



**The Corporation of the City of Temiskaming Shores  
Committee of the Whole  
Tuesday, July 11, 2023, 2023 – 3:00 p.m.  
City Hall – Council Chambers – 325 Farr Drive**

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**Agenda**

**Land Acknowledgement**

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

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

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

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

## **7. PUBLIC WORKS**

### **a) Topic of Discussion: Safe System Design – Highway 11 (Councillor Mark Wilson)**

### **b) Administrative Report PW-014-2023 – Amendment to Traffic and Parking By-Law 2012-101**

#### **Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-014-2023; and

That Council directs staff to prepare the necessary by-law to amend By-Law 2012-101, as amended to modify certain provisions related to Bus Stops, Parking Limits, Accessible Space and Stop Signs as outlined in the report for consideration at the July 11, 2023, Regular Council meeting.

### **c) Administrative Report PW-015-2023 - Award - 2023 Infrastructure Repairs**

#### **Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-015-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Jaffray Street storm and asphalt repairs and the West Road culvert reline project in the amount of \$358,900.00 plus applicable taxes for consideration at the July 11, 2023, Regular Council Meeting.

**d) Memo No. 016-2023-PW – Purchase of a Used Loader**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 016-2023-PW; and

The Council for Temiskaming Shores hereby delegates authority to the Manager of Transportation Services to purchase one (1) Used Front End Loader within the approved budget limit of \$160,000, including sole sourced options resulting from auctions or online sales.

**e) Memo No. 017-2023-PW – Operational Update – Transportation Services**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 017-2023-PW for information purposes.

**8) RECREATION SERVICES**

**a) Delegations/Communications**

**b) Administrative Report RS-014-2023 –Haileybury Medical Centre Cleaning**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-014-2023;

That Council directs staff to prepare the necessary by-law to enter into an agreement with Lynn Boucher for the cleaning of the Haileybury Medical Centre from August 1, 2023 to July 31, 2028, for consideration at the July 11, 2023 Regular Council meeting

**c) Administrative Report RS-015-2023 –Award – PFC Water Softener**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-015-2023; and

That Council directs staff the necessary by-law to enter into an agreement with B & R Water Treatment for the installation of a water softener at the Waterfront Pool & Fitness Centre in the amount of \$26,135.00 plus applicable taxes, for consideration at the July 11, 2023, Regular Council meeting.

**d) Administrative Report RS-016-2023 – New Liskeard Marina Expression of Interest**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-016-2023; and

That Council directs staff to hold a public consultation for the potential development of the New Liskeard Marina property and report on the outcome of that consultation at the August 8, 2023, Regular Council meeting.

**e) Administrative Report RS-017-2023 – Greenhouse Gas Reduction Plan**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-017-2023; and

That Council adopts a Greenhouse Gas Reduction Plan (2023) as presented to meet emission reduction targets for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050; and

That Council direct staff to submit this plan to the Partners for Climate Protection program as the City's submission for Milestone 3.

**f) Memo No. 013-RS-2023 – Haileybury Fire Hall Project Update**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

**g) Memo No. 014-2023-RS – One Light Diversity Centre**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 014-2023-RS; and

That Council agrees to the waiving of the rental fee to One Light Diversity Centre for Riverside Place Hall rentals for the remainder of 2023.

**h) Memo No. 015-2023-RS – Recreation Department – Operations Update**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 015-2023-RS for information purposes.

**9) FIRE SERVICES**

No items to report.

**10) CORPORATE SERVICES**

- a) **Topic of Discussion: Proposed Provincial Policy Statement concerns (Councillor Wilson)**

- b) **Quarter 2 Capital – Budget Variance Report**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the Quarter 2 Capital – Budget Variance Report for information purposes.

- c) **Administrative Report CS-026-2023 – Strategic Planning and Communications position**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-026-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with NOHFC for the funding of a Strategic Planning & Communications position for one year for consideration at the July 11, 2023 Regular Council meeting.

**11) Schedule of Council Meetings**

- a) Committee of the Whole/Regular Meeting of Council – August 8, 2023 starting at 3:00 p.m.
- b) Committee of the Whole – September 5, 2023 starting at 3:00 p.m.

**12) Closed Session**

**13) Adjournment**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

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

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**Subject:** Amendments to Traffic and Parking By-law 2012-101 – Bus Stop, Parking, Accessible Parking Space, Stop Signs

**Report No.:** PW-014-2023

**Agenda Date:** July 11, 2023

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### **Attachments**

**Appendix 01:** Draft By-law to amend 2012-101 (**Please refer to By-Law 2023-081**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-014-2023; and
2. That Council directs staff to prepare the necessary by-law to amend By-Law 2012-101, as amended, to modify certain provisions related to Bus Stops, Parking Limits, Accessible Space and Stop Signs as outlined in the report for consideration at the July 11, 2023, Regular Council meeting.

### **Background**

The City's Traffic and Parking By-law 2012-101 establishes the specific requirements for Traffic and Parking in our community. It speaks on Bus Stops, One-way Signs, Yield Sign Parking Signs, Stop Signs, Accessible Spaces, etc.

This amendment will update a bus stop location, change wording for Parking Time limits, changing a location of Accessible parking Stall and Adding Stop Signs to Wilson Ave Grant Drive Intersection.

### **Analysis**

#### **Changing Location of current Bus Stops**

This change is a description change that was never updated in the past. Essentially moving the Bus Stop from Wellington to Whitewood, still at the 29 Whitewood Avenue location.



### **Changing wording of current Parking Time Limit in Designated Places Table (D)**

This change is a description change along Whitewood Avenue in response to Bus stops and Accessible Parking Stalls moving.

### **Accessible Parking Space in City-Owned Parking Facilities and on Municipal Roadways**

On June 21, 2023, City staff and members of TSAAC met to discuss the potential change of location of an Accessible Parking Stall from in front of 16 Whitewood Ave to 32 Whitewood Ave. This is in response to the owner of 16 Whitewood requesting a Downtown Bump Out. The Committee agreed to move the stall.

*“Be it resolved that TSAAC is supportive of a request to relocate the accessible space currently located in front of 16 Whitewood and 34 Whitewood to an appropriate location to be determined by the City’s Manager of Transportation Services, in order to accommodate a bump-out patio in front of the business located at 16 Whitewood Avenue (Wild Wing), provided that the seating is limited to the bump out and the required clear path of travel is maintained on the sidewalk.”*

*Moved by: Walter Humenuik*

*Seconded by: Janice Labonte*

**CARRIED**

### **Adding Stop Signs to Wilson Ave and Grant Drive Intersection**

The addition of stop signs in this location is in response to the infrastructure change at the Grant Drive Extension project. The City is anticipating more traffic flowing to this intersection once construction is complete. Currently the intersection is a one way stop along Grant Drive facing traffic southbound. It is proposed to make this an all way stop including the back entrance to 150 Wilson Ave (Peavey Mart) to limit confusion and liability.

Staff believe this addition of stop signs will reduce the amount of vehicles speeding around the corner from Wilson Ave onto Grant Drive towards Canadian Tire and Walmart.

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

- City of Temiskaming Shores Traffic and Parking By-law 2012-101
- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, as amended

### **Consultation / Communication**

- Consultation with Temiskaming Shores Accessibility Advisory Committee
- Consultation with City Manager and Transportation Superintendent

### **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 ☒

These items would fall under Operations besides the moving of Accessible Stall which would require an increase in the quantity of painting stalls, considering Grass King had already painted the existing one.

### **Climate Considerations**

Use of the climate lens has demonstrated that there are no adverse climate effects associated with the proposed amendments.

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

Mitch McCrank, CET  
Manager of  
Transportation Services

"Original signed by"

Amy Vickery, CMO  
City Manager

**Subject:** Construction Award – 2023  
Infrastructure Repairs

**Report No.:** PW-015-2023

**Agenda Date:** July 11, 2023

### **Attachments**

**Appendix 01:** Submission Opening

**Appendix 02:** Draft Agreement (**Please refer to By-law No. 2023-082**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-015-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Jaffray Street storm and asphalt repairs and the West Road culvert reline project in the amount of \$358,900.00 plus applicable taxes for consideration at the July 11, 2023, Regular Council Meeting.

### **Background**

As part of the City's Transfer Payment Agreement for the Northern Ontario Resource Development Support (NORDS) Fund represented by the Minister of Northern Development, Natural Resources and Forestry, the City must utilize funds associated with infrastructure repairs associated with resource development.

During the 2023 budget process, Council approved two NORDS projects to proceed with. One being the reconstruction of the Jaffray Street Storm system and the asphalt rehab of Jaffray and Spruce from Whitewood Ave and Scott Street. The other project being the Reline of an existing CSP culvert with a HDPE liner pipe underneath West Road.

Both projects have received approval from the MNRF staff as they do provide the community relief from resource development companies using our infrastructure.

Currently, within the City's Asset Management Plan, the condition ratings (1-5) for Jaffray Street from Whitewood to spruce is very low and has a low pavement condition index as well. In addition, the storm system has completely failed and provides no drainage opportunity for the road.

Within the City's Biennial Bridge and Culvert Inspection Reports, prepared by an Engineering Consultant, it was identified that a replacement and reline of the proposed Culvert take place.

The scope of work includes, but not limited too:

#### West Road Culvert Reline

This project entails the contractor to install a Weholite reline HDPE pipe inside an existing CSP pipe.

The existing pipe is a 2000mm CSP approximately 30 meters in length and is underneath West Road in the former Town of Haileybury.

The Weholite Pipe has already been purchased by the Municipality and will be supplied to the successful contractor for installation.

Based on an Engineer's analysis the approximate ID of the existing CSP is 1700mm and the purchased smooth OD of the Weholite pipe has an average of 1660mm.

The contractor shall make all the necessary provisions to install the pipe.

#### Jaffray Street (South) Storm Repair and Asphalt Rehab

This project entails the contractor to abandon and replace storm infrastructure on Jaffray Street South from 80m North of Whitewood Avenue. This project also entails Asphalt rehab along Jaffray Street South and Spruce Avenue from Whitewood Avenue to Scott Street.

The contractor shall make all the necessary provisions to construct.

#### Analysis

One submission was received as it relates to the above noted tender.

Staff reviewed the submission for completeness and noted the increase from the presented budget figures. The project is being 100% funded by the Northern Ontario Resource Development Support (NORDS) funding program. The increase in price is still within our allocated amount as we have unallocated funds from previous years. At budget time Staff presented the NORDS projects based on the yearly allocation. A portion of those unallocated funds shall be moved to this fiscal year to make up the difference in cost. The funding program team is aware as well.

NORDS annual allocation from the Ministry of Northern Development, Natural Resources and Forestry is \$225,173.62 for the years 2021-2025 set out in a Transfer Payment Agreement, By-law 2022-025.

It was also noted to eliminate the contingency cost and work within the presented prices for each project. The contractor will work with City Staff to solve any problems that may occur.

Staff are recommending that the City enter into an agreement with Pedersen Construction (2013) Inc. for the 2023 Infrastructure Upgrades in the amount of \$358,900.00 plus applicable taxes.

Appendix 01 outlines the submission opening.

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

- By-Law No. 2017-015, Procurement Policy
- By-Law No. 2022-025, Transfer Payment Agreement for NORDS
- Biennial Bridge and Culvert Inspection Reports
- Asset Management Plan

### **Consultation / Communication**

- Site Meeting during RFQ
- Discussion with Transportation Superintendent and Engineering Technologist

### **Financial / Staffing Implications**

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

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

As mentioned above, Council approved the projects under the NORDS funding agreement. The construction costs came back higher than the budgeted amounts, however, NORDS funding is a 100% funded program, and the City has unallocated funds from previous years. Staff are making the recommendation to utilize some unallocated funds to proceed with these two projects.

### **Climate Considerations**

The climate lens was used to consider the impacts of these two projects. Although the results indicate that construction activities will create a minimal impact to GHG emissions, there is a strong potential that GHG emissions may be reduced if there is an expansion of the active transportation trail along Jaffray. This path was not accounted for in the original scope but may be a good addition if there is sufficient room. Especially making the connection from the proposed Northlander Train to our active travel infrastructure.

## **Alternatives**

No alternatives were considered.

## **Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mitch McCrank, CET  
Manager of Transportation Services

Amy Vickery  
City Manager

Document Title: **PW-RFQ-003-2023 "2023 Infrastructure Repairs"**

Closing Date: **Thursday, June 29, 2023**

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

Department: **Public Works**

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

*3:00 p.m.*

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

**City of Temiskaming Shores:**

|                              |   |  |  |
|------------------------------|---|--|--|
| Amy Vickery,<br>City Manager | Mitch McCrank<br>Manager of<br>Transportation |  |  |
| <i>[Signature]</i>           | <i>[Signature]</i>                            |  |  |

**Others (teleconference):**

|                      |  |  |
|----------------------|--|--|
| <i>Chad Bearisto</i> | <i>Pedersen Construction (2013) Inc.</i> |  |
|                      |  |  |

**Submission Pricing**

**Bidder:** *Pedersen Construction (2013) Inc.*

| Description                                 | Amount<br>Lump Sum (not to include HST) |
|---|---|
| Project 1: West Road Culvert Reline         | <i>94,500.00</i>                        |
| Project 2: Jaffray Street Storm and Asphalt | <i>264,400.00</i>                       |
| Subtotal (excl. HST)                        | <i>358,900.00</i>                       |
| Contingency (5%)                            | <i>17,945.00</i>                        |
| Total (excl. HST)                           | <i>376,845.00</i>                       |

**Bidder:**

| Description                                 | Amount<br>Lump Sum (not to include HST) |
|---|---|
| Project 1: West Road Culvert Reline         |   |
| Project 2: Jaffray Street Storm and Asphalt |   |
| Subtotal (excl. HST)                        |   |
| Contingency (5%)                            |   |
| Total (excl. HST)                           |   |

# **Memo**

**To:** Mayor and Council  
**From:** Mitch McCrank, CET  
**Date:** July 11, 2023  
**Subject:** Delegation of Authority to Purchase Approved Budget Item – Used Loader  
**Attachment:** None

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Mayor and Council:

As part of the 2023 Capital budget deliberations, council approved the fleet purchase of one (1) Used Loader to replace a 1998 loader that is no longer safe. The Public Works department determined a used model was best to save on costs and availability. The total approved budget for this Loader is \$165,000.00 excluding HST. It is our goal to purchase a used loader including and under the \$160,000.00 mark.

Staff are asking council to approve the following resolution:

*THAT the Council for Temiskaming Shores hereby delegates authority to the Manager of Transportation Services to purchase one (1) Used Front End Loader within the approved budget limit of \$160,000, including sole sourced options resulting from auctions or online sales in accordance with the objectives within the procurement policy for the City.*

The reason for this approval, is to give Staff the opportunity to find great pricing through an auction, or online purchase, as well as expedite the purchase to get the best possible price and not lose out on a great purchase.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

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Mitch McCrank, CET  
Manager of Transportation Services

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Amy Vickery, CMO  
City Manager



# Memo

**To:** Mayor and Council  
**From:** Mitch McCrank, Manager of Transportation Services  
**Date:** July 11, 2023  
**Subject:** Transportation / Operations / Fleet / Report  
**Attachments:** None

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Mayor and Council:

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

1. Operations

- a. Operations division is well underway, completing guardrails and now moving on to Culvert repairs and then Frost Heaves.
- b. Patching, Sweeping, Lawn cutting, Sidewalk repairs, and Grading are always ongoing.
- c. Line Painting, Roads Program are complete.
- d. Ongoing Holidays start in the summer, so we are managing that as well.,

2. Planned Projects

- a. Jaffray Street Storm Reconstruction
- b. West Road Culvert Reline
- c. Fleet Purchases
- d. Grant Drive Extension

3. Completed Projects

- a. Fuel Management System – under budget

4. Albert Street

- a. Almost complete the first section from Rorke to Georgina.
- b. On schedule and Budget

5. Questions

Prepared by:

Reviewed by:

Reviewed and submitted for  
Council's consideration by:

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Mitch McCrank, CET  
Manager of Transportation Services

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Jamie Sheppard  
Transportation Superintendent

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Amy Vickery, CMO  
City Manager

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**Subject:** Haileybury Medical Centre Cleaning Contract      **Report No.:** RS-014-2023

**Agenda Date:** July 11, 2023

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### **Attachments**

**Appendix 01:** Proposed Agreement (**Please refer to By-Law 2023-083**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-014-2022; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Lynn Boucher for the cleaning of the Haileybury Medical Centre from August 1, 2023 to July 31, 2028, for consideration at the July 11, 2023 Regular Council meeting.

### **Background**

The City of Temiskaming Shores leases space within the Haileybury Medical Centre for various tenants including the Haileybury Family Health Team, their associated doctors, and Haileybury Dental.

As part of the agreements with these leasees, the City is responsible for providing cleaning services within the building.

Currently, the City contracts Lynn Boucher to perform the necessary cleaning services at the Haileybury Medical Centre. Lynn Boucher has been contracted by the City to perform cleaning services at the Haileybury Medical Centre since August 1, 2014. The contract for medical centre cleaning was most recently awarded by RFQ in May 2020. Request for Quotation PW-RFQ-004-2020 received a single bid and an agreement with Lynn Boucher was approved by Council for the period of August 1, 2020 to July 31, 2023.

Within that agreement, Section 2 provides for both parties to negotiate an extension of the current contract. Staff have deemed it in the best interest of the City to negotiate an extension of the current contract.

## **Analysis**

The updated proposed agreement has the following changes from the current agreement:

1. Hours per week have been updated from 35 hours to 37.5 hours.
  - Due to the increase in the number of tenants and foot traffic to the facility, combined with the increasing cleaning requirements due to COVID-19 it was agreed that an additional 2.5 hours per week were required to maintain expected cleanliness standards within the facility.
2. An insurance clause has been added.
  - The previous agreement did not have a requirement for the contractor to provide proof of insurance.
3. A Public Health requirements clause has been added.
  - To consider that cleaning requirements may be impacted due to COVID-19 or other public health issues, a clause confirming that the contractor will abide by public health regulations has been added.
4. Per hour rate has been proposed as follows:
  - Year 1 - \$25.50
  - Year 2 - \$26.00
  - Year 3 - \$26.75
  - Year 4 - \$27.50
  - Year 5 - \$28.25

The per hour rate for the last year of the current contract is \$24.00. The hourly rate had been increasing by \$1/hour each year of the previous agreement. Beyond the \$1.50/hour initial increase, the yearly increase is no more than \$0.75/hour depending on the year. The 2023 cost to the City, including wages, MERCs and benefits for our in-house custodians, but not including supervision time, is \$30.04.

Lynn has continually received satisfactory reviews from the Superintendent of Community Programs who oversees custodians for the City and from tenants of the facility.

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

## **Consultation / Communication**

- Consultation with Superintendent of Community Programs

- Consultation with the Haileybury Family Health Team
- Consultation with Haileybury Dental

### **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 ☐

Cleaning costs for the Haileybury Medical Centre are included within the budget for the facility and ultimately paid for by fees collected from tenants. The building is expected to run a surplus of \$18,700 in 2023 which will be transferred to the Medical Centre Reserve.

### **Climate Considerations**

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

### **Alternatives**

Council could alternatively:

1. Direct staff to issue a Request-For-Quotation for cleaning services at the Haileybury Medical Centre.

### **Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

*"Original signed by"*

Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

**Subject:** PFC Water Softener RFQ Award

**Report No.:**

RS-015-2023

**Agenda Date:**

**July 11, 2022**

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### **Attachments**

**Appendix 01:** Submission Opening Results

**Appendix 02:** B & R Water Treatment Bid Submission (**Please refer to By-Law 2023-084**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-015-2023;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with B & R Water Treatment for the installation of a water softener at the Waterfront Pool & Fitness Centre in the amount of \$26,135.00 plus applicable taxes, for consideration at the July 11, 2023, Regular Council meeting.

### **Background**

The City of Temiskaming Shores completed various upgrades to the mechanical system at the Waterfront Pool & Fitness Centre over the previous five years. Due to the quality of the water entering the facility, staff are concerned about premature wear and tear on various mechanical equipment at the facility. In consultation with City staff and various outside consultants, it was concluded that a water softener system would extend the life of the mechanical systems within the facility.

City staff released RS-RFQ-004-2023, PFC Water Softener on June 14, 2023. The RFQ was placed on the City's website and Biddingo with a deadline for submissions of July 4, 2023. The RFQ requested that bidders supply and install an appropriately sized water softener.

### **Analysis**

One (1) submission was received in response to RS-RFQ-004-2023 by the closing date of July 4, 2023, at 2:00pm.

The submissions received are listed below and summarized in Appendix 01:

B & R Water Treatment - \$26,135.00

The submission was reviewed for completeness and required elements by City staff.

B&R Water Treatment has completed a previous water softener installation for the City of Temiskaming Shores and their bid meets the technical requirements outlined within the RFQ.

Staff are therefore recommending that this RFQ be awarded to B&R Water Treatment at the July 11, 2023, Regular Council meeting.

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

- 2023 Recreation Services Operating Budget
- By-Law No. 2017-015, Procurement Policy

#### **Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities
- Consultation with the Superintendent of Community Programs

#### **Financial / Staffing Implications**

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

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

This project has been included in the City's 2023 operations budget and is within the budgeted amount (\$30,000).

#### **Climate Considerations**

This decision was considered using the municipality's climate lens framework. Based upon the results of the climate lens, this decision had no expected impacts on greenhouse gas emissions and did not require any adaptations due to temperature or precipitation changes.

## **Alternatives**

Council could direct staff to reissue a revised RFQ for this work.

Council could direct staff to cancel this project.

## **Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

Document Title: **RS-RFQ-004-2023 – PFC Water Softener Install**

Closing Date: **Tuesday, July 4, 2023**



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

Department: **Recreation**


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

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

**City of Temiskaming Shores:**

|   |   |  |  |
|---|---|--|--|
| Kelly Conlin,<br>Municipal Clerk  | Matt Bahm<br>Director of<br>Recreation  |  |  |
|  |  |  |  |

**Others (teleconference):**

|   |  |  |
|---|--|--|
|  |  |  |
|   |  |  |

**Submission Pricing**

**Bidder:** *B3R Water Treatment*

| Description   | Amount           |
|---|------------------|
| Supply and installation of water softener as per scope of work (exclusive of HST) | <i>26,135.00</i> |

**Bidder:**

| Description   | Amount |
|---|--------|
| Supply and installation of water softener as per scope of work (exclusive of HST) |        |

**Bidder:**

| Description   | Amount |
|---|--------|
| Supply and installation of water softener as per scope of work (exclusive of HST) |        |

**Bidder:**

| Description   | Amount |
|---|--------|
| Supply and installation of water softener as per scope of work (exclusive of HST) |        |

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



**Subject: New Liskeard Marina EOI**

**Report No.:**

**RS-016-2023**

**Agenda Date:**

**July 11, 2023**

### **Attachments**

**Appendix 01:** Draft Public Consultation Notice

**Appendix 02:** Draft EOI Documentation

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-016-2022; and
2. That Council directs staff to hold a public consultation for the potential development of the New Liskeard Marina property and report on the outcome of that consultation at the September 5, 2023, Regular Council meeting.

### **Background**

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

In 2020 and 2021 the City received two reports from a structural engineer which estimated that the building would need up to \$270,000 to be repaired and brought up to current standards.

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

Following the Committee of the Whole meeting on August 10, 2021, the City of Temiskaming Shores sought and received a Geotechnical report on the property.

At City Council's June 6, 2023 Committee of the Whole meeting report RS-012-2023 was provided which outlined the progress on this file to date and provided a recommendation to move forward with a public consultation and expression of interest process.

Council considered the report and passed the following resolution:

**Resolution No. 2023-189**

Moved by: Councillor Graydon

Seconded by: Councillor Whalen

Be it resolved that:

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

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

**Carried**

The extent of the property proposed for development is approximately four acres in size and is located along the east side of Riverside Drive including a grassed area and the property the marina buildings sit on.

**Analysis**

Staff have drafted both an expression of interest (EOI) document, attached as Appendix 02 and a public consultation notice attached as Appendix 01.

The proposed process for Public Consultation would be as follows:

1. Staff release the public consultation notice and begin receiving feedback from the public (July 12, 2023).
2. Public consultation period closes (August 25, 2023).
3. Staff summarize the comments received in a report to Council (September 5, 2023). The report shall include a Planning Review.
4. Council may authorize the release of the EOI (September 6, 2023). Based on the recommendations from the Report to Council of the Public Consultation.

The proposed process for the Expression of Interest (EOI) would be as follows:

1. All EOI submissions to be received by mid-October 2023 (date TBD) and Staff will bring forward a report to Council shortly thereafter with recommended actions including the scoring results of the submissions.
2. Upon approval from Council, staff will engage with one or more proponents in negotiations for a formal contract of purchase and sale.
3. The finalized purchase and sale agreement would then be brought to Council for its final consideration at the December regular meetings.
4. Following the signing of a purchase and sale agreement the proponent will move forward with their development following the usual development process.

As part of the public consultation process, the City will utilize a comprehensive advertising plan utilizing newspaper, radio and social media.

The drafted process has been designed to allow for public input to be the first step of the process and to ensure the public has been consulted before any proposals or designs are completed. The EOI process offers the City flexibility to negotiate with the proposed developer which offers the best value to the City and its residents. Further, the City is entering this process having considered previous public consultations which have emphasized the need to continue to offer boat docking, access to the boardwalk and access to the boat launch.

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

- [City of Temiskaming Shores Official Plan](#)
- [City of Temiskaming Shores Comprehensive Zoning By-law](#)
- [City of Temiskaming Shores Recreation Master Plan](#)

### **Consultation / Communication**

- Consultation with City Manager throughout the project
- Consultation with the Director of Corporate Services
- Consultation with the City Planner
- Consultation with the Economic Development Officer
- Consultation with members of the public (August 10, 2021)
- Discussion with the Building Maintenance Committee

### **Financial / Staffing Implications**

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

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

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

### **Alternatives**

Council could direct staff to review potential renovations and continued municipal operation of the New Liskeard Marina.

Council could direct staff to review and modify the public consultation and EOI process.

### **Submission**

Jointly Prepared by:

Jointly Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

*"Original signed by"*

*"Original signed by"*

Mathew Bahm  
Director of Recreation

Shelly Zubyck  
Director of Corporate  
Services

Amy Vickery  
City Manager



## NOTICE OF PUBLIC CONSULTATION CITY OF TEMISKAMING SHORES MARINA DEVELOPMENT

### THE BASICS

The City of Temiskaming Shores is initiating a process to investigate the potential sale and development of the New Liskeard Marina property. The property is located at 199 Riverside Drive in New Liskeard. It is approximately 3.57 acres in size, is zoned C1 in the City's zoning by-law and designated Recreation Area in the City's official plan.

The property has been underutilized by the City while the building is also in need of \$270,000 in renovations in the near future to maintain current service levels. To best understand the community's desires, City Council has directed staff to open a public consultation asking for input on the property's potential development by the private sector to better inform an Expression-of-Interest (EOI) process.

Regardless of any development, the City intends to maintain ownership of the boardwalk along the water's edge and any submissions from developers must have provisions for maintaining public access to the marina docks and boat launch.

### THE PROCESS

The City is first gathering the public's input on the property to better inform potential developers about the needs and desires of residents. Following the public consultation process, City staff will create a report summarizing all the public comments received and release the EOI.

The EOI process is expected to conclude in late September with Council ultimately deciding if the City will then enter into negotiations with any potential developer. The EOI process does not tie the City to the sale of this property and any potential development will still be required to complete the necessary public consultation processes for zoning and official plan changes (if required).



### YOUR INVOLVEMENT IS IMPORTANT! WE WANT TO HEAR FROM YOU:

A key component of the whole process will be consultation with stakeholders, and the general public. Anyone with an interest in providing their input to Council has the opportunity.

At this time, the City is requesting your comments regarding this property and its potential development through an online survey at [www.temiskamingshores.ca/marinaproperty/](http://www.temiskamingshores.ca/marinaproperty/) alternatively you may scan the QR code to access the online survey. Comments can also be mailed or dropped off to the address below.

All comments must be received by **July 31, 2023**.



For more information please contact:

#### Shelly Zubycck

Director of Corporate Services  
City of Temiskaming Shores  
325 Farr Drive  
Temiskaming Shores, ON P0J 1K0  
Phone: 705.672.3363 ext. 4107  
Email: [szubycck@temiskamingshores.ca](mailto:szubycck@temiskamingshores.ca)

OR

#### Matt Bahm

Director of Recreation  
City of Temiskaming Shores  
325 Farr Drive  
Temiskaming Shores, ON P0J 1K0  
Phone: 705.672.3363 ext. 4106  
Email: [mbahm@temiskamingshores.ca](mailto:mbahm@temiskamingshores.ca)

*Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record and will be released, if requested, to any person.*

*Notice first issued July 12, 2023*





*Discover a whole new Ontario • Découvrez un tout nouvel Ontario*

City of Temiskaming Shores  
Expression of Interest  
CS-EOI-001-2023  
NEW LISKEARD MARINA EOI

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

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## 1. Purpose

The City of Temiskaming Shores is seeking Expressions of Interest (EOI) from interested developers wishing to purchase and develop 199 Riverside Drive (New Liskeard Waterfront Marina Property) in the City of Temiskaming Shores. Through this expression of interest process, the City aims to identify interested parties and discuss their proposals and concept plans to provide the City of Temiskaming Shores with potential options for the sale and development of this municipal property. This is an expression of interest. No contractual obligations whatsoever will arise between the City and any Proponent who submits a proposal in response to this EOI until and unless City Council directs the City and Proponent to enter into a formal, written contract for the Proponent to acquire the property identified in this EOI.

EOI submissions will be reviewed by the City of Temiskaming Shores Marina Working Group consisting of various municipal staff. Staff will then bring forward a recommended proposal to City Council for approval to negotiate an agreement of purchase and sale.

It is the intent of the City to finalize an agreement of purchase and sale with a proponent by December 31, 2023.

The successful proponent will provide a new development on this property which will contribute positively to the overall community.

## 2. Background

Located at the head of Lake Temiskaming, Temiskaming Shores is in north-eastern Ontario, near the Quebec border. Temiskaming Shores has a population of 9,634, according to the 2021 census. The City of Temiskaming Shores is governed by a seven-member Council comprised of six Councillors and one Mayor.

## 3. Definitions

**City:** means the Corporation of the City of Temiskaming Shores.

**Council:** means the elected Mayor and Council of The Corporation of the City of Temiskaming Shores.

**EOI:** means this expression of interest document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.

**Property or lands:** means the property listed in Section 6 of this EOI.

**Proponent(s):** means all persons, partnerships or corporations who respond to the EOI and includes their heirs, successors and permitted assigns.

**Successful Proponent:** means the Proponent whose EOI submission is/are accepted.



## 4. Submission

Submissions must be in **.pdf format** and submitted electronically to:

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

Subject Line: CS-EOI-001-2023 “NEW LISKEARD MARINA EOI”

Addressed to: Logan Belanger, Clerk

Proponents will receive an automatic email response to indicate that the submission has been received, and to contact the Municipal Clerk for submission opening details. Contact the Clerk at 705-672-3363 ext. 4116 or at [clerk@temiskamingshores.ca](mailto:clerk@temiskamingshores.ca), should the Proponent not receive an email from the [tenders@temiskamingshores.ca](mailto:tenders@temiskamingshores.ca) email account.

