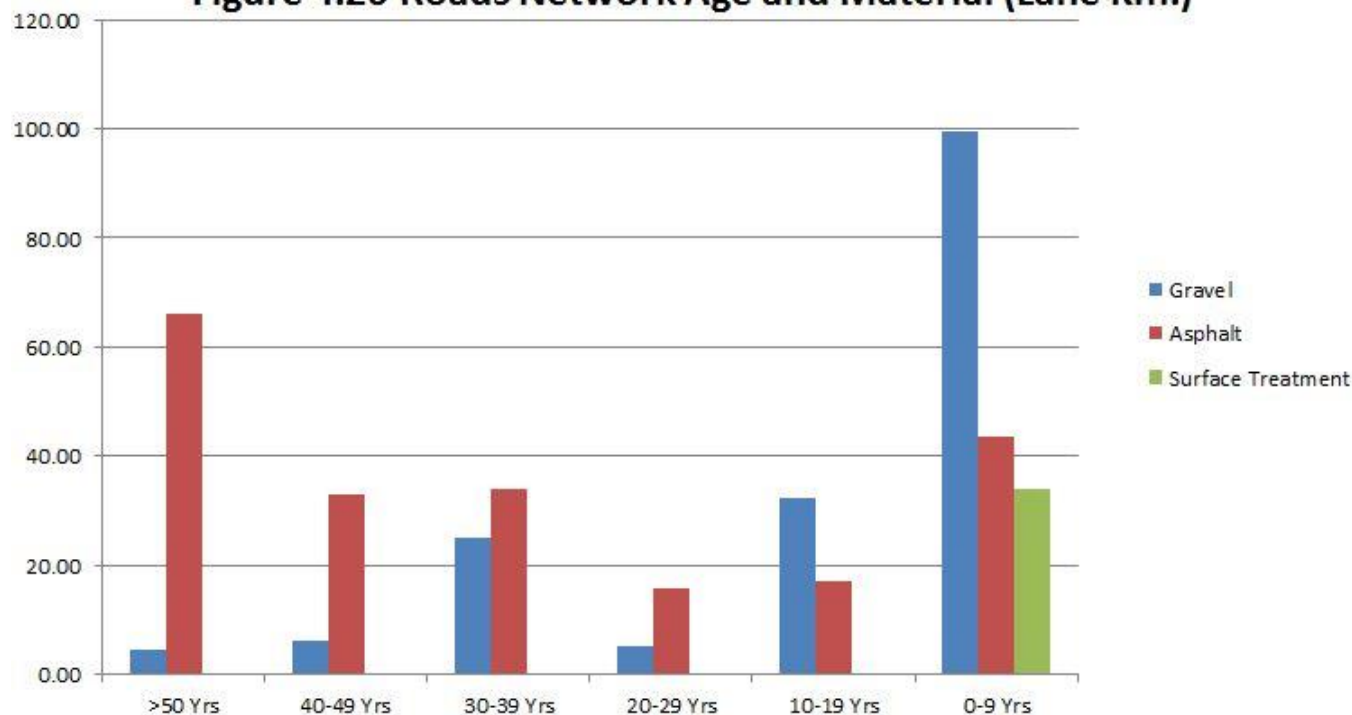


**Figure 4.25 Roads Network Classification and Material
(Lane Km.)**



The age distribution of roadway network is illustrated in Figure 4.26. The majority of the roads have been constructed prior to 1963 or over 50 years ago. However, a large percentage of these roads have been resurfaced since that time.

Figure 4.26 Roads Network Age and Material (Lane Km.)



4.5.2 Sidewalk Inventory Overview

The City of Temiskaming Shores has approximately 40.2 km of sidewalks and approximately 18 km of active trails. The walkway type and age, as recorded in the City's records, is shown in Figure 4.27 and Figure 4.28.

Note: The City completes a review of the Sidewalk Condition Study every 3 years. The information gathered in the 2018 contained complete and accurate information about the sidewalk surface type and condition that was correlated with the staff and consultant information and used for the development of this Plan.

Figure 4.27 Walkway Network by Type (Km.)

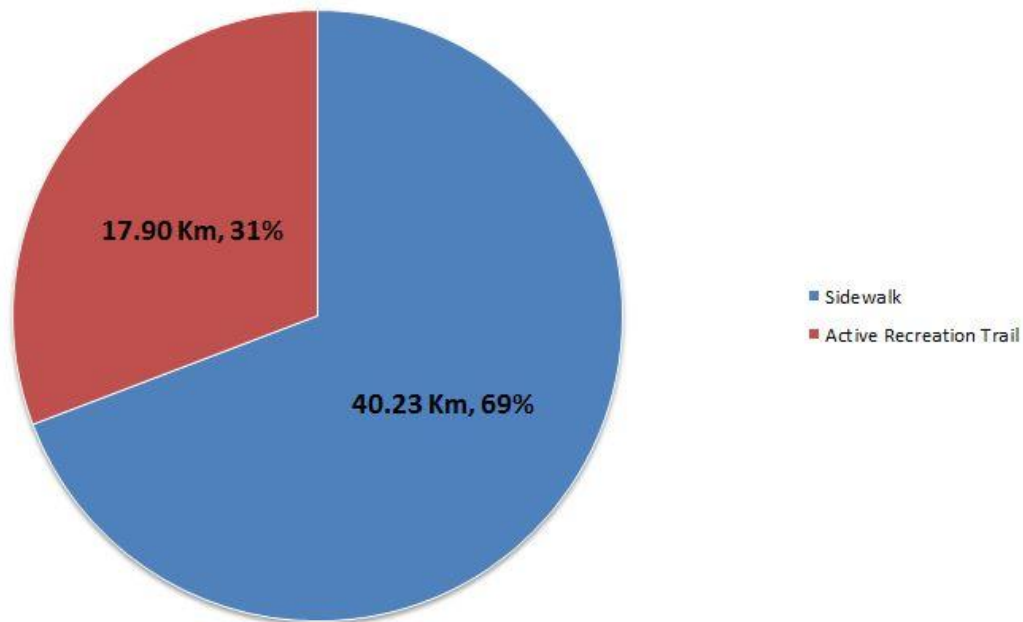
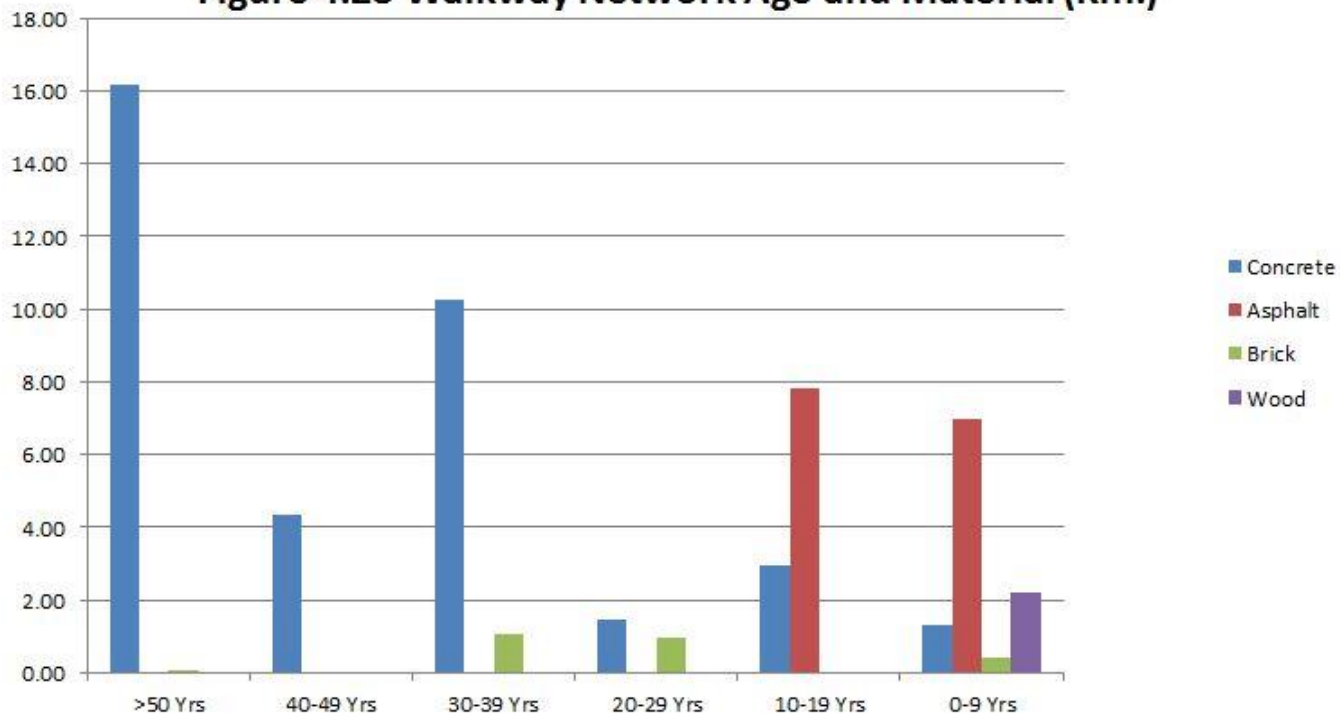


Figure 4.28 Walkway Network Age and Material (Km.)



4.5.3 Transportation System Condition Report Card

It's worth noting that the city also has to take infrastructure condition into account before moving forward with road resurfacing projects. A full reconstruction of the road might be preferred in order to maximise to durability and life expectancy of the assets in question.

Table 4-12 presents the average ratings and overall report card grade for the City's Transportation network. This initial report has considered estimated age, surface and sub-surface material type, network capacity and perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Note: that the Report Card takes both roads and walkways into account.

Table 4-12: Transportation Network Inventory Report Card

Road Condition Rating	Sidewalk Condition Rating	Financial Rating	Overall Rating
3.01	3.64	3.4	3.35

4.6 Bridges & Large Dia. Culverts

4.6.1 Inventory Overview

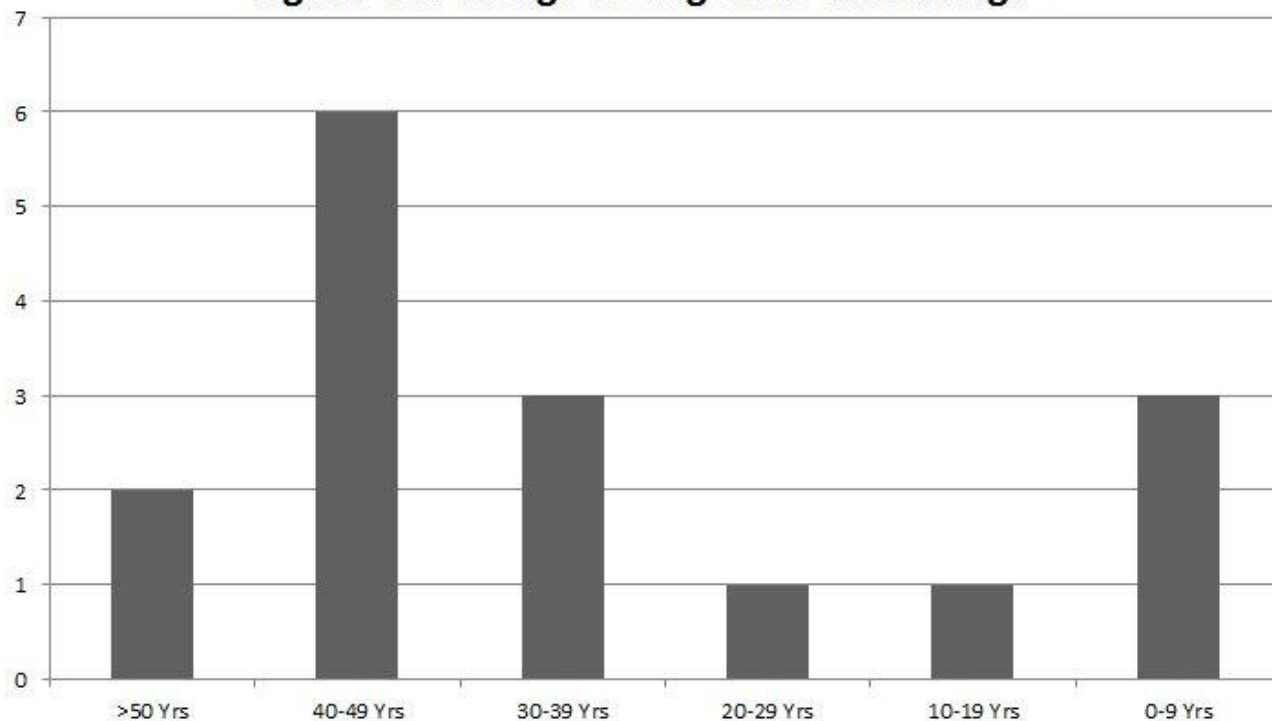
There are 16 bridges and large diameter culverts in the City of Temiskaming Shores. The average life expectancy of bridges built prior to 1970 is assumed to be 60 years, and bridges built after 1970 is assumed to be 75 years. Multi-plate culverts average life expectancy is assumed to be 40 years. The average age of City's bridges and culverts is 33.4 years. Figure 4.29 shows the age distribution for the City's bridges and large diameter culvert installations.

Note: that the City of Temiskaming Shores and the Township of Harley are both responsible for two bridges on Uno Park Road.

Table 4-13 Total Replacement Cost for Bridge & Large Dia. Culvert Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Bridges	10 units	40-70	\$ 14,375,000.00
Large Dia. Culverts	6 units	40-70	\$ 3,050,000.00
Total:			\$ 17,425,000.00

Figure 4.29 Bridge & Large Dia. Culvert Age



A breakdown of the bridge and culvert structures is as follows:

- 1 Concrete Box Culvert
- 3 Single Cell Multi-plate Culverts
- 1 Double Cell Multi-plate Culvert
- 1 Multi-plate Arch CSP
- 2 Bailey Bridge
- 3 CPCI Concrete Girder
- 2 Fixed Steel Girder
- 1 Wood Superstructure
- 1 Steel I-Girder
- 1 Steel I-Girder (pedestrian bridge)

4.6.2 Bridge & Large Dia. Culvert Inventory Condition Report Card

Figure 4-30 shows the average ratings and overall report card grade for the City's bridge and large diameter culvert inventory. This initial report has considered information gathered in the 2020 OSIM Bridge Inspection report conducted every two years, as it relates to estimated age, material type, structure size (width / diameter) and perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Note: the OSIM Bridge Inspection report contains a summary of findings, recommendations, and prioritization of rehabilitative maintenance for each bridge and culvert structure in the City of Temiskaming Shores. Therefore, rehabilitative maintenance has also been considered in the overall rating of the structures.

Figure 4.30 State of bridge and Large Dia. Culvert Structures

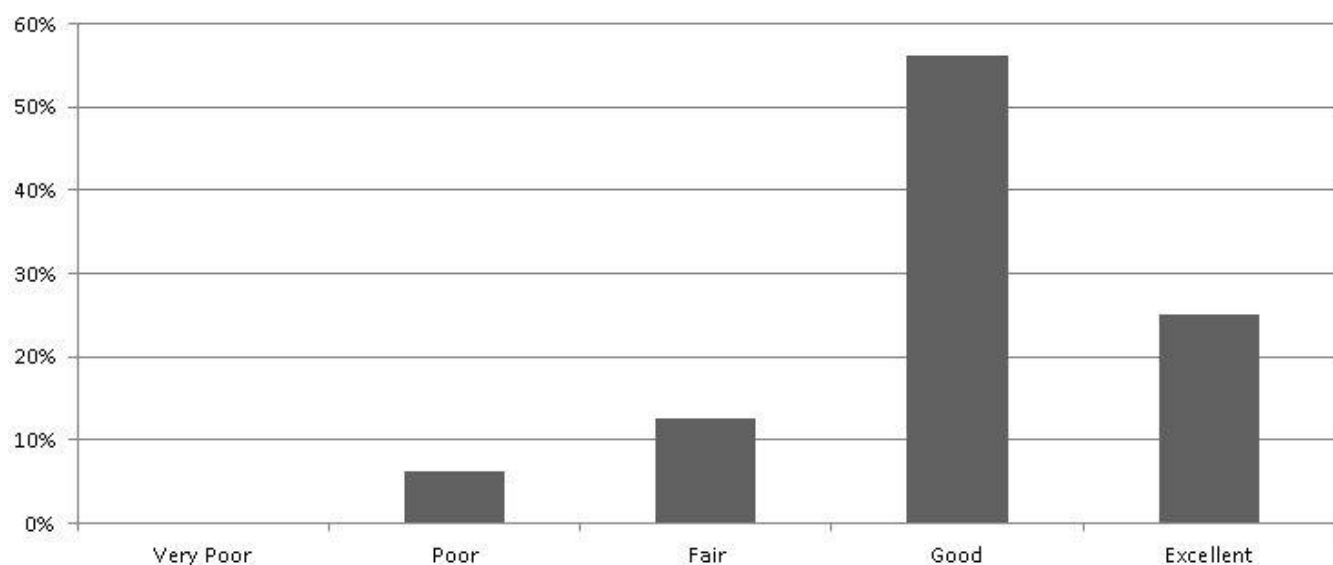


Table 4-14: Bridge & Large Dia. Culvert Inventory Report Card

Condition Rating	Financial Rating	Overall Rating
3.39	1.5	2.45

5. Current Levels of Service

5.1 Introduction

The levels of service are high level indicators, comprised of many factors that, as listed below, establish defined quality thresholds at which municipal services should be supplied to the community. They support the organization's strategic goals and are based on customer expectations, statutory requirements, standards, and the financial capacity of a municipality to deliver those levels of service.