The closing date for the submission of proposals for this EOI will be at **2:00 p.m. local time on TBD, 2023.**

- Late Proposals will not be accepted;
- Proposals by fax will not be accepted;
- Proposals by mail will not be accepted;
- Partial Proposals will not be accepted;
- The City reserves the right to accept or reject any or all Proposals;
- The highest priced Proposal will not necessarily be accepted;
- The City reserves the right to request clarification or supplementary information concerning a proposal from any Proponent;
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Proposals that are acceptable to both parties will be binding;
- The City reserves the right to confirm with the Proponent, a third party or references (whether provided in the Proposal or not), confirmation of any information provided by the Proponent in their Proposal.
- The Proposals shall be valid for 30 (days) days from the submission date.

The Form of Expression must be signed in the space provided on the form, with the signature of the Proponent. If a joint EOI is submitted, it must be signed and addressed on behalf of all Proponents. Any alterations or cross-outs must be initialed in ink by the Proponent. Failure to do so may result in the rejection of the Proposal by the City.

The City will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the City exercising its rights reserved in this Section or otherwise expressed or implied in this EOI.

## 5. Questions

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

**Mathew Bahm**

Director of Recreation  
City of Temiskaming Shores  
325 Farr Drive  
Temiskaming Shores, ON P0J 1K0

Phone: (705) 672-3363 ext. 4106

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

It will be the Proponent's responsibility to clarify any details in question not mentioned in this EOI before presenting the submission. Questions relating to this EOI must be received by **TBD, 2023, 12:00 p.m. local time.**

To ensure fairness to all Proponents, any and all questions that require clarification or that may materially alter this EOI document will be responded to and shared with other Proponents via an addendum, as described herein. Questions received after this date and time will not receive a response. Proponents are notified that any errors or omissions in the proposal may render the proposal invalid.

## 6. Property Overview

The legal description of the property is as follows:

PCL 22186 SEC SST; FIRSTLY PT LT 9 CON 1 DYMOND PT 1 TO 8, 54R2733, PT 1, 54R2941 & PT 8 TO 11, 54R3499 S/T LT61457; SECONDLY WATER LT BLK A IN FRONT OF LT 9 CON 1 DYMOND PT 9 & 10, 54R2733, PT 2, 54R2941 & PT 12, 54R3499 BEING LAND & LAND COVERED WITH WATER; THIRDLY WATER LT BLK B IN FRONT OF LT 9 CON 1 DYMOND PT 11, 54R2733 BEING LAND COVERED WITH WATER; TEMISKAMING SHORES ; DISTRICT OF TEMISKAMING

The current civic address is: 199 Riverside Drive, New Liskeard

The Proponent acknowledges that the subject property is being sold by the City on an “as is” basis.

The property is approximately 3.57 acres in size and could capitalize on the many existing assets and attractions already in place that define the New Liskeard waterfront as a destination. Nestled in the heart of this waterfront location, the development site is within walking distance of one of the City’s downtown cores and several municipal parks.

The property has municipal water, sewer, and stormwater services available for connection. The property fronts Lake Temiskaming with a 3,000 square foot building/garage used as the municipal marina office. See attached report for building condition information. A second 2,000 square foot storage building with fenced area is also located on the property.

It is proposed that the portion of land that the boardwalk sits on including a 15ft buffer on either side be retained by the City.

The subject lands are designated as Open Space in the City of Temiskaming Shores' Official Plan. The property is currently zoned as Downtown Commercial in the City Zoning By-Law. As such an Official Plan Amendment may be required based on the type of proposed development. Additionally, the City may apply Site Plan Control to any potential development.

### **The Marina**

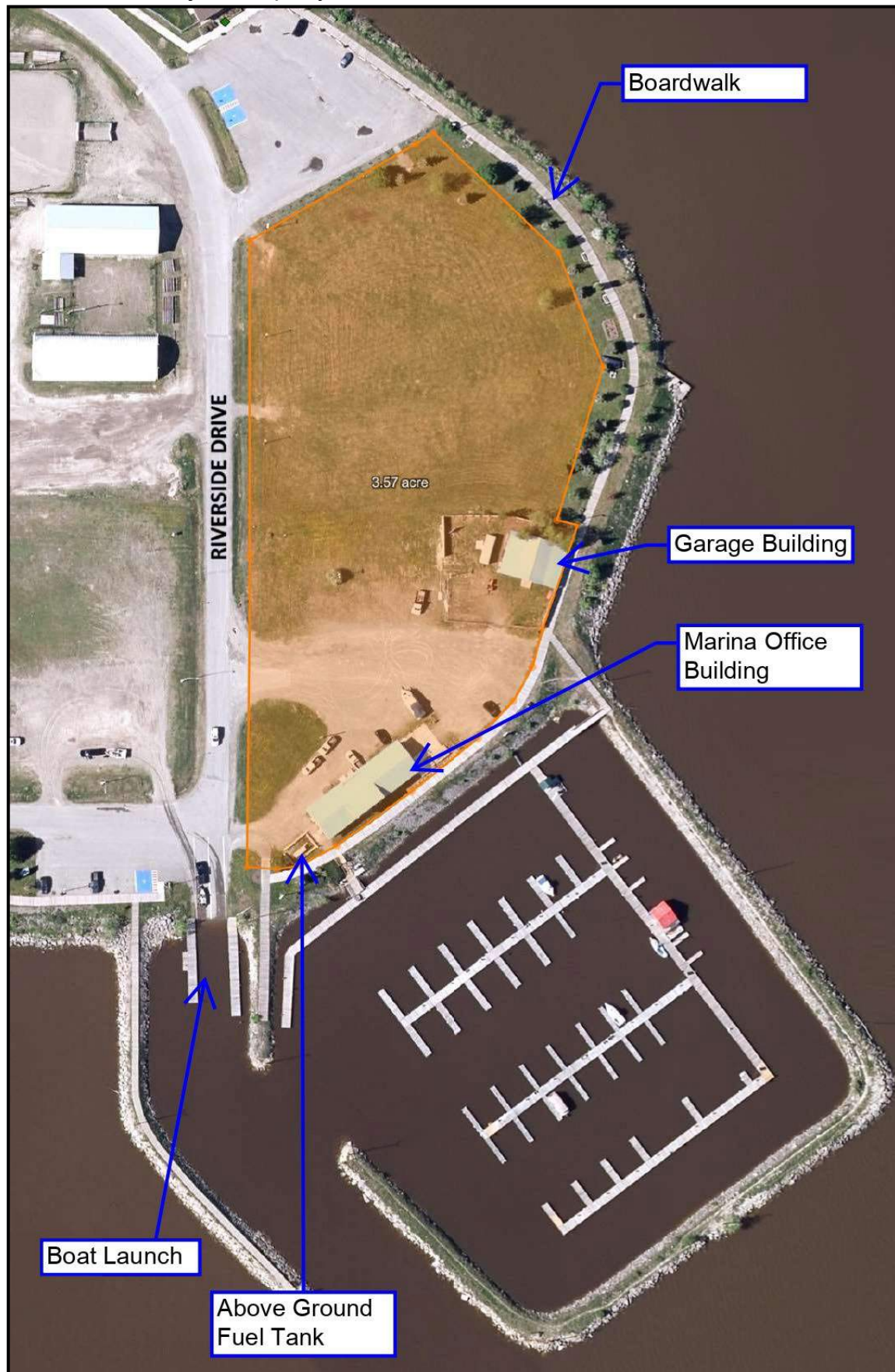
The City is proposing two options for the existing boat slips and associated infrastructure including electrical, water, washrooms, fuel tank and pumpout.

Option 1 – As part of the sale agreement, in addition to the 3.57 acres of property outlined below, the proponent purchases the adjacent water property which includes all associated marina infrastructure including docks, slips, walkways fuel tank and pump, and waste pump. The proponent will agree as part of the sale documents to operate the marina for a period of at least 10 years.

Option 2 – As part of the sale agreement, the City will retain all infrastructure on the water side of the boardwalk including docks, slips, walkways, electrical, water etc. The proponent shall make the necessary plans within their development to allow public access to the marina and necessary infrastructure to allow for electrical and water hookups on the docks to remain. The Proponent shall also provide a public washroom on their property which shall remain available as long as the city maintains the marina or pay the costs for the City to erect a replacement washroom on its own property to serve marina patrons.

The boat launch shall remain as City property.

Overview of Subject Property





## **7. Property Access**

Prior to submitting an EOI, Proponents should visit the property in order to familiarize themselves with the site conditions and the surrounding area. Site visits shall be undertaken at the Proponent's own risk and the Proponent shall leave the site in the same condition as that in which it existed immediately before that Proponent entered the property. The City assumes no responsibility for any damage or loss that may occur as a result of accessing the property.

By submitting a proposal, Proponents represent and warrant that they have visited the site to make their own determinations as to the existing conditions and those likely to be encountered in the future should their Proposal be accepted. In any event, by submission of a Proposal, each Proponent warrants that they have been afforded such an opportunity and shall accept any condition that may be encountered on the lands.

## **8. Possible Selection of Proponent**

The City will consider all Proposals received and may enter into discussions with one or more Proponents, without such discussions in any way creating a binding contract between the City and any such Proponent.

The City reserves the right to request additional information and/or verbal information from Proponents and/or other parties and to independently verify any information received.

It is important to note that as this is an EOI, the highest bid will not necessarily be selected. Please see item 10 "Evaluation of Expression of Interest" below regarding selection criteria.

Once staff have reviewed all Proposals, a Staff Report with recommendations will be submitted to the City Council for consideration. No contract can be entered into by the City without the approval of City Council, which has the sole legal authority to commit the City to any contract or other legal obligation.

Council may elect to accept, reject or modify City staff's recommendations. No contractual, tort or other legal obligations are created or imposed on the City or other individual, officer or employee of the City by the Expression of Interest documentation or by submission or consideration of any Proposal by the City.

There will be no binding agreement with the City, unless and until a formal written contract of purchase and sale has been negotiated, agreed to, and executed by the City and the successful Proponent.

In its sole and absolute discretion, the City has no obligation to accept any Proposals. For further clarification, the City may reject any and all Proposals for any or no reason and may at any time cancel this EOI by addendum and has a further right, prior to the fully executed agreement of purchase of sale, to decide not to sell the Property without liability for any loss, damage, cost or expenses incurred or suffered by any Proponent as a result of such

cancellation. If the City cancels this EOI, the City may issue a new EOI at any time or enter into discussions or negotiations with any party for the sale and development of the Property.

## 9. Proposed Timeline for EOI

The EOI process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the City reserves the right to modify any or all dates at its sole discretion:

|                                       |                   |
|---------------------------------------|-------------------|
| Release of EOI:                       | September 6, 2023 |
| Deadline for Submitting Questions:    | TBD               |
| Deadline for Responding to Questions: | TBD               |
| EOI Proposal Submission Deadline:     | TBD               |
| EOI Evaluation Period:                | TBD               |
| Council Review of Submissions:        | TBD               |
| Negotiation Period:                   | TBD               |
| Proposed Final Agreement Signing:     | December 20, 2023 |

## 10. Evaluation of Expression of Interest

Each response received by the City of Temiskaming Shores through this EOI process will be reviewed and scored based on the evaluation criteria included below.

Provided below in Sections A - D, are questions to be used as a guide to providing a proposal for this EOI. Evaluation of proposals will be based on Proponent's submissions providing answers to these questions.

### Section A – Business Background and Experience

1. Legal name of company, address, telephone number and contact person assigned to manage this Proposal;
2. Company description and history;
3. Any further additional information that provides business background, business practice and experience that is relevant to this submission; and
4. Other Comments

**Section B – Financials (20 points)**

1. Proposed purchase price that the Proponent is willing to pay for the purchase of the property, exclusive of Harmonized Sales Tax, Land Transfer Tax and legal costs;
2. Proposed deposit amount and whether such deposit amount would be proposed to be refundable or not. In the event payments are proposed in phases, the proposed timing of such phases;
3. Proposed legal costs of the transfer for both parties (100% payable by Buyer, 100% payable by Seller, or on a shared basis); and
4. Proposed conditions, precedent and dates for subject removal, proposed completion, adjustment, and possession dates.

**Section C – Proposed Development Description (45 Points)**

1. High-level overview of the proposed development in a completed state including preliminary site concept and renderings;
2. Economic benefit of the proposed development to the community and information pertaining to job creation/attraction and or business creation/attraction;
3. Preference for continuation of Marina services and acknowledgement of the public's continued use of the boardwalk; and
4. Proponents are encouraged to include as part of their response, a Net Zero Energy Ready building as defined in the National Energy Code of Canada for Buildings 2017 (NECB).

**Section D - Statement of Qualifications (35 Points)**

1. Qualifications the developer possesses to ensure the proposed project will be successfully completed as described within the summary; and
2. General background and nature of the developer's proposed business and previous development experience.

Proposals shall be no more than 22 pages in length including one (1) page for a cover page and two (2) pages for the required submission forms.

**11. Additional Information and Documents**

Additional documents and plans are available at the following locations to help guide the development of proposals:

- [City of Temiskaming Shores Official Plan](#)
- [City of Temiskaming Shores Comprehensive Zoning By-law](#)
- [Economic Development Strategic Plan](#)
- [Recreation Master Plan](#)
- [Cultural Plan](#)
- [Accessibility Plan](#)
- [Site Plan Control Requirements](#)

- New Liskeard Marina Building Reports (Appendix 01)
- Geotechnical Report (Appendix 02)
- Public Consultation Results (Appendix 03)

## **12. Amendments**

The City at its sole discretion reserves the right to revise this EOI up to the final date for the deadline for receipt of proposals. The City will issue changes to the EOI Documents by addendum only. No other statement, whether oral or written, made by the City will amend the EOI Documents. The City will make every effort to issue all addenda no later than the seventh (7<sup>th</sup>) day prior to the closing date. If an addendum is issued within seven days of the closing date, the bid submission date will be moved accordingly.

The Proponent shall not rely on any information or instructions from the City or a City representative except the EOI Documents, and any addenda issued pursuant to this Section.

The Proponent is solely responsible for ensuring that it has received all addenda issued by the City. The Proponent shall acknowledge receipt of all addenda on the Form of Proposal. Failure to complete the acknowledgement may result in rejection of the proposal.

The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this EOI, the Proponent acknowledges and agrees that the addenda shall be posted on [www.temiskamingshores.ca](http://www.temiskamingshores.ca) and it is the sole responsibility of the proponent to check this web site for said addenda. The City reserves the right to withdraw or cancel this Expression of Interest without notice.

## **13. Proposal Withdrawal or Amendment**

Proponents may amend or withdraw their proposal, provided such withdrawal or amendment is received prior to the closing deadline. A Bidder who has already submitted a Proposal may submit a further Proposal at any time up to the official closing time; the last Proposal received shall supersede and invalidate all Proposals previously submitted by the Bidder for this EOI. A bid may be withdrawn at any time up to the official closing time by letter on original letterhead bearing the same signature as in the bid submission.

## **14. 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 Proponent different or additional terms to those envisaged in this EOI or in such Proponent's proposal.

The City reserves the right to:

- Accept or reject any or all of the proposals;
- If only one proposal is received, elect to reject it;



- Reject as informal any proposal that is received late or is incomplete or otherwise fails to comply with the requirements of the EOI;
- Elect not to proceed with the projects as it so determines in its sole and absolute discretion; and/ or
- To waive irregularities and formalities at its sole and absolute discretion.

This EOI does not constitute an offer of any nature or kind whatsoever by the City to the Proponent.

## **15. Solicitation**

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councilor, officer or employee of the City with respect to the EOI, whether before or after submission of the proposal, the City shall be entitled to reject or not accept the EOI submission.

## **16. Subcontracting**

The Proponent acknowledges that in any potential agreement with the City, no subcontracting or assignment of rights and obligations of the Proponent will be permitted without the written consent of the City, which consent shall not be unreasonably withheld. At all times throughout the term of a potential agreement, including any renewals, the City shall communicate and respond directly with the Proponent.

## **17. Independent Contractor Status of Proponent; Declaration of Conflicts**

The Proponent fully acknowledges that in providing a Proposal, it provides such as an independent contractor and for the sole purpose of potentially providing services and/or goods to the City. The Proponent's attention is drawn to the provisions of the Occupational Health & Safety Act 2010.

Neither the Proponent nor any of its personnel are engaged as an employee, servant or agent of the City. Any potential conflicts of interest a Proponent may have with the City or any employee of the City will be identified and described in detail in the proposal of each proponent (Conflict of Interest Declaration).

## **18. AODA Compliance**

The Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it

is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

## **19. Freedom of Information**

Upon submission, all proposals become the property of the City and will not be returned to the proponents. Proponents must be aware that the City is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The City may, at any time, make public the names and bid prices of all Proponents. Proposals will be held in confidence by the City, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

Any proprietary or confidential information contained in the proposal should be clearly identified.

## **20. Preparation of Proposals**

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

## **21. Finalizing Terms**

This EOI will not constitute a binding agreement but will only form the basis for the finalization of the terms upon which the City and the Successful Proponent will enter into the contract documentation and does not mean that the Successful Proponent's proposal is necessarily totally acceptable in the form submitted. After the selection of the Successful Proponent's proposal, the City has the right to negotiate with the Successful Proponent and, as part of that process, to negotiate changes, amendments, or modifications to the Successful Proponent's proposal without offering the other proponents, the right to amend their proposals.

## **22. Commitment to Negotiate**

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

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

## **23. Agreement**

A written agreement prepared by the City shall be executed by the City and the Successful Proponent if the terms are mutually agreeable to all Parties. There is no guarantee that City Council will enter into any agreement.

Any agreement resulting from this Expression of Interest shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

## **24. Performance**

Any undue delays in the execution of the work and/or costs incurred by the City due to inefficiencies in performance on behalf of the Successful Proponent shall be deemed to be the responsibility of that Proponent and as such, any and all costs, as deemed appropriate and reasonable compensation for the City, will be assessed to the Successful Proponent.

## **25. Conflict Resolution**

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- 1) That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfil its obligations; and that each will cooperate in the common endeavour of the contract;
- 2) Both parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Successful Proponent's representative and the City or representative by means of discussions built around mutual understanding and respect;
- 3) Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator;
- 4) Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration;
- 5) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the City or the Successful Proponent;
- 6) The award of the arbitrator shall be final and binding upon the parties;
- 7) The provisions of the Arbitration Act, 1991 S.O. 1991, Chapter 17 shall apply.

## **26. Cancellation**

Nothing herein shall be construed as giving the Proponent the right to carry out the terms and requirements of the tasks contemplated under this EOI or the Agreement beyond the time when such services become unsatisfactory to the City. In the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed, or the services are for any reason terminated, stopped or discontinued because of the inability of the Proponent to serve under this Agreement, the Proponent shall be paid only goods and/or services which shall have been satisfactorily completed at the time of termination.

Should the City or the Successful Proponent wish to terminate the Agreement, he/she shall provide written notice of the termination not less than 90 days from the date of termination. Failure to maintain the required documentation during the term of the Agreement may result in suspension of the work activities and/or cancellation of the contract.

## **27. Indemnification**

The Successful Proponent shall indemnify and hold harmless the City, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Successful Proponent, or its officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular, any risk that further Claims against the City are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Successful Proponent.

## **28. Unenforceable Provisions**

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

## **29. Force Majeure**

It is understood and agreed that the Successful Proponent shall not be held liable for any losses resulting if the fulfillment of the terms of the Agreement shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of the Successful Proponent and which by the exercise of reasonable diligence, the Successful Proponent is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the Successful Proponent agrees to give immediate written notice and explanation of the cause and probable duration of any such

delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

### **30. Errors & Omissions**

It is understood, acknowledged and agreed that while this Proposal includes specific requirements and specifications, and while the City has used considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the City to be comprehensive or exhaustive. Nothing in the proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the proposal. There will be no consideration of any claim, after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by the Proposal and/or Agreement.

DRAFT

**City of Temiskaming Shores**  
**CS-EOI-001-2023**  
**NEW LISKEARD MARINA EOI**  
**Response Form**

Proponent's submission to:

*The Corporation of the City of Temiskaming Shores*

The Respondent declares through submitting an EOI submission and by endorsing below, that:

- 1) I/We have read and understand City of Temiskaming Shores CS-EOI-001-2023, including all Addenda, and hereby agree to all of the Requirements, Terms and Conditions set out therein;
- 2) No person(s), firm or corporation other than the potential purchaser making an EOI Submission has any personal interest in a potential award pursuant to this EOI;
- 3) No member of City Council and no officer or employee of the City is or will become interested directly or indirectly as a potential contracting party, partner, shareholder, or surety with/for the potential purchaser and will not share in any portion of the profits from any potential Agreement of Purchase and Sale or in any monies derived therefrom;
- 4) The potential purchaser makes these EOI Submissions without any connection, comparison of figures, arrangements with, or knowledge of any other corporation, firm or person making EOI Submissions for the Properties;
- 5) I/We understand that in submitting this EOI Submission, the highest Price proposed for the purchase of the Property or any EOI Submission at all may not necessarily be accepted and that an award pursuant to this EOI is limited to the opportunity to negotiate a form of potential Agreement of Purchase and Sale with City Council;
- 6) I/We have read and understand the contents and requirements of this EOI and by endorsing below, confirm that the City has the legal right and ability to enforce the Requirements, Terms and Conditions of this EOI against the respondent and that the respondent is estopped from pleading or asserting otherwise in any action or proceeding.

We/I,

\_\_\_\_\_  
(Registered Company Name/Individuals Name)

Of,

\_\_\_\_\_  
(Registered Address and Postal Code)

Phone Number:

Email:

| Description                | Amount |
|----------------------------|--------|
| Proposed Purchase Price:   | \$ .00 |
| Proposed Purchase Deposit: | \$ .00 |

|   |                              |
|---|------------------------------|
| We/I have submitted a proposal which is no more than 22 pages in length.                                      | Yes <input type="checkbox"/> |
| We/I have submitted the necessary information for the City of Temiskaming Shores to evaluate our/my proposal. | Yes <input type="checkbox"/> |

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER \_\_\_\_\_ in preparing my/our proposal.

Bidder's Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 1 to be submitted.**

**Subject:** City of Temiskaming Shores  
Greenhouse Gas Reduction Plan

**Report No.:** RS-017-2023

**Agenda Date:** July 11, 2023

---

### **Attachments**

**Appendix 01:** City of Temiskaming Shores Resolution No. 2018-003

**Appendix 02:** City of Temiskaming Shores Resolution No. 2023-115

**Appendix 03:** City of Temiskaming Shores Greenhouse Gas Reduction Plan (2023)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-017-2023;
2. That Council adopts a Greenhouse Gas Reduction Plan (2023) as presented to meet emission reduction targets for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050; and
3. That Council direct staff to submit this plan to the Partners for Climate Protection program as the City's submission for Milestone 3.

### **Background**

The City of Temiskaming Shores joined the Partners for Climate Protection (PCP) program in 2018 (Appendix 01). The PCP program is organized by ICLEI – Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities (FCM). Together they developed a 5-milestone framework to help municipalities reduce the greenhouse gas emissions they produce. The 5 milestones are:

- Milestone 1: Create a baseline emission inventory and business-as-usual forecast
- Milestone 2: Set emission reduction targets
- Milestone 3: Develop a local climate action plan
- Milestone 4: Implement a local climate action plan



- Milestone 5: Monitor and report results

This program helps municipalities reach goals that align with the Intergovernmental Panel on Climate Change's (IPCC) scientific targets. Within the PCP program, emissions are split into two categories. Corporate emissions are defined as the GHG emissions generated as a result of a local government's operations and services. Corporate emissions and emissions from municipal operations are terms used interchangeably within this report. Community emissions are defined as a much larger inventory that estimates GHG emissions generated within the community as a whole.

The City hired VIP Energy to assist with the completion of the first 3 milestones within the PCP program in 2019. Their report was completed in August 2019, after which a community consultation period was held in 2020 to allow residents an opportunity to provide their opinions on the reduction targets that were proposed. The consensus of the comments received from the public was that the targets were not ambitious enough and that the greenhouse gas reduction plan should be further revised to reflect the targets of other municipalities who are more in line with the federal government's goal of net-zero by 2050.

Following the public consultation period, the City created an ad-hoc Climate Change Committee, comprised of public appointees, council, and staff. This committee was tasked with reviewing and revising the Greenhouse Gas Reduction Plan and reduction targets. This committee has since become a standing committee of Council.

One of the Climate Change Committee's first goals was the development of a new baseline greenhouse gas emissions inventory to satisfy milestone 1 within the PCP program. The greenhouse gas inventory sets the foundation for the remainder of the PCP program as it provides the municipality with a baseline which is used to monitor and track progress moving forward.

On November 2nd, 2022, the PCP program awarded milestone 1 to the City of Temiskaming Shores for successful completion of a GHG inventory and business-as-usual forecast compliant with their protocol. This inventory includes both a corporate inventory of GHG emissions and a community inventory of GHG emissions.

At the April 4, 2023 Committee of the Whole meeting, Council for the City of Temiskaming Shores received Administrative Report RS-008-2023 – Emission Reduction Targets. Following a discussion, Council passed the following resolution (Appendix 02):

**Resolution No. 2023-115**

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-008-2023;

That Council adopts a greenhouse gas emission reduction target for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050;

That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; and further

That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.

***CARRIED***

Following the adoption of Resolution 2023-115, staff submitted the necessary documentation to the PCP program. On April 19, 2023, the PCP program awarded milestone 2 (corporate) to the City of Temiskaming Shores for successfully adopting corporate emission reduction targets compliant with their protocols.

Further, staff drafted and presented the new Greenhouse Gas Reduction Plan to the Climate Change Committee at their regular meeting on May 25, 2023. Following a review and discussion the following recommendation was passed:

**Recommendation CCC-2023-011**

Moved by: Nadia Pelletier-Lavigne

Seconded by: Jamie Dabner

That the Climate Change Committee has reviewed and considered the City's corporate greenhouse gas reduction plan which will guide the municipality to reach its corporate emission reduction targets of 40% below 2019 emissions by 2033 and net zero municipal operations by 2050;

That the plan offers a realistic and attainable pathway to reduce the City's GHG emissions based upon accurate data;

That the plan includes specific timelines for measuring progress, reviewing effectiveness, and making changes to reach the city's emission reduction targets; and

Therefore, the Climate Change Committee recommends that Temiskaming Shores City Council adopt the plan and provide the necessary resources to implement it.

***CARRIED***

## **Analysis**

The Greenhouse Gas Reduction Plan (2023) sets forth the pathway for the City of Temiskaming Shores to meet the emission reduction targets set by Council and complete milestone 3 of the PCP program.

The plan itself builds upon the information gathered by staff over the past 12 months including information on our emission inventory, information on our current practices and information on how we plan to move forward.

The Climate Change Committee requested staff to bring forward emission reduction programs to consider while deciding what reduction targets to set. Staff brought forward the following three programs for consideration.

1. Electrification of the light-duty fleet (Estimated total reduction of 57.37 tCO<sub>2</sub>e)
2. Implementing the usage of biodiesel (Estimated total reduction of 96.45 tCO<sub>2</sub>e)
3. Decarbonization of buildings (Estimated total reduction of 291.99 tCO<sub>2</sub>e)

Of those three programs, if implemented, it's expected that they will reduce corporate emissions of the City by 23% from 2019 levels. These programs were selected due to their ease and lower cost for implementation. Further, there is ample opportunity to apply for grants to increase the rate of implementation of these programs.

The plan itself only maps out a 23% reduction in emissions from 2019 levels while the City has set a target of 40% below 2019 levels by 2033. To ensure we remain flexible and incorporate new technologies, there are steps identified within the plan's timeline to review and implement new reduction programs in 2026 and 2030 which would allow for the City to take the next step and reach the target set.

An important part of the reduction plan includes how to measure and monitor progress. In order to stay on track with the targets and set interim goals moving forward, the City will need to implement a regular monitoring schedule using measurable methods. With the 2019 emissions inventory already completed and the methods to measure emissions catalogued, the City is well set to accurately track reductions moving forward. Staff are anticipating creating new inventories every five years beginning in 2028.

Available budget and staff resources can play a huge role in the feasibility of achieving reduction targets. Although municipalities bear the direct cost of reducing corporate emissions, they also reap the benefits of lower energy bills and operating costs, helping with the affordability of these changes as time passes.

If Council decides to adopt this plan staff will begin implementing its programs following the schedule set within it.

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

- City of Temiskaming Shores Resolution No. 2018-003
- City of Temiskaming Shores Resolution No. 2023-115
- City of Temiskaming Shores Greenhouse Gas Reduction Plan (2019)
- By-Law no. 21-111 ToR Climate Change Committee
- Canadian Net-Zero Emissions Accountability Act (S.C. 2021, c. 22)

#### **Consultation / Communication**

- Extensive support from the Energy & Climate Change Coordinator
- Consultation with the Climate Change Committee
- Consultation with City Manager throughout the project

#### **Financial / Staffing Implications**

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

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

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

## **Alternatives**

Council could refer this report back to the Climate Change Committee for further discussion.

**Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

---

Mathew Bahm  
Director of Recreation

*"Original signed by"*

---

Amy Vickery  
City Manager



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES  
REGULAR COUNCIL MEETING  
January 9, 2018  
RESOLUTION

Partners for Climate Protection (PCP)

Resolution No. 2018-003

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Whereas it is well established that climate change is increasing the frequency of extreme weather events and other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy; and

Whereas the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts; and

Whereas local governments are essential to the successful implementation of the Paris Agreement; and

Whereas Canada's cities and communities influence approximately 50 percent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services; and

Whereas investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses; and

Whereas a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction

targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting; and

Whereas the Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions; and

Whereas over 300 municipal governments across Canada representing more than 65 percent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994; and

Whereas PCP members commit to adopt a community GHG reduction target of 30 percent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 percent by 2050; and

Whereas the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results; and

Whereas PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years; and

Whereas PCP members accept they can be suspended from the program – subject to prior notice in writing by the PCP Secretariat – in the event of non-submission of progress reports within the established deadlines.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby endorses the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

Furthermore that the City of Temiskaming Shores commits to review the guideline on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework; and



Furthermore the City of Temiskaming Shores appoints the Director of Public Works and the Chairman of the Public Works Committee to oversee the implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

CARRIED

Certified true copy



David B. Treen  
Municipal Clerk



The Corporation of the City of Temiskaming Shores  
Committee of the Whole  
Tuesday, April 4, 2023

**Resolution**

**Administrative Report RS-008-2023 – Emission Reduction Targets**

Resolution No. 2023-115

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-008-2023;

That Council adopts a greenhouse gas emission reduction target for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050;

That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; and further

That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.

**Carried**

Certified True Copy  
City of Temiskaming Shores

Kelly Conlin  
Municipal Clerk



# CORPORATE GREENHOUSE GAS REDUCTION PLAN

City of Temiskaming Shores

2023

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## KEY TERMS

**BAU:** stands for “Business as usual” and is used in the context of if no changes are made to operations, then operations are business as usual.

**Biodiesel:** a form of diesel fuel derived from plants or animals and consisting of long-chain fatty acid esters.

**Carbon Offset:** a reduction in GHG emissions or an increase in carbon storage (e.g., through land restoration or the planting of trees) that is used to compensate for emissions that occur elsewhere.

**Climate Lens:** a decision-making tool which considers the implications of a project on the climate as well as the impact the climate will have on a project.