Levels of Service are used:

- to inform customers of the proposed type and level of service to be offered;
- to identify the costs and benefits of the services offered;
- to assess suitability, affordability and equity of the services offered;
- as a measure of the effectiveness of the asset management plan
- as a focus for the AM strategies developed to deliver the required level of service

In order for a municipality to establish a current level of service, it will be important to review the key factors involved in the delivery of that service, and the interactions between those factors. In addition, it will be important to establish some key performance metrics and track them over an annual cycle to gain a better understanding of the current level of service supplied.

Within this Asset Management Plan, key factors affecting level of service will be outlined below and some key performance indicators for each asset type will be outlined for further review. This will provide a framework and starting point from which the City can determine future desired levels of service for each infrastructure class.

The City of Temiskaming Shores target Levels of Service have been linked to Council's vision, goals and objectives for infrastructure assets as presented in Section 2, *Asset Management Policy*, of this Plan and include the key factors listed below.

5.2 Key Factors that Influence Level of Service

- Strategic and Corporate Goals
- Legislative and Regulatory Requirements
- Expected Asset Performance
- Community Expectations
- Availability of Finances

5.2.1 Strategic and Corporate Goals

Infrastructure levels of service can be influenced by strategic and corporate goals. Strategic plans spell out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives. It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future. The level of importance that a community's vision is dependent upon infrastructure, will ultimately affect the levels of service provided or those levels that it ultimately aspires to deliver.

5.2.2 Legislative and Regulatory Requirements

Infrastructure levels of service are directly influenced by many legislative and regulatory requirements. For instance, the Safe Drinking Water Act, the Minimum Maintenance Standards for municipal highways, Ontario Building Code, and the Accessibility for Ontarians with Disabilities Act are all legislative requirements that prevent levels of service from declining below a certain standard.

5.2.3 Expected Asset Performance

A level of service will be affected by current asset condition, and performance and limitations in regards to safety, capacity, and the ability to meet regulatory and environmental requirements. In addition, the design life of the asset, the maintenance items required, the rehabilitation or replacement schedule of the asset, and the total costs, are all critical factors that will affect the level of service that can be provided.

5.2.4 Community Expectations

Levels of services are directly related to the expectations that the general public has from the infrastructure. For example, the public will have a qualitative opinion on what an acceptable road looks like, and a quantitative one on how long it should take to travel between two locations. Infrastructure costs are projected to increase dramatically in the future, therefore it is essential that the public is not only consulted, but also be educated, and ultimately make choices with respect to the service levels that they wish to pay for.

5.2.5 Availability of Finances

Availability of finances will ultimately control all aspects of a desired level of service. Ideally, these funds must be sufficient to achieve corporate goals, meet legislative requirements, address the asset's life cycle needs, and meet community expectations. Levels of service will be dictated by availability of funds or elected officials' ability to increase funds, or the community's willingness to pay.

5.3 Key Performance Indicators

Performance measures or key performance indicators (KPI) that track levels of service should be specific, measurable, achievable, relevant, and time bound (SMART). Many good performance measures can be established and tracked through software products. In this way, through automation, results can be reviewed on an annual basis and adjustments can be made to the overall asset management plan, including the desired level of service targets.

In establishing measures, a good rule of thumb to remember is that maintenance activities ensure the performance of an asset and prevent premature aging, whereas rehab activities extend the life of an asset. Replacement activities, by definition, renew the life of an asset. In addition, these activities are constrained by resource availability (in particular, finances) and strategic plan objectives. Therefore, performance measures should not just be established for operating and maintenance activities, but also for the strategic, financial, and tactical levels of the asset management program. This will assist all levels of program delivery to review their performance as part of the overall level of service provided.

This is a very similar approach to the “balanced score card” methodology, in which financial and nonfinancial measures are established and reviewed to determine whether current performance meets expectations. The “balanced score card”, by design, links day to day operations activities to tactical and strategic priorities in order to achieve an overall goal, or in this case, a desired level of service.

The structure of accountability and level of indicator with this type of process is represented in the following diagram, modified from the InfraGuide’s best practice document, “Developing Indicators and Benchmarks” published in April 2003.

Level of Indicator Municipal Structure

Strategic	Council & City Manager
Tactical	Director or Public Works Managers
Operational	Transportation & Environmental Divisions

As a note, a caution should be raised over developing too many performance indicators that may result in data overload and lack of clarity. It is better to develop a select few that focus in on the targets of the asset management plan.

Outlined below for each infrastructure class is a suggested service description, suggested service scope, and suggested performance indicators. These should be reviewed and updated in each update of the Asset Management Plan.

Core Values

Accessibility – Services are available and accessible for customers who require them.

Reliability – Services are provided with minimal service disruption and are available to customers in line with needs and expectations.

Safety – Services are delivered such that they minimize health, safety and security risks.

Regulatory – Services meet regulatory requirements of all levels of government.

Affordability – Services are suitable for the intended function (fit for purpose).

Sustainability – Services are designed to be used efficiently and long-term plans are in place to ensure that they are available to all customers into the future.

5.3.1 Transportation Services

The city's "core" transportation network comprises roadways, bridges, culverts and sidewalks. Together, this infrastructure enables the municipality to deliver transportation and pedestrian facility services and give people a range of options for moving about in a safe and efficient manner.

5.3.1.1 Scope of Services

- **Movement** – providing for the movement of people and goods.
- **Access** – providing access to residential, commercial, and industrial properties and other community amenities.
- **Recreation** – providing for recreational use, such as walking, cycling, or special events such as parades.

5.3.2 Performance Indicators

Strategic Indicators	<ul style="list-style-type: none"> ▪ Percentage of total reinvestment compared to asset replacement value ▪ Completion of strategic plan objectives (related to transportation)
Financial Indicators	<ul style="list-style-type: none"> ▪ Annual revenues compared to annual expenditures ▪ Annual replacement value depreciation compared to annual expenditures ▪ Total cost of borrowing compared to total cost of service ▪ Revenue required to maintain annual network growth
Tactical Indicators	<ul style="list-style-type: none"> ▪ Percentage of road network rehabilitated / reconstructed ▪ Value of bridge / large culvert structures rehabilitated or reconstructed ▪ Overall road condition index as a percentage of desired condition index ▪ Overall bridge condition index as a percentage of desired condition index ▪ Annual adjustment in condition indexes ▪ Annual percentage of network growth ▪ Percent of paved road lane km where the condition is rated poor or critical

	<ul style="list-style-type: none"> ▪ Number of bridge / large culvert structures where the condition is rated poor or critical ▪ Percentage of road network replacement value spent on operations and maintenance ▪ Percentage of bridge / large culvert structures replacement value spent on operations and maintenance
Operational Indicators	<ul style="list-style-type: none"> ▪ Percentage of road network inspected within last 5 years ▪ Percentage of bridge / large culvert structures inspected within last two years ▪ Operating costs for paved roads per lane km ▪ Operating costs for gravel roads per lane km ▪ Operating costs for bridge / large culvert structures per square metre ▪ Number of customer requests received annually ▪ Percentage of customer requests responded to within 24 hours

5.3.3 Water & Sewer Services

The city's water distribution/treatment network comprises of water mains, hydrants, valves and various water facilities. The sewer network comprises sanitary sewer mains, maintenance holes and pump stations. The storm sewer network also comprises of storm mains, catch basins, maintenance holes and open ditches with numerous outlets.

Together, the above infrastructure enables the City to deliver a potable water distribution service, and a waste water and storm water collection service to the residents of the municipality.

5.3.2.1 Scope of Services

- The provision of clean safe drinking water through a distribution network of water mains and pumps.
- The removal of waste water through a collection network of sanitary sewer mains.
- The removal of storm water through a collection network of storm sewer mains, and catch basins

5.3.2.2 Performance Indicators

Strategic Indicators	<ul style="list-style-type: none"> ▪ Percentage of total reinvestment compared to asset replacement value ▪ Completion of strategic plan objectives (related to water/sanitary/storm)
Financial	<ul style="list-style-type: none"> ▪ Annual revenues compared to annual expenditures ▪ Annual replacement value depreciation compared to annual expenditures

Indicators	<ul style="list-style-type: none"> ▪ Total cost of borrowing compared to total cost of service ▪ Revenue required to maintain annual network growth ▪ Lost revenue from system outages
Tactical Indicators	<ul style="list-style-type: none"> ▪ Percentage of water/sanitary/storm network rehabilitated / reconstructed ▪ Overall water/sanitary/storm network condition index as a percentage of desired condition index ▪ Annual adjustment in condition indexes ▪ Annual percentage of growth in water/sanitary/storm network ▪ Percentage of mains where the condition is rated poor or critical for each network ▪ Percentage of water/sanitary/storm network replacement value spent on operations and maintenance
Operational Indicators	<ul style="list-style-type: none"> ▪ Percentage of water/sanitary/storm network inspected ▪ Operating costs for the collection of wastewater per kilometre of main ▪ Number of wastewater main backups per 100 kilometres of main ▪ Operating costs for storm water management (collection, treatment, and disposal) per kilometre of drainage system. ▪ Operating costs for the distribution/ transmission of drinking water per kilometre of water distribution pipe. ▪ Number of days when a boil water advisory issued by the medical officer of health, applicable to a municipal water supply, was in effect. ▪ Number of water main breaks per 100 kilometres of water distribution pipe in a year. ▪ Number of customer requests received annually per water / sanitary / storm networks ▪ Percentage of customer requests responded to within 24 hours per water / sanitary

5.4 Data Collection

To appropriately record, track and monitor Levels of Service, the City will continue with or initiate programmes to collect the following types of information in addition to using discrete asset identifiers:

5.4.1 Water System

1. Date of break or water quality incident
2. Location of break or water quality incident
3. Cause of break or water quality incident
4. Estimated water loss
5. Pipe characteristics (diameter, material, installation year)
6. Time taken to respond to the incident
7. Time taken to return water mains back to service

5.4.2 Sanitary Sewer System

1. Date of blockage
2. Location of blockage
3. Cause of blockage
4. Pipe characteristics (diameter, material, installation year)
5. Time taken to respond to the incident
6. Time taken to return sewer back to service
7. CCTV inspection or Pipe Condition Rating

5.4.3 Storm Sewer System

1. Date of blockage or “*flooding on road*” incident
2. Location of blockage / flood (road and location on road)
3. Rainfall depth for discrete events
4. Time taken to respond to the incident
5. Time taken to return road back to service
6. Pipe characteristics (diameter, material, installation year)
7. CCTV inspection or Pipe Condition Rating

5.4.4 Roads Network

1. Road name inclusive of location (from/to)
2. Physical road characteristics (surface material, installation year)
3. Provincial road classification
4. Maintenance performed on the road (task and the date most recently resurfaced)

5. Pavement Condition survey resulting in a Pavement Condition Index (PCI)
6. Average Annual Daily Traffic (AADT) measured or reported
7. Annual operating costs for hard surface roads

5.4.5 Bridges

1. Bridge Name, Location & Provincial Bridge File Number
2. Bridge Characteristics (construction type, material, installation year)
3. Maintenance conducted on bridge (task and the date most recently repaired)
4. Bridge Condition Index (BCI) as per OSIM inspection
5. Average Annual Daily Traffic (AADT) report as per OSIM inspection
6. Detour route based on OSIM inspection
7. Bi-Annual Appraisal Reports

This information should be recorded in an Asset Management software database and reviewed annually to determine appropriateness and applicability as time and maintenance programs are carried out. It is suggested that the City consider the use of a weighted matrix, as presented in Table 5-1, to assist with the determination of future capital and maintenance programs.

Table 5-1: Sample Weighted Matrix for Sanitary Sewer System

Criteria	Detail	Range Values	Range Ratings	Units	Weighting
Install Year	Lifespan Remaining	1921 - 2021	1 - 5	Years	30%
Location	Impact of failure & area affected		1 - 5	N/A	15%
Material	Material descriptor		1 - 5	N/A	40%
Size	Impact of failure & number of connections affected	1 - 50	1 - 5	Millimetres	15%

6. Asset Management Strategy

6.1 Introduction

6.1.1 Approach

An Asset Management Strategy can be broken down into six types of planned actions:

Non-infrastructure solutions

- Actions or policies that impact the total lifecycle cost or lifespan of individual assets or asset networks.

Operations & maintenance activities

- Standard Operating Procedures and regularly scheduled inspections and maintenance.

Renewal / rehabilitation activities

- Significant repairs that improve assets' condition and extend the useful lifespan.

Replacement activities

- Activities at the end of assets' useful lifespan. Assets can be replaced with similar infrastructure, alternative infrastructure or non-infrastructure solutions to meet or adjust the service needs.

Disposal activities

- Activities related with the removal and safe disposal of assets upon completion of the service life, the replacement, or when otherwise no longer needed by the City.

Expansion activities

- Activities required to extend service, meet growth demands, or increase the levels of service provided.

In addition to the planned actions, the Asset Management Strategy addresses the procurement methods, and provides an overview of risks associated with the Strategy.

6.1.2 Asset Replacement Strategy Overview

The Asset Management Strategy considers the estimated unit replacement cost to forecast the capital investment required on five-year intervals in the 25 year time horizon between 2021 and 2046. Replacement costs were calculated using 2019 dollars with an inflation rate of 3

percent. Where the per unit replacement cost estimate was less than the replacement cost cited in the public sector accounting board (PSAB) 3150 registry, the greater value was used.

For the initial 10 year period, infrastructure replacement has been optimized between the road network, water system, sanitary sewer system, and storm water system. Since the road network requires the most frequent capital interventions, it was used as the basis for driving the strategy. If the buried infrastructure was within 10 years of its estimated Service Life when the road was scheduled to be rehabilitated or replaced, the capital replacement of the buried asset would be accelerated to correspond with the road intervention. The objective of this coordination of effort is to minimize disruptions to the public, while reducing overall costs by bundling activities.

To forecast the cost for replacing assets, a variety of assumptions were made as outlined in the following sections. The estimated unit costs were compared with recent, local construction costs and compared with the replacement cost estimates recorded in the City's PSAB registry. The larger total replacement cost has been applied. This decision was made assuming that the greater value would provide a greater tolerance for errors in the estimates. Moving forward, the City will track infrastructure investments to improve the accuracy and reliability of unit replacement cost estimates as well as enable the inclusion of non-capital (operations and maintenance) expenditures in the Plan.

6.1.2.1 Water System

The following assumptions were made in estimating the per unit replacement cost:

- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe, fire hydrants and valves; and
 - ✓ Excavation, supply and installation of water services to property line (15 m or 50 foot lot frontage is assumed as an overall City average, therefore 12 services are installed per 100 m).
- The replacement cost does not include removal of retired assets or provision of a temporary water main.