**Climate Normal:** a 30-year period of recorded average weather used to help distinguish changes in climate.

**GHG:** stands for “greenhouse gas” which are gases released into the atmosphere that contribute to the greenhouse gas effect or climate change.

**GHGRP:** stands for “greenhouse gas reduction plan”.

**GJ:** stands for “giga joule” and is the unit of measurement for energy consumption.

**HPS:** stands for “high pressure sodium” which is an older streetlight fixture that is less energy efficient than an LED.

**kWh:** stands for “kilowatt hour” which is the unit of measurement for electricity consumption.

**LED:** stands for “light-emitting diode” which is a much more efficient type of light fixture.

**Net zero:** the balance between the amount of greenhouse gas that's produced and the amount that's removed from the atmosphere.

**PCP:** stands for “Partners for Climate Protection” which is a 5-milestone program that helps municipalities through their climate action initiatives.

**RCP:** stands for “representative concentration pathways” which are the scenarios designed by the Intergovernmental Panel on Climate Change to compare various degrees of warming by the concentration of greenhouse gases in the atmosphere.

**tCO<sub>2</sub>e:** stands for “tonnes of carbon dioxide equivalent” which is the common unit of measurement for emissions by all types of greenhouse gases.



## EXECUTIVE SUMMARY

The City of Temiskaming Shores is committed to reducing its greenhouse gas emissions from municipal operations. This reduction plan outlines a pathway to reaching the City's reduction goals. Over the past few years, the City has prioritized incorporating climate considerations in everyday operations. In 2018, the City joined the Partners for Climate Protection (PCP) program to help guide their climate action journey. The City also created the Climate Change Committee to help review all proposed climate action initiatives. Initially, the City hired a consultant to complete the first three milestones of the PCP program. Upon review of the completed work, the overall consensus from the Climate Change Committee and community was that the first three milestones needed more ambition and explanation. From there the Climate Change Committee and staff set out to revise and rewrite the first three milestones.

First, staff worked on a new baseline GHG emissions inventory using 2019 data. The inventory looked at both corporate and community emissions. The subset of emissions that make up the corporate inventory include the buildings, fleet, water, and streetlight sectors. This data shows that the City's fleet produced the most emissions, closely followed by buildings, then water and lastly streetlights. The sectors which use the most fossil fuels produced the highest emissions. In November 2022, the PCP program approved the City's inventory submission and awarded milestone 1 of the program. The City then decided to primarily focus on emissions produced by municipal operations. In doing so, corporate target setting and reduction planning was to be completed first, and then afterwards the same will be done for community emissions. Staff analyzed the corporate inventory to help identify potential reduction programs based on which sectors produced the most emissions. These programs were then presented to the Climate Change Committee and helped to guide the target setting process. The corporate targets that were decided by committee and adopted by council are 40% below 2019 levels by 2033 and net zero emissions from municipal operations by 2050.

In order to reach these targets, the City will have to implement various reduction measures. Three identified measures are the electrification of the light-duty fleet, fuel switching to biodiesels, and building decarbonization. With some preliminary calculations, the City feels confident that a reduction of 23% can be accomplished through these programs over the next few years. Further, the City will look to implement measures which address the carbon intensive sectors in order to reach their goals. It will be important to stay up to date with emerging green technologies and funding opportunities to support the implementation of additional programs. Projects which prioritize carbon sequestration, optimization and energy efficiency will be the most impactful on the City's overall GHG emissions.

As these measures are implemented, it is crucial for the City to have a monitoring plan to keep track of the results. An important monitoring tool will be the creation of new GHG emission inventories. Every 5 years the City plans to create a new inventory to analyze any reductions in corporate emissions. The City also uses the energy management software EnergyCAP for monthly energy usage monitoring and Energy Star Portfolio Manager for annual reporting. Each software will focus on monitoring changes in energy use between each inventory. The City will also use the climate lens framework to keep track of the climate implications of everyday decision making. Finally, the Climate Change Committee will act as a sounding board throughout the entire implementation process. Their ideas and expertise will keep the City on track to reach these targets. As the target dates approach this plan will be revised and strengthened to ensure the City is on track with reaching its goals.



## CLIMATE ACTION BACKGROUND

The City of Temiskaming Shores has been working hard to prioritize climate action. Since joining the Partners for Climate Protection (PCP) Program in 2018, the City has been making changes in its operations to better prioritize climate mitigation and adaptation measures.

### Previous Greenhouse Gas Reduction Plan

In 2018 the City hired VIP Energy to work on the first 3 milestones of the PCP program. After a thorough review of the inventory, targets and reduction plan created, the City opened up consultation with the public to invite their input before any formal adoption of these milestones. The consensus from the community and the City's Climate Change Committee was that the inventory needed more explanation, the targets were not ambitious enough and the greenhouse gas reduction plan should be further revised to reflect the targets of other municipalities who are more in line with the Federal Government's goal of net zero by 2050. With that understanding, the City decided not to submit these items to the PCP program for approval and instead chose to work on revising and rewriting them to meet an elevated standard.

### Climate Change Committee

In order to encourage meaningful discussions around climate change the City created an Ad-Hoc Climate Change Committee, comprised of public appointees, council, and staff. Initially the goal of this group was to help revise the 2019 greenhouse gas reduction plan and set more ambitious targets. Since then, the committee has become a standing committee of council and discusses a variety of topics centered around sustainability in the community. The Climate Change Committee will have a key role to play in the implementation and monitoring of this plan.

### Key Accomplishments

One of the Climate Change Committee's first goals was the development of a new baseline greenhouse gas emissions inventory to satisfy milestone 1 of the PCP program. The greenhouse gas inventory sets the foundation for the remainder of the PCP program as it provides the municipality with a baseline which can be used to monitor and track progress towards reduction targets. On November 2nd, 2022, the PCP program awarded milestone 1 to the City of Temiskaming Shores for successful completion of a GHG inventory and business-as-usual (BAU) forecast compliant with their protocol. The data sources, assumptions, and calculations used in this new inventory are now explained in full in an additional supporting document that will act as a tool to staff as they analyze, review, and recreate this inventory in the future.

With the successful completion of milestone 1, the City was then able to identify the “low-hanging fruit”. This is where there is the most potential for GHG emission reductions. With the understanding that the City has the most control over the emissions produced through municipal operations, staff and the Climate Change Committee decided to set targets and develop a plan for reducing corporate emissions first. After identifying some potential reduction measures and deciding on a target with the Climate Change Committee, staff brought a recommendation forward to council and received approval. On April 19<sup>th</sup>, 2023, the City was awarded milestone 2 from the PCP program for setting targets compliant with their protocol.

The City has also successfully implemented a Climate Lens framework which is used for regular reporting to council. The Climate Lens is a series of questions which gives managers the opportunity to explain how their proposed action is impacting the climate, or how the changing climate might impact their proposed action. This framework is used by managers when writing administrative reports to council and allows council to consider climate change in all decision making. This encourages the crucial mindset shift that is necessary to successfully implement sustainable changes in the community. To support the implementation of this framework, a guide document was developed to help inspire sustainable thinking, give some background on a variety of topics, and showcase some examples.

The City has also been focusing on improving its energy management practices. One way has been through the use of the energy management software, EnergyCAP. EnergyCAP is a useful tool for the City to use when monitoring utility data and energy usage in municipal buildings and facilities. EnergyCAP spots errors and highlights any reductions in energy consumption. The software allows the user to run a variety of fully customizable reports which helps to simplify the data analysis process. As the City implements reduction measures, EnergyCAP can be used to measure and monitor progress towards the climate targets.





## COMMITMENT TO CLIMATE CHANGE

The City of Temiskaming Shores is committed to implementing changes that will help to reduce their overall impact on the climate. The City recognizes the urgency of the issue and is working hard to include climate considerations in everyday decision making. In April 2023, the City adopted corporate GHG reduction targets of 40% below 2019 levels by 2033 and net zero emissions from municipal operations by 2050. The objective of this greenhouse gas reduction plan is to lay out some detailed steps as to how the City can reach its goals.

The City of Temiskaming Shores understands that these goals will not be achievable without a concerted effort across the corporation. Effective communication between all staff and department managers will help to ensure that the City is prioritizing actions that will reduce the GHG emissions produced through municipal operations. The corporate sectors that will be targeted for reductions include fleet, buildings, water, and streetlights. In order to meaningfully make positive changes in these sectors, communication, knowledge sharing and teamwork between all staff will be essential.

As the changes suggested in this plan are implemented and efforts are made towards these targets, there will be plenty of opportunities to fine-tune and adjust this workplan to better align with current factors and climate. There is flexibility with this plan to ensure that all recommendations are best suited to the City's specific needs. New greenhouse gas emission inventories will be created every 5 years to monitor progress towards these goals. The City of Temiskaming Shores will continuously be searching for new technologies, funding opportunities and innovative solutions to incorporate into this plan to help reach these targets.





## LOCAL CLIMATE PROJECTIONS

Climate change is becoming increasingly more apparent and understanding what those changes might look like in Temiskaming Shores is important when it comes to climate change planning. Though this data is useful for determining appropriate adaptation measures, understanding what is expected to change is an important part of mitigation planning for the future.

The local climate change data that is displayed in figures 01, 02, and 03 was sourced from the Climate Atlas of Canada. This data shows the historic baseline as well as short- and long-term projections for each variable into the future. These projections are based off the RCP 8.5 scenario which is the “business-as-usual” or “worst-case” scenario forecast. This represents the changes in climate we would see if there was no action taken moving forward. The data uses three representative climate normals: historic, short- and long-term. These are 30-year periods that show how the actual climate is changing since there can be such drastic fluctuations in the day-to-day weather. Taking the average of 30 years and comparing that to previous and potential climate normals helps to clearly display changes over time and what can be expected in the future.

First looking at the annual mean temperatures in figure 01, it shows that from our historic baseline the mean annual temperature is expected to increase over time.

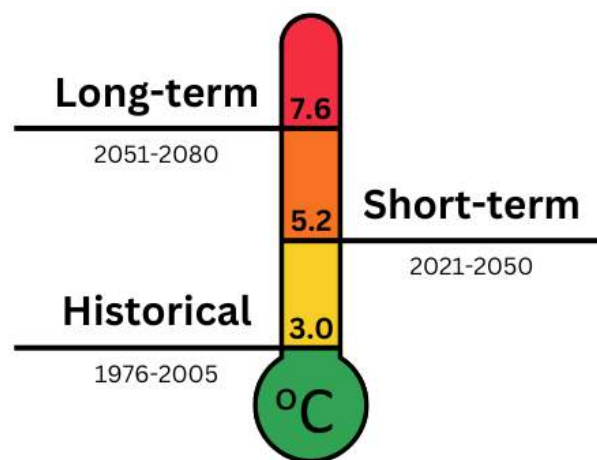


Figure 01: shows the annual mean temperature for the Temiskaming Shores region based on the RCP 8.5 business as usual projection. (Source: [Climate Atlas of Canada](#))

When looking at figure 02, the number of extreme heat days over  $+30^{\circ}\text{C}$  will increase and the number of extreme cold days below  $-30^{\circ}\text{C}$  will decrease. This means longer, hotter summers with more heatwaves and shorter, milder winters moving forward. In Temiskaming Shores, hotter summers could equate to more forest fires around the area which would lower air quality and potentially have further devastating effects to the built and natural environments. A milder winter would lead to poorer snow and ice conditions which would have a negative impact on the tourism industry as this region receives many visitors in the winter season for the abundant snowmobiling and ice-fishing opportunities. Though a longer summer and a shorter winter might sound nice, these changes will drastically affect Temiskaming Shores' environments, ecosystems, industries, and vulnerable populations.

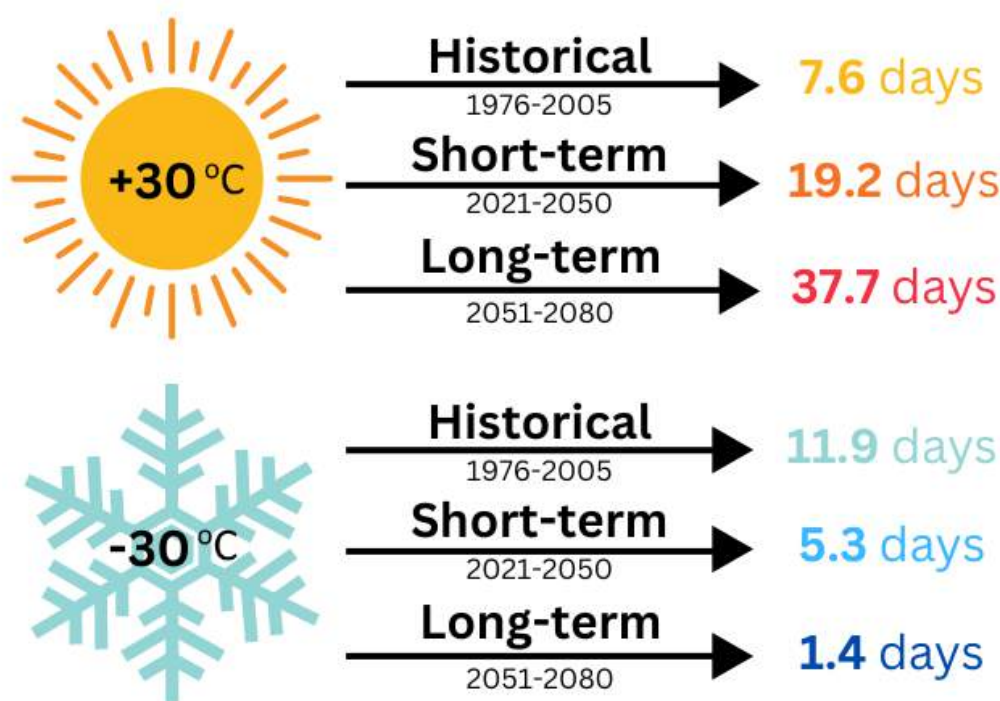


Figure 02: shows the mean temperature extremes for number of  $+30^{\circ}\text{C}$  days and number of  $-30^{\circ}\text{C}$  days for the Temiskaming Shores region based on the RCP 8.5 business as usual projection. (Source: [Climate Atlas of Canada](#))

Figure 03 looks at mean seasonal precipitation in the area. It shows that in spring and fall there will be an increase in precipitation over time which means more heavy rainfall events, surface runoff, and instances of flooding. In the summer, precipitation is projected to increase over the short-term likely leading again to larger amounts of flooding, but in the long-term there is a decrease in precipitation which means that the region will likely experience some drought and more forest fires due to the drier conditions. In winter there is an increase in precipitation, which means there will be more intense snowfall events. The loads of extra snow can damage infrastructure, create dangerous roadways, and lead to higher volumes of snowmelt runoff in the spring contributing further to instances of flooding. Though the projected changes



in rainfall might not seem significant, the precipitation experienced will be more intense in shorter bouts. The intensity of these storms will create a large threat to the environment.

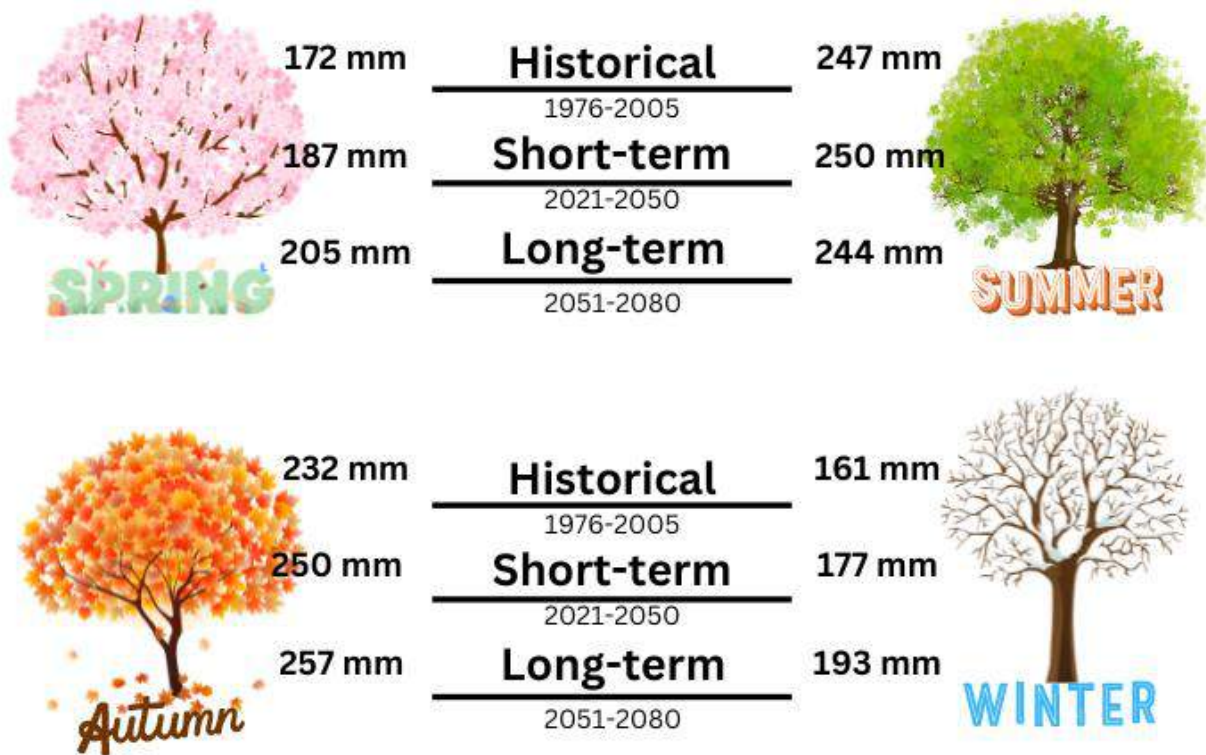


Figure 03: shows the mean seasonal precipitation for all 4 seasons in the Temiskaming Shores region based on RCP 8.5 business as usual projection. (Source: [Climate Atlas of Canada](#))



## PARTNERS FOR CLIMATE PROTECTION PROGRAM

The Partners for Climate Protection (PCP) program is organized by ICLEI – Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities (FCM). Together they have developed a five-step milestone framework to help municipalities create positive change by highlighting opportunities to reduce the emissions produced within the municipality. The 5 milestones are as follows:

- Milestone 1: Create a baseline emissions inventory and business-as-usual forecast
- Milestone 2: Set emissions reductions targets
- Milestone 3: Create a local climate action plan
- Milestone 4: Implement a local climate action plan
- Milestone 5: Monitor and report results

This program helps municipalities reach ambitious goals that align with the Intergovernmental Panel on Climate Change's (IPCC) scientific targets. The program is designed to be user friendly and offers many resources and tools to members for no cost at all. Through the program, municipalities get access to the PCP Secretariat for guidance, the PCP hub which is an online network of other member municipalities and the PCP Milestone Tool, which is a resource to assist in quantifying, monitoring, and measuring GHG emissions in both the corporate and community sectors. Overall, the PCP program is a free resource that simplifies and encourages climate action from Canadian municipalities, all who have a large role to play in the fight against climate change.

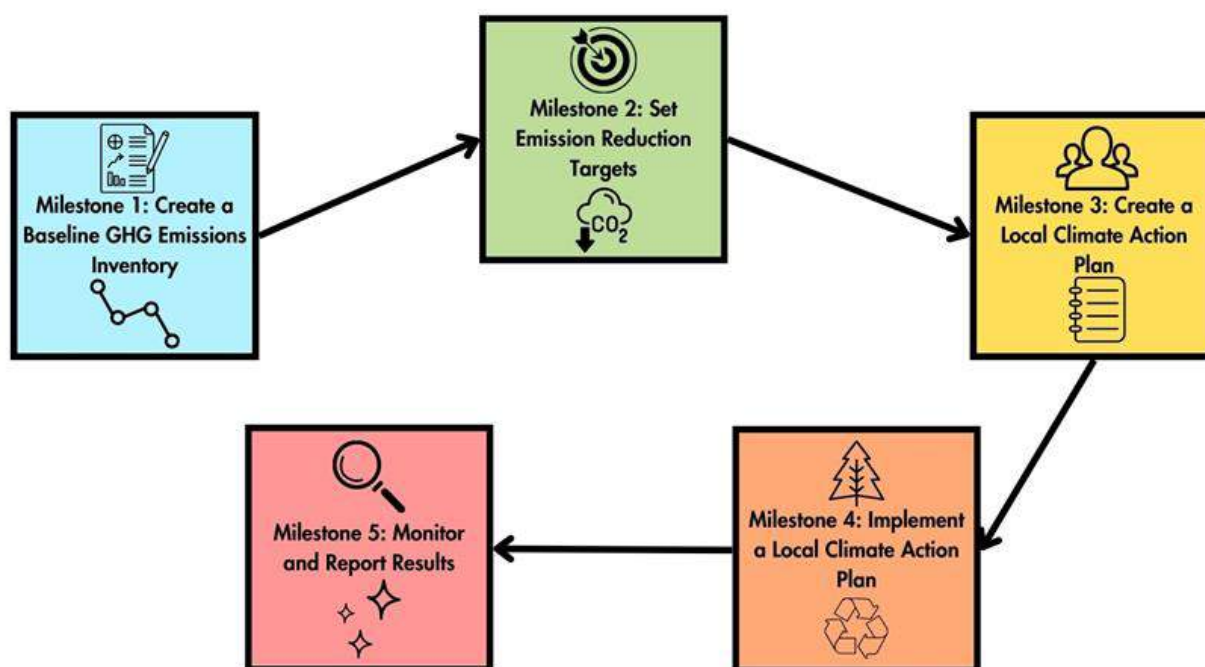


Figure 04: Partners for Climate Protection program 5-milestone framework.

## CORPORATE BASELINE GHG INVENTORY

For the 2019 corporate inventory the largest quantity of greenhouse gas emissions came from the City's fleet at 49.9%, followed by buildings at 41.6%, water and sewage at 8.1% and finally streetlights at 0.5% (see figure 05). This proves that action taken in the building and fleet sectors will have the biggest impact on reducing the City's corporate emissions. For GHG emissions by energy source, diesel produced the most emissions at 41.9%, followed by natural gas at 41.7%, then gasoline at 8.5%, electricity at 7.5% and propane at 0.4% (see figure 06). Though electricity uses the most energy it has the lowest emissions because of Ontario's low-carbon electricity grid. Diesel and natural gas produce the most emissions in the corporate inventory and therefore highlights the importance of shifting away from its use to help drastically lower corporate emissions.

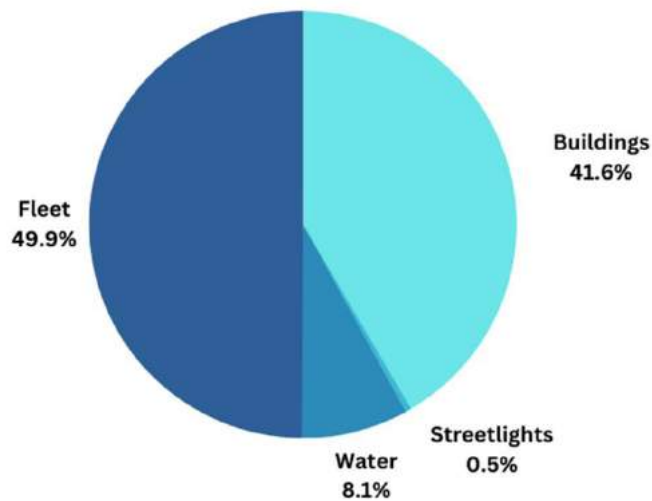


Figure 05: shows greenhouse gas emissions by sector for the 2019 City of Temiskaming Shores corporate emissions inventory.

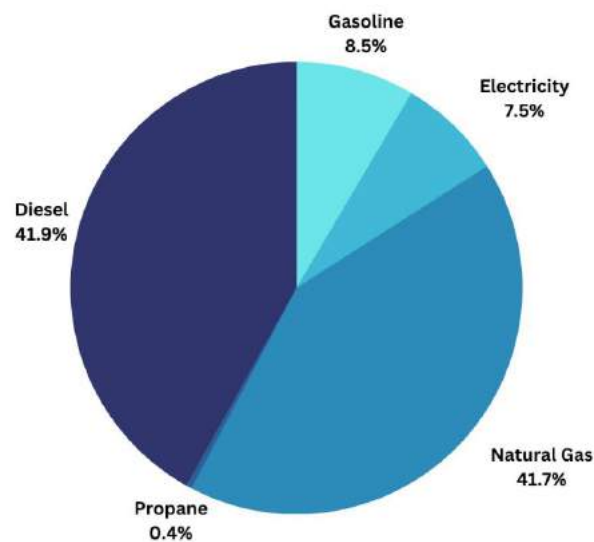


Figure 06: shows GHG emissions by energy source for the 2019 City of Temiskaming Shores corporate emissions inventory.

## Fleet

Corporate fleet vehicles make up 49.9% of the 2019 corporate greenhouse gas emissions within the City of Temiskaming Shores. This was calculated following the PCP protocol and using the PCP Milestone Tool. In 2019, the City did not track the fuel usage in each vehicle, so this data comes from the total volume of fuel purchased in 2019. The data was separated by fuel type: gasoline, clear diesel, and dyed diesel. Each of these categories were inputted into the PCP Milestone Tool with their total volume (L), expenditure and any applicable assumptions. The tool then calculated the total energy consumption in GJ and the total greenhouse gas emissions in tCO<sub>2</sub>e (see table 01). Propane usage data was also gathered for the City's two ice-resurfacers. This data was sourced from Grant Fuels and was inputted into the PCP tool with the total volume (L) used and any applicable assumptions. Transit buses were also included in the corporate fleet calculations. Actual fuel consumption data for the City's transit buses was not available, so this calculation used the average number of kilometers travelled in a year and the typical fuel economy of the bus to estimate how much fuel was consumed in 2019. This number was then input into the PCP tool including methodology and assumptions.

Table 01: Fleet Vehicles Summary

| Fleet Vehicles | GHG Emissions               | Energy Consumption | Expenditure     |
|----------------|-----------------------------|--------------------|-----------------|
|                | 976 tCO <sub>2</sub> e/year | 13,969 GJ/year     | \$312,249/year* |

\*Does not include cost for propane or transit bus fuel

## Buildings

Corporate buildings and facilities make up 41.6% of the 2019 corporate emissions within the City of Temiskaming Shores. This was calculated following the PCP protocol and using the PCP Milestone Tool. 2019 energy use data was gathered and all the buildings and facilities were separated out, including parks and marina facilities. Each individual building was inputted into the PCP Milestone Tool with their gross floor area, electricity use, natural gas use, expenditure, and any applicable assumptions. The tool then calculated the total energy consumption in GJ and the total greenhouse gas emissions in tCO<sub>2</sub>e (see table 02). Having each building input separately helps to visualize which buildings are the top emitters and will require the most focus for reduction measures.

Table 02: Building and Facilities Summary

| Buildings and Facilities | GHG Emissions               | Energy Consumption | Expenditure    |
|--------------------------|-----------------------------|--------------------|----------------|
|                          | 813 tCO <sub>2</sub> e/year | 23,070 GJ/year     | \$663,181/year |

## Water

Water and sewage make up 8.1% of 2019 corporate greenhouse gas emissions in Temiskaming Shores. This was calculated following the PCP protocol and using the PCP Milestone Tool. This data was collected from the City's 2019 Hydro One and Union Gas bills and was separated by each facility. Each facility was then input into the PCP Milestone Tool with their total electricity consumption, natural gas consumption, expenditure, and any applicable assumptions. The tool then calculated the total energy consumption in GJ and the total greenhouse gas emissions in tCO<sub>2</sub>e (see table 03). This data shows which specific water facilities are using the most energy to help uncover some energy saving opportunities.

Table 03: Water and Sewage Summary

| Water and Sewage | GHG Emissions               | Energy Consumption | Expenditure    |
|------------------|-----------------------------|--------------------|----------------|
|                  | 158 tCO <sub>2</sub> e/year | 12,547 GJ/year     | \$607,566/year |

## Streetlights

Streetlights make up 0.5% of the 2019 corporate greenhouse gas emissions in Temiskaming Shores. This was calculated following the PCP protocol and using the PCP Milestone Tool. The data was gathered from the City's 2019 Hydro One bills and then separated into different lighting categories: decorative, streetlights, traffic lights and others. Each of these categories were inputted into the PCP Milestone Tool with their total electricity consumption, expenditure, and any applicable assumptions. The tool then calculated the total energy consumption in GJ and the total greenhouse gas emissions in tCO<sub>2</sub>e (see table 04).

Table 04: Streetlights Summary

| Streetlights | GHG Emissions             | Energy Consumption | Expenditure   |
|--------------|---------------------------|--------------------|---------------|
|              | 9 tCO <sub>2</sub> e/year | 1100 GJ/year       | \$84,711/year |

## BAU Forecast

The business-as-usual (BAU) forecast is an estimate of what future GHG emissions would look like if the City took no climate action moving forward. This is done by applying the annual population growth rate to baseline emissions levels. The PCP Tool completes these calculations using the baseline inventory year, mid-term target year and forecast year which should be around 10 years into the future. For the purposes of this inventory, 2019 was used as the baseline year, 2028 as the mid-term target year and 2033 as the forecast year as it is about 10 years from when the inventory was created (2022). Temiskaming Shores' BAU forecast predicts that due to the City's negative growth rate, GHG emissions will decrease by -8%.

## Excluded Corporate GHGs

Some data was excluded from the 2019 corporate inventory as it was not available or suitable to include. One exclusion was all travel by municipal staff that did not occur in a corporate fleet vehicle. This data was not readily available and because the corporate inventory is a subset of the community inventory these emissions would likely have been accounted for in the community inventory instead.

Data on solid waste generated within City facilities was also excluded. This information is not explicitly tracked by the City and so including any estimate for how much waste is produced in corporate facilities would, overall, decrease the accuracy of the emissions reported in this inventory. For this reason, solid waste is only reported in the community inventory and encompasses all waste produced by municipal operations. With the City of Temiskaming Shores implementing a new waste tracking system at the New Liskeard landfill, a decision on whether corporate waste generation will be included in future inventories will be decided based on data quality. This decision is expected to take place before the next corporate emissions inventory is completed in 2028.



## TARGETS

Climate change has been an increasingly more noticeable part of everyday life with record breaking heat waves, droughts, wildfires, floods, hurricanes, and rainfalls occurring on a more frequent basis. To avert the worst aspects of climate change, corporations, governments, and individuals must transition away from emitting greenhouse gases. The City of Temiskaming Shores is not alone in its efforts to reduce greenhouse gas emissions. By setting targets, Temiskaming Shores has joined thousands of municipalities around the world taking action to reduce emissions.

Staff and the Climate Change Committee have had extensive discussions around what potential GHG emission reductions could be achievable in Temiskaming Shores and over what timeframe. During these discussions, the City decided to focus initially on targeting corporate GHG emissions. The City recognized they have the most control over the emissions produced by municipal operations. This decision was made knowing that as the City works towards the corporate targets, efforts will be made to also incorporate community reductions by similarly setting reduction targets and creating a community-specific reduction plan. Ultimately, this approach should allow the City to leverage success in reductions of its corporate emissions to better influence the community and implement programs to reduce community emissions.

From these discussions, the Climate Change Committee recommended to council the greenhouse gas reduction target of 40% below 2019 levels by 2033 for municipal operations for a handful of reasons. First, the 2019 baseline was chosen based on the City's extensive work in creating a 2019 emissions inventory. In the future, using the documentation on the process to calculate the 2019 inventory, the City will be able to accurately determine its progress towards its emission reduction goals. Next, 2033 was chosen as the interim target year as it provides a time period of 10 years from adoption to be reached. Lastly, the 40% reduction figure has been chosen based on three main principles:

- Based on preliminary calculations for emission reduction programs, the City is confident that a reduction of 23% below 2019 levels can be achieved with proposals that can be implemented with minimal changes to current operations.
- As further investment in green technologies is realized there will be further opportunities to reduce emissions from the City's operations.
- Targets should be ambitious to match the urgency of the current situation and to recognize that the reductions accomplished today, will have a disproportionately positive impact on the climate vs the same actions taken in the future.

Staff and the Climate Change Committee also chose to recommend to council the corporate reduction target of net-zero by 2050. Net-zero emissions by 2050 is an important milestone to reach that could ensure global temperatures due to climate change do not exceed +1.5°C with no, to limited, overshoot based on modelling completed by the IPCC. This target has been adopted by numerous provincial and municipal governments such as the provinces of Newfoundland and Labrador, Quebec, and Prince Edward Island (by 2040), and the cities of Guelph, Vancouver, Hamilton, Toronto, Halifax, Thunder Bay, Sault Ste. Marie, Sudbury, and others.

From these discussions with the Climate Change Committee, a detailed report was brought to council recommending that corporate targets be adopted. After consideration, council passed the following resolution on April 4, 2023:

*Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-008-2023;*

*That Council adopts a greenhouse gas emission reduction target for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050;*

*That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; and further*

*That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.*

The City of Temiskaming Shores recognizes that target setting is not a one-and-done event. These targets will need to be re-evaluated to ensure that they are still suitable and on track to be met. It may be appropriate to set new targets if the current target is approaching, if it is over or underachieving, if there are significant changes in the community, or if there is significant new strategic planning taking place.

Available budget and staff resources can play a huge role in the feasibility of achieving these reduction targets. Although municipalities bear the direct cost of reducing corporate emissions, they also reap the benefits of lower energy bills and operating costs, helping with the affordability of these changes as time passes. The investment into reducing corporate emissions will be financially worthwhile in the long run.

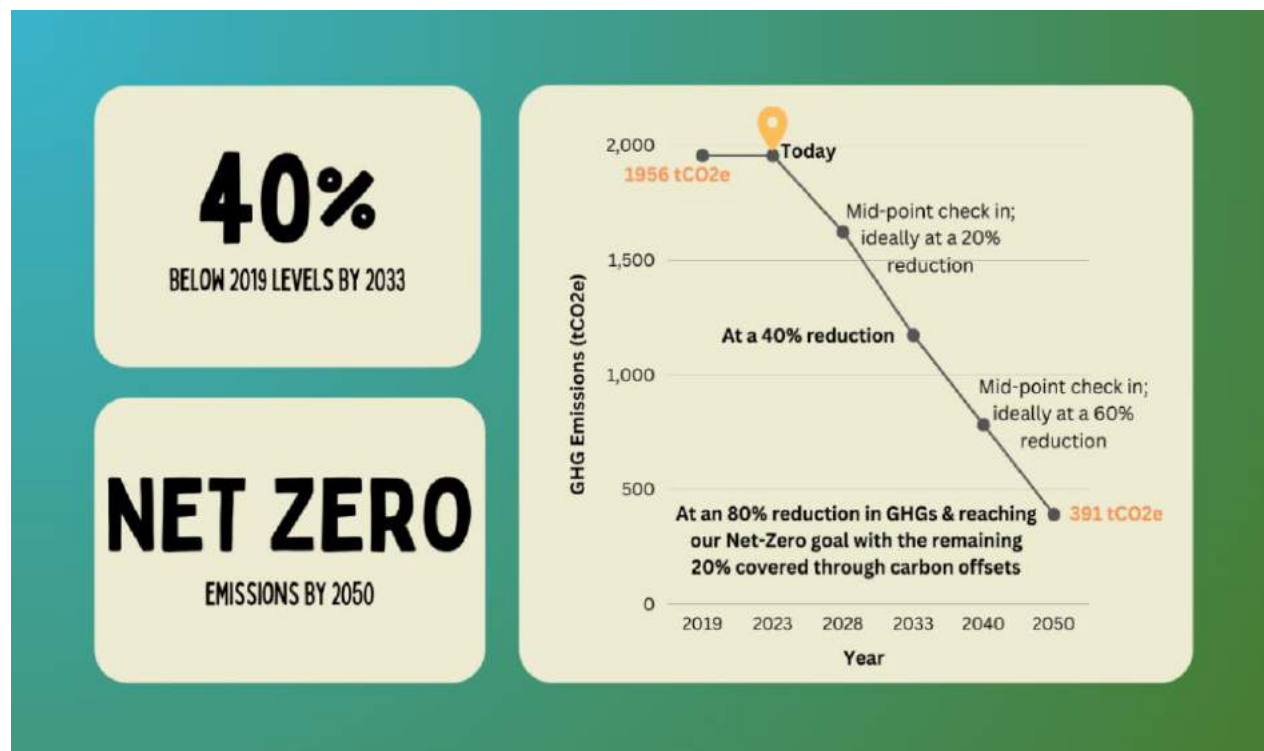


Figure 07: Overview of the City of Temiskaming Shores targets and rough timeline to net zero by 2050.

## GHG REDUCTION PROGRAMS

The City's corporate baseline GHG inventory shows that the fleet produces the most emissions at 49.9%, closely followed by buildings at 41.6%. These two sectors make up the majority of all corporate emissions, which makes them a priority target for reduction programs. Both fleet and buildings, use carbon intensive fuel sources which is what leads to the increase in emissions. The other two corporate sectors, water facilities and streetlights, rely mostly on electricity which in Ontario is a low-carbon emission energy source. This is why, for example, reducing energy consumption in municipal buildings is going to have a much larger impact towards the City's climate targets than there would be from reducing energy consumption in the water facilities.

The following are three reduction programs that will form the backbone of the City's steps toward net-zero by 2050. Table 05 shows that the estimated percent reduction from implementing these programs would be around 23%. These programs were selected because they target some of the highest emitting sectors, they will be relatively straightforward to implement, and they will minimally impact regular operations.

*Table 05: Reduction Programs to Reduce Corporate GHG Emissions*

| Sector       | Program                                    | Estimated % Reduction | Note  |
|--------------|--|-----------------------|---|
| Fleet        | Light-duty EVs                             | 3%                    | Targeting a small portion of the city fleet                 |
| Fleet        | Biodiesels                                 | 5%                    | Assuming a 12% reduction in GHGs from diesel                |
| Buildings    | Decarbonization Studies                    | 0%                    | Study Results will guide retrofits                          |
| Buildings    | Implementation of Decarbonization Measures | 15%                   | Reduction over first 10 years, will increase more over time |
| <b>Total</b> |  | <b>23%</b>            |   |

### Light-duty Fleet Electrification

This program considers the transition to all electric vehicles in the City's light-duty fleet over the span of 5 years. With the current electric vehicle technology that is available, the City of Temiskaming Shores could transition its gasoline fueled light-duty fleet vehicles over to electric vehicles. Though this does come with increased initial costs. The expenses associated with operation and maintenance of electric vehicles are estimated to save the City money in the long term.

This program will lead to a reduction in GHGs from the baseline. This is estimated using data based on the corresponding annual emissions for each type of internal combustion engine vehicle currently in our fleet and each electric vehicle replacement, assuming each vehicle is being driven the average of 15,000 km per year. The annual emissions from each type of vehicle can determine what the City's GHG reduction would be from the baseline at the end of this project.

There are added costs associated with implementing this project. Electric vehicles come at a higher cost than internal combustion engine vehicles. The City currently budgets for its fleet using a fleet replacement plan, on the schedule of each vehicle being replaced about every 7 years. In order to fund this program,

the City will have to account for these additional costs in a variety of ways. First, the budgeted amount in the fleet replacement plan will need to be increased. Small incremental increases over the duration of the program timespan will help improve the affordability of these vehicles. The City will also look for funding streams that offer grants or loans for this type of project. Funds through the Federation of Canadian Municipalities or through Government programs could be reliable options to consider. Looking for funding sources that can cover both electric vehicles and charging stations will be a priority for the City. Finally, cost savings are expected over the lifecycle of these electric vehicles. Reinvesting any savings back into the program to help cover the costs of future electric vehicles will help account for some of the additional costs. The result of this program will show an overall net benefit. Paying higher prices up front when there's still available funding and when we can start accumulating savings will ultimately mean cost savings for the City over the long term.

Table 06 shows the annual reduction in GHGs based on the light-duty fleet composition, with the baseline being year 0 and working towards year 5 where the City will have transitioned the entire light-duty fleet to electric. In the baseline year the light-duty fleet is emitting an estimated 59.72 tCO<sub>2</sub>e, in year 5 of the program the light-duty fleet will be emitting an estimated 2.35 tCO<sub>2</sub>e. This means that this project will lead to a reduction of 57.37 tCO<sub>2</sub>e or a 96% reduction in emissions from the baseline year. The result of this project clearly demonstrates the benefit of switching to electric vehicles, and the benefit electrification could have on the overall fleet emissions, especially if eventually the City could transition the medium- and heavy-duty fleet as well. Though this change in light-duty emissions will only have a 6% reduction in the overall corporate vehicle emissions, it is an opportunity for the City to start making some meaningful changes that will help prepare staff and the community for the further electrification that is inevitably to come.

*Table 06: Light-duty Fleet Program Reduction*

| Year | # Gasoline Trucks | # Electric Trucks | # Gasoline Crossovers | # Electric Crossovers | Annual Light-duty Fleet Emissions (tCO <sub>2</sub> e) | Reduction from Baseline (Year 0) |
|------|-------------------|-------------------|-----------------------|-----------------------|--|----------------------------------|
| 0    | 13                | 0                 | 2                     | 0                     | 59.72  | 0%                               |
| 1    | 10                | 3                 | 2                     | 0                     | 47.90  | 20%                              |
| 2    | 6                 | 7                 | 0                     | 2                     | 26.00  | 56%                              |
| 3    | 4                 | 9                 | 0                     | 2                     | 18.11  | 70%                              |
| 4    | 3                 | 10                | 0                     | 2                     | 14.17  | 76%                              |
| 5    | 0                 | 13                | 0                     | 2                     | 2.35   | 96%                              |

**Total Reduction = 57.37 tCO<sub>2</sub>e**

The City aims to implement this program starting in 2024. The City will have to review the fleet replacement plan and adjust this program to match what vehicles are being replaced in what year. This project should take 5 years to implement, so it should be completed by 2029. With the light-duty fleet all electric, the City can shift its focus to see what EV opportunities are available for the medium- and heavy-duty fleet.

## Fuel Switching to Biodiesels

The City of Temiskaming Shores used 296,685.79 L of diesel in the 2019 baseline year. This amount comes from dyed diesel, clear diesel, and transit diesel consumption. That diesel usage results in the associated emissions of 803.73 tCO<sub>2</sub>e. Switching to biodiesel requires little to no infrastructure change, which greatly simplifies the transition and reduces the cost. Most diesel vehicles and equipment are capable of running on biodiesel, sometimes only up to a certain blend level, but by checking with the manufacturers of the vehicles and equipment the limits can be determined. Biodiesels aren't a long-term solution to climate change, but they can act as a better lower carbon option in the meantime as other options to reduce fleet emissions such as optimization and electrification are pursued.

The goal for this program is to switch from petroleum diesel to using biodiesel blends: B5 in the winter, B10 in the spring and fall, and B20 in the summer. The City of Toronto also followed this implementation structure and estimated an annual GHG reduction of 8.4%-12%. This emission reduction is estimated using just the tailpipe emissions rather than the lifecycle of biodiesel usage. Using the same blends as Toronto, Temiskaming Shores should see a similar reduction in its GHG emissions from the 2019 corporate diesel consumption. By doing this, it is estimated to lead to a \$6,381.39 increase in cost in a year, which is a small premium for the resultant GHG emission reductions. The cost for this program is low enough that it could be covered through an increase in the budget. Otherwise, the City could use savings from other reduction programs to help pay for the increase.

Looking at three scenarios that estimated similar reductions to what was reported by the City of Toronto, anywhere from a 7% to 10% reduction in GHG emissions from the corporate fleet inventory could be achieved (Table 07). This result comes from making a few assumptions. The assumptions are that all of the diesel fleet can accept up to B20 level biodiesel, that the costs of fuel will stay relatively stable, and that day-to-day operations won't see any consequential changes. Any real-life differences from the assumptions made in these scenarios can lead to either greater or lesser savings in cost and GHG emissions.

*Table 07: Biodiesel Fuel Switching Summary*

|  |        |
|--|--------|
| Total Corporate Fleet Emissions 2019 (tCO <sub>2</sub> e)                | 976    |
| Total Diesel Emissions 2019 (tCO <sub>2</sub> e)                         | 803.73 |
| <b>Total Biodiesel Emissions (tCO<sub>2</sub>e)</b>                      |        |
| After 8.4% Reduction   | 736.22 |
| After 10.0% Reduction  | 723.36 |
| After 12.0% Reduction  | 707.28 |
| <b>Reduction in Corporate Fleet Emissions from the 2019 Baseline (%)</b> |        |
| After 8.4% Reduction   | 7%     |
| After 10.0% Reduction  | 8%     |
| After 12.0% Reduction  | 10%    |

The City aims to begin integrating biodiesels into use in 2025. The plan is to begin this program with a phased in approach, so starting with a few diesel vehicles to trial the fuel source and see how they operate. Then slowly integrating biodiesel use into the remaining fleet. The Implementation of this project will be over two years, focusing on analyzing biodiesel performance in each season and in different types of

equipment and vehicles. If all goes as planned through the trial period, biodiesel will be used in all diesel equipment by 2027.

### Building Decarbonization Projects

The City is currently planning to conduct a decarbonization study in 2023 which will uncover ways to reduce emissions from City buildings. In doing this, professionals will analyze the structures, functions, and operations of selected buildings to help determine an appropriate decarbonization pathway to the greatest GHG reductions.

The building portfolio of the baseline GHG inventory shows which buildings are producing the greatest amount of GHG emissions and which are the most GHG intensive based on building size. This information was used to select which buildings should be prioritized for the implementation of decarbonization measures. Based on the inventory, the top 8 priority buildings are the Don Shepherdson Memorial Arena, Shelley Herbert-Shea Memorial Arena, Waterfront Pool and Fitness Centre, City Hall, Riverside Place, Dymond Complex, New Liskeard Public Works Main Garage, and Haileybury Public Works Garage. These eight buildings have the highest GHG intensity per square foot of building and present the greatest opportunities for the implementation of decarbonization measures.

Prioritizing those eight buildings first will target the “low-hanging fruit”, after which select solutions uncovered in the decarbonization pathways can be implemented into additional buildings beyond this scope when it comes time to complete regular maintenance. A good example of this would be looking at the public works garages. The City has many garages in its building portfolio which could benefit from GHG reduction measures. By studying in depth and developing reduction pathways for the main public works garages, the measures could easily be applied to the other similar facilities in the City. The development of decarbonization pathways will not result in any emission reductions, it is the measures uncovered by the study that, when implemented, will eventually lead to reductions. With targets in mind, the City can aim for a certain reduction amount and use the study as a tool that uncovers a pathway to get there.

With the costs that are associated with studying each building, the City won’t be able to target all buildings at once. The City is in the process of securing funding through the Green Municipal Fund’s Community Building Retrofit Program to cover the associated costs of hiring a consultant to study and develop decarbonization pathways for those eight listed buildings. Having this feasibility study completed will create opportunities to further apply for funding initiatives to cover the cost of implementing the retrofit measures. Having pathways laid out will align these improvements with regular scheduled maintenance, so that the City can spend money when they would need to be spending it regardless. There is also an opportunity to use any cost savings from implemented measures to fund further projects and initiatives.

Table 08 looks at a 50% reduction in GHGs in 10 years and an 80% reduction in 20 years for the portfolio of eight selected buildings. These reductions meet the criteria of the Green Municipal Fund’s Community Building Retrofit program. Seeing these reductions would result in a 15% reduction from the overall corporate baseline in 10 years and a 23% reduction in 20 years. This is the equivalent reduction of 292 tCO<sub>2</sub>e in 10 years and 467 tCO<sub>2</sub>e in 20 years. As the City plans to apply some of the identified reduction measures beyond the eight buildings, the resultant GHG reductions would further increase.



Table 08: Selected Buildings to reduce emissions from the baseline by 50% in 10 years and 80% in 20 years.

| Building                            | Baseline GHGs (tCO <sub>2</sub> e) | GHGs After 50% Reduction (tCO <sub>2</sub> e) | GHGs After 80% Reduction (tCO <sub>2</sub> e) |
|-------------------------------------|------------------------------------|---|---|
| Don Shepherdson Memorial Arena      | 144.17                             | 72.085  | 28.834  |
| Shelley Herbert-Shea Memorial Arena | 62.77                              | 31.385  | 12.554  |
| Waterfront Pool and Fitness Centre  | 114.08                             | 57.04   | 22.816  |
| Dymond Complex                      | 41.35                              | 20.675  | 8.27  |
| City Hall                           | 56.7                               | 28.35   | 11.34   |
| New Liskeard Public Works Garage    | 87.15                              | 43.575  | 17.43   |
| Riverside Place                     | 26.55                              | 13.275  | 5.31  |
| Haileybury Public Works Garage      | 51.21                              | 25.605  | 10.242  |
| <b>Total</b>                        | <b>583.98</b>                      | <b>291.99</b>                                 | <b>116.796</b>                                |

There are many variables and unknowns that could present themselves when running a program like this, and because of that there could be opportunities for smaller or for much larger savings. A 15% reduction in corporate emissions will help the City significantly progress towards meeting its interim targets and goals. As 2050 approaches, there will be more opportunities to reduce corporate building GHGs if the City implements low-carbon initiatives as part of regular maintenance. If there is no investment into decarbonizing these facilities now, then many of these opportunities may remain unknown. Building decarbonization presents a promising case for more efficient corporate buildings, energy savings, cost savings, and reductions in the City's overall GHG emissions.

The City aims to begin developing decarbonization pathways in 2024, depending on funding being provided by the Green Municipal Fund's Community Building Retrofit program. The process of analyzing the buildings, uncovering solutions, and mapping out a pathway should take around six months. With the pathways completed the City will then shift their focus to implementing the chosen solutions which should take 10 years to reach a 50% reduction and 20 years to reach an 80% reduction from the baseline. During the implementation process the City will also look for opportunities to apply these decarbonization measures in additional buildings beyond the eight that were originally selected. After 2033, the City will be creating a new GHG reduction plan to map out their 2050 goals. At this time the City will reassess where they are at with building decarbonization, and which buildings are the next priority items on the list.





### Potential for Future Reduction Programs

With the reductions expected from electrification of the light-duty fleet, fuel switching to biodiesel and building decarbonization projects, the City feels confident in reaching a reduction of 23%. It is likely that greater reductions could result and help to reach these targets with fewer changes than initially anticipated. These programs alone are not going to be the only actions required. Additional programming will be needed to meet the targets set by the City. As the City begins implementing the identified programs they will continue to research and evaluate potential reduction programs to incorporate into this GHG reduction plan.

The largest source of GHG emissions is from burning fossil fuels. There will be the greatest reductions in the City's emissions by limiting dependency on these carbon intensive fuels. As opportunities present themselves over the next ten years and beyond, the City will need to incorporate decarbonization into all plans moving forward. Decarbonization doesn't only mean fuel switching, decarbonization efforts can include optimization as well. For example, limiting the number of vehicles that are being driven, improving building envelopes or ensuring that all heating systems are only running when they need to be. Implementing small changes like those can have just as strong of an impact on GHG reductions as large changes to the energy sources being used.

One large barrier with the implementation of these changes is high costs. Moving forward the City will continue to identify funding opportunities to support these climate action measures. As staff begin to implement energy reduction improvements to operations, the City will start to realize cost savings associated with decreased energy bills. Further, as the City moves towards low-carbon energy options, such as electricity, these costs will result in greater savings due to the planned carbon price increases. The cost to heat with electricity has traditionally been much higher than heating with natural gas. With the technological improvements of low-temp heat pumps and the rising price of carbon associated with natural gas, the cost to heat with electricity is expected to fall below that of natural gas within the next decade. Today, the price of carbon is \$65 per tonne of greenhouse gases emitted. With yearly increases the price is scheduled to reach \$170 per tonne by 2030. If the City's consumption does not change and the same volume of natural gas and fuel is consumed in 2030, carbon costs will rise significantly. Implementing decarbonization measures earlier rather than later will help the City to see much greater savings from their efforts.



As time passes, there will also be advances in the green technology that is available. There is expected to be increased quantities and more options for electric vehicles, which will make it easier to shift away from internal combustion engines. There is also expected to be more professionals with enhanced knowledge of green building standards that can help to install green technology into all City buildings. As more opportunities present themselves, the City will incorporate additions to this GHG Reduction Plan to keep on track with reaching the corporate reduction targets. New GHG emission inventories will be created every 5 years to check in on this progress. At those times the City can revisit this Reduction Plan to highlight new opportunities for reduction programs. The new inventories will showcase the sectors that create the most emissions and will help to show where the strongest efforts should be targeted.

There is not one big change that will reduce the City's emissions to net zero and entirely solve this issue. Climate change is a highly complex problem. It is going to take trial and error as well as many small changes to reach these goals. Though it isn't possible to know the perfect combination of reduction measures at this time that will help the City reach its targets, there will be ample opportunity to revisit this plan to strengthen and fine-tune the pathways to net zero emissions from municipal operations.



### Additional Programs to Explore

With the initial focus of targeting GHG emissions produced by municipal operations, the City wanted to consult the public for their ideas for potential reduction programs, beyond what has been previously identified. The City advertised to the community a survey which was made available on the City website. Overall, everyone who completed this survey was satisfied with the reduction targets that had been set and had some great ideas for different programs that could potentially help to reduce corporate GHG emissions. Table 09 below gives an overview of the other potential reduction programs to explore that

have been recommended by both staff and members of the community. This is not the final list of reduction programs and some of these may not be feasible to implement at this time. These additional program ideas will help to explore different reduction scenarios as the City looks to implement more climate action measures.

*Table 09: Potential corporate reduction programs*

| Sector         | Program  | Explanation  |
|----------------|--|--|
| Buildings      | Minimizing the number of buildings the City owns and operates            | Ensuring buildings are being used as efficiently as possible so that the City isn't operating/heating/cooling facilities that are minimally used.  |
| Buildings      | Switching to renewable energy sources and battery storage                | Implementing renewable energy sources where possible, like solar energy. Possibilities to store some of this energy in batteries to maximize efficiency.   |
| Buildings      | LED Lighting retrofits   | Ensure that fixtures are efficient and up to date to limit the amount of energy consumed.  |
| Fleet          | Reduce the number of vehicles driven                                     | The City owns and operates many vehicles, there could be opportunities to reduce the number of vehicles used daily through vehicle sharing and optimization.   |
| Streetlights   | Decorative LED Streetlight Retrofit                                      | Many of the City's streetlights are already LEDs, but some older HPS fixtures are still used for decorative streetlighting. As these lights will need to be replaced eventually anyways opting for an LED fixture would help to increase efficiency and lower emissions. |
| Water          | Energy efficiency upgrades to equipment                                  | Water facilities use a lot of electricity, though electricity is relatively low-carbon, ensuring that the equipment operated is running properly and is energy efficient will help to reduce cost, energy consumption and GHG emissions.                                 |
| Carbon Offsets | Landfill gas capture to fuel additional buildings or transit             | Capturing landfill gas would have multiple benefits, it would help the City to greatly reduce methane emissions as well as potentially repurpose the gas to run a building or transit bus.   |
| Carbon offsets | Tree planting and land restoration to capture carbon from the atmosphere | Trees absorb carbon from the atmosphere which will be necessary to help counteract the stubborn GHG emissions. They also help to keep areas cool, encourage people to go outside and overall improve ecosystem health.   |



## Carbon Offsets

Carbon offsets will be required in order to reach the overall target of net zero emissions by 2050. Even if the City eliminated the use of all fossil fuels they wouldn't be able to reach zero emissions as electricity use still produces some GHGs. The inclusion of carbon offsets will help to balance the remaining GHG emissions and get the City to an overall net zero level.

Carbon offsets are actions which help to remove carbon from the atmosphere. One of the most commonly identified offsets is tree planting. Trees absorb carbon dioxide from the atmosphere which reduces the GHGs and can be used to compensate for the emissions that are produced elsewhere. Carbon offsets do not technically need to be implemented in the same area that the target emissions are being produced. Climate change is a global problem, so many organizations will buy carbon offset credits that support an initiative elsewhere in the world to help counteract the emissions they're producing.

According to [Tree Canada's carbon offset calculator](#), it would take the City an estimated 4,118 trees to offset the emissions produced from the City's 2019 natural gas usage alone. Mature trees sequester the most carbon and so it would take many additional years after tree planting to see desired results. The City of Temiskaming Shores could look into tree planting and land restoration within the community to help offset some emissions, otherwise looking to purchase carbon offset credits is equivalent and will positively contribute towards the net zero target.



## MEASURING AND MONITORING

An important part of this reduction plan includes considering how to measure and monitor progress. In order to stay on track with the targets and set interim goals moving forward, the City will need to implement a regular monitoring schedule using measurable methods.

### New Inventories

Recreating the baseline inventory using the same methodology and calculations but including up-to-date data will be an important way to track progress. A new inventory of corporate emissions should be created every five years from 2023 to 2050 (i.e., 2028, 2033, 2038, 2043, and 2048). Inventories can be created at any time throughout the measuring and monitoring period but is crucial that official inventories are created every 5 years on this consistent schedule. City staff have access to an inventory guide document that explains the detailed process of how the 2019 baseline inventory was created and can reference that document to ensure that each inventory is comparable. This will provide an overall summary of corporate emissions on a consistent schedule.

### EnergyCAP

The City has many other tools which can be utilized to assist in the measuring and monitoring of its emissions as the targets approach. Effective energy management and reporting will help to keep accurate data of both where energy is being consumed and how much.

EnergyCAP is an online software that helps corporations accurately track their energy consumption. The City uses EnergyCAP to analyze utility data, spot billing errors, and uncover carbon intensive facilities. This easy-to-use software will allow the City to perform necessary measurements on specific buildings.

There are a few features in EnergyCAP that will be particularly useful when monitoring progress towards the targets. One feature is the software's "Reports" function. With over 20 customizable reports to choose from, EnergyCAP can run reports that are specific to each building, building type, fuel source, geographical location, date, energy intensity and beyond. When implementing building specific projects to lower emissions in that sector, these reports will help to accurately track the changes in energy consumption. EnergyCAP also makes this data sharable. Through features such as "Dashboards", the City can create public facing content that showcases the exciting successes and progress towards the targets. These dashboards can highlight many of the co-benefits of emission reductions such as lower energy costs and consumption.

Using this tool will be a simple way to monitor the changes implemented in City buildings and how each change furthers progress towards the reduction targets.

### Energy Star Portfolio Manager

Energy Star Portfolio Manager is another software similar to EnergyCAP that will help to monitor the City's progress by measuring energy use in all buildings. The unique feature of Energy Star Portfolio Manager is that it helps to easily benchmark these buildings to other similar buildings outside of the municipality. Energy consumption can differ greatly based off of the function and typical use of a building and by using

benchmarking software we can see if Temiskaming Shores' energy consumption is typical or noteworthy to address through reduction measures.

Portfolio manager is also the new software used for the Government of Ontario's Broader Public Sector reporting. Every year the City provides an emissions report to the province that includes the data for electricity use, natural gas use and annual flow from water facilities. Each of the City's buildings are uploaded to Portfolio Manager along with data that describes them. This information becomes available for the public and is a way for the province to also track the emissions the City produces. Using Portfolio Manager to not only track emissions reductions but to be able to share these successes in the required annual reporting is an additional bonus to this software.

### Climate Lens

The City of Temiskaming Shores practices the use of a Climate Lens in regular reporting. The climate lens is an easy-to-use questionnaire that helps staff explain how they considered the climate when working on a project, plan, or policy. The climate lens considers both mitigation and adaptation components, so how a project impacts the climate and also how the climate might impact a project. Using the climate lens tool helps to keep climate change at the forefront of all decision making and gives staff the opportunity to clearly explain their thought process. Results of the climate lens are then summarized and included into administrative reports to council in a "Climate Considerations" section. Often climate is already being considered behind the scenes, but by requiring staff to record this process and explicitly share it helps to formalize this process and encourage more sustainable decision-making. This tool is particularly useful to members of council as they can now clearly understand the climate implications of each report to help guide their decision making.

As the City begins implementing programs outlined in this plan, the climate lens will be a good way to keep track of all of the small sustainable changes that are incorporated into regular operations. If there are a lot of reports that feature greenhouse gas intensive outcomes, then the City will have a better idea of additional changes that will need to be made to mitigate those emissions. Overall, the climate lens will be a useful tool to qualitatively monitor the sustainable thinking and effort from staff when working towards these goals.

### Climate Change Committee

The City's Climate Change Committee will play a key role in the monitoring process. Typically, the committee meets every 2 months to discuss current climate action tasks, review progress on initiatives and propose new ideas. As the City begins implementing the reduction measures outlined in this plan the Climate Change Committee will be involved with monitoring progress and keeping each project on track. Their expertise on sustainability and climate change topics makes them the perfect sounding board to help guide the implementation of this plan. Since a large part of this plan is continuing to research and form reduction programs that will help the City reach its targets, these committee meetings will be important for proposing, discussing, and hatching out the details of new projects. Ultimately, the Climate Change Committee will be used to ensure that the City takes ambitious steps forward and continues to prioritize efforts that will help them to reach their climate goals.