Table 6-1 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-1: Replacement Cost for Water Infrastructure

Asset Component	Replacement Cost per Metre (2019)
Water Mains 150mm	\$ 400
Water Mains 200mm	\$ 425
Water Mains 250mm	\$ 450
Water Mains 300mm	\$ 500

Water Mains 450mm	\$ 550
Water Valves	\$ 1000 - \$5000
Hydrants	\$ 6500
Specialized Valves	CPI
Water Facilities	CPI

*Note – Pipe diameters less than 150 mm will be replaced with 150 mm water mains. Estimated cost for replacement includes all pipe, appurtenances and service connections. Pipe diameters greater than 300 are assumed to be transmission lines from source/plant to reservoir with no service connections. CPI (refer to the construction price index)

6.1.2.2 Sanitary Sewer System

The following assumptions were made in estimating the per unit replacement cost:

- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe and maintenance hole structures; and
 - ✓ Excavation, supply and installation of sanitary sewer services to property line (15 m or 50 foot lot frontage is assumed as an overall City average, therefore 12 services are installed per 100 m).
- The replacement cost does not include removal of retired assets or diversion of existing flows.
- Sanitary Sewer depth of 2.8 to 3.0 m.

Table 6-2 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-2: Replacement Cost Sanitary Infrastructure

Asset Component	Replacement Cost per Metre (2019)
Sanitary Mains 200mm	\$ 400
Sanitary Mains 250mm	\$ 425
Sanitary Mains 300mm	\$ 450
Sanitary Mains 375mm	\$ 500
Sanitary Mains 450mm	\$ 550
Sanitary Mains 525mm	\$ 600
Manholes	\$ 1600
Specialized Valves	CPI
Wastewater Facilities	CPI

*Note – Pipe diameters less than 200 mm will be replaced with 200 mm sanitary sewer mains. Estimated cost for replacement includes all pipe, appurtenances and service connections. Pipe diameters greater than 450 are assumed to be truck mains with minimal service connections. CPI (refer to the construction price index)

6.1.2.3 Storm Water System

The following assumptions were made in estimating the per unit replacement cost:

- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe, catch basin, maintenance hole structures and culverts.
- The replacement cost does not include removal of retired assets.
- Storm Sewer depth of 2.5 to 3.5 m.

Table 6-3 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-3: Replacement Cost Storm Infrastructure

Asset Component	Replacement Cost per Metre (2019)
Storm Mains 300mm	\$ 425
Storm Mains 350mm	\$ 500
Storm Mains 450mm	\$ 575
Storm Mains 600mm	\$ 650
Storm Mains 750mm	\$ 750
Storm Mains 800mm	\$ 825
Storm Mains 900mm	\$ 900
Storm Mains 1000mm and greater	\$ 1000

*Note – Pipe diameters less than 300 mm will be replaced with 300 mm storm sewer mains. Estimated cost for replacement includes all pipe, appurtenances and service connections where required.

6.1.2.4 Roads Network

The capital forecast for the Road Network assumed that the short-term needs (investments for the first 10 years) would follow the interventions identified in the review of the Roads Needs Study. The long-term forecast was developed utilizing the public sector accounting board (PSAB) records being integrated with the results from the Roads Needs Study. There is some degree of risk for duplication of costs; however, this is considered a minor risk in that the accuracy of such a forecast typically decreases as the time horizon increases.

The following assumptions were made in estimating the per unit replacement cost for the long-term forecast:

Asphalt Surface

- The replacement cost estimates assumes that all existing asphalt areas will be replaced with asphalt.
- Asphalt depth is assumed at 90 mm for Class 2 and 50mm for Class 3 to 6.
- Price does not include asphalt removal.
- Price is for supply, haul, place and compaction of asphalt only.

Surface Treatment

- The replacement cost estimates assume that all existing surface treatment areas will be replaced with surface treatment.
- Surface treatment application is assumed to be double prime treatment at first application followed by a third application after year three.
- Surface treatment of existing gravel surface roadways will be carried out at a rate of no less than 3.0 kilometres per year.
- Price does not include pulverizing or grading of existing surface.
- Price is for supply, haul, place and compaction of Class 2 aggregate and emulsion.

Gravel

- The replacement cost estimates assume that all remaining gravel surfaces areas will be resurfaced every ten (10) years.
- Granular application is assumed to be 75 mm in depth.
- Price does not include pulverizing or grading of existing surface.
- Price does not include re-grading of roadside ditches prior to placement of granular material.
- Price is for supply, haul, place and compaction of Granular “A” aggregate.
- Roadway stabilization, in advance of surface treatment to be considered.

Sidewalks

- The replacement cost estimates assumes that all existing sidewalks will be replaced with the same surface type.
- Price does not include sidewalk removal.

Bridges and Large Diameter Culverts

- The replacement cost estimates are based on the city's initial construction cost with the addition of the inflation rates.

Table 6-4 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-4: Replacement Cost Transportation Infrastructure

Asset Component	Replacement Cost per Square Metre (2019)
Asphalt 90mm	\$ 70
Asphalt 50mm	\$ 35
Surface Treatment	\$ 10
Gravel	\$ 5
Sidewalk – (Concrete or Brick)	\$ 120
Bridges & Large Dia. Culverts	CPI

*Note - CPI (refer to the construction price index)

6.2 Non-Infrastructure Solution

6.2.1 Data Collection Strategies

Data Collection Preparation

A meeting should be arranged shortly prior to, or as part of collection projects, in order to determine what information is to be updated or augmented, what information is currently available and what the condition is of that information. To facilitate this, an initial data review should be conducted of available data related to the collection exercise. Sources of information should include but not be limited to:

- Infrastructure master plans
- Water & sewer models
- Engineering as-built or record drawings
- Planning studies
- Paper maps
- AutoCAD drawings or GIS files/databases
- Inspection reports
- Imagery

These data-sources should be integrated into a single source appropriate for the data collection exercise. It is generally good practice to house this information in a database. If field staff are performing the data collection using a digital collector (GPS, tablet etc.), where possible, the database should be loaded onto this device so that updates can be made directly. The data schema and populated database should be reviewed prior to commencement of collection and be returned for review and quality assurance and control after collection. A data gap analysis will then be performed that will assess the level of effort required to complete the inventory and identify any assumptions to be made. It is important to note that the completeness and accuracy of the inventory is based on the available existing information, staff knowledge and the visibility of above ground assets. If possible and acceptable, some data may be synthesized based on existing data, but must be flagged as such in the database. Only after all available data-sources have been exhausted should field collection be considered.

Field Data Collection

After all pertinent and available information has been compiled, verified and audited (with appropriate reporting), a field data collection task may be necessary to determine additional or still missing information. A meeting will be held to determine the level of detail required and final use of the information. This will include confirmation and sign-off of the proposed data-model, as well as a detailed list of assets to be collected and what information about those assets is to be collected (overall schema). Sign-off will also be obtained if any special access is required on-site as well as any safety equipment required. All tools to be used in the data collection will be presented to the client at this time.

The field crew supervisor will ensure that all field members are aware of their duties and responsibilities. It is vital that appropriately trained field staff be used, particularly if inspections requiring sign-off are required. Inspection forms will be pre-populated if possible. Each field crew member will be responsible for the entirety of their work. If possible, a small pilot area should be completed and submitted for comment.

Once all field data has been collected, it will be compiled within the agreed upon schema and quality assurance and control, standardization and normalization. Once this is complete, the database will be reviewed at a follow up meeting to discuss the results and further requirements.

6.2.2 Data Management Strategies

Information that is collected by the Municipality represents a significant investment of staff time and resources. Proper information and data management processes and procedures are vital to an organisation's ability actively and effectively make use of available resources to provide an appropriate level of service to their customers as well as prepare required reports for auditing and financial purposes such as the public sector accounting board (PSAB) 3150 reporting. It is therefore critical that this information be regularly maintained to ensure the integrity of the information and allow for improved decision making and management of the Municipality's assets. The ability to rely on information is expected to become even more

crucial as future Provincial and Federal funding programs become contingent on the accuracy of collected data.

While the City of Temiskaming Shores has a wealth of information available, the development of this Plan has highlighted the need for a more robust and streamlined data management strategy. At its core, a proper data management strategy can be broken down into four primary questions:

- What data should I be collecting and why?
- How should I store this information once collected?
- How often should I review my collected data and how should I maintain it?
- Are there any software / hardware applications available to me that will not only allow me to collect, store and maintain this information but also allow me to use this information to answer questions?

To effectively manage the infrastructure data, the Municipality will adopt a Data Management Policy in line with the following policy statement:

It should become the policy of the Municipality to manage their data effectively and efficiently. This should be done through the use of appropriate computerized applications and databases and the collection and storage only of information that has an immediate use and / or answers an immediate business need as required of the Municipality.

This data will be maintained on a regular schedule for each individual dataset by general agreement or Government mandate.

Metadata defining what data has been collected is available and describing the data in terms of what it represents and how current it is will also be provided.

Once an appropriate data model has been determined and agreed upon, the City will create a schedule to determine who will be responsible for each primary data set, how often this information will be reviewed and how often new collections will be done. This information should be recorded as part of the asset information as metadata so that users know how current the information is.

It should be noted that some information may be acquired from other Agency sources such as the Canadian GeoBase (<http://geobase.ca>). This is a free data source that includes the National Road Network which is maintained by the Federal and Provincial governments. Sources such as this may be used to reduce the time required to maintain key datasets.

6.2.3 Information Storage Strategy

How information is stored is as important if not more so than the information itself. The reason for this is that information storage often dictates not only how easily or quickly information may be accessed and used, but also how it is used in terms of formatting etc.

It is recommended that the City adopt a relational database model for the storage of collected information. Ideally, the City would be able to house all information within a single database structure. Practically though, certain key systems such as finance and taxation are required to be contained within their own systems. This does not preclude however the ability to link information between applications.

The primary advantages of storing information using a database model are that agreed upon data standards are enforced and the duplication of information is reduced or eliminated ensuring that staff use the same information. Examples of this would include street name lists, address lists, assessment role numbers, etc.

6.2.4 Software / Hardware Strategy

Software and hardware are often seen and promoted as “solutions.” However, they should really be viewed as tools to assist in providing core functions required by City staff.

Databases

As discussed above, database technology is strongly recommended to assist in the storage and retrieval of information. Common applications such as MS Excel can link to a database to retrieve information and provide statistical and empirical evidence and graphs. Databases also excel as interacting with each other such that information can be passed from one system to another relatively easily. Lastly, databases often act as what is termed a “back end” to front facing applications such as finance and taxation systems, asset and customer management systems, maintenance management systems and geographic information systems (GIS).

As discussed above, it is recommended that the City consider a detailed review of enterprise database applications such as Microsoft SQL Server, Oracle, MySQL, PostgreSQL or similar products.

Asset Management

Asset management has become a major concern in recent years for several reasons. Municipalities are aware that much of their above and below ground infrastructure is on the decline. Financial responsibilities have required municipalities to make due with less. Provincial and Federal funding is now being linked to a municipality’s ability to show evidence of need (PSAB 3150 reporting).

Asset Management applications take the information that is collected and provided about an asset and assist with the decision making process to allow staff to determine what course of action to take regarding an asset and when.

Maintenance Management

A maintenance management system can assist with the tracking of work performed against specific assets. The detail to which activity is tracked may vary to include costing and time /

resources require or may be more general that an activity was performed. This information may be aggregated at regular intervals to assist with establishing a base line for how well an asset is performing.

6.3 Operations & Maintenance Activities

The City of Temiskaming Shores currently has several infrastructure condition monitoring and assessment programs in place, including:

Sanitary and Storm Sewer CCTV program

The entire Sanitary and Storm Sewer systems are inspected under a seven year program. Each year, a selection of the pipes are flushed and inspected. Defects are recorded and coded to correspond with Pipeline Assessment Certification Program standards. Once complete, this will form the benchmark for comparing asset condition. Moving forward, it is recommended that consideration be given to prioritizing the inspection according to the expected deterioration of the system.

Road Needs Study

The Roads Needs Study is completed every 3 years utilizing internal and external forces. The last Roads Needs Study review was completed in 2020. The study reviews the road network, broken down into sections consistent in their characteristics, and records a variety of performance and condition details for each. This information is used to identify the capital and maintenance needs of the system, the timing for the interventions, and the road priority.

OSIM Bridge Inspections

The Province of Ontario legislates that every bridge be inspected under the Ontario Structure Inspection Manual (OSIM) every 2 years. From this inspection, a Bridge Condition Index (BCI) is developed that helps to schedule bridge maintenance and upkeep. Safety concerns are to be addressed immediately. The last OSIM Inspection was carried out in 2020.

Due to limitations of this project, costs associated with the operations and maintenance activities have not been included in the asset management strategy. In subsequent updates to of this Plan, the City will incorporate estimates for this work.

6.4 Renewal / Rehabilitation Activities

As the City increases the availability of condition data, the Plan will be revised to reflect this information. By monitoring condition data over time, the City will improve their ability to forecast deterioration and identify trends.

Understanding that the information driving the replacement activities is based on asset age, where appropriate, the City will augment the Plan with asset inspections to determine if renewal / rehabilitation are possible prior to replacement of the assets.

Priority projects identified within the City's Renewal/Rehabilitation Activities are shown in following section.

6.5 Risks

The City's overall Asset Management Strategy is founded on available data, anticipated service levels, growth expectations and other assumptions. Assumptions in these items introduce some unavoidable risk that the overall strategy may change over time as the City gathers and develops more complete data and processes.

Recognizing these uncertainties, the City is developing strategies to address each source of risk so that the Asset Management Strategy can evolve over time. Risk mitigation strategies for each of the following are discussed below:

- Data quality
- Levels of Service
- Growth – expected vs. actual
- Assumptions

Data quality

The data provided and collected for the report for various aspects were given only reflecting a very high level of the asset components, and did not accurately reflect the service life's of the necessary components of the assets (i.e. a water treatment plant was assessed at a facility level and did not have age, conditional, performance, or maintenance data for any of the facilities components (i.e. SCADA system, pumps, etc.). Given the high level of the data, significant risk exists in the component asset life reaching the end of their respective service lives before the facility has reached the end of the facility life. This introduces significant difficulty to establish a yearly budget that accurately would reflect the required asset replacement / rehabilitation cost required.

Strategy to address:

It is suggested an inspection program of assets be established to utilize the new workflow structure and build the existing database. With a newly built database, the report should be reviewed and see if the new data produces significant changes to the asset management strategy.

Levels of Service

The levels of service present a risk, since no previous levels of service were established for the city. The Levels of Service therefore have never been measured in previous years

and the expectation of each level of service has not been established. Adjustment is expected in the early years of levels of service to better reflect the level of commitment from the city, but risk exists if a level of service is set at a higher expectation than what is possible at the current levels of funding.

Strategy to address:

It is suggested that to address this source of risk, the targets established in the first year of utilizing the Levels of Service should be reviewed along with the cost to provide the levels of service. If the cost of the level of service is too high to maintain the target should be adjusted or alternative strategies to accomplish the level of strategy should be investigated.

Growth Levels

Growth forecasts are not guaranteed, and while effort has to be made to ensure that services are provided if the growth is met, growth can be greater or lesser than the expected forecast. This can potentially create a surplus or deficit of funding available.

Between the 2011 Census and the 2016 Census the City of Temiskaming Shores experienced negative population growth of -4.6%. Between the 2011 and 2016 Census the City of Temiskaming Shores also experience some changes in the age-composition of its population. Therefore, an increase or decrease to the population or to the average age of residents may result in changing service needs and demands.

Strategy to address:

It is suggested that the growth of the City should be reviewed on a yearly basis to determine if the forecast is accurate, and if possible the budgets should be adjusted accordingly. The City should consider conducting a review / study of current and future housing demands every 2 to 3 years.

Assumptions

Assumptions have been made in the report to fill data gaps and have been noted where undertaken. As with any assumption, risk exists in that the assumption made not account for a large enough percentage of the assets and could potentially results in unexpected costs if not corrected (i.e. year of installation assumed, when the asset is past its expected service life, and due to the degradation of the asset, effecting surrounding assets).