## REDUCTION TIMELINE

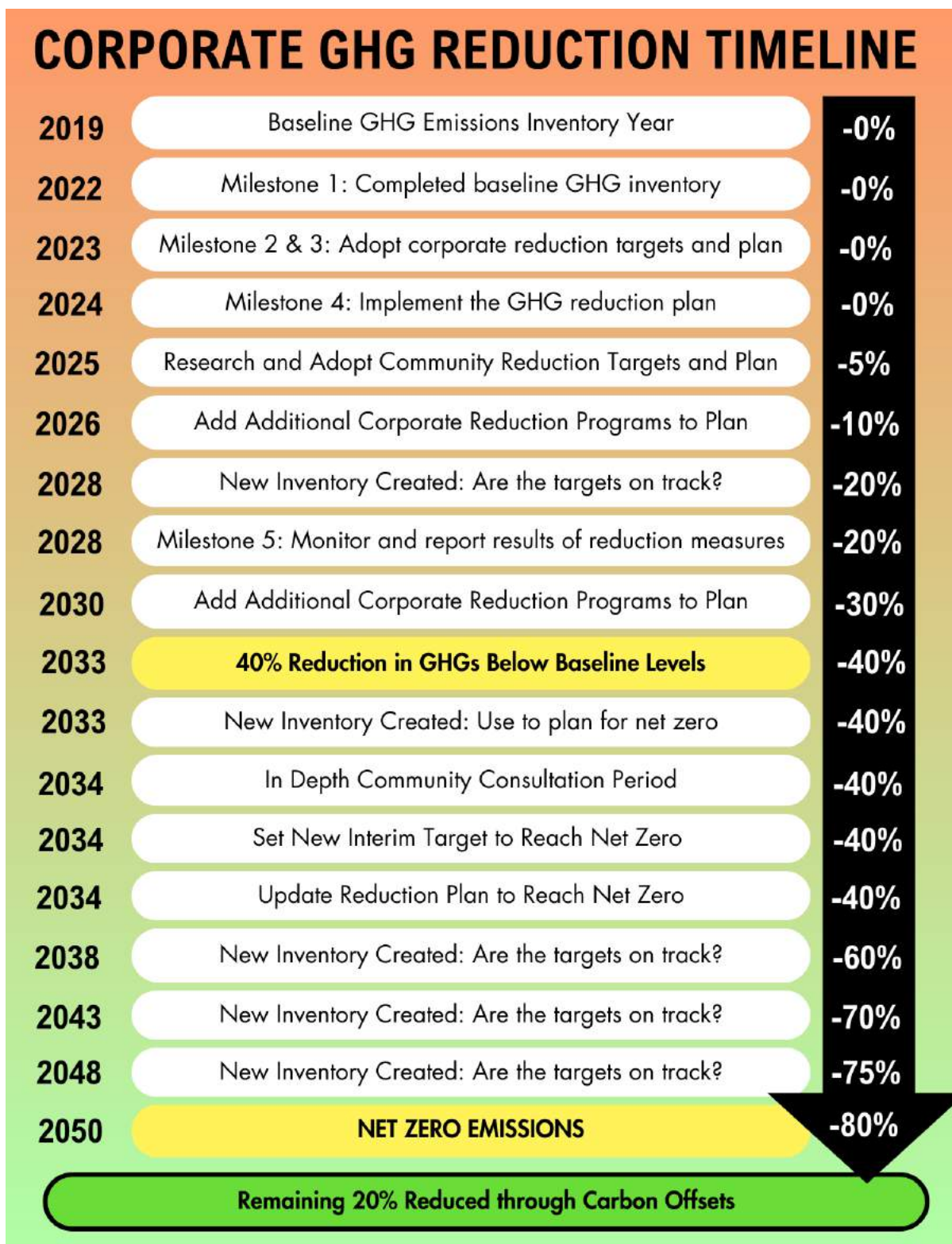


Figure 08: Maps out the corporate GHG reduction timeline deliverables to 2050.

# **Memo**

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** July 11, 2023  
**Subject:** Haileybury Fire Hall Project Update 5  
**Attachments:**

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Mayor and Council:

City staff are happy to report that the Haileybury Fire Hall build has reached substantial completion and the City has received the necessary permits to begin using the building.

Temiskaming Shores Fire Department Station 1 is now responding to calls for service from the new location at 54 Rorke Ave.

Staff will provide a memo at the August Regular Meeting summarizing the City's costs for this project.

An official grand opening for all members of the community will be scheduled to take place later this year by the fire department.

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** July 11, 2023  
**Subject:** One Light Diversity Centre  
**Attachments:**

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Mayor and Council:

The City of Temiskaming Shores has been working with One Light Diversity Centre since their inception to better integrate and attract newcomers to our community.

One Light Diversity Centre is looking for six (6) rentals of Riverside Place and six (6) rentals of meeting space for the remainder of 2023 among other requests.

The Recreation Department can accommodate these rentals at no charge with the understanding that no cost One Light rentals will be scheduled around other paid rentals of City facilities.

If One Light were to pay for these rentals their cost would be approximately \$1,866.60 plus HST.

The City's cost for these rentals is limited to the additional staff time to provide necessary cleaning services.

Staff are therefore recommending that Council direct staff to provide these rentals to One Light Diversity Centre at no cost for 2023.

James Franks, the City's Economic Development Officer is assisting on One Light's other requests to the City.

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager



# **Memo**

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** July 11, 2023  
**Subject:** Recreation Operations Update (June)  
**Attachments:** Appendix 01 - Photos  
Appendix 02 - PFC Monthly Admissions Summary (May and June)  
Appendix 03 - Recreation Department Projects Tracking Sheet

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Mayor and Council:

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

## **Parks and Facilities:**

**Ball Diamond Maintenance** - The center diamond outfield was hydroseeded by Near North Hydroseed on June 5th. Staff also added our new infield material and we are looking at opening the field for use again in mid-July.

**Parks and Soccer Fields** - Grass cutting/trimming operations are in full swing as the soccer and ball leagues are running smoothly during this hot dry summer.

**Banquet Halls** - The banquet halls were busy in June as we had three weddings, three proms, a Stag 'N' Doe as well as the Saturday Farmer's Markets at Riverside Place.

**Rebecca Street Park** - Staff started working on the playground installation at Rebecca Park. The site has been excavated to the required depth with granular A added and compacted. We will now assemble the playground unit onsite and it will be embedded in poured concrete. Sand will then be added with the correct fall zone distances and an outside border.

**Playground Vandalism** - We recently experienced vandalism in our parks in New Liskeard. Some of our play structures were spray painted with graffiti. This is very

unfortunate as staff end up spending extra time and money on cleanup, taking away from other projects and everyday operations.

### **Building Maintenance:**

**Seasonal Parks Buildings** - The Spurline Snack Shack food prep table and prep fridge cutting board was replaced due to a recent Health Unit Inspection. The work was done by Metal Works with the assistance of Building Maintenance.

**Pool Fitness Centre** - The Air conditioning unit had some maintenance done by Kohut Electric as it needed a refrigerant charge.

**Marina Docks** - Staff recently replaced select decking at the North Marina docks in Haileybury. The NL Marina docks also had some repairs done as a section of dock shifted due to strong northeast winds. Some anchor chains had to be replaced and everything is now back to normal. We are reviewing the feasibility of doing more substantive decking replacements in Haileybury.

**Haileybury Beach** - Building Maintenance and Recreation staff installed the rebuilt beach fountain. The beach slide 10hp electric motor was also recently replaced by staff and hooked up by Temiskaming Shores Electric.

**SHSMA** - Staff recently did some concrete patch work on the floor of the Olympia room, prior to the startup of the arena in early August.

**Goodman Pumping Station** - Staff repaired a section of soffit and fascia at the pumping station building.

### **Programming:**

**PFC and Beach** - Swim Instructors Course was held on June 27<sup>th</sup> - 29<sup>th</sup>. All Swim to Survive school lessons are now finished. There were 43 school rentals in total this school year. Summer swim registration beginning on June 13<sup>th</sup> for residents and June 15<sup>th</sup> for non-residents with classes running for two weeks Monday-Friday during the day. Summer swim lessons begin on July 3<sup>rd</sup> and run through to the end of August. Currently 103 of 126 spaces are filled for lessons at the PFC this summer.

Beach lessons are scheduled at Haileybury beach later this summer with 18 of 34 spaces filled for these discounted lessons.

Due to staffing shortages, the pool is closed evenings and weekends for the month of July. We also have had 4 days without lifeguards the Haileybury beach so far this year with an additional 2 expected next week.

We had our TSSA slide inspection for the Haileybury beach slide with no issues reported.

**Age Friendly Program** – A number of Age Friendly programs have continued throughout June including the Women’s Exercise Group at the Haileybury Arena Hall. They will continue throughout the summer every Tuesday and Thursday morning at 9am with approximately 12-18 participants per class. We recently put on, in conjunction with community partners, the Spring Fling in Kirkland Lake, Englehart and New Liskeard. Horseshoes and Kubb occur every week on Wednesdays and Thursdays respectively. Age Friendly also assisted with the Mayor’s Bike Ride on June 17th with 3 councillors and other participants.

**Healthy Kids Program** – Family yoga took place at the Haileybury Harbourfront on June 8th with 21 in attendance. Healthy Kids also put on the Road Safety Day event on June 17th with approximately 320 in attendance. Upcoming is a family cooking camp at Riverside Place July 18<sup>th</sup> to 20<sup>th</sup>.

**Other Programming** - The Bike exchange program took place on June 25th as the June 10th date was cancelled due to air quality. The Bike Festival was held from 9am-11am. There were 115 bikes that received new homes.

All of the City’s community garden boxes are booked and planted.

## Administration:

**Splash Pad** – It has been a busy month of work at the Rotary Splash Pad as our contractor continues to work on the installation. They expect to be finished around July 14<sup>th</sup> after which there needs to be a time for the sod to establish before the park can be used. An official opening date will be set once construction is finished. Staff will also be working with the OTF to submit the necessary reports for our grant.

**Vandalism** – Vandalism continues to be a problem for staff, mostly around the Haileybury waterfront. We have been able to get some of our cameras repaired and working again which has been helpful. We continue to work with the OPP for help with this issue.

**Staffing** – We have now returned to a full compliment of full-time staff with two new hires starting this week. We have also onboarded all of our students for the year. Three straight weeks of events will morph into the start of ice making at the SHSMA by the end of this month. We continue to staff both marinas 6 days per week for services.

**Bucke Park** – The long-term RFP for operations at Bucke Park is expected to be drafted over the next month. As per the Recreation Master Plan the park has been proposed to be turned over to a long-term operator who controls most of the operations at the park including setting and collecting fees. Our current park operator is on a one-year contract ending in October.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

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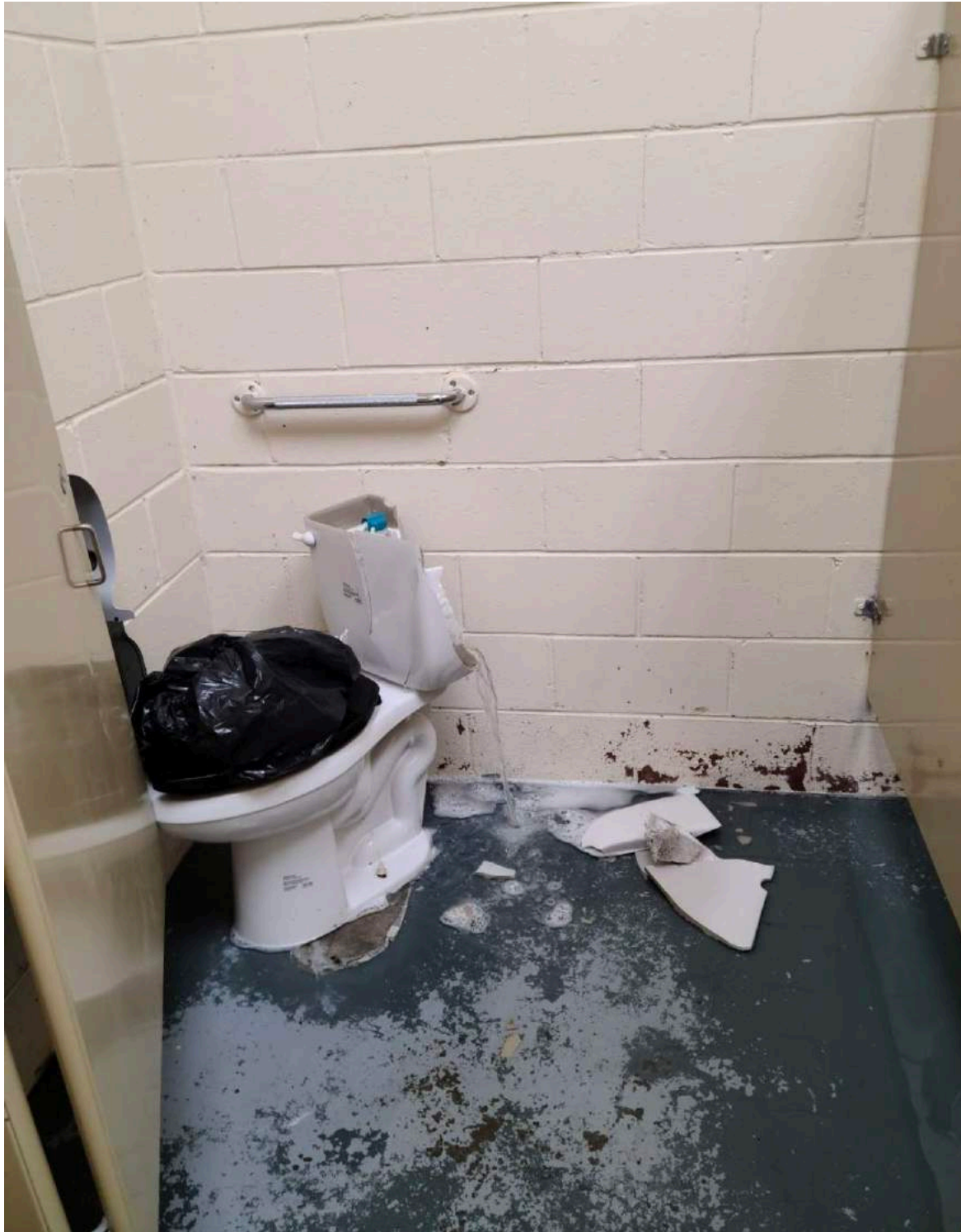
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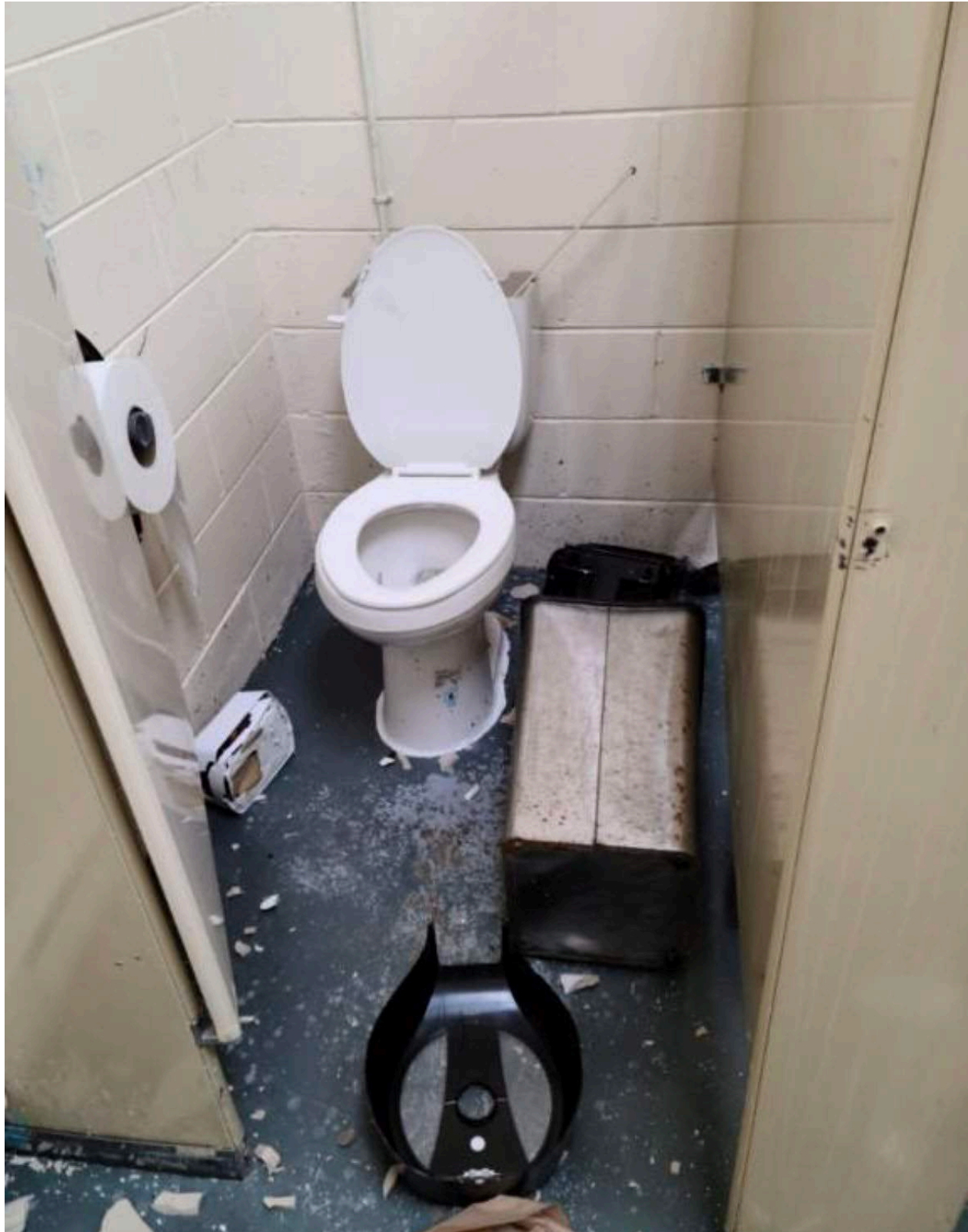
Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

## Appendix 01







| <b>2023 PFC Monthly Summary</b>   |             |
|-----------------------------------|-------------|
| <b>June 2023</b>                  |             |
| <b><u>Statistics</u></b>          |             |
| Pool                              | 613         |
| Squash                            | 114         |
| Gym                               | 3588        |
| Class                             | 182         |
| <b>Total</b>                      | <b>4497</b> |
| Fire                              | 50          |
| Doctors                           | 72          |
| Community Living                  | 12          |
| NEOFACS                           | 0           |
| Northern Star                     | 3           |
| A. Recovery                       | 0           |
| Lifetime                          | 25          |
| <b>Total</b>                      | <b>162</b>  |
| Temagami Health                   | 0           |
| Northern Loons                    | 1           |
| <b>Total</b>                      | <b>1</b>    |
| City Employees                    | 164         |
| City Summer Students              | 40          |
| Councillors                       | 7           |
| <b>Total</b>                      | <b>211</b>  |
| <b><u>Residents</u></b>           |             |
| Tem. Shores                       | 3918        |
| Other                             | 408         |
| Quebec                            | 171         |
| <b>Total Attendance June 2023</b> | <b>4497</b> |
| Increase (Decrease) vs June 2022  | 22.73%      |
|                                   |             |
| <i>Total Attendance June 2022</i> | <b>3664</b> |



| <b>2023 PFC Monthly Summary</b>  |             |
|----------------------------------|-------------|
| <b>May 2023</b>                  |             |
| <b><u>Statistics</u></b>         |             |
| Pool                             | 766         |
| Squash                           | 54          |
| Gym                              | 3945        |
| Class                            | 255         |
| <b>Total</b>                     | <b>5020</b> |
| Fire                             | 44          |
| Doctors                          | 197         |
| Community Living                 | 17          |
| NEOFACS                          | 0           |
| Northern Star                    | 17          |
| A. Recovery                      | 0           |
| Lifetime                         | 20          |
| <b>Total</b>                     | <b>295</b>  |
| Temagami Health                  | 0           |
| Northern Loons                   | 18          |
| <b>Total</b>                     | <b>18</b>   |
| City Employees                   | 143         |
| City Summer Students             | 12          |
| Councillors                      | 10          |
| <b>Total</b>                     | <b>165</b>  |
| <b><u>Residents</u></b>          |             |
| Tem. Shores                      | 4212        |
| Other                            | 552         |
| Quebec                           | 256         |
| <b>Total Attendance May 2023</b> | <b>5020</b> |
| Increase (Decrease) vs May 2022  | 27.19%      |
|                                  |             |
| <i>Total Attendance May 2022</i> | <b>3947</b> |

| 2023 Budgeted Recreation Department Projects |            |               |           |                 |                |      |                   |  |  |  |
|--|------------|---------------|-----------|-----------------|----------------|------|-------------------|--|--|--|
| Project                                      | Rec/B<br>M | Budgeted Cost |           | Project<br>Lead | Project Method | Year | Capital/Operating | May 30, 2023   | July 4, 2023   |  |
| Splash Pad                                   | Rec        | \$            | 522,000   | Matt            | RFP            | 2021 | Capital           | The contractor will now be mobilizing on June 10th.  | Contractor has been working on site since June 10th 7-days per week. Concrete pour was to occur on July 5th with completion expected in Mid-July. Staff will likely allow at least a week for the sod to establish before opening to the public. |  |
| NL Arena Accessibility Project               | BM         | \$            | 1,000,000 | Matt            | RFT / PM       | 2022 | Capital           | The supplier of the aluminum entrance doors has pushed back the delivery date to mid-June. Closeout documents are still outstanding but nearing completion. Our consultant is expected to complete a review of the project once the entrance is completed in July. | No change.   |  |
| Olympia Replacement                          | Rec        | \$            | 170,000   | Matt            | RFT            | 2022 | Capital           | Had a meeting with Resurfice production manager. They have faced continual delays receiving parts and have pushed back the estimated delivery of our machine to September 2023.  | No change.   |  |
| Rebecca St Playground                        | Rec        | \$            | 32,000    | Paul            | Quotations     | 2023 | Capital           | Staff will be installing this playground in June 2023  | Installation is ongoing. Base has been prepped and equipment is being assembled.   |  |
| Energy Audits (PW, PFC, CH, DSMA, RP)        | BM         | \$            | 200,000   | Abby            | Canoe          | 2023 | Capital           | Application for funding has been submitted to the FCM for consideration. Staff received a reply with suggestions from the FCM. Staff are working on the proposed changes and will reurn our submission by the requested date.                                      | Submission has been sent and are awaiting a response.  |  |
| NL Arena Condenser                           | Rec        | \$            | 120,000   | Matt            | Canoe          | 2023 | Capital           | No change.   | No change.   |  |
| PFC Chlorination and Water Quality           | Rec        | \$            | 60,000    | Jeff            | RFQ            | 2023 | Capital           | No change.   | RFQ for water softener installation closed and a recommendation for award is in the council package.   |  |
| City Hall HVAC Recommissioning               | BM         | \$            | 30,000    | Matt            | RFP            | 2023 | Operating         | No change.   | No change.   |  |
| Lions Courts Panel Replacement               | Rec        | \$            | 9,000     | Paul            | RFQ            | 2023 | Capital           | RFQ did no receive any bids. Staff have reached out directly to some local contractors for pricing.  | Staff are evaluating options for funding.  |  |
| Bleacher Replacement Dymond A/B              | Rec        | \$            | 11,500    | Matt            | Quotations     | 2023 | Operating         | Items have been purchased and staff are awaiting delivery.   | Items received and will be assembled when staff time allows.   |  |
| Kickplate Replacement (Hlby and NL)          | Rec        | \$            | 18,000    | Paul            | Canoe          | 2023 | Operating         | Material has been purchased and received on site.  | Material has been purchased and received on site.  |  |
| Dog Park Lighting                            | Rec        | \$            | 40,000    | Matt            | RFQ            | 2023 | Operating         | Project has been awarded to Miller Maintenance. Materials have been ordered and will be installed once received.   | Material is expected to arrive and be installed in July 2023.  |  |

|                                      |            |           |                  |             |                   |             |                  |   |  |
|--------------------------------------|------------|-----------|------------------|-------------|-------------------|-------------|------------------|---|--|
| Hlby Beach Mushroom Conversion       | Rec        | \$        | 25,000           | Matt        | Quotations        | 2023        | Capital          | No change.  | No change.   |
| <u>PFC Window Repairs</u>            | <u>BM</u>  | <u>\$</u> | <u>15,000</u>    | <u>Jeff</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> | <u>Windows have been ordered and staff are awaiting their installation once received.</u>   | <u>Completed</u>   |
| <u>Ball Diamond Infield Material</u> | <u>Rec</u> | <u>\$</u> | <u>15,000</u>    | <u>Paul</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> | <u>Material has been purchased and received on site. Staff will be working on spreading the material over the next few weeks as time allows.</u>                        | <u>Completed</u>   |
| <u>Motor/Pump Support Brackets</u>   | <u>BM</u>  | <u>\$</u> | <u>5,000</u>     | <u>Paul</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> | <u>No change.</u>   | <u>Completed</u>   |
| <u>Haileybury Fire Station</u>       | <u>BM</u>  | <u>\$</u> | <u>2,513,000</u> | <u>Matt</u> | <u>RFP</u>        | <u>2021</u> | <u>Capital</u>   | <u>Full Occupancy for the building has been received. Staff are completing some final purchases for the building. Fire department is coordinating facility move in.</u> | <u>Completed</u>   |
| <u>Treadmill (1)</u>                 | <u>Rec</u> | <u>\$</u> | <u>17,000</u>    | <u>Jeff</u> | <u>Quotations</u> | <u>2023</u> | <u>Capital</u>   | <u>Equipment has been received, assembled and is now in use.</u>  | <u>Equipment has been received, assembled and is now in use.</u> |
| <u>Dymond Hall Floor Machine</u>     | <u>BM</u>  | <u>\$</u> | <u>6,500</u>     | <u>Paul</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> | <u>Machine has been received and is in use.</u>   | <u>Machine has been received and is in use.</u>                  |
| <u>Bucke Park Chalet Repair</u>      | <u>BM</u>  | <u>\$</u> | <u>65,000</u>    | <u>Matt</u> | <u>RFQ</u>        | <u>2023</u> | <u>Capital</u>   | <u>Project has been completed and is in use.</u>  | <u>Project has been completed and is in use.</u>                 |
| <u>Picnic Tables</u>                 | <u>Rec</u> | <u>\$</u> | <u>8,000</u>     | <u>Matt</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> | <u>Equipment has been received and is in use.</u>   | <u>Equipment has been received and is in use.</u>                |
| <u>Fire Pits</u>                     | <u>Rec</u> | <u>\$</u> | <u>3,000</u>     | <u>Matt</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> | <u>Equipment has been received and is in use.</u>   | <u>Equipment has been received and is in use.</u>                |
| <u>NL Arena Water Softening</u>      | <u>BM</u>  | <u>\$</u> | <u>5,000</u>     | <u>Paul</u> | <u>Quotations</u> | <u>2023</u> | <u>Operating</u> |   |  |



# **Q2 CAPITAL - BUDGET VARIANCE REPORT**

**For the Period Ending June 30, 2023**






**GENERAL CAPITAL  
Budget Variance Report  
as at June 30, 2023**

|                     |   | 2023         |              |                |   |
|---------------------|---|--------------|--------------|----------------|---|
| Project             |   | Actual       | Budget       | Variance       |   |
| REVENUES            |   |              |              |                |   |
|                     | Transfer from Operations                          | 30,703       | 908,679      | (877,976)      |   |
|                     | Transfer from Reserves                            | 342,961      | 1,206,913    | (863,952)      |   |
|                     | Borrowing   | -            | 2,276,110    | (2,276,110)    |   |
|                     | Provincial Funding                                | 222,066      | 494,390      | (272,324)      |   |
|                     | Federal Funding                                   | -            | 160,000      | (160,000)      |   |
|                     | Federal Gas Tax                                   | -            | 656,587      | (656,587)      |   |
|                     | Ontario Community Infrastructure Fund (OCIF)      | 426,576      | 421,631      | 4,945          |   |
|                     | Investing in Canada Infrastructure Program (ICIP) | -            | 70,000       | (70,000)       |   |
|                     | Public / Private Partnerships                     | 46,702       | 54,000       | (7,298)        |   |
| TOTAL REVENUES      |   | \$ 1,038,306 | \$ 6,248,310 | \$ (5,179,302) |   |
| EXPENSES            |   |              |              |                |   |
| Corporate Services: | Grant Drain                                       | -            | 150,000      | (150,000)      |   |
|                     | Peters Road Drain                                 | -            | 150,000      | (150,000)      |   |
| Fire:               | Jordair Fill Station                              | -            | 10,000       | (10,000)       |   |
|                     | NFPA Washer/Extractor                             | 11,547       | 12,000       | (453)          |   |
|                     | Radios (6)  | -            | 13,800       | (13,800)       |   |
| Public Works:       | 2023 Roads Program                                | -            | 543,632      | (543,632)      |   |
|                     | Grant Drive Ext. Construction                     | 703          | 500,000      | (499,297)      |   |
|                     | West Road Culvert Relining                        | -            | 54,749       | (54,749)       |   |
|                     | Storm Repairs (Jaffray)                           | -            | 170,251      | (170,251)      |   |
|                     | Albert Street Reconstruction (PW share Phase 1)   | -            | 1,087,876    | (1,087,876)    |   |
|                     | Fuel Management Cardlock System                   | 18,916       | 25,440       | (6,524)        |   |
|                     | Design - Montgemery (PW Share)                    | -            | 30,000       | (30,000)       |   |
| Solid Waste:        | Landfill Expansion                                | 72,005       | 1,280,246    | (1,208,241)    |   |
| Property Mtnce:     | Haileybury Fire Station (carryover)               | 160,247      | 486,154      | (325,907)      |   |
|                     | NL Arena Accessibility Project (DSMA Project)     | 52,073       | 231,197      | (179,125)      |   |
|                     | Bucke Park Chalet Repair                          | 62,540       | 65,000       | (2,460)        |   |
|                     | Energy Audits (PW, PFC, CH, DSMA, RP)             | -            | 200,000      | (200,000)      |   |
| Fleet:              | Triaxle (New)                                     | -            | 338,580      | (338,580)      |   |
|                     | Loader (Used)                                     | -            | 165,000      | (165,000)      |   |
| Transit:            | Shelter   | -            | 20,000       | (20,000)       |   |
|                     | On Demand Service Study                           | -            | 50,000       | (50,000)       |   |
| Recreation:         | Splash Pad (carryover)                            | 101,760      | 234,557      | (132,797)      |   |
|                     | Olympia Replacement (Electric)                    | -            | 166,828      | (166,828)      |   |
|                     | Playground (Rebecca Street)                       | 26,046       | 32,000       | (5,954)        |   |
|                     | PFC Chloronation and Water Quality                | 13,471       | 60,000       | (46,529)       |   |
|                     | NL Arena Condenser                                | -            | 120,000      | (120,000)      |   |
|                     | Treadmill (1)                                     | 10,649       | 17,000       | (6,351)        |   |
|                     | Lions Courts Panel Replacement                    | -            | 9,000        | (9,000)        |   |
|                     | Haileybury Beach Mushroom Conversion              | -            | 25,000       | (25,000)       |   |
|                     | PFC Upgrades (floor & water softener)             | 2,900        | -            | 2,900          | 1 |
| TOTAL EXPENSES      |   | \$ 529,957   | \$ 6,248,310 | \$ (5,715,453) |   |

**NOTES:**

1 - Project was not included as a carryover as part of the 2023 budget deliberations.

**LEGEND**

|   |                        |  |
|---|------------------------|--|
|  | <b>Completed</b>       | Project has been completed.  |
|  | <b>On Track</b>        | Project is on track and progressing as planned/expected.   |
|  | <b>At Risk</b>         | Project is currently delayed or will soon be off track. Mitigation strategies have or will be implemented. |
|  | <b>Not Yet Started</b> | Project has not yet started.   |
|  | <b>Cancelled</b>       | Project has been cancelled or deferred to a future year.   |

**as at June 30, 2023**

|             | 2023                |                       |
|-------------|---------------------|-----------------------|
| Actual      | Budget              | Variance              |
| -           | 400,000             | (400,000)             |
| 205,223     | 2,007,455           | (1,802,232)           |
| -           | 1,193,727           | (1,193,727)           |
| <b>\$ -</b> | <b>\$ 3,601,182</b> | <b>\$ (3,395,959)</b> |

**Subject:** Strategic Planning &  
Communications Position

**Report No.:** CS-026-2023

**Agenda Date:** July 11, 2023

### **Attachments**

**Appendix 01:** Draft Work Plan for the position

**Appendix 02:** Agreement with the Northern Ontario Heritage Fund Corporation in support of the position (**Please refer to By-Law 2023-085**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-026-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with NOHFC for the funding of a Strategic Planning & Communications position for one year for consideration at the July 11, 2023 Regular Council meeting.

### **Background**

There has been no formal strategic planning completed in Temiskaming Shores since 2005 as a local plan was put together following amalgamation. It was suggested that perhaps an updated plan be prepared due to the changes in the community caused by the COVID-19 pandemic and the diverse population that has entered the community over the past several years.

### **Analysis**

Staff applied for funding to the Northern Ontario Heritage Fund Corporation (NOHFC) for a one year staff position to assist with the community consultation and communications portions of the strategic planning process. Staff had then applied to the Ontario Trillium Foundation (OTF) for funding to cover the cost of contracting a consulting firm to develop a community strategic plan as well as an updated economic development strategic plan.

The funding for the staff position from NOHFC was approved while the funding for the consulting firm to develop the plan was denied from OTF. Although the strategic planning process may not be able to move forward as quickly as we had hoped, it is recommended that we still take on the funded staff position to assist us to prepare for the strategic planning process. In addition, the staff position will be able to provide some much needed



communications support at City Hall to assist with community consultation and City activities taking place in fall 2023 as well as planning for 2024.

The draft agreement with NOHFC for the position is attached as Appendix 1. Staff have put together a draft work plan for the one year position which is attached as Appendix 2.

### **Consultation / Communication**

- Worked with City Manager on draft work plan and position responsibilities.

### **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 funds for this project are included within the 2023 economic development budget. The proposed salary for the position is \$22.50/hr and it will be a contract position for one year. There is \$20,475 within the budget for the City's portion of the salary costs and the remaining \$31,500 will be covered through the NOHFC funding.

### **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"

James Franks  
Economic  
Development Officer

Shelly Zubycck  
Director of Corporate  
Services

Amy Vickery  
City Manager

## Job Description: Communication Coordinator and Strategic Initiatives

### Position Overview:

The position will actively support the municipal management team in various projects and initiatives aimed at enhancing public engagement, promoting effective communication strategies, and driving strategic initiatives within the City. This internship provides an opportunity to gain hands-on experience in the municipal sector, communications, public relations, and strategic planning.

### Responsibilities:

#### 1. Assist in Public Communication:

- Contribute to the development and implementation of public communication campaigns and strategies.
- Support the creation and dissemination of press releases, newsletters, social media content, and website updates.
- Help maintain and update the municipal website with relevant information and resources.

#### 2. Social Media Management:

- Assist in managing and monitoring social media platforms to engage with the community, respond to inquiries, and share relevant updates.
- Collaborate on creating engaging content, including graphics, videos, and written posts, to increase social media presence and reach.

#### 3. Content Creation:

- Create content and contribute to the development of various communication materials, including website content and updates, brochures, presentations, fact sheets, infographics etc.
- Conduct research, surveys and gather data to support content creation and storytelling initiatives.
- Help ensure consistent messaging and branding across all communication channels.

#### 4. Public Engagement Initiatives:

- Assist in planning and organizing community engagement events, workshops, and public meetings.
- Assist in planning and organizing the proposed “Strategic Planning” Project
- Support the coordination of surveys, focus groups, and other feedback mechanisms to gather public input on strategic initiatives.
- Assist in analyzing and summarizing public feedback to inform decision-making processes.

#### 5. Strategic Initiatives Support:

- Provide research support on strategic initiatives and best practices.
- Assist in monitoring and evaluating the effectiveness of communication efforts and recommend improvements.
- Collaborate with cross-functional teams to support the implementation of strategic initiatives.

#### 6. Administrative Tasks:

- Provide general administrative support, including scheduling meetings, organizing files and documents, and maintaining databases.
- Assist in tracking and maintaining communication-related metrics, analytics, and reports.
- Perform other duties and projects as assigned by the supervisor.
- The position is also expected to lend support to the IT department during peak times to assist with general help desk enquiries of council and staff. I.e: \_\_\_\_\_

#### Qualifications:

- Achieved or currently pursuing a degree in Communications, Public Relations, Journalism, Marketing, or a related field.
- Strong written and verbal communication skills.
- Proficiency in using social media platforms and content creation tools.
- Knowledge of communication strategies, public relations principles, and marketing concepts.
- Familiarity with graphic design and video editing software is an asset.
- Bilingual in French and English is considered an asset.
- Ability to conduct research, analyze data, and present findings effectively.
- Detail-oriented with strong organizational and time management skills.
- Self-motivated and able to work independently as well as collaboratively in a team environment.
- Interest in local government, public service, and community engagement.

#### Duration, compensation and benefits

Note: This job description is a general outline of the key responsibilities and qualifications expected of a Municipal Communications and Strategic Initiatives Intern. The actual duties and responsibilities may vary based on the specific needs of the organization.



**The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, July 11, 2023 – Following Committee of the Whole  
City Hall – Council Chambers – 325 Farr Drive**

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**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

Seconded by: Councillor

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

Seconded by: Councillor

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

- a) Regular Meeting of Council – June 20, 2023

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

**8. Presentations / Delegations**

- a) Smoke Free Ontario Act – Municipal By-Law 2023 - Laurel Beardmore & Joel Tessier – Timiskaming Health Unit

**9. Question and Answer Period**

**10. Communications**

- a) Christopher Oslund, CAO/Clerk-Treasurer, Township of Coleman

**Re:** Resolution - Timiskaming Municipal Association – Support for “Homecare First”

**Reference:** Received for Consideration

- b) Jennifer Kruzick, Assistant to the Clerk, Municipality of Shuniah

**Re:** Resolution – Impacts of Bill 3

**Reference:** Received for Consideration

- c) Peter D. Henry, Director, Crown Forests and Lands Policy Branch, Ministry of Natural Resources and Forestry

**Re:** Amendments to regulations under the Public Lands Act

**Reference:** Received for Information

- d) Ramndeeep (Rammy) Kaur Bining, Registered Social Worker, One Light in Temiskaming Shores

**Re:** Multicultural and Diverse Identities Committee

**Reference:** Received for Information

- e) Josee Preseault, Regional Vice President for Sudbury and Northern Ontario, Desjardins Ontario Credit Union

**Re:** Removal of the ATM at 368A Main Street

**Reference:** Received for Information

- f) Ministry of Municipal Affairs and Housing

**Re:** Proposed Provincial Planning Statement – Extension of Comment period

**Reference:** Received for Information

- g) Ministry of Transportation

**Re:** Team Highway 11 North– Meeting Minutes from June 12, 2023

**Reference:** Received for Information

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

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



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

**Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

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

- a) Minutes of the Climate Change Committee meeting held on March 23, 2023;
- b) Minutes of the Age Friendly Committee meeting held on April 4, 2023;
- c) Minutes of the District of Timiskaming Social Services Administration Board meeting held on May 17, 2023;
- d) Minutes of the Temiskaming Shores Public Library Board meeting held on May 24, 2023; and
- e) Minutes of the Committee of Adjustment meeting held on May 31, 2023

**12. Committees of Council – Internal Departments**

None

**13. Reports by Members of Council**

Councillor Mark Wilson – Activity Report

**14. Notice of Motions**

## **15. New Business**

### **a) Motion – Highway Traffic Amendments**

#### **Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Whereas speeding on our roads and streets is a major cause of fatalities and serious injuries on our roads; and

Whereas controlling speed using proven road design measures and the use of automated speed technology are important components of implementing a Safe Systems approach to road design in Ontario; and

Whereas speeding on our roads is a major concern in our community and communities across Ontario; and

Whereas speeding can occur in all areas of our community and barriers and delays to enforcement pose a danger to our community; and

Whereas our municipality has limited resources to implement safe systems road design and re-design to reduce speeds; and

Whereas our local police service has limited resources to undertake speed enforcement; and

Whereas s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones;

Now therefore be it resolved that the City of Temiskaming Shores request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and not be restricted to only community safety zones and school safety zones; and

Further that a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) The Federation of Northern Ontario Municipalities (FONOM), The Rural Ontario Municipal Association (ROMA) and all Ontario Municipalities.

b) **Motion – Provincial Policy Statement**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the City of Temiskaming Shores has recently submitted comments on the proposed provincial policy statement currently open for consultation; and

Whereas the written submission included concerns regarding Section 2.8, Employment; and

Whereas the City of Temiskaming Shores is a small, northern community which relies on some flexibility when it comes to development, especially in the case of non-residential development; and

Whereas the City of Temiskaming Shores has three designated employment areas that are mostly occupied with lower-order industrial/commercial uses; and

Whereas the City of Temiskaming Shores does not see the intensity of manufacturing, warehousing, and goods movement uses that are prevalent in other areas of the province; and

Whereas the City of Temiskaming Shores is concerned that new businesses wishing to locate in the community would not meet the requirements of the proposed policies of Section 2.8, Employment;

Now Therefore Be It Resolved that the Ministry of Municipal Affairs and Housing revise the proposed wording in Section 2.8 of the Proposed Provincial Policy Statement to provide greater flexibility for smaller municipalities that do not attract the same types of industries as larger municipalities in order to allow these areas to continue to develop and prosper into the future. and

Further that a copy of this resolution be sent to the Steve Clark, Minister of Municipal Affairs and Housing, Doug Ford, Premier, John Vanthof, MPP for Timiskaming-Cochrane, Association of Municipalities of Ontario (AMO) Rural Ontario Municipal Association (ROMA) and Federation of Northern Ontario Municipalities (FONOM).

## **16. By-Laws**

### **Draft Resolution**

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

- |                     |   |
|---------------------|---|
| By-law No. 2023-080 | Being a by-law to amend By-Law 2022-185 as amended to remove and appoint members to the BIA Board   |
| By-law No. 2023-081 | Being a by-law to amend By-Law 2012-101 (Traffic and Parking) to modify certain provisions related to Bus Stops, Parking Limits, Accessible Parking Spaces and Stop Signs     |
| By-law No. 2023-082 | Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the 2023 Infrastructure Repairs on Jaffray Street and West Road                          |
| By-law No. 2023-083 | Being a by-law to enter into a 5-year agreement with Lynn Boucher for the cleaning of the Haileybury Medical Centre   |
| By-law No. 2023-084 | Being a by-law to enter into an agreement with B&R Water Treatment for the installation of a water softener at the Waterfront Pool and Fitness Centre                         |
| By-law No. 2023-085 | Being a by-law to enter into an agreement with Northern Ontario Heritage Fund Corporation (NOHFC) for the funding of a one-year Strategic Planning and Communication position |

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

**17. Schedule of Council Meetings**

- a) Committee of the Whole/Regular Council Meeting – August 8, 2023 starting at 3:00 p.m.
- b) Committee of the Whole – September 5, 2023 starting at 6:00 p.m.

**18. Closed Session**

**19. Confirming By-law**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No.**2023-086** 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 **July 11, 2023** be hereby introduced and given first, second, third and final reading; and be signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

**20. Adjournment**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

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



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, June 20, 2023 – 6:00 p.m.**  
**City Hall – Council Chambers – 325 Farr Drive**

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**Minutes**

**Land Acknowledgement**

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

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

**1. Call to Order**

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

**2. Roll Call**

Council: Councillors Melanie Ducharme, Jesse Foley, Ian Graydon, Nadia Pelletier-Lavigne, Danny Whalen, and Mark Wilson

Present: Amy Vickery, City Manager  
Kelly Conlin, Municipal Clerk  
Matt Bahm, Director of Recreation  
Steve Burnett, Manager of Environmental Services  
Mitch McCrank, Manager of Transportation Services  
Stephanie Leveille, Municipal Treasurer  
Steve Langford, Fire Chief  
Jennifer Pye, Planner

Regrets: Mayor Jeff Laferriere

Media: 1

Members of the Public: 1



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

None

**4. Approval of Agenda**

*Resolution No. 2023-209*

Moved by: Councillor Wilson

Seconded by: Councillor Foley

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

**Carried**

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

None

**6. Review and adoption of Council Minutes**

*Resolution No. 2023-210*

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

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

- a) Regular Meeting of Council – May 16, 2023
- b) Committee of the Whole Meeting – June 6, 2023

**Carried**

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

None

## **8. Presentations / Delegations**

- a) Temiskaming Shores Library Board Chair – Brigid Wilkinson

The Chair of the Temiskaming Shores Public Library Board, Brigid Wilkinson provided Council with the 2022 annual report. Brigid highlighted the vast number of services provided by the library, as well as the 2022 statistics. A notable achievement was the partnership developed with Northern College to have a satellite branch in Haileybury as well as the grand opening of the new location in September.

- b) One-Light Timiskaming – Rammy Bining

Rammy Bining from One-Light Timiskaming provided the Council with a presentation on the One Light Diversity Centre Project Proposal; which included a project overview, capabilities, funding summary, and milestones to the journey of inclusivity they aim to achieve. The Centre would focus on settlement services, employment and growth, social integration, and mental health services for newcomers to our community. Currently, the group is seeking the waiving of fees for bookings at the Riverside Place to host events, a meeting space and funding for transportation for tours and orientation.

## **9. Question and Answer Period**

Yvon Desjardins requested further explanation of the location of the Railway Crossing sign located on Radley Hill Road; expressing his concern that the sign is conflicting with the line of sight while exiting his driveway and possible snow build up in the winter months.

Deputy Mayor Danny Whalen informed Yvon that the sign that was put in place by the Ontario Northland Railway and is in the correct location by all the governing standards and the City would not be presuming a relocation of this sign.

## **10. Communications**

- a) Alan Spacek, Chair, Municipal Property Assessment Corporation

**Re:** 2022 Annual Report

**Reference:** Received for Information

- b) Amberly Spilman, Executive Assistant to the CAO and Deputy Clerk, Town of Kirkland Lake

**Re:** Northern College Skills Development Form of Funding

**Reference:** Received for Information

- c) Florent Heroux, Member of the Temiskaming Shores Committee of Adjustment

**Re:** Resignation Notice

**Reference:** Received for Information

- d) Danielle Manton, Clerk, City of Cambridge

**Re:** Motion –Support for Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

**Reference:** Received for Information

- e) Danielle Manton, Clerk, City of Cambridge

**Re:** Motion –Highway Traffic Act Amendments

**Reference:** Received for Information

- f) Kim Turnbull, Clerk, Township of Bonfield

**Re:** Motion – Support to protect the privacy of candidates and donors on publicly available forms

**Reference:** Received for Information

- g) Réjeanne Massie, Chair, Village Noel Temiskaming

**Re:** Fall Fair Grounds upkeep

**Reference:** Received for Information

- h) Rachelle Cote, Executive Assistant, Timiskaming Health Unit

**Re:** 2022 Audited Financial Statements

**Reference:** Received for Information

- i) Claire Hendriks, Executive Director, The Temiskaming Foundation

**Re:** 2022 Temiskaming Foundation Annual Report

**Reference:** Received for Information

- j) Michelle Sowinski, Communications and Executive Coordinator, District of Timiskaming Social Services Administration Board

**Re:** 2023 Q1- Quarterly Report

**Reference:** Received for Information

- k) Sheila Randall, Earlton-Timiskaming Regional Airport

**Re:** March and April 2023 Financials and Managers Reports

**Reference:** Received for Information

- l) Leeann Corbeil, Executive Director, National Chronic Pain Society

**Re:** Chronic Pain Treatments

**Reference:** Received for Information

Deputy Mayor Whalen made the following announcement relating to the resignation of Florent Heroux from the Committee of Adjustment.

I would like to take a moment to recognize Florent Heroux, who has been an active member of the City's Committee of Adjustment for the past 46 years. Flo first served on the Committee of Adjustment for the Town of New Liskeard and continued with the City of Temiskaming Shores after amalgamation. His exceptional commitment to the development of the community over the years is greatly appreciated and his contributions around the Committee table will be missed by both staff and the other committee members. On behalf of the entire City of Temiskaming Shores, I would like to offer my sincere gratitude to Flo for his service to this community.

Resolution No. 2023-211

Moved by: Councillor Foley

Seconded by: Councillor Graydon

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

**Carried**

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

Resolution No. 2023-212

Moved by: Councillor Wilson

Seconded by: Councillor Pelletier-Lavigne

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

- a) Minutes from the Active Travel Committee meeting held on March 20, 2023;
- b) Minutes from the Earleton-Timiskaming Regional Airport Authority meeting held on March 23, 2023;
- c) Minutes of the District of Timiskaming Social Services Administration Board meeting held on April 22, 2023
- d) Minutes of the Committee of Adjustment meeting held on April 26, 2023;
- e) Minutes of the Temiskaming Shores Public Library Board meeting held on April 26, 2023; and
- f) Minutes of the Timiskaming Health Unit Board of Health meeting held on May 3, 2023;

**Carried**

**12. Committees of Council – Internal Departments**

None

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

#### **Temiskaming Transit Update**

Councillor Mark Wilson provided Council with an update on the most recent Transit Committee meeting and current transit operations.

#### **Team Highway 11 North Update**

Councillor Mark Wilson recently attended a Team Highway 11 meeting with representatives from Ministry of Transportation, Temiskaming Shores, Latchford Temagami, and the recently added municipality of Black River Matheson and the Town of Englehart. The group discussed various issues including recent speed limit changes through the built-up areas of Highway 11; the 2+1 Pilot Project, upcoming changes to the Minimum Maintenance standards and rest-stop areas.

Deputy Mayor Danny Whalen commented on the success of the first annual Treasure Hunt Day, and his participation at the Albert Street Reconstruction Open House and the Grand Opening of Temiskaming Vision Care, which were all very well attended.

Councillor Melanie Ducharme thanked the organizing parties and commented on the well-attended Pride Timiskaming Walk and the Road Safety Day.

### **14. Notice of Motions**

None

### **15. New Business**

- a) **Motion of Support – Opposition to Enbridge Gas' Proposed Utility Field Locate Fee**

#### **Resolution No. 2023-213**

Moved by: Councillor Foley

Seconded by: Councillor Graydon

Whereas Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200.00 CAD (plus applicable taxes) for utility locates where a field locate is required; and

Whereas third-party contractors include Ontario municipalities; and



Whereas these locate requests are only required where Ontario municipalities have allowed utilities to use municipal rights-of-ways at no charge to the utilities; and

Whereas this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened; and

Whereas if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

Therefore be it resolved that Council for the City of Temiskaming Shores strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities; and

That the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves; and

Finally, that a copy of this motion be forwarded to the Premier of Ontario, Ministry of Public and Business Service Delivery (MPBSD), Ministry of Infrastructure (MOI), Ministry of Energy (MOE), MPP Cochrane-Timiskaming, MP Nipissing-Timiskaming, Association of Ontario Municipalities (AMO), and the Federation of Northern Ontario Municipalities (FONOM)

**Carried**

**b) Motion of Support – School Bus Stop Arm Camera**

*Resolution No. 2023-214*

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Ducharme

Whereas almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles failing to stop for a stopped school buses is over 30,000 times every day; and

Whereas the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus has the stop-arm extended (O. Reg. 424/20); and

Whereas the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones; and

Whereas police resources cannot be spread any thinner to enforce additional Highway Traffic Act offences throughout municipalities; and

Whereas the administrative and financial costs to establish the required municipal AMPs program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal AMPs program;

Now therefore be it resolved that Council for the City of Temiskaming Shores urges the Provincial Government to:

1. Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
2. Underwrite the costs for the implementation and ongoing annual costs for Administrative Monetary Penalties in small and rural municipalities; and

Further that, this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Minister of Natural Resources and Forestry and MPP for Cochrane-Timiskaming, and the Association for Municipalities of Ontario.

**Carried**

c) **Memo No. 008-PW-2023 – Amendment – By-Law 2022-107 – Agreement with Enterprise Fleet Management**

Resolution No. 2023-215

Moved by: Councillor Foley

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 008-PW-2023; and

That Council directs staff to prepare the necessary by-law amend By-Law 2022-107, being the agreement with Enterprise Fleet Management to include the Consignment Auction Agreement as a schedule to said by-law for consideration at the June 20, 2023 Regular Council meeting.

**Carried**

d) **Administrative Report PPP-003-2023 – Remote Access Vehicle – Fire Services – Station 1 (Haileybury)**

Resolution No. 2023-216

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-003-2023; and

That Council directs staff to prepare the necessary by-law to enter into a funding agreement for a donation towards the purchase of a remote access vehicle to be used for wildland firefighting and located at Station 1 in the amount of \$38,750 plus applicable taxes for consideration at the June 20, 2023 Regular Council meeting.

**Carried**

**16. By-Laws**

Resolution No. 2023-217

Moved by: Councillor Foley

Seconded by: Councillor Ducharme

Be it resolved that:

- |                     |   |
|---------------------|---|
| By-law No. 2023-069 | Being a by-law to enter into an agreement with EXP Services Inc. for the Contract Administration for the Albert Street Reconstruction Project   |
| By-law No. 2023-070 | Being a by-law to enter into an agreement with Miller Paving Limited for the completion of the Grant Drive Extension Asphalt  |
| By-law No. 2023-071 | Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision – 353 and 357 Joyal Drive |
| By-law No. 2023-072 | Being a by-law to enter into a five-year lease agreement with Dr. Hillary Lawson for use of space in the Haileybury Medical Center  |
| By-law No. 2023-073 | Being a by-law to enter into a five-year lease agreement with Dr. Lynne Lacasse for use of space in the Haileybury Medical Center   |

|                     |  |
|---------------------|--|
| By-law No. 2023-074 | Being a by-law to enter into a two-year lease agreement with Daniil Subbotin Dentistry Professional Corporation for use of space in the Haileybury Medical Center (Office)             |
| By-law No. 2023-075 | Being a by-law to enter into a two-year lease agreement with Daniil Subbotin Dentistry Professional Corporation for use of space in the Haileybury Medical Center (Lunch area/Storage) |
| By-law No. 2023-076 | Being a by-law to enter into a five-year lease agreement with the Haileybury Curling Club for the lands described as 434 Leslie McFarlane Way  |
| By-law No. 2023-077 | Being a by-law to enter amend By-Law 2022-107 being the Enterprise Fleet Management Agreement for the addition of the Consignment Auction Agreement                                    |
| By-law No. 2023-078 | Being a by-law to enter into an agreement with the Haileybury Firefighters Association for the financial contribution for the purchase of a Remote Access Vehicle                      |

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

**Carried**

### **17. Schedule of Council Meetings**

- a) Committee of the Whole/Regular Council Meeting – July 11, 2023 starting at 3:00 p.m.
- b) Committee of the Whole/Regular Council Meeting – August 8, 2023 starting at 3:00 p.m.

**18. Closed Session**

**Resolution No. 2023-218**

Moved by: Councillor Foley

Seconded by: Councillor Graydon

Be it resolved that Council agrees to convene in Closed Session at 7:22 p.m. to discuss the following matters:

- a) Adoption of the June 6, 2023 Closed Session Minutes; and
- b) Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual, including municipal or local board employees – Committee Appointments (BIA Board)

**Carried**

**Resolution No. 2023-219**

Moved by: Councillor Ducharme

Seconded by: Councillor Graydon

Be it resolved that Council agrees to rise with report from Closed Session at 7:27 p.m. p.m.

**Carried**

**Matters from Closed Session**

**Adoption of the June 6, 2023 Closed Session Minutes**

**Resolution No. 2023-220**

Moved by: Councillor Graydon

Seconded by: Councillor Foley

Be it resolved that Council approves the following as printed:

- a) June 6, 2023 Closed Session Minutes

**Carried**

**Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matter about an identifiable individual – New Liskeard Business Improvement Area Board**

Resolution No. 2023-221

Moved by: Councillor Wilson

Seconded by: Councillor Foley

Be it resolved that Council acknowledges receipt of the resignation of Kevin Leveille and Rany Youssef from the New Liskeard Business Improvement Area Board.

**Carried**

Resolution No. 2023-222

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

Be it resolved that Council directs staff to prepare the necessary by-law to appoint Sherry Ridley, Joline Rivard, and Lisa Vandermeer to the New Liskeard Business Improvement Area Board of Management, for consideration at the July 11, 2023 Regular Council Meeting.

**Carried**

**19. Confirming By-law**

Resolution No. 2023-223

Moved by: Councillor Foley

Seconded by: Councillor Ducharme

Be it resolved that By-law No. **2023-079** 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 **June 20, 2023** be hereby introduced and given first, second, third and final reading; and be signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

**Carried**

**20. Adjournment**

Resolution No. 2023-224

Moved by: Councillor Graydon

Seconded by: Councillor Ducharme

Be it resolved that Council hereby adjourns its meeting at 7:29 p.m.

**Carried**

# SMOKE FREE ONTARIO ACT MUNICIPAL BYLAW 2023

*Making Temiskaming Shores a healthier community*

Laurel Beardmore, Public Health Promoter  
Joel Tessier, Tobacco Enforcement Officer



# Agenda

- Local situation
- Risks
- Smoke Free Ontario Act (SFOA)
- Benefits of By-laws
- Why Public Health is asking council to adopt a Smoke Free Bylaw

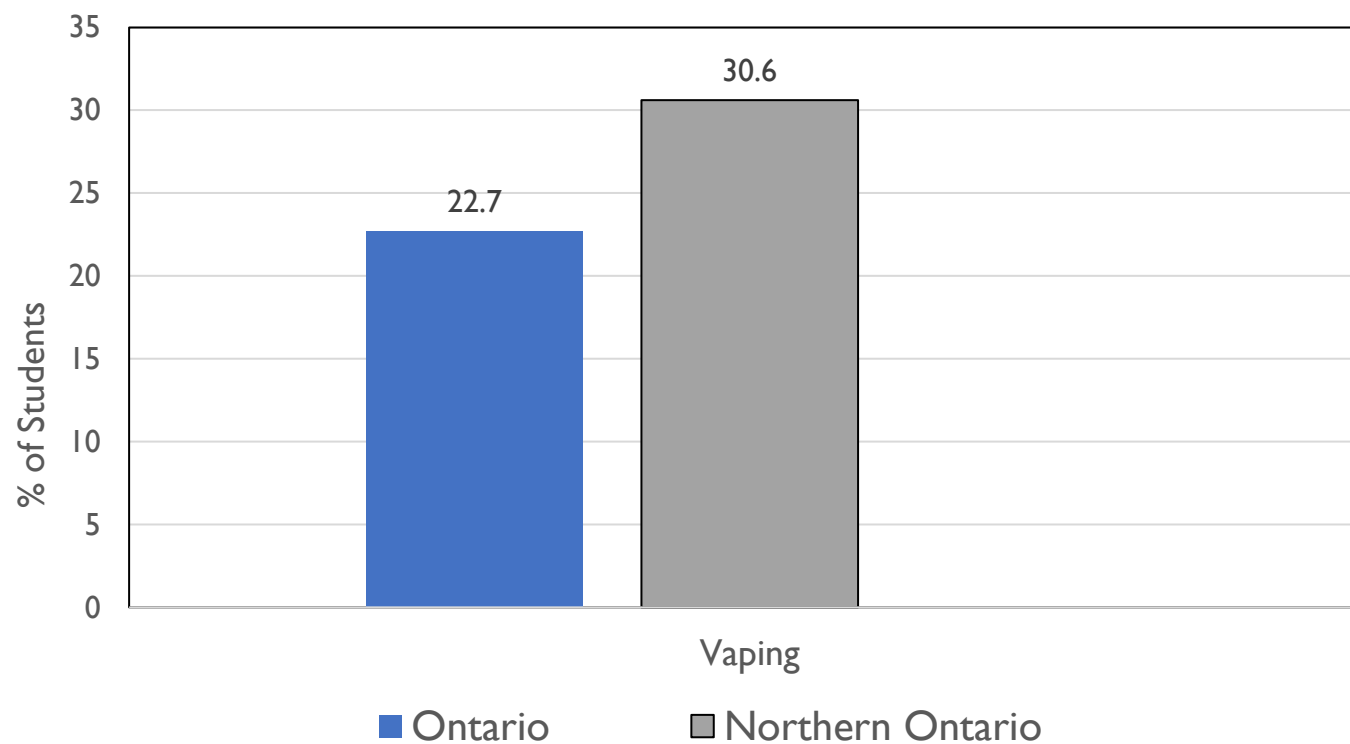


## Adult Smoking Rates

- The rate of daily smokers in the THU area is 22.0 per 100,000 people compared to 10.1 per 100,000 people in Ontario.
- Timiskaming Health Unit (THU) area has one of the highest rates of daily adult smokers in the province and is more than twice the provincial rate.

## Youth Vaping

IN NORTHERN ONTARIO, 30.6% OF STUDENTS IN GRADES 7-12  
ENGAGE IN VAPING COMPARED TO 22.7% OF ONTARIO<sup>2</sup>



(Boak et al., 2020)

## Health risks for youth



Big Tobacco  
needs new  
customers



Nicotine  
addiction is  
real



Anxiety  
depression,  
addiction and  
psychosis

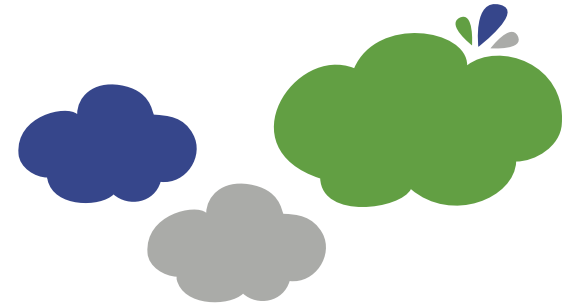
## Health & Environmental Risks

- Second hand smoke
- Chronic disease
- Death
- Environmental damage



## Bylaw benefits

- Creates a smoke /vapour-free culture
- Reduces initiation
- Reduces use
- Provides positive role modelling
- Protects environment
- Results in less second-hand smoke and vapour
- Increases quit attempts
- Reduces tobacco related illness and death



## Role modelling

Children learn what they live





## Smoke-Free Ontario Act, 2017



| Current SFOA  | Proposed by-law   |
|---|---|
| <p>No smoking, vaping or cannabis use:</p> <ul style="list-style-type: none"><li>• Indoors public spaces</li><li>• Sporting areas</li><li>• Children's playground</li><li>• School property</li><li>• Restaurants and bars patios</li></ul> | <p>No smoking, vaping or cannabis use:</p> <ul style="list-style-type: none"><li>• MUNICIPAL BEACHES</li><li>• OUTDOOR EVENTS/FESTIVALS</li><li>• NO LITTER (any related products or accessories)</li></ul> |

## Proposed Bylaw

| Short Form Wording  | Section | Set Fine |
|---|---------|----------|
| Smoke in prohibited place or area                               | 3.1     | \$250.00 |
| Failure of proprietor to post signs                             | 3.2(i)  | \$300.00 |
| Remove posted sign  | 3.2(ii) | \$250.00 |
| Failure of proprietor to ensure compliance with By-law          | 3.3     | \$300.00 |
| Failure of proprietor to give notice that smoking is prohibited | 3.3     | \$300.00 |
| Employer allowing person refusing to comply to remain           | 3.3     | \$300.00 |
| Litter  | 3.4     | \$150.00 |
| Obstruct Officer  | 3.5     | \$500.00 |

## Compliance

- Most people will follow the rules
- Education is key to reinforcing compliance



## Municipal and Public Health Partnership

- Education and awareness campaigns are key to the success of changing behaviours
- Timiskaming Health Unit can assist. (Municipality and Health Promotion)
- Many municipalities have been able to enforce enhanced smoke free bylaws with their current human resources. (THU Tobacco Enforcement may support Municipal Bylaw Officers.)

## Other Municipalities

- There are many municipalities who are reaping the benefits of adopting enhanced smoke free bylaws throughout the province.
- Sudbury and North Bay have enhanced their bylaws
- (links to more municipalities are included in notes)

## Summary

We are asking counsel to adopt this enhanced bylaw for the protection of our community, visitors, and especially our youth.