Strategy to address:

It is suggested that an inspection program be developed utilizing the information provided herein to eliminate the largest assumptions. The new findings should then be used to adjust the report findings, correcting the asset management strategy if required

Appendix A

Appendix A

Glossary of Terms

Term	Definition
Capital Cost	The total cost needed to bring a project to a commercially operable status.
Core Infrastructure Assets	<ol style="list-style-type: none"> 1. water asset that relates to the collection, production, treatment, storage, supply or distribution of water, 2. wastewater (sanitary) asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that can from time to time manages stormwater, 3. stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,
Lane Kilometers	A kilometer-long segment of roadway that is a single lane in width.
Level of Service	What people experience from the municipality's infrastructure. For example, bridges without load restrictions can offer a relatively higher level of service compared to bridges that do not allow heavy freight vehicles.
Lifecycle Activities	Activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.
Operational Cost	The cost of resources used by an organization just to maintain its existence.
Service Life	The total period during which a municipal infrastructure asset is in use or is available to be used.
Risk Analysis	A technique used to identify and assess factors that may jeopardize the success of a project.
Provincial Road Classifications	<ol style="list-style-type: none"> 1. Class 1 roads (highway), is merely a high speed road connecting 2 or more cities. Normally, highways are under provincial or federal control. 2. Class 2 and 3 roads (arterial) are usually constructed to move traffic from one end of the city to the other. (average daily traffic counts dictate the class, that modifies the maintenance standards) 3. Class 4 roads (collector) have the function to collect traffic from local streets and discharge them onto other

	<p>collector or arterial roads.</p> <p>4. Class 5 and 6 roads (local) serve primarily to provide access to the traffic emanating from the properties and discharge them onto collectors. Class 6 roads can also be found with a gravel surface. (average daily traffic counts dictate the class, that modifies the maintenance standards)</p>
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Subject: ICI Water Meter Program

Report No.: PW-001-2021

Agenda Date: February 2, 2021

Attachments

Appendix 01: Neptune Budgetary Proposal

Appendix 02: Single Source Justification

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-001-2021; and
2. That as outlined in By-law No. 2017-015, *Procurement Policy, Section 10*, Council approves to waive the tendering procedure and directs staff to enter into negotiations with Neptune Technology Group to finalize pricing for the supply and installation of water meters for the ICI sector based on the justification as outlined in Appendix 02 (Single Source Justification).

Background

At the Regular Council Meeting held on June 7, 2016, Council entered into an agreement with Neptune Technology Group to conduct a water meter survey for all ICI establishments to gather valuable information to assist in obtaining accurate supply and installation costs.

As a result of the survey, at the Regular Council Meeting held on April 18, 2017, Council approved moving forward with a water rate assessment along with the preparation and release of a Request for Proposal for the supply and delivery of nine (9) cold water meters. The RFP was released and Neptune Technology Group was the successful proponent which supplied the City with the required water meters with a proprietary smart reading system.

The water rate assessment consisted of the installation of the water meters in various hotels and restaurants throughout the City as there is no accurate water consumption data in this sector.

At the Regular Council Meeting held on September 3, 2019, Staff presented Council the results of the water rate assessment resulting in the following resolution:

Resolution No. 2019-461

Moved by: Councillor Jelly
Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. PW-026-2019;

That Council acknowledges the need to standardize and consolidate the current Water and Sewer Service Rates By-law; and

That Council directs staff to include the implementation of an Industrial, Commercial and Institutional Water Meter Program as a Capital Project for Council's consideration during the 2020 Budget process.

Carried

At the Regular Council Meeting Held on January 16, 2020, Council approved moving forward with the implementation of a modified flat rate system of ICI and Multi-residential establishments with 5 or more units. This approach substantially reduced capital costs for the ICI water meter program as the number of establishments that would require meters would be greatly reduced.

Unfortunately, due to the Covid-19 pandemic, this capital project was deferred from the 2020 Capital Budget.

Analysis

During the 2021 Capital Budget process, Council approved the ICI water meter project in the amount of \$ 100,000.00. This project will see the installation/replacement of water meters in approximately 55-60 ICI establishments throughout the City. The meters will enhance the current water meter program and provide consistency throughout the sector. As Neptune Technology Group has been involved with the City's water metering program for many years, staff contacted Neptune to provide a proposal for the supply and installation of the water meters. The proposal was recently received in the amount of \$ 88,500.00 and is outlined in Appendix 01.

Based on Neptune Technology Group's involvement with the City, single sourcing for the supply and installation of the water meters was discussed at the recent Public Works Committee held on January 21, 2021 resulting in the following recommendation:

Recommendation PW-2021-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends that Council approve sole sourcing for the implementation of the ICI (Industrial Commercial Institutional) Water Metering Program to Neptune Technology Group.

Carried

As a result, it is Staff's recommendation that Council approve single sourcing to Neptune Technology Group based on the justification outlined in Appendix 02 and this report.

Relevant Policy / Legislation/City By-Law

- By-law No. 2020-060, Water and Sewer Service rates
- By-law No. 2016-083, Water Works System Use
- By-law No. 2017-015, Procurement Policy
- Safe Drinking Water Act, 2002 - Ontario Regulation 453/07 – Financial Plans

Asset Management Plan Reference

- Not Applicable

Consultation / Communication

- Corporate Services Committee Meeting – March 3, 2016
- Public Works Committee Meeting – March 24, 2016
- Public Works Committee Meeting – April 28, 2016
- Corporate Services Committee Meeting – May 2, 2016
- Public Works Committee Meeting – May 26, 2016
- Public Works Committee Meeting – June 23, 2016
- Public Works Committee Meeting – July 26, 2016
- Public Works Committee Meeting – August 25, 2016
- Public Works Committee Meeting – October 6, 2016
- Public Works Committee Meeting – November 10, 2016
- Public Works Committee Meeting – January 19, 2017
- Corporate Services Committee Meeting – February 2, 2017
- Corporate Services Committee Meeting – April 6, 2017
- Public Works Committee Meeting – June 25, 2019
- Corporate Services Committee Meeting – July 23, 2019
- Public Works Committee Meeting – January 21, 2021

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 ☐

As indicated above, through the 2021 Capital Budget deliberation process, Council approved the ICI water Meter Project in the amount of \$ 100,000.00. Based on the budgetary proposal supplied by Neptune Technology Group in the amount of \$88,500.00 there are sufficient funds within the budget.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Steve Burnett
Manager of Environmental Services

Christopher W. Oslund
City Manager

Single / sole Source Justification

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

Requested Single/Sole Source Supplier:

Company Name: Neptune Technology Group

Contact Name: Scott Norris

Address: 7275 West Credit Avenue

City: Mississauga Prov: ON Postal Code: L5N 5M9

Phone Number: 800-363-7886 E-mail: Norris, Scott snorris@neptunetg.com

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

**Description of
Product or Service:**

The supply, delivery and installation of water meters for the ICI sector. This will result in the enhancement of the City's current water meter program as well as providing consistency throughout the City.

Estimated Cost: \$

\$ 88,500.00

Complete the following checklist:

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

- ☒ The required items are **proprietary to the Contractor**
- ☒ A specific item is needed:
- ☒ To be compatible or interchangeable with existing hardware;
 - ☐ As spare or replacement hardware;
 - ☐ For the repair or modification of existing hardware, or
 - ☐ For technical evaluation or test.
- ☐ There is a **substantial technical risk** in contracting with any other contractor (e.g. only one contractor has been successful to date in implementing a difficult manufacturing process.)
- ☐ For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be realized over the incumbent contractor's performance (e.g. the chances of another firm winning a competition are clearly remote).

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

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

Although other water meter suppliers are available, Neptune has been working with the City on the enhancement of the ICI water meter program for many years. In 2016 Council entered into an agreement with Neptune to conduct a water meter survey for all ICI establishments to gather valuable information to assist in obtaining accurate supply and installation costs. As a result of the survey, Council directed staff to conduct a water rate assessment project for hotels and restaurants as great discrepancies are identified in these two sectors. The pilot project consisted of the purchase of 9 various sized water meters which were installed in hotels and restaurants throughout the City to gather data on actual water usage. An RFP was released and Neptune was the successful proponent which supplied the City with the required water meters with a proprietary smart reading system.

Based on the above information, Staff feel that it is in the best interest of the City to single source the supply, delivery and installation of water meters to complete the ICI water meter project which was approved within the 2021 Capital Budget.

Requested by:

Steve Burnett
Department Head

January 25, 2021
Date

Reviewed by: _____
City Manager

Date

Endorsed by: _____
Council

Date



Thursday, January 21, 2021

City of Temiskaming Shores

325 Farr Drive
P.O Box 2050
Haileybury ON P0J 1K0

Attention: Steve Burnett, Manager of Environmental Services

Re: Request for Budgetary Pricing – Commercial Meter Installation Program

Dear Steve

On behalf of Neptune, we would like to thank the City for their continued support of Neptune's products and services. We appreciate the opportunity to respond to your request for budgetary pricing for the upgrade of the Municipality's commercial water meters.

We have reviewed the database of targeted accounts provided by the City and estimated budgetary pricing for 53 water meter installations. These installations are comprised of approximately 15 straight meter replacements, 30 new meter installations and 8 meters that will require downsizing from the current water meter.

As a **fully integrated service solutions provider and manufacturer for all products and systems**, Neptune Technology Group is the only company that can provide the Municipality with a complete turnkey offering. Neptune provides a completely integrated solution and offers **full accountability** in all facets of product supply, installation, and project execution. As the manufacturer, Neptune has played an integral role in the advancement of water meter and reading systems technology. We have been committed to the water industry for over 120 years, and we extend this level of commitment to the long-term success of the Municipality's metered system.

Commercial Meter Replacement Program - Budgetary Pricing

All new meter installations will be provided with a Neptune **T-10 ProCoder)R900i** or Neptune **Tru/Flo ProCoder)R900i** water meter. This the same technology that the City is currently using for the Pilot Meters and will be read using your current Automated Meter Reading (AMR) equipment and allow you migrate to an Advanced Metering Infrastructure (AMI) solution for your entire community when the timing is right. Pricing has been provided for a single project with the assumption that all meter installations/replacements would take place during the same project.

Line Item	Meter Size/Type	Replacements	New Install	Meter Downsize
1	5/8x3/4 T-10	0	18	1
2	3/4" T-10	2	2	0
3	1" T-10	4	4	1
4	1 1/2" T-10	3	3	3
5	2" T-10	4	3	3
6	2" Tru/Flo	1	0	0
7	3" Tru/Flo	1	0	0
Budgetary price				\$88,500.00

(not including applicable taxes)



Notes:

- ◆ Pricing includes all Project Management Costs, including public communication, call centre management
- ◆ Contingency for additional plumbing work has been included
- ◆ Pricing is based on quantities provided by the City. Should the total project quantities vary by +/- 10%, Neptune may be required to revisit the pricing.
- ◆ Pricing does not include confined/constrained space entry
- ◆ Pricing does not include lifting equipment
- ◆ Pricing does not include reinstallation of insulation
- ◆ Pricing does not include installation or replacement of strainers
- ◆ No asbestos and/or existing asbestos pipe insulation. The Municipality is responsible for asbestos removal if applicable.

If the City selects Neptune for this project, we would ask that we enter into a formal agreement to negotiate above work under a sole source agreement. At that time Neptune would provide a formal proposal with detailed pricing and project deliverables. To initiate this next step Neptune would ask if the City could provide a formal notification of its intent to sole source this work with Neptune.

We would like to thank you for your interest in Neptune's products and installation services, and we look forward to the opportunity to discuss this program further you. We hope that we have provided you with all of the information required, however if we have omitted any points of interest, please do not hesitate to contact me at (416) 985-5157 or at snorris@neptunetg.com.

Respectfully,

Scott Norris
Territory Manager – Central and Northeastern Ontario
NEPTUNE TECHNOLOGY GROUP CANADA CO.

Subject: Orange Drop Event

Report No.: PW-002-2021

Agenda Date: February 2, 2021

Attachments

Appendix 01: Quotation – Drain-All Ltd.

Appendix 02: Amended Draft Agreement – Drain-All Ltd. (**Please refer to By-law No. 2021-015**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-002-2021; and
2. That Council agrees to host an Orange Drop Event on Saturday June 5, 2021; and
3. That Council directs staff to prepare the necessary amendment to By-law 2016-018 to extend the agreement with Drain-All Ltd. allowing for the provisions of collection and disposal services for the Orange Drop Event on June 5, 2021 for consideration at the February 2, 2021 Regular meeting of Council.

Background

The City of Temiskaming Shores is currently in agreements with Stewardship Ontario, Automotive Materials Stewardship and Product Care to provide funding for Hazardous Household Material collected at the annual Orange Drop event. This event allows residents with a free, safe and easy way to dispose of those household products they use every day that require special handling when they are finished with them. The extended producer responsibility model covers the costs of collection and disposal once the consumer has finished using the product.

It is important to provide such a service on a yearly basis to allow residents of Temiskaming Shores a way to properly dispose of these hazardous products. A yearly collection event will also ensure that these products do not end up being landfilled.

Analysis

The Orange Drop Events which were held in previous years have been a huge success. There has been a consistent increase in participation and household hazardous material delivered. Much of this success can be contributed to the transportation provider, Drain-All Ltd., who hosted the events.

Drain-All Ltd. has provided Staff with a quotation based on providing the services for an Orange Drop Event in 2021. After review of the quotation, costs associated with operations of the event have not changed from the previous year however, mobilization costs increased as an additional tractor and trailer will be brought to the event. As a result of the Covid-19 pandemic, the 2020 Orange Drop event was cancelled. Staff have received numerous inquiries as to what to do with the material in which the response was to hold on to the Household Hazardous Waste until next year's event. Therefore, it is anticipated that more material will be deposited which will require the additional tractor and trailer. Appendix 01 outlines the quotation provided by Drain-All Ltd.

Staff is, therefore, recommending that the City enter into an agreement with Drain-All Ltd. to provide the necessary services involved in hosting the Orange Drop Event on Saturday June 5th, 2021 from 9am to 2pm. Appendix 02 is the amended draft agreement with Drain-All Ltd.

Financial / Staffing Implications

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

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

Funds have been allocated within the 2021 operating budget to host the 2021 Orange Drop Event.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Steve Burnett
 Manager of Environmental Services

Christopher W. Oslund
 City Manager



Drain-All

Napanee Operations - www.drainall.com
444 Advance Ave., Napanee, Ontario, K7R 3Z6
Tel: (613) 354-9393 / 1-800-265-3868 Fax: (613) 354-9076

January 8, 2021

The City of Temiskaming Shores
Steve Burnett, P. O. Box 2050, 325 Farr Dr., Haileybury, Ontario, P0J 1K0

Dear Steve:

Please find, in the attachment, your 2021 pricing. Mobilization for 2021 only – with 3 trucks – to be re-negotiated

In the event that the regulations governing the disposal of MHSW (HHW) are updated, removed or otherwise altered during the term of your agreement, both parties agree that there will be no penalty, financial or otherwise imposed on your municipality as a result of the adjustment.

SATURDAY, June 5, 2021 9:00AM – 2:00 PM

Mobilization/ Operations 2 T/TRAILER 2017 - \$ 5,200.00 3 T/TRAILERS - 2021 - 8,200.00

This will include: 2 tractor trailers, one supervisor/chemical technician, 2 chemical technicians; lab packing and loading full drums of waste, and the transportation to Ottawa.

The event time would be from 9:00 am till 2:00 pm, with Drain-All Ltd. employees arriving at the site to set up at 8:00 am. The above pricing also includes: Drain-All Ltd. MOBILE C. of A, check in sheets, all supplies, drums and manifests. All volunteers would receive tyvak suits, safety glasses and gloves from Drain-All.

<u>DESCRIPTION</u>	<u>(DECREASED - 2016) (\$/LP)</u>	<u>2021 (\$/LP)</u>
PAINT	125.00	140.00
BATTERIES	2.80/KG	2.90/KG
FLAMMABLES	65.00	95.00
AEROSOL	90.00	110.00
SMALL PROPANE	185.00	195.00
PESTICIDES	140.00	165.00
FERTILIZERS	90.00	110.00
ANTIFREEZE	65.00/BULK DRUMS	80.00/BULK DRUM
OIL FILTERS	90.00	110.00
EMPTY OIL CONTAINERS	0.00/KG	0.00/KG
LARGE PROPANE TANKS	0.00/KG	0.00/KG
PHARMACEUTICALS	90.00	110.00
FIRE EXTINGUISHER	90.00	110.00
SHARPS	8.00/KG	60.00/BOX
LIGHT TUBES	0.30/FOOT	0.45/FOOT
LIGHT BULBS	0.80/BULB	0.85/BULB
ACIDS	90.00	110.00
BASE	90.00	110.00
OXIDIZERS	90.00	110.00
OIL DRUM	25.00	60.00/BULK DRUM
GASOLINE	90.00/BULK DRUM	110.00/BULK DRUM



Drain-All

Napanee Operations - www.drainall.com

444 Advance Ave., Napanee, Ontario, K7R 3Z6

Tel: (613) 354-9393 / 1-800-265-3868 Fax: (613) 354-9076

Drain-All utilizes 3.3 cubic meter cages to contain the paint. This allows for quick and uniform storage of the 4 liter and 20 liters of paint related material. The cages being loaded by a forklift allows a quicker loading time at the end of the event day.

The City of Temiskaming Shores would supply the following: staff (volunteers) to direct traffic, check in vehicles, unload the vehicles, and assist in bulking of oil. 3 –5 people are recommended for ease of operation. This is a cost saving measure for your municipality, as they should be at no cost to the municipality. These people could be environmental groups, service club members, volunteer firefighters, town counselors or any civic-minded persons or groups. The Town would also supply a non –hazardous bin (garbage) and a fork lift.

I look forward to working with you to meet your waste management needs. Should you require any further assistance, please contact me at our Napanee office at 613-354-9393

Sincerely

**Steve Tebworth
HHW Coordinator
Drain-All Ltd. (Napanee Office)**

Subject: Water and Wastewater Systems -
Financial Plan

Report No.: PW-003-2021

Agenda Date: February 2, 2021

Attachments

Appendix 01: Draft By-Law - Financial Plan – Water and Wastewater Systems
(Please refer to By-law No. 2021-016)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-003-2021; and
2. That Council acknowledges the requirements within Ontario Regulation 453/07 under the Safe Drinking Water Act to have a Financial Plan for the purpose of issuance and renewal of municipal drinking water licenses; and
3. That Council directs staff to prepare the necessary By-law to adopt the City of Temiskaming Shores' Water and Wastewater Financial Plan No. 218-301A for consideration at the February 2, 2021 Regular meeting of Council; and
4. That Council directs staff to submit the Financial Plan to the Ministry of Municipal Affairs and Housing.

Background

The City of Temiskaming Shores operates two water systems, one in Haileybury and one in New Liskeard. There are five elements that the Ministry requires to issue a municipal drinking water license to operate these systems as per the Safe Drinking Water Act, 2002. One of these elements includes the development of a Financial Plan which must forecast a minimum of 6 years from the time of license issuance or renewal.

To meet this requirement, in 2011, the City released Request for Proposal No. PW-RFP-004-2011 to retain a qualified firm to develop a financial plan for the City's water and wastewater systems. As a result, Aecom was awarded the contract and the financial plan was developed in compliance with Ontario Regulation 453/07. This plan forecasted for a 10-year period and is due to expire December 31, 2021.

The Ontario Safe Drinking Water Act requires that every five years, municipal drinking water licenses must be renewed. Both the Haileybury and New Liskeard drinking water licenses expire August 31, 2021, with a renewal application deadline of February 14,

2021. One of the requirements to be included in the submission is a Council Resolution identifying the adoption of a financial plan with a forecast of no less than 6 years.

Therefore, a new financial plan is required to maintain compliance and ensure that the municipal drinking water licenses are renewed.

Analysis

Through numerous conversations with the Finance Department, and review of other municipal financial plans, staff decided to create the financial plan internally with a forecast of 10 years. The approach taken was to put on paper what Council historically approves within the Environmental Operations and Capital Budgets as well as ensuring that the requirements within Ontario Regulation 453/07 are met. The requirements under the regulation are summarized as follows:

- Must indicate financial viability of the system and be approved by resolution of Council
- Must apply to a period of at least six years (commencing the year of license expiry)
- Details of the proposed or projected financial position and financial operations
- Details of the proposed or projected gross cash receipts and gross cash payments
- Financial plans applicable to two or more solely-owned drinking water systems can be prepared as if they are for one drinking water system
- Financial plans are to be made available to the public upon request and at no charge
- Made available to the public through publication on the internet
- Submitted to the Ministry of Municipal Affairs and Housing

The plan is intended to be a living document and will be in-line with the City's Asset Management Plan. In addition, the plan will be utilized and reviewed on an annual basis through the development of the Environmental Operations and Capital Budgets as well as the adoption of the Water and Sewer Rates By-law. An in-depth review will be completed every five years to ensure all requirements within Ontario Regulation 453/07 are met. Appendix 01 outlines the Water and Wastewater Financial Plan.

Based on the above information, it is staff's recommendation that Council adopt the Water and Wastewater Financial Plan No. 218-301A.

The development of the Financial Plan and approach was discussed at the Public Works Committee Meeting held on January 21, 2021 with the draft plan circulated to committee members for their review. In addition, the plan is scheduled to be discussed at the upcoming Corporate Services Committee Meeting on February 1, 2021.

Financial / Staffing Implications

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

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

Associated costs for the development of the Financial Plan were limited to general administrative duties.

Alternatives

No alternatives were considered

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

"Original signed by"

"Original signed by"

Steve Burnett
Manager of Environmental Services

Christopher W. Oslund
City Manager

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: February 2, 2021
Subject: Amendment of Members for Bicycle Friendly Community Committee
Attachments: Draft – By-law (**Please refer to By-law no. 2021-017**)

Mayor and Council:

Committee members were appointed under By-Law No. 2019-018 at the January 8th, 2019 regular meeting of Council.

Recent changes at the Timiskaming Health Unit have required Amanda Mongeon to step down from the Bicycle Friendly Community Committee. The Committee is recommending that Erika Aelterman be appointed in her place.

Therefore, staff is recommending that By-law No. 2019-018 be amended to include:

- Erika Aelterman - Bicycle Friendly Community Committee

And that By-law No. 2019-018 be amended to remove:

- Amanda Mongeon - Bicycle Friendly Community Committee

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Matthew Bahm
Director of Recreation

Christopher W. Oslund
City Manager

Subject: Splash Pad Lift Station

Report No.: RS-002-2021

Agenda Date: February 2, 2021

Attachments

Appendix 01: Xylem Inc. Quotation

Appendix 02: 2020-02-21 EXP Report

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-002-2021; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Xylem Inc. for the supply and delivery of a pre-fabricated, single-phase lift station in the amount of \$72,454.78, plus applicable taxes, for consideration at the February 2, 2021 Regular Council meeting.

Background

City staff completed a full costing of the Rotary Splash Pad Project in February 2020 as fundraising was nearing the final goal. As part of that costing, EXP Services provided a search and review of quotations on behalf of the City for a prefabricated lift-station. (Appendix 02). EXP noted that the most beneficial option for the City was a Xylem Inc, prefabricated, single-phase lift station.

Once the COVID-19 pandemic was declared in March 2020 the project was paused as staff were directed to review any unessential spending.

During 2020, staff were successful in securing the remaining funds necessary for the project. The splash pad was included within the 2021 capital budget and work has been underway to finalize the project with our identified partners.

The project's next steps include:

1. Receive finalized pricing from all identified contractors.
2. Present project update to the Splash Pad Committee and pass a recommendation to move forward with construction.
3. Sign agreement with Xylem Inc. for the purchase of a prefabricated, single-phase lift station.
4. Sign agreement with CRCS Recreation for the provision of, and installation of, the splash pad and its components.
5. Release request-for-proposal for site preparatory work, water/sewer servicing and lift station installation

Analysis

City staff are currently awaiting updated final pricing from CRCS Recreation before bringing forward a project update to the Splash Pad Committee. The Xylem lift station is an essential component of the project and will be used to discharge water from the splash pad into the municipal sewer system.

EXP Services received and reviewed quotations for a prefabricated lift-station for this project and provided their opinion in Appendix 02. They reviewed all quotations to ensure components met the necessary technical specifications and water flow capacities. EXP noted that the Xylem single-phase lift station is the most economical option for the City.

During discussions with city staff, Xylem representatives and EXP it's been noted that the ideal time to install this item will be when the water table at the site is at its lowest point, typically in mid-spring. To ensure that we can be ready to install the lift station at this time, it is necessary to purchase it as soon as possible. Xylem Inc. has indicated that current delivery times are 8-12 weeks from order date.

Financial / Staffing Implications

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

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

The budget for the Rotary Splash Pad is \$522,000. This component is quoted at \$72,454.78 plus non-recoverable HST and is within estimates for this part of the project.

Alternatives

1. Council could direct staff to explore additional options for the lift-station at the splash pad. Doing so will increase the cost and complexity of the overall project and risk missing project milestones.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
 Director of Recreation

Christopher W. Oslund
 City Manager

Proposal

Date: Tuesday, January 26, 2021

Quotation #: 20-36-0076

Project Information

Company Name: EXP

Project Name: TEMISKAMING SHORES UPGRADES

Xylem Representative: Dale Columbus

Attention to: HAYDEN Fiset

SPLASH PAD STATION

Qty	ArtNo	Description
1	BARSKI 6' X 12	BARSKI LIFT STATION 6' x 12' ALL 4" PVC PIPING ALUMINUM LADDER INSTALLED

Date: 2021/01/26

Quotation # 20-36-0076

Company Name: EXP

PUMPS FOR SPLASH PAD

Qty	ArtNo	Description
2	3127.070-0143	FLYGT MODEL NP-3127 SUBMERSIBLE PUMP 7.5HP/5.6KW 230VOLT 1PHASE 60HZ 4POLE HT IMPELLER CODE 489, VOLUTE 4" 16M 4G10+S(2X0.5) FLS, FLUSH VALVE READY, CSA EX ADAPTIVE N, HARD IRON IMPELLER
8	13-52 01 91	CALIBRATED CHAIN 9/32" ALLOY GR 80 GALV. COMPATIBLE WITH HOIST 13-43 00 06
2	13-52 01 93	CHAIN CONNECTOR, 9/32" ALLOY STEEL
2	13-44 00 30	MASTER LINK 1/2" GR.80 ALLOY STEEL GALVANIZED
1	13-56 00 13	INSTALL. & COMM.
1	13-56 00 24A	FREIGHT CHARGES TO TEMISKAMING SHORES ONTARIO CANADA



Date: 2021/01/26

Quotation # 20-36-0076

Company Name: EXP



Date: 2021/01/26 Quotation # 20-36-0076

Company Name: EXP

Panel

Qty	ArtNo	Description
1	CONTROL PANEL	Control (with Multiranger 100 controller) 7.5HP/230V/1PH/32A
DES: 4X, stainless steel, double door enclosure, appx. 42''H x 36''W x 12''D A main breaker c/w handle er distribution block c/w safety covers 40A manual starters c/w aux. contacts and handle IP/230V/1PH contactors iary fuses V/120V/1KVA transformer rol breakers ins reverse sockets for MINI CAS II t mounting bezels for MINI CAS II IPERATURE RESET push buttons N-OFF-AUTO selectors switches IP RUN indicating lamps LED type IP OVERLOAD indicating lamps LED type H LEVEL indicating lamp LED type V LEVEL indicating lamp LED type totalizers rol relays rol timer ens Multiranger 100 level controller l held programmer sonic level transducer (RANGE 0.3m to 8m c/w 30 m of cable) c/w submersible shield W panel heater c/w thermostat hanical protection for intrinsically safe circuits Terminal blocks wing, wiring, assembly p test		
4	13-40 90 33	RUN CAP 40UF 370VAC C/W MOUNTING CLIP
2	13-40 90 36	START CAP 237UF 330V AC C/W MOUNTING CLI
2	14-40 30 09	START RELAY SR-218
2	14-40 80 00	DISCHARGE RESISTOR RD-2015K
2	14-40 20 47	RELAY 425 240 VOLT
2	40-50 10 98	MINI CAS II 120 VAC
1	13-40 04 06	INTRINSICALLY SAFE RELAY
2	582 88 11	LEVEL REGULATOR DENSITY: 0.95-1.10, FLOAT COLOR: GREY, BLACK NBR/PVC 6M CABLE
		Total Price of Quotation: \$ 72,454.78



Date: 2021/01/26

Quotation # 20-36-0076

Company Name: EXP

Terms and Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Mode of delivery

SURFACE

Prices

PRICES ARE IN CANADIAN DOLLARS

Taxes:

Taxes are not included in this quotation unless specifically stated otherwise.

Terms of delivery

FOB CDN ORIGIN, FREIGHT ALLOWED TO TEMISKAMING SHORES

Terms of Payment :

100% Net 30 days following shipment date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Validity :

This quote is valid for thirty (30) days.



Date: 2021/01/26

Quotation # 20-36-0076

Company Name: EXP

A SIGNED COPY OF THIS PROPOSAL IS ACCEPTABLE AS A BINDING CONTRACT.

Thank you,

Dale Columbus
Sales Representative
Xylem Canada LP
O: 705-365-0199
dale.columbus@xyleminc.com
www.xylemwatersolutions.com/ca

Accepted by: (Authorized party to bind company)

Company Name

Printed Name & Title

Signature

Date

Phone

Email

Company Address

SHOULD YOU PREFER TO ISSUE A PURCHASE ORDER, PLEASE MAKE IT OUT TO: XYLEM CANADA LP





February 21, 2020.

The Corporation of the City of Temiskaming Shores,
325 Farr Drive,
Haileybury, ON P0J 1K0

Attention: Steve Burnett,
Technical & Environmental Compliance Coordinator.

This letter is to follow up on EXP Services Inc.'s (EXP) splash pad servicing letter dated December 13th, 2018 and the City of Temiskaming Shore's (City) request to source quotes for a prefabricated lift station to service the splash pad. EXP received quotes from two (2) suppliers, Xylem Inc. and KSB Pumps Inc. Multiple revised quotes were required from both suppliers to remove items the City did not require and to get both quotations as similar as reasonably possible for evaluation purposes. Below is a summary of both quotations.

	Xylem Inc.	KSB Pumps Canada
Pumps	FLYGT MODEL NX-3127 SUBMERSIBLE PUMP 7.5HP/5.6KW 230VOLT 3PHASE 60HZ 4POLE HT IMPELLER CODE 489, ANSI 4" 16M 4G6+2X1.5 FLS, FLUSH VALVE READY, CSA EX ADAPTIVE N, HARD IRON IMPELLER (Not stated in the quote but verbally stated to be explosion proof).	Pump model: KRTF 80-216/54XEG-S Design duty: 13 l/s @ 13.8 m TDH (100% capacity each pump in one plus one operation – Not designed for parallel operation) Non clogging free flow vortex impeller (F) with solid free passage of 76 mm Pump complete with 5.59kW, CSA, explosion proof motor @ 230V/3 P/60 Hz -4 poles, explosion proof- Material: Motor casing, volute and impeller in grey cast iron. One (1) KSB safe relay per pump for monitoring motor winding temperature and moisture sensors (to be installed in control panel by KSB)
FRP Lift Station	BARSKI LIFT STATION 6' x 12' ALL 4" PVC PIPING ALUMINUM LADDER INSTALLED	Tank designed for exterior water column of the full table of the tank height, while tank is empty Minimum 3' backfill with backfill material's density of 120 lbs/ft ³ all around (by others) Top for 350 lbs live load Tank not designed for frost heave Two Pump bases to be installed and secured by KSB Applicable stainless steel hardware and full faced EPDM gaskets Tank to be fabricated using clear pigmented premium Isophthalic resin

		throughout Tank to have C-Veil corrosion liner Exterior topcoat to be grey with UV inhibitors only on top head
Lift Station Mechanical Components	PVC Piping	Complete lift station / package internal PVC piping (Sch.80) Two (2) PVC, heavy duty, 4" Gate Valve, PVC body, PP disc, EPDM seals, flanged ends (Chemline) Two (2) PVC heavy duty, 4" Swing Check Valve, PVC Body, EPDM seat and seals, flanged ends
Electrical and Controls	1 - type 4X, stainless steel, double door enclosure, appx. 36"H x 30"W x 16"D 1 - 60A main disconnect c/w fuses 1 - power distribution block c/w safety covers 2 - 17...23A manual starters c/w aux. contacts and handle 2 - 5HP/230V/3PH contactors 2 - primary fuses 1 - 240V/120V/1KVA transformer 3 - control breakers 2 - 11 pins reverse sockets for MINI CAS II 2 - front mounting bezels for MINI CAS II 2 - TEMPERATURE RESET push buttons 2 - MAN-OFF-AUTO selectors switches 2 - PUMP RUN indicating lamps LED type 2 - PUMP OVERLOAD indicating lamps LED type 1 - HIGH LEVEL indicating lamp LED type 1 - LOW LEVEL indicating lamp LED type 2 - time totalizers 7 - control relays 1 - control timer 1 - Siemens Multiranger 100 level controller 1 - hand held programmer 1 - ultrasonic level transducer (RANGE 0.3m to 8m c/w 30 m of cable) c/w submersible shield 1 - 200W panel heater c/w thermostat 1 - mechanical protection for intrinsically safe circuits Terminal blocks Drawing, wiring, assembly Shop test	One (1) KSB Lift station duplex relay-based control panel complete with: 1TECP10.0-53DW- EEMAC 4X, Stainless Steel, 230/3/60, 5.6KW, duplex, heat and seal 1Inner door 1Main Disconnect 2Co-ordinated motor starters 1Primary and Secondary Fusing 1Transformer 2Contactors 1Alternator 2Run lights 1High level light 2Hand-Off-Auto switch 1Test-Off-Auto switch 1Globe with flasher 1Dry contact for remote alarm 11-Alarm Buzzer 212-Pump overload fault lockout, transfer and alarm- manual reset 216a-Pump Safe Relay 125-Lightning arrestor complete with fusing 127-125W Strip heater and thermostat 149-Four floats circuitry, no intrinsically safe, manual reset alarm 156-Stainless Steel enclosure 4X 1Pad lockable hasp Lot Toggle switches & neon pilot lights Lot Control relays Lot Terminals
Level Indicators	2 MINI CAS II 120 VAC 1 INTRINSICALLY SAFE RELAY 2 LEVEL REGULATOR DENSITY: 0.95-1.10, FLOAT COLOR: GREY, BLACK NBR/PVC 6M CABLE	Four (4) Intrinsically safe float level switches complete with installation set, PVC cable, CSA approved

Cost with 3 phase power (excl HST)	\$ 67,083.45	\$ 65, 450.00
Cost with single phase power (excl HST)	\$ 69,583.45	\$ 75,396.00

Both companies have included on-site support and both companies appear to be reputable companies, and both meet the hydraulic requirements. There is a further complication however, 3 phase power, although available, may prove quite expensive. Three phase power typically is preferred due to the electrical savings for lift stations that are in service "full time". The City is unlikely to realize these savings due to the short duration of operation (3 months) and, due to the financial constraints of this project, it is recommended that the City proceed with single phase power. Unfortunately, KSB is unable to provide single phase pumps and would require modifications to their panel to allow the use of a 3-phase pump with a single-phase service. It is the opinion of EXP that the single-phase service will meet the needs of the City and will result in a lower financial impact.