By passing this bylaw, Temiskaming Shores will be a leader in our district and join many other municipalities in Ontario moving forward in the fight against the physical and environmental ill effects of tobacco, vaping, and cannabis use.

## References

- Public Health Ontario (2023). Snapshots: Self-reported adult daily smoking rates>>age standardized rate (both sexes)>>2019-2020. Toronto, ON: PHO. Accessed on June 22, 2023 from <https://www.publichealthontario.ca/en/Data-and-Analysis/Substance-Use/Smoking-Status>
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- Keep It Sacred National Native Network. (2015). Commercial Tobacco. Retrieved online from <https://keepitsacred.itcni.org/tobacco-and-tradition/commercial-tobacco/>.
- Government of Ontario. (2018, May). *Smoke-Free Ontario - The Next Chapter*. Retrieved online from <http://www.health.gov.on.ca/en/common/ministry/publications/reports/SmokeFreeOntario/default.aspxF>
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- Forsythe, J. Physicians for a Smoke-Free Canada. (2010, September). *Smoke-Free Outdoor Public Spaces: A Community Advocacy Toolkit*. Retrieved online from [http://www.smoke-free.ca/pdf\\_1/Smoke-free%20outdoor%20spaces%20advocacy%20-sept2010.pdf](http://www.smoke-free.ca/pdf_1/Smoke-free%20outdoor%20spaces%20advocacy%20-sept2010.pdf)
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- Kennedy et al: Reported municipal costs from smoke-free by-laws-experience from Ontario, Canada. *Tobacco Induced Diseases* 2014 12:4
- Ontario Tobacco Research Unit L.E.A.R.N Project. Retrieved at <https://www.ptcc-cfc.on.ca/common/pages/UserFile.aspx?fileId=104068>



THANK YOU, MERCI, MIIGWETCH



Services de santé du

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**TIMISKAMING**

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Health Unit



## The Corporation of the Township of Coleman Resolution

Council for the Township of Coleman approved the following resolution at its Regular Council Meeting held on Monday, June 19, 2023.

### TEMISKAMING MUNICIPAL ASSOCIATION – SUPPORT FOR “HOMECARE FIRST” RESOLUTION

Resolution No. 2023-211

Moved by: Councillor Lubbock

Seconded by: Councillor Cote

**WHEREAS** the population of our region is disproportionately aged (per capita) as compared to the rest of the Province; and

**WHEREAS** speciality medical services are disproportionately unavailable within our region; and

**WHEREAS** the distances to travel for speciality services generally exceeds 300km return; and

**WHEREAS** trips to receive outpatient speciality services often require transportation services; and

**WHEREAS** trips to receive outpatient speciality services often require overnight accommodations for our community member as well as the transportation service driver; and

**WHEREAS** residents of our communities are at risk of premature institutionalization without adequate care; and

**WHEREAS** there is limited institutional (Hospital and Long-Term Care) space for care of the elderly within the region and provincially; and

**WHEREAS** homecare has been identified as the most fiscally and socially responsible means to care for our seniors; and

**WHEREAS** the pandemic has demonstrated that living at home is the safest place for most of the vulnerable members of our communities; and

**WHEREAS** base funding for homecare in our region has not seen a significant increase from the Province in over 16 years; and

**WHEREAS** the inflationary pressures on regional service providers; the human resource costs and needs; and the increasing needs of aging residents of the region has not been financially addressed by the Province; and

**WHEREAS** the recipients of homecare services cannot afford increases in service costs; and

**WHEREAS** the providers of homecare services cannot mitigate such increases in costs and need without affecting both quality and quantity of services;

**NOW THEREFORE BE IT RESOLVED** that we lobby the Ontario Government, Ontario Ministry of Health and Long-Term Care, Ontario Health North, elected members, FONOM and all other government representatives to support a *Homecare First* approach to healthcare by investing significantly and immediately in home and community care organizations and services in the Northeast. To make the investments at base funding level to support the sector now and for the future, to ensure all north-eastern Ontarians can avoid premature institutionalization and live safely at home, in the region, for as long as possible.

**CARRIED**

I, Christopher W. Oslund, do hereby certify this to be a true copy of the Resolution No. 2023-211.

Christopher W. Oslund  
Chief Administrative Officer/Clerk-Treasurer



## COUNCIL RESOLUTION

Resolution No.: 232-23

Date: Jun 20, 2023

Moved By: *[Signature]*

Seconded By: *[Signature]*

WHEREAS the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

AND WHEREAS this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS the Government of Ontario is proposing to expand the list of municipalities where the Head of Council has strong mayor powers and duties;

THEREFORE, this Municipality of Shuniah, passes this resolution to petition the Government of Ontario that:

1. These changes to the Municipal Act, 2001, are unnecessary and will negatively affect the Municipality of Shuniah;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should listen to concerns raised by Associations such as AMO and AMCTO;
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the Planning Act and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Thunder Bay MPP's, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

☒ **Carried**

☐ **Defeated**

☐ **Amended**

☐ **Deferred**

*Wendy Landry*  
Signature

June 23, 2023

Hello,

We are writing to let you know that amendments were made to the following two regulations under the *Public Lands Act* (amendments will come into effect on July 1<sup>st</sup>, 2023):

- [Ontario Regulation 161/17](#): Occupation of Public Lands under Section 21.1 of the Act
- [Ontario Regulation 326/94](#): Crown Land Camping Permit (this regulation is applicable to non-residents of Canada camping on provincial public land north of the French and Mattawa Rivers)

The *Public Lands Act* (PLA) and its regulations provide the framework for the management and use of public lands in Ontario, including public lands covered by water. Ontario Regulation 161/17 provides that a camping unit may be placed and used on public land without express authorization from the ministry, as long as the requirements set out in the Act and regulation are met.

Proposal notices for the amendments were posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) ([ERO number 019-6590](#)) for a 46-day comment period between February 24, 2023 and April 11, 2023. In addition, the ministry hosted a series of online information sessions with Indigenous communities and organizations, municipalities, and stakeholders during this period.

The definitions in O. Reg. 161/17 were amended to clarify that floating accommodations cannot be placed or used for outdoor accommodation or camping purposes on public land covered by water. The same amendments were made to the definitions in O. Reg. 326/94 so the same restriction will apply to non-residents camping on public land covered by water north of the French and Mattawa Rivers.

None of the regulatory changes apply to a person exercising their rights protected by section 35 of the *Constitution Act, 1982* (Aboriginal or treaty rights).

The regulatory changes will not affect someone exercising their right to navigate, including reasonable moorage, which can only be regulated by the federal government (Transport Canada).

We invite you to review the details of the regulatory changes in the ERO decision notice (ERO number [019-6590](#)).

Sincerely,

Peter D. Henry, R.P.F.  
Director, Crown Forests and Lands Policy Branch  
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section

## **|| ONE LIGHT IN TEMISKAMING SHORES A MULTICULTURAL AND DIVERSE IDENTITIES COMMITTEE**

### **COMMUNITY CONCERNS:**

- Difficulty retaining employees for an extended period of time
- Shortage on support staff or relief support in workspaces
- Rapid migration and relocation patterns to urban and metropolitan areas
- Mental and emotional health concerns expressed by employees
- Seeking settlement services for newcomers and immigrants
- Promoting multicultural inclusivity through learning opportunities and activities

### **HOW WE HELP:**

#### **Our Mission and Vision:**

We focus on newcomers' and immigrants' sense of belonging to Temiskaming Shores and area, by providing services geared towards their mental health, settlement services, social activities, referrals and resources, and building community connections, while celebrating multicultural and social festivities, and providing a platform for cross-cultural education.

### **FOR FUTURE CONTACT:**

Ramndeeep (Rammy) Kaur Bining

Registered Social Service Worker

Email: [onelight.diversity@gmail.com](mailto:onelight.diversity@gmail.com)

Facebook: [www.facebook.com/onelight.temiskaming](https://www.facebook.com/onelight.temiskaming)

### **SIGNATURE OF SUPPORT:**

By signing this, we strongly support the proposal of this organization, and we are confident that it'll benefit our employees' mental and emotional health in various ways, and will assist with the long-term retention of employees.

By circling YES, we willingly provide consent for the lawful collection, use and disclosure of the information (in this document), for the purposes of implementing this organization and consent to future communication regarding our potential partnerships on events pertaining to One Light in Temiskaming Shores.

**Name:**

**Business Name:**

**Contact Information:**

**Email:**

**Phone:**

**Meaningful Consent:**

**YES**

**OR**

**NO**

**Signature:**

**Date:**

**Feedback/Comments:**

**Thank you for supporting our mission and providing valuable insights!**

June 19, 2023

**Subject: Removal of the ATM at 368A Main Street, Haileybury**

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Dear Member,

We're writing to let you know that Desjardins Ontario Credit Union will be removing the ATM located at 368A Main Street, Haileybury, on **Monday, August 21, 2023**.

The lease for this automated branch will end on August 31, 2023. Since our members' banking habits are changing, use of the ATM had dropped to the point that we could not justify renewing the lease.

**Several alternatives are available for all your banking needs:**



**Cash back withdrawals**

You can ask for cash back when you use your debit card at most retailers.



**Nearby branch and ATM**

You can do all your banking at our New Liskeard Branch located at 138 Whitewood Avenue.



**Online banking available 24/7**

Online banking is quick, easy and secure. To learn more, go to [Desjardins.com](https://Desjardins.com) or call 1-800-CAISSES (1-800-224-7737). If you aren't familiar with AccèsD, feel free to ask a member of our team to show you how it works. Simply stop by our New Liskeard Branch and our agents will be pleased to help you.

Our goal is to provide you with the best possible service. If you have any questions or would like more information about this decision, please contact Sylvie Bergeron, Director, Business Development, at 1-833-337-5668, ext. 7119122.

Thank you for your understanding and for choosing Desjardins Ontario Credit Union.

Sincerely,



**Josée Préseault, MBA, CFP**  
Regional Vice-President  
Sudbury and Northern Ontario



New Liskeard, le 19 juin 2023

**Objet : Retrait du guichet automatique au 368A, rue Main, Haileybury**

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Bonjour,

Nous désirons vous informer que la Caisse Desjardins Ontario a pris la décision de retirer le guichet automatique situé au 368A, rue Main, Haileybury, le **lundi 21 août 2023**.

Le bail de ce centre de services automatisés arrivera à échéance le 31 août 2023. En raison de l'évolution des habitudes financières des membres, le nombre de transactions effectuées à ce guichet automatique a largement diminué, de sorte qu'il n'était pas justifié de renouveler le bail.

**Plusieurs solutions s'offrent à vous pour répondre à vos différents besoins :**



**Argent comptant**

Il est toujours possible de vous procurer de l'argent comptant chez la plupart des marchands en effectuant un retrait avec achat lors du paiement de vos courses.



**Centre de services et guichet automatique à proximité**

Tous les services sont accessibles à notre Centre de services New Liskeard situé au 138, avenue Whitewood.



**Opérations en ligne disponibles en tout temps**

Visitez le [desjardins.com](https://desjardins.com) ou composez le 1 800 CAISSES pour découvrir tous les avantages d'effectuer vos opérations en ligne de façon rapide, simple et sécuritaire. Si AccèsD ne vous est pas familier, n'hésitez pas à demander à notre personnel de vous enseigner son fonctionnement. Vous n'avez qu'à passer à notre Centre de services New Liskeard : c'est avec plaisir que nos agents vous accompagneront dans votre apprentissage.

Bien vous servir demeure notre priorité. Pour toute question ou tout renseignement concernant cette décision, communiquez avec M<sup>me</sup> Sylvie Bergeron, directrice, Développement de marché au 1 833 337-5668, poste 7119122.

Nous vous remercions de votre compréhension et vous prions d'agréer l'expression de nos sentiments distingués.



**Josée Préseault, MBA, CFP**

Vice-présidente régionale

Sudbury et Nord de l'Ontario

**From:** [growthplanning@ontario.ca](mailto:growthplanning@ontario.ca)  
**To:** [Amy Vickery](#)  
**Subject:** Proposed Provincial Planning Statement | la proposition de déclaration provinciale sur la planification  
**Date:** Friday, June 16, 2023 3:01:24 PM

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June 16, 2023

On April 6, 2023, the government released a draft of the Provincial Planning Statement ([ERO#019-6813](#)) that would replace the existing Provincial Policy Statement and A Place to Grow: Growth Plan for the Greater Golden Horseshoe.

At that time, natural heritage policies and related definitions remained under consideration by the government and were not released for review and input. The proposed natural heritage policies are now available for review and feedback. The details of the changes can be found through the [Environmental Registry of Ontario](#).

Please note that the comment period has been extended to August 4, 2023. You are encouraged to share this information with senior staff in the municipality and to inform the head of council and council members.

Sincerely,

Ministry of Municipal Affairs and Housing

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Le 16 juin 2023

Le 6 avril 2023, le gouvernement publiait une ébauche de la *Déclaration provinciale sur la planification* ([Registre environnemental de l'Ontario n<sup>o</sup> 019-6813](#)) qui remplacerait la *Déclaration de principes provinciale* et le document *En plein essor : Plan de croissance de la région élargie du Golden Horseshoe* existants.

À cette date-là, les politiques en matière de patrimoine naturel et leurs définitions connexes demeuraient à l'étude par le gouvernement et n'ont pas été publiées pour un examen, des commentaires et des questions. Les politiques proposées en matière de patrimoine naturel sont maintenant disponibles pour un examen, des commentaires et des questions. On peut trouver les renseignements sur ces changements dans le [Registre environnemental de l'Ontario](#).

Veuillez prendre note que la période de soumission de commentaires a été prolongée jusqu'au 4 août 2023. Nous vous encourageons à partager cette information avec les dirigeantes et les dirigeants de votre municipalité et à en informer la présidente ou le président du conseil et les membres du conseil.

Meilleures salutations,

Ministère des Affaires municipales et du Logement

# TEAM HIGHWAY 11 NORTH

## MEETING MINUTES

**Location:** Dymond Hall  
181 Drive-In Theatre Road, New Liskeard  
**Date/Time:** Monday, June 12, 2023 - 1:00 pm to 3:00 pm

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### Meeting TEAM Attendees:

- Kristin Franks – MTO Operations
- Herb Villneff – MTO Operations
- Vero Filion – MTO Communications Coordinator
- Jeff Lafferiere – Mayor Temiskaming Shores
- Peter Jurashtchuk – MTO Transportation Safety Division
- Todd Fullerton, MTO Transportation Safety Division
- Junaid Asghar – MTO Highway Operations
- Raymond Hong – MTO Project Delivery
- Doug Bender – Mayor Black River-Matheson
- Dan O'Mara – Mayor, Municipality of Temagami
- Michael Maville - OPP
- Tyler Croxall – OPP
- Mark Wilson – Councillor Temiskaming Shores
- Mitchell McCrank – Temiskaming Shores
- Michael Paul, Temagami First Nation - Virtually

## Meeting Minutes:

### Welcome (Kristin Franks)

- Kristin Franks welcomed everyone to the TEAM Highway 11 North Working Group meeting.
- Round table introductions of all team members and meeting attendees.

### Review Mandate and Terms of Reference (Kristin Franks)

- Kristin Franks presented what the mandate/goal is from this working group
  - Identify specific safety areas of concerns
  - Discuss potential mitigating measure or enhancements/improvements
  - Identify potential public education opportunities
- Open discussion on whether we should open the group to the entire Highway 11 corridor, or to keep it as is:
  - Dan and Doug mention they are good either way (split the group in 2 vs have a larger group with all municipalities)
  - Issues are similar, but distance/logistics may be a concern
  - Kristin mentions to keep the group as is and build a second working group to align with NEOMA boundaries.
- OPP explains how they cannot provide input on specific municipal issues (more provincial input). The MTO and OPP team should be working with appropriate regional municipalities. Our Northwest colleagues will work with municipalities in that region.
- Dan would like to continue with two meetings a year.
- Dan mentions possibly adding public works to our meeting invitees
  - Kristin mentioned adding more staff as guests when agenda items calls for their expertise

### Review Minutes from 2022 (Kristin Franks)

- Kristin Franks reviewed the minutes from the November 2022 meeting and provided an update on the status of the action items from that meeting.

| Action Item Number | Description  | Action By:     | Current Status |
|--------------------|--|----------------|----------------|
| 001-01             | Municipal Representatives to look into potential Truck Rest Area Locations to possibly partner with MTO on future developments of TRA's. | Municipalities | Ongoing        |

|               |  |                                     |                 |
|---------------|--|-------------------------------------|-----------------|
| <b>001-06</b> | <p>Mayor George Lefebvre – Town of Latchford</p> <p>MTO to look into possibility of providing bear proof garbage container for town use.</p> <p>MTO to look into possibility of assisting with parking lot grading in municipal lot adjacent to Highway 11 near Cosens Street.</p> | <b>MTO<br/>(Operations)</b>         | <b>Complete</b> |
| <b>002-01</b> | MTO to provide OPP with a contact to support highway clearing during highway closures at the next planned meeting between MTO and OPP.   | <b>MTO</b>                          | <b>Complete</b> |
| <b>002-02</b> | MTO to invite Transportation Safety Division to next meeting to discuss commercial motor vehicle safety, training, and enforcement.  | <b>MTO</b>                          | <b>Complete</b> |
| <b>002-03</b> | Municipality of Temagami to provide documentation regarding proposed sign locations to MTO for permitting purposes.  | <b>Municipality of<br/>Temagami</b> | <b>Complete</b> |
| <b>002-04</b> | MTO to confirm process regarding proposed pedestrian walkway and schedule meeting with Municipality of Temagami separately to discuss process and next steps.  | <b>MTO</b>                          | <b>Complete</b> |
| <b>002-05</b> | MTO to provide Mayor O'Mara with messaging used by ministry to describe efforts to address invasive phragmites constituents.   | <b>MTO</b>                          | <b>Complete</b> |
| <b>002-06</b> | MTO to discuss use of Latchford municipality property as snow plow turnaround with contractor and update Mayor Lefebvre directly.  | <b>MTO</b>                          | <b>Complete</b> |

|               |   |            |  |
|---------------|---|------------|--|
| <b>002-07</b> | MTO to determine jurisdiction over depressed storm sewer covers and provide an update to Mayor Lefebvre.                                  | <b>MTO</b> | <b>Complete</b>                                    |
| <b>002-08</b> | MTO to provide Mayor Lefebvre with most recent available traffic count data.  | <b>MTO</b> | <b>Complete</b>                                    |
| <b>002-09</b> | MTO to schedule separate meeting with City of Temiskaming Shores to discuss cost sharing of traffic lights.                               | <b>MTO</b> | <b>Ongoing<br/>*Update<br/>still<br/>required*</b> |
| <b>002-10</b> | MTO to ensure Temagami First Nation receives regular communication regarding 2+1 pilot environmental assessment process as it progresses. | <b>MTO</b> | <b>Ongoing</b>                                     |

### **MTO Highway Maintenance Update (Junaid)**

- Junaid provided an update with winter maintenance for the area. Junaid provided an update on the Highway 11/17 pilot where bare pavement requirements have been changed from 16 hours to 12 hours
- In new Contractor Directed Maintenance Contract (CDMC) MTO quantified the equipment that the contractor must bring out
- Spring cleanup is currently underway
- Education management is underway for phragmites and invasive species
- Safety concerns with brushing by the highway was brought up; clearing from the ditch line within all of MTO ROW (it's being looked at; part of the maintenance contract for certain areas) to address overgrowth, sightlines and invasive species.

### **2+1 Model Update (Raymond Hong)**

- Raymond Hong provided an update on the 2+1 Model pilot
- Posted the RFP in November 2022 for detailed design with preliminary design component
- Service provider for the design will start in late July, for both locations
- Construction predicted to start in 2025/26 pending approvals

### **Capital Construction Update (Raymond Hong)**

- Raymond Hong provided an update on capital construction projects and went over status of major capital projects
  - 2+1 Highway Pilot Project

- New rest areas: North of Highway 64/11 (design spring 2024, construction 2024/25), 631/11, 65/11, upgrading facilities north of SSM and Agawa – These will be 24/7 facilities with building, washroom and elective vehicle plugins

### **Presentation on Commercial Motor Vehicle Safety and Enforcement (Peter Jurashtchuk)**

- Peter provided updates from the enforcement branch, its role, safety standards, new technology and regulatory requirements
- They have been doing a lot of speed reduction monitoring in the area for commercial vehicles

### **OPP Update (Tyler Croxall, Michael Maville)**

- OPP give a general highway/policing safety update

### **Roundtable and Open Discussion**

#### **Representative – City of Temiskaming Shores**

- No additional items to bring up

#### **Representative – Temagami**

- Walkway – Kristin will meet with Dan separately on this

#### **Representative – Black River, Matheson**

- Applied for a reduced speed on 101 from 60km to 50km

### **Meeting Adjourned**

### **Next Meeting:**

- Fall meeting to be held in New Liskeard in October

### **Action Item Summary Table – June 2023 Action Items**

| <b>Action Item Number</b> | <b>Description</b>   | <b>Action By:</b>  | <b>Current Status</b> |
|---------------------------|--|--------------------|-----------------------|
| <b>001-01</b>             | Mitch will send agreement for sidewalk Highway 65 East and West to Highway 11 to Herb and Junaid to see if MTO shares responsibility for maintenance | <b>Temiskaming</b> | <b>Ongoing</b>        |
| <b>002-02</b>             | MTO will follow up with Temagami/Dan on boat wash station and floating sidewalks   | <b>MTO</b>         | <b>Ongoing</b>        |
| <b>002-09</b>             | MTO will send new rest stop designs with group when available  | <b>MTO</b>         | <b>Ongoing</b>        |
| <b>002-10</b>             | OPP will give the group highway 11 accidents/fatality stats at next meeting  | <b>OPP</b>         | <b>Ongoing</b>        |
| <b>002-11</b>             | Kristin will follow up with Doug and/or municipality on reduced speed from 60km to 50km in Black River Matheson and entrances/proposed development   | <b>MTO</b>         | <b>Ongoing</b>        |



**1. CALL TO ORDER**

Councillor Graydon called the meeting to order at 3:35 P.M.

**2. ROLL CALL**

|          |  |
|----------|--|
| PRESENT: | Councillor Ian Graydon<br>Councillor Nadia Pelletier-Lavigne<br>Maria McLean, Public Appointee<br>Jamie Dabner, Public Appointee<br>Paul Cobb, Public Appointee<br>Amy Vickery, City Manager<br>Abbigail Shillinglaw, Energy and Climate Change Coordinator<br>Matt Bahm, Director of Recreation |
| REGRETS: | Councillor Jesse Foley<br>Airianna Leveille, Deputy Clerk (Committee Secretary)  |

**3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA**

None

**4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

None

**5. APPROVAL OF AGENDA**

Recommendation CCC-2023-005

Moved by: Nadia Pelletier-Lavigne

Seconded by: Jamie Dabner

Be it resolved that:

The Climate Change Committee agenda for the March 23, 2023, meeting be approved as printed.

**CARRIED**

**6. REVIEW AND ADOPTION OF PREVIOUS MINUTES**

Recommendation CCC-2023-006

Moved by: Nadia Pelletier-Lavigne

Seconded by: Paul Cobb

Be it resolved that:

The Climate Change Committee minutes for the January 24, 2023, meeting be approved as presented.

**CARRIED**

**7. CORRESPONDENCE/PRESENTATION**

None

**8. UNFINISHED BUSINESS**

a) Energy & Climate Change Coordinator Update

Abbigail Shillinglaw provided an update to the committee of some of the items moved forward since the last meeting. She explained that a pre-application had been submitted to the FCM for the net-zero feasibility grant and the City was approved to submit a full application which was underway. She mentioned that through the Save-On-Energy program, the City was working with a program manager to receive LED lighting upgrades for eligible buildings. Lastly, Abbigail mentioned that she had begun to rewrite the greenhouse gas reduction plan for the municipality in anticipation of new targets being set.

b) Proposed City of Temiskaming Shores Emission Reduction Targets

Mathew Bahm gave a verbal presentation to the committee on the draft report to council regarding emission reduction targets. The draft report was provided based on discussions from the committee's last meeting. The committee discussed the possibility of soliciting community feedback as staff worked on the new greenhouse gas reduction plan following emission target adoption. Mathew assured the committee that staff would provide an opportunity for the community to comment on the updated greenhouse gas reduction plan.

Recommendation CCC-2023-007

Moved by: Nadia Pelletier-Lavigne

Seconded by: Maria McLean

Be it recommended that:

That Council for the City of Temiskaming Shores sets a corporate emissions reduction target of 40% below 2019 emissions by 2033 and net-zero municipal operations by 2050.

That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; and

That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.

**CARRIED**

**9. NEW BUSINESS**

Maria McLean provided the committee with an update on a report partially completed by the Timiskaming Health Unit on Climate Change and Health in Northern Ontario.

Paul Cobb questioned how the City was incorporating Climate change considerations into Asset Management Planning. City staff will provide an update at the next meeting.

**10. MEETING SCHEDULE**

- The next meeting is scheduled for Thursday, May 25, 2023 at 3:30 p.m.

**11. ADJOURNMENT**

Recommendation CCC-2023-008

Moved by: Jamie Dabner

Seconded by: Maria McLean

Be it resolved that:

The Climate Change Committee meeting is adjourned at 4:29 p.m.

**CARRIED**

**AGE FRIENDLY COMMUNITY COMMITTEE MEETING MINUTES**  
City of Temiskaming Shores - Haileybury Boardroom and virtual Zoom meeting  
Tuesday April 4<sup>th</sup>, 2023

**1.0 CALL TO ORDER**

The in-person/virtual Zoom meeting was called to order at 1:33pm.

**2.0 ROLL CALL**

|          |  |
|----------|--|
| PRESENT: | Lorna Desmarais – Public Health Promoter; Jan Edwards – Housing Manager; Ian Graydon – City Councilor; Monique Chartrand – Executive Director; Karen Dorland – Community Representative; Janice Labonte – Accessibility Committee; Judy Lee – Community Representative; Gordon Brock – Community Representative; Kim Peters – Community Representative; Matt Bahm – Director of Recreation; Lynn Julien – Age Friendly Coordinator |
| REGRETS: | Suzanne Fournier – Manager; Jesse Foley – City Councilor; Karli Hawken – Occupational Therapist; Jeff Thompson – Superintendent of Community Programs  |

**3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA**

No review of revisions or deletions to the agenda.

**4.0 APPROVAL OF AGENDA**

**MOVED BY:** Gordon Brock  
**SECONDED BY:** Ian Graydon

That the agenda for the April 4<sup>th</sup>, 2023 Age Friendly Community Committee meeting be approved.

**CARRIED**

**5.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE**

No disclosure of pecuniary interest and general nature.

**CARRIED**

**6.0 DELEGATIONS**

There were no delegations.

**7.0 NEW BUSINESS**

- i) Welcome – Matt Bahm

Matt welcomed all new members to the committee with a quick round table introduction.

ii) Chair Appointment – Matt Bahm

Need to nominate new chair for committee chair for this term of council.  
Jan nominates Gordon Brock.

**Recommendation RS-2023-001**

***Moved by: Lorna Desmarais***

***Seconded by: Janice Labonte***

*Be it recommended that Gordon Brock will be chair for the Age Friendly Community Committee for this term of council.*

**CARRIED**

***Passed remaining meeting chair role to Gordon Brock***

iii) Goals and objectives of the committee – Matt Bahm and Lynn Julien

With change of council, comes a change in committee structure. Broaden the scope of this committee to encompass all of the City's recreational programs. Will need to change and update Terms of Reference.

iv) Terms of Reference – Matt Bahm

Changes in ToR is more to expand the scope of what our objectives are. Will include Healthy Kids Community, Active Travel and programs happening at the Pool and Fitness Centre. Could bring in more partners if we felt that was a voice that was missing, which will come with a change in the ToR. Committee can make a recommendation to council to add new members during the term.

v) Age Friendly Community Plan – Lynn Julien

Lynn did a quick presentation on AF Community to update new members. Will hire a third party for evaluation of the program in the next couple of years. Do not have capacity internally to complete.

vi) Healthy Kids Community Challenge Evaluation – Lynn Julien

Update on some of the Healthy Kids projects and programs.

vii) Programming update – Jeff Thompson (Matt) and Lynn Julien

City budget passed at the end of March. No major changes. Only exception is we will not be hiring a summer student for the Active Travel position. Lynn to take on the duties for this program over the summer. Part of our Active Travel Plan. Pool and Fitness Centre had a very busy March Break. Swim registrations sold out quickly as well as our aquatics leadership programming. PFC room available for birthday party rentals. Minor ball registrations ongoing. Updates and revisions for 2023 Recreation Guide.

AF winter activities are wrapping up. Activities such as curling, indoor walking and cross-country skiing were back (unable to do since covid). Exercise classes, pickleball, line dancing. For HK, offered kids cooking day camp over March Break.

## **8.0 COMMITTEE MEMBER UPCOMING EVENTS & OPPORTUNITIES FOR COLLABORATION**

### Monique Chartrand

- Spring Fling in June, in conjunction with World Elder Abuse Awareness Day. Kirkland Lake June 7<sup>th</sup>, Englehart June 14<sup>th</sup>, New Liskeard June 21<sup>st</sup>. Victim Services received a grant from the Department of Justice Canada and will be hosting a self defense workshop for girls/women ages 12 and up. Session in New Liskeard in May.

### Lorna Desmarais

- National Seniors Council has an online consultation that's currently open. On the regional Stay on Your Feet website ([www.stayonyourfeet.ca](http://www.stayonyourfeet.ca)), online fall prevention module that is new (<https://stayonyourfeet.ca/falls-prevention-module/>). Timiskaming Home Support is putting in a grant application to financially support older adults and those with disabilities in the provision of transportation services. Cost of transportation for Timiskaming Home Support has gone up alot. Letter of support from Stay on Your Feet program to help subsidize transportation costs. August 2023 to March 2024. Expanding on their social programming.

### Matt Bahm

- Transit system is up and running. Desire to review transit service with potential of "on-demand" service. May be an opportunity for the committee to consider transportation services for older adults. Maybe an option of para-transit.

## **9.0 NEXT MEETING DATES**

Every 2 months

June 6<sup>th</sup>

August 1<sup>st</sup>

October 3<sup>rd</sup>

December 5<sup>th</sup>

## **10.0 ADJOURNMENT**

**MOVED BY:** Jan Edwards

That the Age Friendly Community Committee hereby adjourns at 2:50 pm.

**CARRIED**

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Committee Chair

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Recorder



## **MINUTES OF THE REGULAR MEETING OF THE BOARD**

Held on Wednesday, May 17<sup>th</sup>, 2023, at 5:30 PM at Kirkland Lake Northern College Campus

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**Present:** Derek Mundle (Chair), Jeff Laferriere, Mary-Jo Lentz, Lois Perry, Clifford Fielder, Ian Macpherson, Pat Kiely, Mark Stewart (CAO)

**Staff:** Louanna Lapointe – Ontario Works Manager, Rachel Levis – Director of Human Resources, Steve Cox – Housing Services Manager, Corey Mackler – Information Technology Manager, Michelle Caron - Recorder

**Absent:** Rick Owen, Jesse Foley (with regrets)

**Guests:** Darlene Wroe – Temiskaming Speaker

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

### **1.0 CALL TO ORDER AND LAND ACKNOWLEDGMENT**

### **2.0 DISCLOSURE OF PECUNIARY INTEREST**

Nil

### **3.0 PETITIONS AND DELEGATIONS**

Nil

### **4.0 ACCEPTANCE/ADDITIONS TO AGENDA**

**Resolution 2023- 38**

Moved by Clifford Fielder and seconded by Ian Macpherson

**THAT the agenda of the Regular Meeting of the Board held on May 17<sup>th</sup>, 2023, be accepted as presented.**

Carried.