EXP recommends proceeding with Xylem's quote utilizing single phase pumps at a cost of \$69,583.45 (excl. HST).

We trust that this recommendation assists the City with moving forward on procurement. As always, we are available for further assistance or to answer any questions.

Respectfully submitted,

EXP Services Inc.,



Nolan Dombroski, P.Eng.,
Infrastructure Manager.



Hayden Fiset, P.Eng.,
Hydraulic Engineer.

The Corporation of the City of Temiskaming Shores

By-law No. 2021-010

**Being a by-law to amend By-law No. 2005-110, as amended, a
by-law to establish a Service Delivery Program under the
Livestock, Poultry and Honey Bee Protection Act, as amended**

Whereas By-law No. 2005-110 was adopted under the *Livestock, Poultry and Honey Bee Protection Act*; and

Whereas the *Livestock, Poultry and Honey Bee Protection Act* and Regulation 731 were repealed and replaced with the *Protection of Livestock and Poultry from Dogs Act* effective July 1, 2011; and

Whereas under the *Protection of Livestock and Poultry from Dogs Act* the *Ontario Wildlife Damage Compensation Program* came into effect July 1, 2011 providing financial assistance to producers whose livestock, poultry and honey bees have been damaged by wildlife; and

Whereas Section 4(1) of the *Protection of Livestock and Poultry from Dogs Act* requires the Council of every local municipality to appoint one or more persons as valuers of livestock and poultry for the purposes of making full investigation and determining the extent and amount of damage; and

Whereas at the August 13, 2019 Regular Council meeting, Council adopted By-law No. 2019-124 to appoint Timothy Goodyear as a Valuer of Livestock and Poultry; and remove those individuals no longer employed by the City; and

Whereas Timothy Goodyear is no longer employed by the City of Temiskaming Shores.

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

1. That Council for the City of Temiskaming Shores hereby amends By-law No. 2005-110, as amended, by removing **Timothy Goodyear** as Valuer of Livestock and Poultry within the corporate limits of the City of Temiskaming Shores.

Read a first, second and third time and finally passed this 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores

By-law No. 2020-011

**Being a by-law to repeal By-law No. 2016-172 to appoint a
Property Standards Officer for the purpose of enforcing
by-laws related to the Use and Occupancy of Property
within 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 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 Tim Goodyear was appointed as a Property Standards Officer on November 1, 2011; and

Whereas Tim Goodyear is no longer employed by the City of Temiskaming Shores.

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

1. That Council hereby repeals By-law No. 2016-172 – Appointment of a Property Standards Officer for the purpose of enforcing by-laws related to the Use and Occupancy of Property within the City of Temiskaming Shores.

Read a first, second and third time and finally passed this 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores
By-law No. 2020-012
Being a by-law to repeal By-law No. 2016-173 to appoint a
Municipal Law Enforcement Officer within 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 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 Tim Goodyear was appointed as a Municipal Law Enforcement Officer on November 1, 2011; and

Whereas Tim Goodyear is no longer employed by the City of Temiskaming Shores.

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

1. That Council hereby repeals By-law No. 2016-173 – Appointment of a Municipal Law Enforcement Officer within the City of Temiskaming Shores.

Read a first, second and third time and finally passed this 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores

By-law No. 2021-013

Being a by-law to authorize the execution of a funding agreement between Her Majesty the Queen in Right of Ontario, represented by the Minister of Transportation for the Province of Ontario related to funding provided by the Province under the Dedicated Gas Tax Funds for Public Transportation Program - 2021

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 correspondence from the Honourable Caroline Mulroney Minister of Transportation at the January 19, 2021 Regular Council meeting outlining that the City of Temiskaming Shores will be eligible to receive an allocation of \$140,745 under the Dedicated Gas Tax Funds for Public Transportation Program for 2021 and to prepare the necessary by-law and agreement for the acceptance of the funds for consideration at the February 2, 2021 Regular Council meeting; and

Whereas the City of Temiskaming Shores provides a public transit service that includes service to, and receives financial contribution from the Town of Cobalt and the City of Temiskaming Shores will continue to act as the host for this joint service; and

Whereas the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into a funding agreement with the Minister of Transportation of Ontario under the Dedicated Gas Tax Funds for Public Transportation Program.

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

1. That the Mayor and Treasurer are hereby authorized to enter into a funding agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation of Ontario under the Dedicated Gas Tax Funds for Public Transportation Program in the amount of **\$140,745** for 2021 in accordance with and subject to the terms set out in the Letter of Agreement and the

guidelines and requirements, attached hereto as Schedule "A" and forming part of this By-law.

Read a first, second and third time and finally passed this 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law No. 2021-013

Agreement between

The Corporation of the City of Temiskaming Shores

and

Minister of Transportation of Ontario

Funding provided under the Dedicated Gas Tax
Funds for Public Transportation Program

**Ministry of
Transportation**

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau de la ministre

777, rue Bay, 5^e étage
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports



January 14, 2021

Mayor Carman Kidd
City of Temiskaming Shores
325 Farr Drive, PO Box 2050
Haileybury ON P0J 1K0

Dear Mayor Kidd:

RE: Dedicated Gas Tax Funds for Public Transportation Program

This Letter of Agreement between the **City of Temiskaming Shores** (the “Municipality”) and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the “Ministry”), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the “Program”). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario’s transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2020-21 Guidelines and Requirements (the “guidelines and requirements”).

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$140,745** (“the “Maximum Funds”) in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$105,559**; and any remaining payment(s) will be provided thereafter.

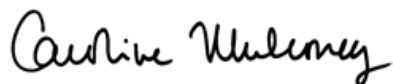
3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2020-21 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:

MTO-PGT@ontario.ca

Sincerely,



Caroline Mulroney
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

Municipality

Date

Name (print):
Title (head of council or
authorized delegate):

I have authority to bind the Municipality.

Date:

Name (print):
Title (clerk or authorized delegate):

I have authority to bind the Municipality.

The Corporation of the City of Temiskaming Shores

By-law No. 2021-014

Being a by-law to authorize an Agreement with Cinema Stage Inc for A/V Upgrades 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 respond to municipal issues; and

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

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

Whereas Council considered Administrative Report No. CS-006-2021 at the February 2, 2021 Regular Council meeting and directed staff to prepare the necessary by-law with Cinema Stage Inc, for the award of the Council Chamber Audio / Video Upgrades, for a total upset limit of \$134,514.24 inclusive, for consideration at the February 2, 2021 Regular Council Meeting.

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

1. That the Mayor and Clerk be authorized to enter into an Agreement with Cinema Stage Inc for the installation of audio and video components, at an upset limit of \$134,514.24, 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 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2021-014

Agreement between

The Corporation of the City of Temiskaming Shores

And

Cinema Stage Inc

for audio and video upgrades for
the City of Temiskaming Shores

This agreement made in duplicate this 2nd day of February, 2021.

Between:

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

and

Cinema Stage 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:

**Corporation of the City of Temiskaming Shores
Council Chamber A/V Upgrades
Request for Proposal No. CS-RFQ-001-2021**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents attached hereto as Appendix 01 and forming part of this agreement; and
- c) Complete, as certified by the Director, all the work by **December 1st, 2021.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **One Hundred Thirty Four-Thousand, Five-Hundred Fourteen Dollars and Twenty Four Cents (\$134,514.24)**, for upgrades to the audio and video components, 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:

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents,

as fully to all intents and purposes as though recited in full herein.

Article IV:

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:

Cinema Stage Inc

[REDACTED]
[REDACTED]
[REDACTED]

Attn.: [REDACTED]

The Owner:

City of Temiskaming Shores

P.O. Box 2050 / 325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

Director of Corporate 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 Party of the First Part has hereunto affixed its corporate seal attested by the hands of its duly authorized officers, and the Party of the Second Part has hereunto set its hand and seal by execution under seal by each and every individual comprising the Party of the Second Part.

Signed and Sealed in
the presence of

Cinema Stage Inc.

Mark Webster

Title: _____

Municipal Seal

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores

By-law No. 2021-015

Being a by-law to amend By-law No. 2016-018 being a by-law to enter into an agreement with Drain-All Ltd. as a Registered Transporter for the City's Municipal Hazardous and Special Waste (MHSW) – 2021 Orange Drop Collection Event

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, through By-law No. 2016-018 entered into an Agreement with Drain-All Ltd. as a Registered Transporter for the City's MHSW Orange Drop Event for 2016 and 2017; and

Whereas Council considered Administrative Report PW-002-2021 at the February 2, 2021 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2016-018 to extend the service agreement with Drain-All for the 2021 Orange Drop Event for consideration at the February 2, 2021 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. 2016-018, as amended be hereby further amended by deleting Article 2 Collection Events and replace with the following:

Collection Event

The Collection Event related to the obligations of the Parties under this Agreement shall be held on **Saturday, June 5, 2021** scheduled to commence at 9:00 am and terminate at 2:00 pm. The Parties under this agreement further agree that the termination time may be extended should circumstances warrant (i.e. line-up of vehicles wanting to dispose of MHSW materials).

2. That Appendix 02 Disposal Pricing to Schedule "A" to By-law No. 2016-018, as amended be hereby removed and replaced with Appendix 01, attached hereto and forming part of this by-law.
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 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger

Disposal Pricing



Napanee Operations - www.drainall.com
444 Advance Ave., Napanee, Ontario, K7R 3Z6
Tel: (613) 354-9393 / 1-800-265-3868 Fax: (613) 354-9076

January 8, 2021

The City of Temiskaming Shores
Steve Burnett, P. O. Box 2050, 325 Farr Dr., Haileybury, Ontario, P0J 1K0

Dear Steve:

Please find, in the attachment, your 2021 pricing. Mobilization for 2021 only – with 3 trucks – to be re-negotiated

In the event that the regulations governing the disposal of MHSW (HHW) are updated, removed or otherwise altered during the term of your agreement, both parties agree that there will be no penalty, financial or otherwise imposed on your municipality as a result of the adjustment.

SATURDAY, June 5, 2021 9:00AM – 2:00 PM

Mobilization/ Operations 2 T/TRAILER 2017 - \$ 5,200.00 3 T/TRAILERS - 2021 - 8,200.00

This will include: 2 tractor trailers, one supervisor/chemical technician, 2 chemical technicians; lab packing and loading full drums of waste, and the transportation to Ottawa.

The event time would be from 9:00 am till 2:00 pm, with Drain-All Ltd. employees arriving at the site to set up at 8:00 am. The above pricing also includes: Drain-All Ltd. MOBILE C. of A, check in sheets, all supplies, drums and manifests. All volunteers would receive tyvak suits, safety glasses and gloves from Drain-All.

<u>DESCRIPTION</u>	<u>(DECREASED - 2016) (\$/LP)</u>	<u>2021 (\$/LP)</u>
PAINT	125.00	140.00
BATTERIES	2.80/KG	2.90/KG
FLAMMABLES	65.00	95.00
AEROSOL	90.00	110.00
SMALL PROPANE	185.00	195.00
PESTICIDES	140.00	165.00
FERTILIZERS	90.00	110.00
ANTIFREEZE	65.00/BULK DRUMS	80.00/BULK DRUM
OIL FILTERS	90.00	110.00
EMPTY OIL CONTAINERS	0.00/KG	0.00/KG
LARGE PROPANE TANKS	0.00/KG	0.00/KG
PHARMACEUTICALS	90.00	110.00
FIRE EXTINGUISHER	90.00	110.00
SHARPS	8.00/KG	60.00/BOX

LIGHT TUBES	0.30/FOOT	0.45/FOOT
LIGHT BULBS	0.80/BULB	0.85/BULB
ACIDS	90.00	110.00
BASE	90.00	110.00
OXIDIZERS	90.00	110.00
OIL DRUM	25.00	60.00/BULK DRUM
GASOLINE	90.00/BULK DRUM	110.00/BULK DRUM

Drain-All utilizes 3.3 cubic meter cages to contain the paint. This allows for quick and uniform storage of the 4 liter and 20 liters of paint related material. The cages being loaded by a forklift allows a quicker loading time at the end of the event day.

The City of Temiskaming Shores would supply the following: staff (volunteers) to direct traffic, check in vehicles, unload the vehicles, and assist in bulking of oil. 3 –5 people are recommended for ease of operation. This is a cost saving measure for your municipality, as they should be at no cost to the municipality. These people could be environmental groups, service club members, volunteer firefighters, town counselors or any civic-minded persons or groups. The Town would also supply a non –hazardous bin (garbage) and a fork lift.

I look forward to working with you to meet your waste management needs. Should you require any further assistance, please contact me at our Napanee office at 613-354-9393

Sincerely

Steve Tebworth
HHW Coordinator
Drain-All Ltd. (Napanee Office)

The Corporation of The City of Temiskaming Shores
By-Law No. 2020-016
Being A By-Law to Adopt the City of Temiskaming Shores Water
and Waste Water Financial Plan No. 218-301A
In Accordance with Ontario Regulation 453/07

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 at its Regular Meeting held on February 2, 2021, Council for The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report No. PW-003-2021 and directing staff to prepare the necessary by-law to adopt the Financial Plan for consideration at the February 2, 2021 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 of The Corporation of the City of Temiskaming Shores hereby adopts the City of Temiskaming Shores Water and Waste Water Financial Plan No. 218-301A, in accordance with Ontario Regulation 453/07, 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 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 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2021-016

**Being A By-Law to Adopt the City of Temiskaming Shores Water
and Waste Water Financial Plan No. 218-301A
In Accordance with Ontario Regulation 453/07**

FINANCIAL PLAN – WATER AND WASTEWATER SYSTEMS

The Corporation of the City of Temiskaming Shores – Financial Plan No. 218-301A

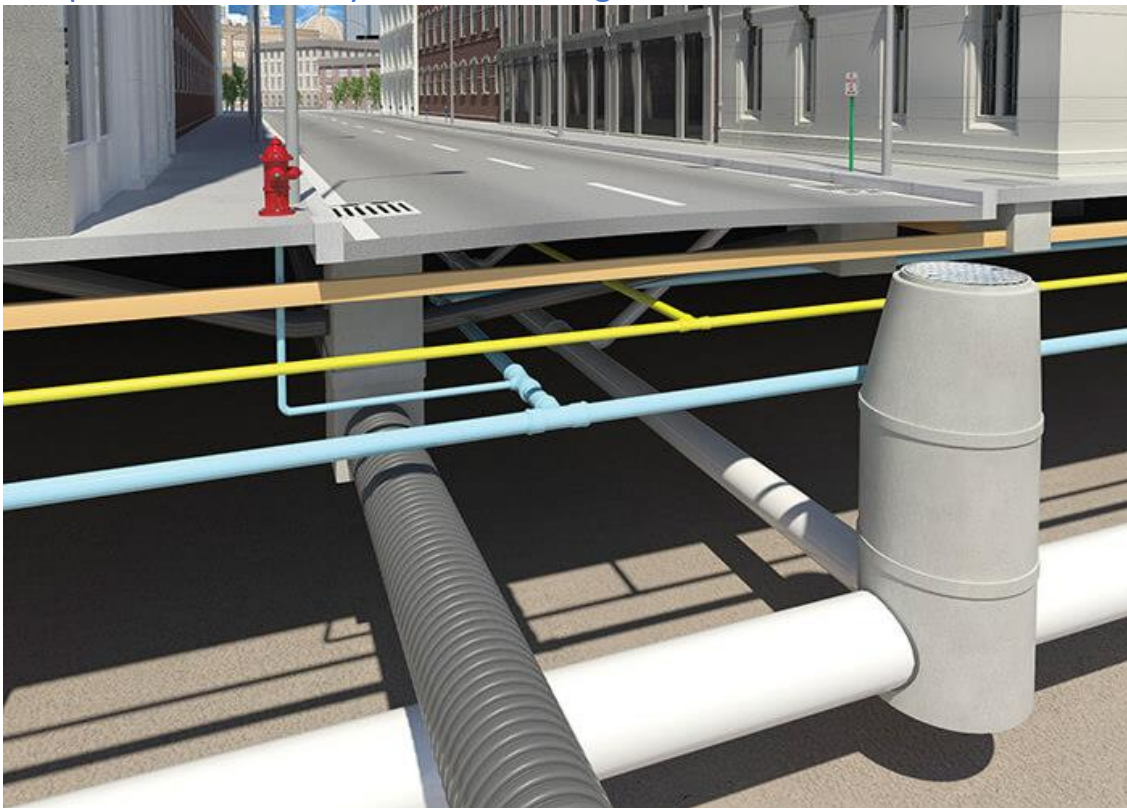


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Purpose

The City of Temiskaming Shores' staff prepared the Water and Wastewater Financial Plan as part of the five elements the Ministry requires to issue a municipal drinking water license as per the Safe Drinking Water Act, 2002. These elements include:

1. **A drinking-water works permit (DWWP):** A permit to establish or alter a drinking-water system.
2. **An accepted operational plan:** The Drinking-Water Quality Management Standard (DWQMS) will be the standard upon which operational plans will be based. The plan will document an operating authority's quality management system (QMS).
3. **An accredited operating authority:** A third-party audit of an operating authority's QMS will be the basis for accreditation.
4. **A Financial Plan:** This must be prepared in accordance with the prescribed requirements in the Financial Plans Regulation, including an indication that the drinking water system is viable.
5. **A permit to take water (PTTW):** Requirements as outlined in the Ontario Water Resources Act.

The City's Financial Plan is prepared in accordance with the Ministry of the Environment Financial Plans Regulation (O. Reg. 453/07).

Financial Plan Requirements

The Ontario Regulation 453/07 provides details with regards to the Financial Plans for existing water systems. The requirements for existing systems are summarized as follows:

- Must indicate financial viability of the system and be approved by resolution of Council
- Must apply to a period of at least six years (commencing the year of license expiry)
- Details of the proposed or projected financial position and financial operations
- Details of the proposed or projected gross cash receipts and gross cash payments
- Financial plans applicable to two or more solely-owned drinking water systems can be prepared as if they are for one drinking water system
- Financial plans are to be made available to the public upon request and at no charge
- Made available to the public through publication on the internet
- Submitted to the Ministry of Municipal Affairs and Housing

The City of Temiskaming Shores Municipal Drinking Water and Wastewater System Description

Water Treatment and Distribution

The City of Temiskaming Shores currently owns two distinct Water Treatment and three Distribution systems. The three systems serve the three former municipalities that amalgamated on January 1, 2004, being Dymond Township, the Town of New Liskeard and the Town of Haileybury.

The Water Treatment facilities are currently operated, maintained, and managed under agreement with the Ontario Clean Water Agency (OCWA), Storage reservoirs, even though considered as part of the distribution system, are also maintained under the agreement with OCWA. The Public Works Environmental Division is responsible to manage and maintain approximately 110 km's of distribution piping with approximately 4,800 service connections.

Wastewater Treatment and Collection

The City of Temiskaming Shores provides a complex collection and wastewater treatment system for its residents. There are two (2) wastewater aerated lagoons and one (1) mechanical sewage treatment plant. The three treatment facilities are currently operated and maintained through a contract with the Ontario Clean Water Agency (OCWA). OCWA is also responsible for the various sanitary lift stations located throughout the municipality. The Public Works Environmental Division is responsible for the operation and maintenance of over 87 km's of collection piping with approximately 4,800 service connections.

The Environmental Division provides regular and preventative maintenance programs including sewer flushing, manhole purging, adjustments and repairs, catch basin adjustments and cleaning and underground locates.

Sustainable Financial Planning

Introduction

The "Towards Financial Sustainable Drinking - Water and Wastewater Systems" guide provides some guiding principles to develop Financial Plans.

Achieving financial sustainability in Ontario's municipal water and wastewater sector is a long-term goal. Systems are aging, there is a growing amount of deferred maintenance, and many assets are nearing, or even beyond, the end of their useful lives and in need of replacement.

Financial sustainability is needed to ensure that Ontarians continue to enjoy clean and safe drinking water, that water and wastewater services are reliable in the long term, and that environmental protection is maintained.

The following principles have been considered in the context of City of Temiskaming Shores' Water and Wastewater Systems Financial Plan.

Principle #1 - An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.

Through the development of the City's Asset Management Plan, the information gathered on linear water, wastewater, roads and other assets has provided invaluable information that supports an integrated approach to renewal of these assets. Annually, Council adopts a Water and Sewer Rates by-law. The principles associated with the establishment of these rates were used in the final projections set out in this Financial Plan.

Principle #2 - Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.

The City of Temiskaming Shores water and wastewater systems are self-sustaining with all revenues directed to the systems operation and capital requirements. As part of the procedure to set the yearly water and wastewater rates, the City's process includes the consideration of operating costs, requirements of existing assets and debenture obligations.

Principle #3 - Lifecycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.

The asset inventory that has been compiled is updated continuously as conditions change. Over the next few years, the City will be developing an assessment process for all its water and wastewater inventory and facilities through the development of City's Asset Management Plan. The aim is to determine the appropriate level of detail for the facility assets, as well as compile the level of detail for the assets including asset conditions, life expectancies and valuations. With the purchase of appropriate asset management software, the tracking and management of assets will allow for appropriate decision making.

Principle #4 - An asset management plan is a key input to the development of a financial plan.

On May 21st, 2019, Council for the City of Temiskaming Shores adopted an Asset Management Policy through By-law No. 2019-063. The policy was developed based on the release of Ontario Regulation 588/17 requiring that each municipality prepare a strategic asset management policy by July 1st, 2019. The regulation requires that by July 1st 2024 a full Asset Management Plan (AMP) is in place. The development of the plan is broken out into three phases. Phase 1 (by July 1, 2021) includes establishing the

inventory for core assets, current levels of service and costs to maintain the service levels. Phase 2 (by July 1, 2023) builds out Phase 1 to include all assets. Phase 3 (by July 1, 2024) builds on Phase 1 and 2 by including proposed levels of service, lifecycle management and financial planning.

The City of Temiskaming Shores is well positioned to complete all requirements by the target dates set to ensure that the AMP is fully functional and meets the needs of the City. In addition, the development of this financial plan will be in line with, and become a part of, the financial strategies outlined in the AMP.

Principle #5 A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

The rate structures proposed are a result of the Sustainable Financial Plan to provide reliable services that meet or exceed environmental protection standards while providing a reasonable amount of capital dollars for future rehabilitation and replacement needs.

Principle #6 Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.

Council acknowledges the benefits of user pay and improved conservation. On a yearly basis, Council adopts a Water and Sewer Rates by-law ensuring that the environmental operational needs are met. In 2021, Council approved the rehabilitation and enhancement of the City's current Industrial, Commercial and Institutional Water Meter Program.

Principle #7 Financial Plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.

The City of Temiskaming Shores staff continually monitors actual operational and capital programs throughout any given year.

The City's annual budget process addresses the full cost principals towards sustainable financial planning.

Principal #8 Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

This Financial Plan has been developed and prepared internally as a joint effort by various departmental staff utilizing information provided from the following internal reports:

- 2021 City of Temiskaming Shores Operating Budget
- 2021 City of Temiskaming Shores Capital Forecast
- City of Temiskaming Shores Asset Management Plan

Approach

Introduction

The Financial Plan has been developed in accordance with Ontario Regulation 453/07 and will cover the time period ending December 31, 2020 through to December 31, 2030. The 2020 Council approved detail budget has been used as a starting point to prepare the Water and Wastewater System Financial Plan. The budget was prepared on a modified cash basis and therefore conversions to a full accrual financial plan was required for the purposes of this report. The following sections outlines the conversion process.

Overview

The Financial Plan is intended to be a living document and has been developed in accordance with inventory data outlined within the City's Asset Management Plan and capital forecasting for the Water and Wastewater Systems.

On a yearly basis the plan will be utilized and reviewed through the development of annual budgets and the Water and Sewer Rates By-law approved by Council. Every five (5) years an in-depth review and expansion of the plan will be conducted which will require a resolution from Council to ensure requirements within Ontario Regulation 453/07 are met.

Provincial and Federal funding opportunities are a large part of the City's capability to have major capital projects completed within the Water and Wastewater Systems. As a result of not being aware of when funding opportunities will be available, this component has not been included in the plan. Should the City be successful in obtaining Provincial and/or Federal funding, the necessary adjustments to the plan would be made at that time.

The City of Temiskaming Shores commitment is to maintain self-sufficient Water and Wastewater Systems in where all revenues are directed to the systems operation and capital needs. To assist with meeting this commitment, the City will thrive to ensure that no less than ten percent (10%) of Water and Wastewater Systems operating expenses is continually available in reserves.

The Financial Plan will be made available to the public as required by Ontario Regulation 453/07. Notification of availability will be done through local media platforms.

Tangible Capital Asset Balances

As part of the PSAB 3150 process, municipalities are required to calculate their tangible capital assets (TCA) balances; this process incorporates the existing assets only. For the Water and Wastewater System Financial Plan, the calculation of the TCA balances new and replacement assets needs to be included along with the disposal of replaced assets.

Future asset needs were assessed and estimated within the 2020 Budget. As additional information becomes available future water and wastewater system financial plans will be adjusted as required.

For all assets, existing and planned, the following formula has been used to calculate the tangible capital asset balances for each year of the forecast period for this financial plan.

- Historical Costs (to end of prior year)
- Plus – Acquisition Cost of New Assets
- Plus – Gain on Disposal(s)
- Less – Accumulated Amortization to the of prior year
- Les – Current Year Amortization
- Less – Loss on Disposal(s)
- Net Book Value

The TCA balances are reported on the Statement of Financial Position and Schedule of Tangible Capital Assets.

Statement of Operations and Accumulated Surplus

To convert the Statement of Operations from a modified cash to full accrual basis a number of adjustments are required.

- Debt Repayment
 - The principal portion of the payment needs to be removed under the accrual basis
 - The principal payments are reported on the Statement of Financial Position
- Transfers to and from Reserves
 - These transfers are represented by changes in cash and cash equivalents and accumulated surplus
- Tangible Capital Asset related Transactions
 - Amortization and gains/losses on disposals are reported on the Statement of Operations in order to include the costs related to their operating activities over their useful lives

Statement of Financial Position

As outlined in PS1200, the opening balances for the remaining accounts have been recorded and classified.

Statement of Cash Flow

The Statement of Cash Flow summarizes how the City financed its activities. The statement relies on the Statement of Financial Position, the Statement of Operations and other available data.

Verification

The Financial Plan is a summary of the water and wastewater systems operations approved by Council for the current budget year (2020) with projected expenditures to 2030.

The Projected Statement of Operations and Accumulated Surplus included in the Water and Wastewater System Financial Plan includes the day-to-day operations of maintaining and administering the water and wastewater systems.

The revenue assumptions include projected growth in customer base across the systems and 2% rate increases on standardized rate structures.

The expenditure projections include overhead and operating costs with an inflation adjustment of 2%.

Capital Plan

The City's long term capital plan has been reflected in the Projected Statement of Cash Flows. This plan incorporates the addition of new water and wastewater supply and distribution assets to allow for future growth of the systems and provides for the replacement of the deteriorating infrastructure for linear assets.

Beginning in 2008, the Province required municipalities to record and report their tangible capital assets on their balance sheets and amortize their historical values in accordance with the Public Sector Accounting Standard – PSAB 3150. Additionally, the Province encouraged municipalities to use their asset inventories to strategically plan future replacements and improvements using an AMP framework.

Financial Plan

Introduction

This Financial Plan includes Projected Financial Statements for the Water and Wastewater Systems for the periods ending from December 31, 2019 projected to December 31, 2030.

As required these statements are prepared in accordance with the Public Sector Accounting Standards. It is important to note that the financial statements included are projected based on assumptions determined by financial and operations managers of the water and wastewater systems. These statements are not audited and contain various estimates as described in the Summary of Significant Accounting Policies. Actual financial results will vary from the projections here and the differences may be material.

Projected Statement of Financial Position

The Statement of Financial Position includes multiple financial indicators for financial sustainability. The first indicator provides an indication of the systems revenue requirements. A system with net financial assets greater than its liabilities implies that the system is able to fund its future needs. Conversely, a system with higher liabilities than financial assets over multiple years would indicate that the system will need to increase revenues to remain viable over the long-term.

Table 1 indicates that in 2020 the system has slightly more revenues than liabilities, however over the entire financial plan period of 2021-2030 the systems will increase its net financial assets overall by over \$11.2 million dollars.

The second indicator provides the change in Tangible Capital Assets. An increase in TCAs indicates the City plans to invest in tangible capital assets greater than the anticipated use of existing assets over the forecast period. A decrease in TCAs could occur due to asset disposal, use of assets or write-downs. In turn a decrease would indicate limited investment by the City in its water and wastewater assets. Table 1 indicates that in each year of forecast from 2021 to 2030 the City plans to invest less than use. The anticipated decrease in TCAs is approximately \$7.8 million dollars.

Table 1: Project Statement of Financial Position

PROJECTED STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2019, PROJECTED 2020 TO 2030												
	2019 Actuals	2020 Approved	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
FINANCIAL ASSETS												
Cash & Cash Equivalents	1,516,972	1,016,205	1,553,656	1,965,487	2,458,872	3,008,179	3,709,545	4,484,659	5,346,457	6,322,298	7,369,315	8,460,152
	1,516,972	1,016,205	1,553,656	1,965,487	2,458,872	3,008,179	3,709,545	4,484,659	5,346,457	6,322,298	7,369,315	8,460,152
LIABILITIES												
Debentures (Principal)	5,825,481	5,301,273	4,773,726	4,246,568	3,752,191	3,265,458	2,881,116	2,524,572	2,209,524	1,963,867	1,745,660	1,527,452
	5,825,481	5,301,273	4,773,726	4,246,568	3,752,191	3,265,458	2,881,116	2,524,572	2,209,524	1,963,867	1,745,660	1,527,452
NET FINANCIAL ASSETS (DEBT)	- 4,308,509	- 4,285,068	- 3,220,070	- 2,281,082	- 1,293,319	- 257,280	828,429	1,960,088	3,136,933	4,358,431	5,623,655	6,932,699
NON-FINANCIAL ASSETS												
Tangible Capital Assets	42,246,746	42,059,281	41,099,164	40,305,746	39,503,376	38,693,049	37,875,470	37,060,820	36,354,361	35,646,729	34,929,679	34,208,377
TOTAL NON-FINANCIAL ASSETS	42,246,746	42,059,281	41,099,164	40,305,746	39,503,376	38,693,049	37,875,470	37,060,820	36,354,361	35,646,729	34,929,679	34,208,377
ACCUMULATED SURPLUS	37,938,237	37,774,214	37,879,095	38,024,664	38,210,057	38,435,770	38,703,898	39,020,907	39,491,294	40,005,160	40,553,334	41,141,077
Financial Indicators:	Total Change	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Increase/(Decrease) in Net Financial Indicators	11,241,208	23,441	1,064,998	938,988	987,762	1,036,040	1,085,708	1,131,659	1,176,845	1,221,498	1,265,224	1,309,044
Increase/(Decrease) in Tangible Capital Assets	- 8,038,368	- 187,464	- 960,117	- 793,418	- 802,370	- 810,327	- 817,579	- 814,650	- 706,459	- 707,632	- 717,050	- 721,301
increase/(Decrease) in Accumulated Surplus	3,202,840	- 164,023	104,881	145,570	185,393	225,713	268,129	317,009	470,387	513,866	548,174	587,743

Projected Statement of Operations and Accumulated Surplus

This statement summarizes the revenues and expenditures created by the water and wastewater systems. Where revenues exceed expenses, this indicates that the system is generating sufficient revenues to cover the cost of operating and maintaining the systems. Conversely where expenses exceed revenues the system is not generating enough revenues to operate and maintain the systems.

Table 2 illustrates the City's ratio fluctuates between 97.9% to 90.2% with the annual surplus varying between \$104 thousand to \$587 thousand over the forecast period. It is imperative that a system generates an annual surplus to ensure that funding is available for non-expense costs included tangible capital asset acquisitions, reserve transfers and debenture principal payments.

Accumulated surplus deficit is also an indicator of a systems available resources. An accumulated deficit indicates that resources are insufficient to support the needs of the systems moving forward. Table 2 and Table 3, indicates that the City anticipates adding approximately \$3.2 million to its accumulated surplus over the financial plan period.

Table 2: Projected Statement of Operations and Accumulated Surplus

PROJECTED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS AS AT DECEMBER 31, 2019, PROJECTED 2020 TO 2030												
	2019 Actuals	2020 Approved	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
REVENUES												
Water Revenues	2,634,555	2,690,650	2,729,240	2,783,825	2,839,501	2,896,291	2,954,217	3,013,301	3,073,568	3,135,039	3,197,740	3,261,694
Sewer Revenues	2,219,208	2,265,765	2,298,145	2,344,108	2,390,990	2,438,810	2,487,586	2,537,338	2,588,085	2,639,846	2,692,643	2,746,496
Other Revenues	309,159	63,356	12,224	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
	5,162,922	5,019,771	5,039,609	5,140,933	5,243,491	5,348,101	5,454,803	5,563,639	5,674,652	5,787,885	5,903,383	6,021,190
EXPENSES												
Operations	3,686,838	3,705,836	3,476,789	3,546,325	3,617,251	3,689,596	3,763,388	3,838,656	3,915,429	3,993,738	4,073,612	4,155,085
Interest	207,000	190,494	172,822	155,620	138,478	122,465	105,707	93,324	82,378	72,649	64,546	57,062
Amortization	1,286,398	1,287,464	1,285,117	1,293,418	1,302,370	1,310,327	1,317,579	1,314,650	1,206,459	1,207,632	1,217,050	1,221,301
Loss on Disposal of TCA	-	-	-	-	-	-	-	-	-	-	-	-
	5,180,236	5,183,794	4,934,728	4,995,363	5,058,099	5,122,389	5,186,674	5,246,631	5,204,265	5,274,019	5,355,209	5,433,448
EXCESS REVENUES OVER EXPENSES												
	- 17,314	- 164,023	104,881	145,570	185,393	225,713	268,129	317,009	470,387	513,866	548,174	587,743
ACCUMULATED SURPLUS, BEGINNING OF YEAR												
	37,955,551	37,938,237	37,774,214	37,879,095	38,024,664	38,210,057	38,435,770	38,703,898	39,020,907	39,491,294	40,005,160	40,553,334
ACCUMULATED SURPLUS, END OF YEAR												
	37,938,237	37,774,214	37,879,095	38,024,664	38,210,057	38,435,770	38,703,898	39,020,907	39,491,294	40,005,160	40,553,334	41,141,077
Financial Indicators:	Total Change	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Expense to Revenue Ratio		103.3%	97.9%	97.2%	96.5%	95.8%	95.1%	94.3%	91.7%	91.1%	90.7%	90.2%
Increase/(Decrease) in Accumulated Surplus	3,202,840	- 164,023	104,881	145,570	185,393	225,713	268,129	317,009	470,387	513,866	548,174	587,743

Table 3: Projected Liabilities and Accumulated Surplus

LIABILITIES AND ACCUMULATED SURPLUS AS AT DECEMBER 31, 2019, PROJECTED 2020 TO 2030												
	2019 Actuals	2020 Approved	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
LIABILITIES												
Total Debentures												
Opening Balance	6,345,536	5,825,481	5,301,273	4,773,726	4,246,568	3,752,191	3,265,458	2,881,116	2,524,572	2,209,524	1,963,867	1,745,660
New Debentures	-	-	-	-	-	-	-	-	-	-	-	-
Debt Repayment	- 520,055	- 524,208	- 527,547	- 527,158	- 494,377	- 486,733	- 384,342	- 356,545	- 315,047	- 245,657	- 218,207	- 218,207
Total Change in Debt Position	5,825,481	5,301,273	4,773,726	4,246,568	3,752,191	3,265,458	2,881,116	2,524,572	2,209,524	1,963,867	1,745,660	1,527,452
ACCUMULATED SURPLUS												
Net Investment in Tangible Capital												
Assets	42,246,746	42,059,281	41,099,164	40,305,746	39,503,376	38,693,049	37,875,470	37,060,820	36,354,361	35,646,729	34,929,679	34,208,377
Reserve/Reserve Funds	1,516,972	1,016,205	1,553,656	1,965,487	2,458,872	3,008,179	3,709,545	4,484,659	5,346,457	6,322,298	7,369,315	8,460,152
	43,763,718	43,075,487	42,652,821	42,271,233	41,962,248	41,701,228	41,585,015	41,545,479	41,700,818	41,969,027	42,298,994	42,668,529
Financial Indicators:	Total Change	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Annual Surplus/(Deficit)	- 1,095,189	- 688,231	- 422,666	- 381,588	- 308,985	- 261,020	- 116,213	- 39,536	155,340	268,209	329,967	369,535

Projected Statement of Cash Flows

This statement summarizes how the water and wastewater systems are expected to generate and use cash resources during the financial plan period. The statement of cash flows focuses on the cash aspects of the activities of a water and wastewater system; it is the link between the cash based and accrual-based accounting.

Table 4 illustrates that the financial plan anticipates the cash position of the water and wastewater system increase by approximately \$7 million over the period. It is noted that in 2020 the financial plan indicates a reduction of cash and cash equivalents; however, an increase occurs in all other years of the financial plan. The increase indicates that the cash generated will be used to fund tangible capital asset purchases and building reserves over the period.

Table 4: Projected Statement of Cash Flows

PROJECTED CASH FLOW STATEMENT AS AT DECEMBER 31, 2019, PROJECTED 2020 TO 2030												
	2019 Actuals	2020 Approved	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
OPERATING												
Excess Revenues over Expenses	- 17,314	- 164,023	104,881	145,570	185,393	225,713	268,129	317,009	470,387	513,866	548,174	587,743
Amortization	1,286,398	1,287,464	1,285,117	1,293,418	1,302,370	1,310,327	1,317,579	1,314,650	1,206,459	1,207,632	1,217,050	1,221,301
(Gain)/Loss on Disposal of Tangible Capital Assets	-	-	-	-	-	-	-	-	-	-	-	-
Net Change from Operations	1,269,084	1,123,441	1,389,998	1,438,988	1,487,762	1,536,040	1,585,708	1,631,659	1,676,845	1,721,498	1,765,224	1,809,044
CAPITAL												
Tangible Capital Assets Purchases	- 224,946	- 1,100,000	- 325,000	- 500,000	- 500,000	- 500,000	- 500,000	- 500,000	- 500,000	- 500,000	- 500,000	- 500,000
FINANCING												
Long Term Debt Issued	-	-	-	-	-	-	-	-	-	-	-	-
Long Term Debt Principal Payments	- 520,055	- 524,208	- 527,547	- 527,158	- 494,377	- 486,733	- 384,342	- 356,545	- 315,047	- 245,657	- 218,207	- 218,207
Net Change from Financing Activities	- 520,055	- 524,208	- 527,547	- 527,158	- 494,377	- 486,733	- 384,342	- 356,545	- 315,047	- 245,657	- 218,207	- 218,207
Net Increase/(Decrease) in Cash	524,083	- 500,767	537,451	411,830	493,385	549,307	701,366	775,114	861,798	975,841	1,047,017	1,090,837
Cash & Cash Equivalent, Beginning of Year	992,889	1,516,972	1,016,205	1,553,656	1,965,486	2,458,872	3,008,178	3,709,544	4,484,659	5,346,457	6,322,298	7,369,315
Cash & Cash Equivalent, End of Year	1,516,972	1,016,205	1,553,656	1,965,486	2,458,872	3,008,178	3,709,544	4,484,659	5,346,457	6,322,298	7,369,315	8,460,151

Projected Schedule of Tangible Capital Assets

The opening tangible capital asset balances are presented in the City's audited 2019 Consolidated Financial Statements. The planned future TCA additions have been added based on 2020 capital plan and forecasts, it was assumed that assets would be acquired/constructed within the year of the planned expenditure. Projects listed as work-in-progress at the end of 2019 were assumed to be completed in 2020.

TCA additions are amortized using the straight-line method over 50 years for water and wastewater assets in accordance with our Tangible Capital Asset Policy.

Table 5: Projected Scheduled of Tangible Capital Assets

**PROJECTED SCHEDULE OF TANGIBLE CAPITAL ASSETS
AS AT DECEMBER 31, 2019, PROJECTED 2020 TO 2030**

	2019 Actuals	2020 Approved	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
WATER TREATMENT - TANGIBLE CAPITAL ASSETS												
Historical Cost												
Opening Balance	11,108,388	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891
Additions	144,503	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891	11,252,891
Accumulated Amortization												
Opening Balance	2,448,892	2,727,384	2,985,341	3,234,449	3,483,558	3,732,667	3,981,775	4,230,884	4,478,993	4,725,702	4,966,290	5,206,878
Amortization Expense	278,492	257,956	249,109	249,109	249,109	249,109	249,109	248,109	246,709	240,588	240,588	240,588
Amortization on Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	2,727,384	2,985,341	3,234,449	3,483,558	3,732,667	3,981,775	4,230,884	4,478,993	4,725,702	4,966,290	5,206,878	5,447,466
Net Book Value	8,525,506	8,267,550	8,018,442	7,769,333	7,520,224	7,271,116	7,022,007	6,773,898	6,527,189	6,286,601	6,046,013	5,805,425
WATER DISTRUBITION - TANGIBLE CAPITAL ASSETS												
Historical Cost												
Opening Balance	15,482,655	15,482,655	16,582,655	16,682,655	16,932,655	17,182,655	17,432,655	17,682,655	17,932,655	18,182,655	18,432,655	18,682,655
Additions	-	1,100,000	100,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	15,482,655	16,582,655	16,682,655	16,932,655	17,182,655	17,432,655	17,682,655	17,932,655	18,182,655	18,432,655	18,682,655	18,932,655
Accumulated Amortization												
Opening Balance	3,693,994	3,983,012	4,293,087	4,605,163	4,921,505	5,242,144	5,567,092	5,895,697	6,227,944	6,564,904	6,904,758	7,249,030

City of Temiskaming Shores
Water and Wastewater Systems Financial Plan No. 218-301A

Amortization Expense	289,018	310,075	312,075	316,342	320,639	324,948	328,605	332,247	336,960	339,854	344,272	349,272
Amortization on Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	3,983,012	4,293,087	4,605,163	4,921,505	5,242,144	5,567,092	5,895,697	6,227,944	6,564,904	6,904,758	7,249,030	7,598,302
Net Book Value	11,499,643	12,289,567	12,077,492	12,011,150	11,940,510	11,865,563	11,786,958	11,704,711	11,617,751	11,527,896	11,433,625	11,334,353

WASTEWATER TREATMENT & DISPOSAL - TANGIBLE CAPITAL ASSETS

Historical Cost												
Opening Balance	6,333,009	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452
Additions	80,443	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452	6,413,452
Accumulated Amortization												
Opening Balance	3,563,540	3,763,982	3,965,900	4,167,817	4,369,734	4,571,652	4,773,569	4,975,486	5,167,016	5,244,287	5,321,558	5,398,828
Amortization Expense	200,443	201,917	201,917	201,917	201,917	201,917	201,917	191,530	77,271	77,271	77,271	77,271
Amortization on Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	3,763,982	3,965,900	4,167,817	4,369,734	4,571,652	4,773,569	4,975,486	5,167,016	5,244,287	5,321,558	5,398,828	5,476,099
Net Book Value	2,649,470	2,447,552	2,245,635	2,043,718	1,841,800	1,639,883	1,437,966	1,246,436	1,169,165	1,091,894	1,014,624	937,353

WASTEWATER COLLECION - TANGIBLE CAPITAL ASSETS

Historical Cost												
Opening Balance	26,282,558	26,282,558	26,282,558	26,507,558	26,757,558	27,007,558	27,257,558	27,507,558	27,757,558	28,007,558	28,257,558	28,507,558
Additions	-	-	225,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	26,282,558	26,282,558	26,507,558	26,757,558	27,007,558	27,257,558	27,507,558	27,757,558	28,007,558	28,257,558	28,507,558	28,757,558
Accumulated Amortization												
Opening Balance	6,191,986	6,710,431	7,227,947	7,749,962	8,276,012	8,806,717	9,341,070	9,879,018	10,421,782	10,967,301	11,517,221	12,072,141
Amortization Expense	518,445	517,515	522,015	526,050	530,705	534,353	537,948	542,764	545,519	549,920	554,920	554,171

City of Temiskaming Shores
Water and Wastewater Systems Financial Plan No. 218-301A

Amortization on Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	6,710,431	7,227,947	7,749,962	8,276,012	8,806,717	9,341,070	9,879,018	10,421,782	10,967,301	11,517,221	12,072,141	12,626,312
Net Book Value	19,572,126	19,054,611	18,757,596	18,481,546	18,200,841	17,916,488	17,628,540	17,335,776	17,040,257	16,740,337	16,435,417	16,131,246
Financial Indicators:	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Acquisition of Tangible Capital Assets (Cumulative)	224,946	1,100,000	325,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000

Summary

Council and Staff for the City of Temiskaming Shores recognize the importance of providing safe drinking water and adequate wastewater services to their residents. As a result, Council and Staff are committed to achieve the following:

- Ensure that safe drinking water and adequate wastewater services be provided to the residents of Temiskaming Shores;
- Provide economical and affordable water and wastewater services;
- Ensure financial viability;
- Continuation of maintaining self sufficient Water and Wastewater Systems;
- Meet all requirements associated with Provincial and Federal Regulations.

The Corporation of the City of Temiskaming Shores

By-law No. 2021-017

**Being a by-law to amend By-law No. 2019-018, as amended to
appoint community representatives to various Committees and
Boards for the 2019-2022 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. 2019-018 to appoint community representatives to various Committees and Boards for 2019-2022 term of Council;

And whereas Council considered Memo No. 002-2021-RS at the February 2, 2021 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2019-018, as amended to appoint community representatives to various Committees during the 2019-2022, for consideration at the February 2, 2021 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. 2019-018, as amended be further amended by removing **Amanda Mongeon** as a community representative to the Bicycle Friendly Community Committee for the 2019-2022 Term of Council;
2. That Schedule "A" to By-law No. 2019-018, as amended be further amended by appointing **Erika Aelterman** as community representatives to the Bicycle Friendly Community Committee for the 2019-2022 Term of Council;
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 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores
By-law No. 2021-018
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 2, 2021

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 **February 2, 2021**, 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 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 2nd day of February, 2021.

Mayor – Carman Kidd

Clerk – Logan Belanger