### **5.0 ADOPTION OF PREVIOUS MINUTES – April 26<sup>th</sup>, 2023, REGULAR MEETING OF THE DTSSAB BOARD**

**Resolution 2023-39**

Moved by Jeff Laferriere and seconded by Pat Kiely

**THAT the Minutes of the Regular Meeting of the DTSSAB Board held on April 26<sup>th</sup>, 2023, be accepted as presented.**

Carried.

### **6.0 BUSINESS ARISING FROM PAST MINUTES**

#### **6.1 NOSDA AGM – Thunder Bay**

**Resolution 2023-40**

Moved by Mary Jo Lentz and seconded by Lois Perry



**THAT the Board approve the attendance of three Board members, Derek Mundle, Jeff Laferriere, and Clifford Fielder to attend the 2023 NOSDA Annual General Meeting in-person, June 20-22, 2023, in Thunder Bay.**

Carried.

## **6.2 June 21<sup>st</sup>, DTSSAB Board Meeting Rescheduling**

This item was presented to the Board, to reschedule the Regular Meeting of the Board scheduled from June 21<sup>st</sup>, 2023, to June 28<sup>th</sup>, 2023.

## **7.0 NEW BUSINESS**

### **7.1 HPP Investment Plan**

#### **Resolution 2023-41**

Moved by Ian Macpherson and seconded by Clifford Fielder

**THAT the Board accepts the 2023-24 Homelessness Prevention Program Plan and supports its submission to the Ministry of Municipal Affairs and Housing.**

Carried.

### **7.2 2023 Q1 Quarterly Report**

This report was presented to the Board for their information.

### **7.3 CAO Report**

This report was presented to the Board by Mark Stewart, Chief Administrative Officer, for information.

## **8.0 ADJOURNMENT/MEXT MEETING**

#### **Resolution 2023-41**

Moved by Lois Perry and seconded by Mary Jo Lentz

**THAT the Board move into In-Camera session to discuss a matter which contains personal identifiers of DTSSAB employees.**

Carried.

## **9.0 RETURN TO REGULAR SESSION**

#### **Resolution 2023-42**

Moved by Mary Jo Lentz and seconded by Lois Perry

**THAT the Board resolved to rise from the In-Camera session and return to the Regular session.**

Carried.

## **10.0 ADJOURNMENT**

#### **Resolution 2023-43**

Moved by Pat Kiely and seconded by Jeff Laferriere

**THAT the Board meeting be hereby adjourned at 6:29 PM AND THAT the next meeting be held on June 28<sup>th</sup>, 2023, or at the Call of the Chair.**

Carried.

Minutes signed as approved by the Board:

  
Derek Mundle, Chair

June 28th, 2023

Date

Recorder: Michelle Caron

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, May 24, 2023

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

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

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:09 p.m.

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

Present: Claire Hendrikx, Chair Brigid Wilkinson, Sarah Bahm in person, and Nadia Pelletier-Lavigne and Thomas McLean via zoom.

Regrets: Erin Little, Erica Burkett, Melanie Ducharme and Joyce Elson.

Members of the Public: 0

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

##### **Motion #2023-33**

**Moved by: Claire Hendrikx**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board accepts the May 24, 2023 agenda as amended.

**Carried.**

**The board moved agenda items 5, 8 and 11 to the beginning of the meeting in case we lose quorum.**

4. **Declaration of conflict of interest: none.**

5. **Adoption of the Minutes**

**Motion #2023-34**

**Moved by: Claire Hendrikx**

**Seconded by: Nadia Pelletier-Lavigne**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, April 26, 2023 as presented.

**Carried.**

6. **Business arising from Minutes:**

- a. **Book trucks:** The book trucks have been purchased and are in use for our book sales. They seem to be working much better than the old carts.
- b. **First Aid:** The first aid training went well and we now have five of seven employees trained.

7. **Correspondence:**

- a. None.

8. **Secretary–Treasurer’s Report**

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

**Library CEO’s Report**

**May 17, 2023**

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

**City Recreation Department Partnership:** The Recreation Department asked if the library would be willing to loan out Family Swim passes. We are in the process of setting up circulation rules in our library system to do so.

**Canada Post Shipping Tool:** I had a discussion with the city treasurer and it was decided that we will try a prepaid, reloadable Canada Post visa card to use for the ILL Canada Post Shipping Tool invoices. This will eliminate the need to post so many small amounts to iCity and make it easier to reconcile the account.

**Community Fridge:** The Community Food Action Network had a successful launch on Friday, May 5. Quite a few people came out to the event and a few approached me for some library partnerships in the future.

**Digital Creator North Wrap-Up Event:** I will be taking part in a wrap-up event scheduled for June 3-4 at the Elk Lake Eco centre, all expenses paid. The session will allow time for networking with 10 Digital Creator collaborators from across Northern Ontario, and brainstorming collective approaches to continue access and delivery of digital and media arts opportunities for youth in Northern Ontario. There is no cost to the Library Board.

**Federation of Ontario Public Libraries:** I have been elected to another term on the Board of Directors. I will be attending the next meeting on Friday, June 16 in person at the Vaughn Public Library, all expenses paid by FOPL.

**Grants:** our application to the TTF Community Fund to purchase a cricut machine for the Creator Space has been approved in the amount of \$1636, which was the amount for which we applied. The Technology Coordinator will work on getting the equipment set up.

**Ontario Library Service:** The Advancing Public Library Leadership Strategic Planning panel session is scheduled to be held on June 7 instead of the fall. The agenda is a two-hour interview-style question and answer period for 35 students via zoom, answering questions about the Strategic Planning experiences at TSPL in an anecdotal way.

**Northern Lights Library Network:** I sent a survey to the Library CEOs in the region from Timmins and Cochrane Public Library to Temagami Public Library, 11 libraries in all. I have heard back from nine of them that they would like to recommence meetings. We have set a hybrid meeting for Monday, June 5.

**Programming:** we have fewer programs in June, to allow time to prepare for the summer reading programs we hold in July and August.

**Training:** I have taken part in a number of training opportunities in addition to the CAMH training in the past month: OverDrive Advantage Plus program training, 2 OCLC Resource Training sessions, and an "Advancing Trans, and Gender Diverse Inclusion in our Services" workshop.

**Workplace Inspections:** The First Aid training went well, with five staff members attending. Two more will be trained when we can arrange it, and the other staff member will be trained when they return to work from their leave.

**Finances and Statistics**

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

**Motion #2023-35**

**Moved by: Claire Hendrikx**

**Seconded by: Thomas McLean**

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

**Carried.**

**9. Committee Reports:**

- a. Finance Committee: Minutes of the April 26, 2023 meeting.
- b. Policy and Personnel Committee: Minutes of the May 9, 2023 meeting.
- c. Strategic Planning Committee: Minutes of the May 18, 2023 meeting.
- d. Library Services Committee: A meeting has been scheduled for May 29..

**10. New Business:**

- a. **Report LIB-08-2023 Strategic Plan Update.** For information/discussion.
- b. **Time Capsule:** The time capsule at the former New Liskeard Library building needs to be moved. The Board discussed re-burying the capsule on present library property.

## **11. Policy Review**

### **a. Pro-3 Library reserve fund policy. Motion**

#### **Motion #2023-36**

**Moved by: Sarah Bahm**

**Seconded by: Thomas McLean**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Pro-3 Library Reserve Fund policy as amended by the Committee.

**Carried**

### **b. Pro-4 May Ball fund disbursement policy. Motion**

#### **Motion #2023-37**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Pro-4 May Ball Fund disbursement policy as presented by the Committee.

**Carried**

### **c. Pro-5 Temiskaming Shores Library Fund disbursement policy. Motion**

#### **Motion #2023-38**

**Moved by: Claire Hendrikx**

**Seconded by: Nadia Pelletier-Lavigne**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Pro-5 Temiskaming Shores Library Fund policy as presented by the Committee.

**Carried**

**12. Adjournment**

**Next meeting: Wednesday, June 28 at 7:00 at the library and zoom**

Adjournment by Sarah at 7:49 p.m.

\_\_\_\_\_  
Chair –



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**Present:** Acting Chair: Dan Dawson  
Members: Melanie Ducharme, Suzanne Othmer, Robert Ritchie, Voula Zafiris

**Regrets:** Carman Kidd

**Also Present:** Jennifer Pye, Planner and Secretary-Treasurer

**Public:** Chris Oslund, Representative B-2023-03  
Mike Henderson  
Louise Rochon-Geddes & Cliff Geddes  
1 additional member of the public

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**1. Opening of Meeting**

Resolution No. 2023-14

Moved By: Dan Dawson

Seconded By: Suzanne Othmer

Be it resolved that the Committee of Adjustment meeting be opened at 1:30 p.m.

**Carried**

**2. Adoption of Agenda**

Resolution No. 2023-15

Moved By: Dan Dawson

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment adopts the agenda as amended.

**Carried**

**3. Appointment of Chair**

Resolution 2023-16

Moved By: Suzanne Othmer

Seconded By: Robert Ritchie

Be it resolved that the Committee of Adjustment appoints Dan Dawson as the Acting Chair for the May 31, 2023 meeting in the absence of Carman Kidd, Chair.

**Carried**

**4. Declaration of Pecuniary Interest**

None

**5. Adoption of Minutes**

Resolution No. 2023-17

Moved By: Robert Ritchie

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the April 26, 2023 Committee of Adjustment Meeting as printed.

**Carried**

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**6. Public Hearings**

Secretary-Treasurer Jennifer Pye advised that this afternoon a public hearing is scheduled for one consent application and one minor variance application.

The Planning Act requires that a public hearing be held before the Committee of Adjustment decides whether to approve such applications. The public hearing serves two purposes: first, to present to the Committee and the public the details and background to the proposed application and second, to receive comments from the public and agencies before a decision is made.

**6.1 Consent Application B-2023-03 – Barry Waitt on behalf of Friends of the Haileybury Fire Museum**

The Secretary-Treasurer declared the public hearing for Consent Application B-2023-03 to be open.

The Planner, Jennifer Pye, summarized the proposal, provided additional relevant information, and summarized the correspondence received to date regarding this application.

**Subject land:** 575 Main Street; PLAN M73NB PT LOTS 49 TO 62 222 TO 225 PART OF LANE PT MCKAY CLEMENTS DR AND RP 54R5225 PARTS 3 AND 4 PCLS 4882 8172 15892SST 15990.

**Purpose of the application:** The purpose of the application is to sever an approximately 6,843.5 square metre (1.69 acre) parcel of land on the north and east side of the Haileybury Heritage Museum, to be added to the adjacent property to the north which is owned by Temiskaming Industrial Mining Equipment Ltd (TIME). The proposed severed property contains an existing detached accessory building. It is understood from the information contained in the application that TIME intends to expand their operation on the property.

The proposed retained property has an approximate area of 2,468 square metres (0.6 acres) and contains the existing Haileybury Heritage Museum building and associated parking areas, a shed, the caboose, the tugboat, and a small picnic shelter. The current uses of this land are proposed to continue.

**Statutory Public Notice:** The application was received on April 21, 2023 and was circulated to City staff. Notice of the complete application and the public hearing was advertised in the Temiskaming Speaker and Weekender beginning on May 17, 2023 in accordance with the statutory notice requirements of the Planning Act. Notice of the application was also mailed to property owners within 60m of the subject land.

Jennifer Pye reviewed the planning report and advised that the application is consistent with the Provincial Policy Statement (2020), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and City of Temiskaming Shores Zoning By-law, and recommended that the Committee approve the application.

A Committee member asked for clarification regarding the comments from Ontario Northland relating to the construction of a security fence along the railway right-of-way, specifically who's responsibility it would be and whether or not security fences were required in other locations along the railway. Jennifer Pye noted that similar comments had been received from Ontario Northland on other applications adjacent to the railway right-of-way and further discussion with Ontario Northland would be needed through other processes prior to any development on the proposed severed property. Chris Oslund stated that the Museum had purchased property directly from Ontario Northland in the past and a security fence was not mentioned at that time. Mr. Oslund also noted that planning processes may not be the appropriate mechanism for dealing with fencing and that the future property owner could consider

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an application under the Line Fences Act since the security fence would be mutually beneficial. Mike Henderson, representing TIME Ltd, stated that any future development of the proposed severed property would in all likelihood include a fence, however he was unsure if it would be up to Ontario Northland's standards as a security fence. Ms. Pye noted again that further discussions and negotiations with Ontario Northland would be required.

A Committee member asked for more information regarding the site drainage. Mr. Henderson noted that as there is no development moving forward at this time the current drainage would remain, and prior to any construction an engineer would be hired to design the site drainage.

A Committee member asked Mr. Henderson if any consideration would be given to the public comments. Mr. Henderson stated that TIME has attempted to deal with issues internally, but he is not able to make any commitments about the design of the site until there has been an engineering review for future development. Ms. Rochon-Geddes noted that she would like to see TIME consider an entrance off of Niven Street South, and she discussed some specific transportation events that have occurred in the immediate vicinity. A Committee member requested that TIME have their engineer review the design and layout of the site, and the City and police can consider signage and additional enforcement in the area.

Mr. Oslund asked if a Surveyor's Real Property Report would be required. Ms. Pye stated that only a legal reference plan was required for the severed property. Mr. Oslund also asked if the drainage agreement registered on title would need to be removed. Ms. Pye stated that the agreement could remain on title until a site plan agreement was entered into with the future owner.

The Committee considered and adopted the following resolution:

**Resolution No. 2023-18**

Moved By: Voula Zafiris

Seconded By: Melanie Ducharme

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Consent Application B-2023-03 as submitted by Barry Wait on behalf of the Friends of the Haileybury Fire Museum for the following lands: 575 Main Street; PLAN M73NB PT LOTS 49 TO 62 222 TO 225 PART OF LANE PT MCKAY CLEMENTS DR AND RP 54R5225 PARTS 3 AND 4 PCLS 4882 8172 15892SST 15990;

**And whereas** applicant is proposing to sever a 6,483 square metre (1.69 acre) parcel of land on the north and east side of the Haileybury Heritage Museum, to be added to the adjacent property to the north which is owned by Temiskaming Industrial Mining Equipment Ltd. (TIME). The severed property contains an existing detached accessory building. It is understood from the information contained in the application that TIME intends to expand their operation onto the property;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated May 26, 2023 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Consent Application B-2023-03 subject to the following conditions:

- 1) The following documents shall be provided to the Secretary-Treasurer for the transaction described:
  - a) Two copies of the signed Acknowledgement and Direction;

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- b) The "Transfer in Preparation" and/or "Transfer Easement in Preparation";
  - c) A Planning Act Certificate Schedule on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the "Transfer in Preparation" and/or "Transfer Easement in Preparation";
  - d) A reference plan of survey which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel(s) to which consent approval relates;
- 2) That Section 50(3) or 50(5) of the Planning Act apply to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this Consent.

**Carried**

**6.2 Minor Variance Application A-2023-01 – Three H Furniture Systems Limited**

The Secretary-Treasurer declared the public hearing for Minor Variance Application A-2023-01 to be open.

The Planner, Jennifer Pye, summarized the proposal, provided additional relevant information, and summarized the correspondence received to date regarding this application.

**Subject land:** 156462 Clover Valley Road; BUCKE CON 6 N PT LOT 7 RP 54R1439 PART 1 PCL 18987SST

**Purpose of the application:** The applicant is requesting relief from the minimum interior side yard requirement to permit the construction of an addition to an accessory building that was constructed in 2020. The existing building was authorized through approval of minor variance application A-2020-01, to which a condition was attached that the approval applied only to the building as originally proposed. As the current application seeks an addition to the 2020 building, another variance is required.

The original application proposed the construction of an accessory building, however through conversations with the applicant it has been indicated that the intention is that this accessory building will become production space in the future. It is for this reason that the reduction to the interior side yard is required and an increase in the height of the building is not required. It should also be noted that that site sketch submitted with the application shows a "proposed 40' x 40' storage building" and the applicant has indicated that they are not intending to move forward with construction of that building.

The following relief is being sought from the requirements of the City of Temiskaming Shores Zoning By-law:

| Provision   | Zoning By-law | Subject Property |
|---|---------------|------------------|
| Section 8.4, Table 8.3 – Industrial Zone Requirements – General Industrial (M1) Zone – Minimum Interior Side Yard | 5 metres      | 3.1 metres       |

**Statutory Public Notice:** The application was received on May 16, 2023 and was circulated to City staff. Notice of the complete application and the public hearing was advertised in the Temiskaming Speaker and Weekender beginning on May 17, 2023 in accordance with the statutory notice requirements of the Planning Act. Notice of the application was also mailed to property owners within 60m of the subject land.

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Jennifer Pye reviewed the planning report and advised that the application is consistent with the Provincial Policy Statement (2020), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and City of Temiskaming Shores Zoning By-law, and recommended that the Committee approve the application.

A Committee member noted that they were happy to see the expansion of the business and the need for additional production space.

The Committee considered and adopted the following resolution:

**Resolution No. 2023-19**

Moved By: Robert Ritchie

Seconded By: Voula Zafiris

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2023-01 as submitted by Three H Furniture Systems Limited for the following lands: 156462 Clover Valley Road; BUCKE CON 6 N PT LOT 7 RP 54R1439 PART 1 PCL 18987SST;

**And whereas** the applicant is requesting relief from the following provisions of the City of Temiskaming Shores Zoning By-law 2017-154:

- 1) Section 8.4, Table 8.3 – Zone Requirements for Industrial Zones – General Industrial (M1) Zone – Minimum Interior Side Yard is 5 metres. The applicant is requesting 3.1 metres;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated May 26, 2023 and has considered the recommendations therein;

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2023-01.

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 8.4, Table 8.3 of Zoning By-law 2017-154 to allow a minimum interior side yard of 3.1 metres.

**Subject to the following conditions:**

- 1) That this approval applies only to the building addition as proposed in this application.

**For the following reasons:**

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the City of Temiskaming Shores Zoning By-law;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

**Carried**

**7. New Business**

**7.1 Cancellation Certificate C-2023-01 – Caroline & Frank Nadeau, 503 Lakeshore Road North**

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Jennifer Pye reviewed the cancellation certificate request with the Committee and provided additional information regarding the legislative requirements for cancellation certificates as these certificates are a new capability under the Planning Act.

The Committee considered and adopted the following resolution:

**Resolution No. 2023-20**

Moved By: Robert Ritchie

Seconded By: Melanie Ducharme

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Certificate of Cancellation Request C-2023-01 as submitted by Frank and Caroline Nadeau the following lands: 503 Lakeshore Road; PLAN M79NB PT LOTS 1 AND 2 AND RP 54R4164 PARTS 1 TO 4 PCL 2667 SST and PLAN M79NB PT LOTS 1 AND 2 RP 54R4164 PARTS 1 TO 4 PCL 3369SST 24608SST;

**And whereas** a consent was approved in 1993 leading to the creation of two parcels of land and the property owners would now like to combine these parcels into one property;

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the memo dated May 26, 2023 and has considered the information therein;

**Be it resolved** that the Committee of Adjustment for the City of Temiskaming Shores agrees to grant a certificate of cancellation for the subject properties.

**Carried**

**7.2 2023-2024 Schedule of Meetings**

**Resolution No. 2023-21**

Moved By: Suzanne Othmer

Seconded By: Voula Zafiris

**Be it resolved** that the Committee of Adjustment adopts the 2023-2024 Schedule of Meetings.

**Carried**

**8. Unfinished Business**

**8.1 Update on proposed Provincial Planning Statement**

Jennifer Pye informed the Committee members that a report and draft comments were presented to and approved by Council at the Regular Council Meeting held on May 16, 2023. Ms. Pye noted that she was notified yesterday that the comment period, which was originally set to expire on June 5, 2023 has been extended to August 4, 2023. Ms. Pye told the Committee that the policies that would most affect their work and the applications they consider would be those related to residential severance in Prime Agricultural areas and rural areas, however there has been significant pushback from agricultural organizations and groups on these proposed policies, and recent comments from the Provincial government seem to indicate that these proposed policies may be amended before the final document is released. Ms. Pye will keep the Committee informed as the Provincial Planning Statement moves through the review and approval process.

**9. Applications for Next Meeting**

Next meeting: June 28, 2023 –Consent Application B-2023-04

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**10. Adjournment**

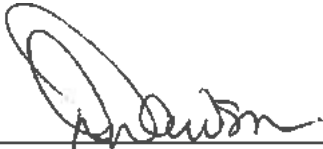
Resolution No. 2023-22

Moved By: Robert Ritchie

Seconded By: Melanie Ducharme

Be it resolved that the Committee of Adjustment meeting be closed at 2:29 p.m.

**Carried**



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Dan Dawson  
Acting Chair



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Jennifer Pye  
Secretary-Treasurer

## **Activity Report to Council – Mark Wilson – July 11, 2023**

Following is a summary of events that I attended that relate to the City of Temiskaming Shores

### **Canadian Association of Road Safety Professionals Conference (CARSP) – Winnipeg – June 4-6, 2023**

I am a member of CARSP, and I attend this conference annually. It is an opportunity to discuss safety on our roads and streets with professionals' from across Canada and around the world. The Theme of this year's conference was **Road Safety: Creating Impact Through Diversity**. There were many sessions that provided valuable information for road safety practitioners everywhere. Some of the presentations that relate to Northern Ontario and Temiskaming Shores included:

Partnerships to prioritize safety and equity in our transportation system.

Child related road safety

Active transportation design and implementation

Vision Zero and Safe Systems road design advancement in Canada

Future mobility for aging populations

Road safety policy and program development

Traffic calming and speed management.

Embedding equity in transportation planning and design

Heavy vehicle road safety

Eco driving safety advantages with heavy vehicles.

Cyclist and pedestrian safety

Traffic safety enforcement

Advanced driver assistance systems

There was also a conference banquet that was held at the **Museum of Human Rights** in Winnipeg. The Museum is housed in a very impressive building, and it is an educational, emotional, impactful, and also a hopeful experience. I was able to spend 3 hours there on the day before the conference.

The conference also provided an excellent opportunity to network with many professionals and advocates on road safety, community design and transport sustainability.

### **Temiskaming First Nations Pow Wow – June 21, 2023**

It was an absolute pleasure attending the Pow Wow at Mill Creek. It is a beautiful location, and it was a beautiful day as well. I had the opportunity to learn more about First Nations traditions and celebrations and I also had the opportunity to speak with many people at this well attended event. Thank you to all the organizers.



## **Temiskaming Shores Accessibility Advisory Committee (TSAAC)- June 21**

A regular meeting TSAAC was held to discuss various items including discussion regarding accessibility parking in Downtown New Liskeard. As discussed at the last Transit Committee meeting there has been an application for a bump out for a restaurant on Whitewood Avenue that would affect an accessible parking spot. It was decided that the accessible spot could be moved to allow for the bump out but the accessibility committee moved a motion to ensure that the bump outs be used for patrons to sit at tables and not to be used as a diversion of the sidewalk. That motion passed. There is an excellent document that has been recently published by the Ontario Traffic Council which provides guidelines for the implementation of street patios.

## **Broski's Diner Grand Opening – Downtown New Liskeard – June 22**

It is great to see businesses opening in Temiskaming Shores. I, along with Councillor Ducharme attended the grand opening of Broski's Diner. Congratulation to Ryan Breault for putting in the hard work and commitment to open the restaurant. It is great to see this establishment join so many great entrepreneurs and businesses in our region. The food and service is great. Best of luck.

## **3H Furniture 50<sup>th</sup> anniversary – June 23**

Not only is it great to see new businesses opening but it is so impressive to see the many long-term businesses here as well. The 50<sup>th</sup> anniversary at 3H Furniture was such a great event. It was fascinating to see the new technology being implemented to ensure that 3H continues to be an anchor in our business community. It was also great to speak with management and staff about the excellent product that they produce. Congratulations to everyone at 3H and here's to another 50 years.

## **Northern Animal Rescue and Sanctuary – Grand Opening – June 24**

I was happy to attend the Grand opening of the Northern Animal Rescue and Sanctuary and attend their Paws fest event. It was a pleasure to speak with the staff and volunteers who are committed to caring for the many animals that pass through their facility. This is a facility that will be vital to managing animal welfare in our area. Keep up the great work.

## **Community Bike Festival - June 25**

I attended the Community Bike Festival and saw the great work of the Temiskaming Health Unit and the many volunteers who were there to provide bikes to many people in the community. They collected these bicycles from members of the community who kindly donated them. They made sure that every bike was in good condition and then made sure that everyone who received a bike was fitted properly.

There were also helmets and other bike accessories available. Thanks to everyone for such a great event and for helping to increase active travel in our community.

### **One Light Event – July 1**

At our last council meeting we had an excellent presentation from One Light. One Light held a fundraising event at the Haileybury waterfront on July 1. They were offering snack food from around the world and there was a large selection. It was hard to choose! I also had an excellent opportunity to discuss some of the successes and challenges of the group and also to gain a better understanding of the issues that we need to continue to discuss to assist newcomers to establish themselves the community. The good work of One Light is helping all of us.

### **Haileybury Block Party- July 1**

The Haileybury Block party was a great community event and a great way to celebrate Canada Day. It was so great to see so many people out enjoying some great music, great food, and great discussions with friends, family and visitors. I had the opportunity to discuss the Downtown Core Study and encouraged people to complete the survey which closes at the end of July. I am looking forward to next years block party. Congratulations to everyone who put so much work into the event.

### **BIA**

It is my pleasure to serve on the New Liskeard BIA and we have been meeting recently to plan the New Liskeard Block Party to be held on July 15 on Whitewood Avenue in New Liskeard. There will be various events including a Science North Display and there will be great food and downtown businesses out on the street displaying their wares.

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**By-law No. 2023-080**

**Being a by-law to amend By-law No. 2022-185, as amended to  
appoint community representatives to various Committees and  
Boards for the 2022-2026 Term of Council**

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

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

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

**Whereas** Council adopted By-law No. 2022-185 to appoint community representatives to various Committees and Boards for 2022-2026 term of Council; and

**Whereas** Kevin Leveille and Rany Youssef tendered their resignations as community representative on the New Liskeard Business Improvement Area Board of Management; and

**Whereas** Council supports the Liskeard Business Improvement Area Board of Management Committee Recommendation to appoint Sherry Ridley, Lisa Vandermeer, Joline Rivard as community representatives on the New Liskeard Business Improvement Area Board of Management Committee; and

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

1. That Schedule "A" to By-law No. 2022-85, as amended be further amended by removing Kevin Leveille and Rany Youssef as community representative on the New Liskeard Business Improvement Area Board of Management for the 2022-2026 Term of Council; and
2. That Schedule "A" to By-law No. 2022-185, as amended be further amended by adding Sherry Ridley, Lisa Vandermeer, Joline Rivard as community representatives to the New Liskeard Business Improvement Area (BIA) Board of Management Committee for the 2022-2026 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 11<sup>th</sup> day of July, 2023

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Mayor

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Clerk

# **The Corporation of The City of Temiskaming Shores**

## **By-law No. 2023-081**

### **Being a By-law to amend By-law No. 2012-101, as amended, to Regulate Traffic and Parking of Vehicles in the City of Temiskaming Shores – Bus stops, Accessible Spaces, Stop Signs**

**Whereas** Section 102 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to pass by-laws respecting the health, safety and well-being of persons; and

**Whereas** Section 102.1(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles; and

**Whereas** the Council of the Corporation of the City of Temiskaming Shores adopted By-law No. 2012-101 on November 6, 2012, to regulate traffic and parking of vehicles in the City of Temiskaming Shores; and

**Whereas** Council considered Administrative Report No. PW014-2023 at the July 11, 2023 Committee of the Whole meeting and directed staff to amend By-law No. 2012-101 to Regulate Traffic and Parking of Vehicles in the City of Temiskaming Shores to modify certain provisions related to Bus Stops, Parking Limits, Accessible Space and Stop Signs for consideration at the July 11, 2023, Regular Council meeting.

**Now therefore be it resolved that** the Council of the Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Schedule “A”, Appendix 5 of By-Law 2012 be hereby amended as follows:

#### **Changing location of current Bus Stops**

|   | <b><u>Street</u></b> | <b><u>Direction/Location</u></b> | <b><u>Intersection</u></b>      |
|---|----------------------|----------------------------------|---------------------------------|
| 6 | Whitewood Avenue     | Northeast corner                 | Adjacent to 29 Whitewood Avenue |

2. That Schedule “A”, Appendix 9 of By-Law 2012 be hereby amended as follows:

#### **Changing wording of current Parking Time Limit in Designated Places**

##### **Table (D)**

Parking is limited to 90 minutes, between 9:00 a.m. and 6:00 p.m. daily excluding Sundays and Statutory Holidays, except in such areas where parking is prohibited at all times:

|    | <b><u>Street</u></b> | <b><u>Side</u></b> | <b><u>From</u></b> | <b><u>To</u></b> |
|----|----------------------|--------------------|--------------------|------------------|
| 18 | Wellington Street    | Both               | Spruce Street      | Whitewood Avenue |
| 19 | Wellington Street    | East               | Whitewood Avenue   | Cedar Street     |
| 20 | Whitewood Avenue     | Both               | May Street         | Jaffrey Street   |

3. Schedule "A", Appendix 18 of By-law 2012-101 be hereby amended as follows:

**Changing location of current Accessible parking stall.**

|    | <b><u>Street</u></b> | <b><u>Intersection at</u></b> | <b><u>Directional Location</u></b> | <b><u>Description</u></b>   |
|----|----------------------|-------------------------------|------------------------------------|---|
| 21 | Whitewood Avenue     | Wellington Street             | Southeast corner                   | One parking stall on the Southeast side of Whitewood Avenue approximately 15 metres from corner |

4. Schedule "A", Appendix 11 of By-law 2012-101 be hereby amended as follows:

**Adding Stop Signs to Wilson Ave and Grant Drive Intersection**

| <b><u>Intersection</u></b> |                           | <b><u>Facing Traffic</u></b>                        |
|----------------------------|---------------------------|---|
| Grant Drive                | & Wilson Ave              | North Bound on Grant (150 Wilson Ave Back Entrance) |
| Wilson Avenue              | & HWY 65<br>& Grant Drive | West Bound on Wilson Ave.                           |
| Wilson Avenue              | & Grant Drive             | East Bound on Wilson Ave.                           |

5. That this by-law shall come into force and take effect on the date of its final passing.

6. 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 as may be deemed necessary after the passage of this By-law, where such modification or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 11<sup>th</sup> day of July, 2023

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Mayor

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Clerk

**The Corporation of the City of Temiskaming Shores**

**By-law No. 2023-082**

**Being a by-law to enter into an agreement with Pedersen  
Construction (2013) Inc. for the 2023 Infrastructure Repairs on  
Jaffray Street and West Road**

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

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

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

**Whereas** Council considered Administrative Report No. PW-015-2023 at the July 11, 2023 Committee of the Whole and directed staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Jaffray Street storm and asphalt repairs and the West Road culvert reline project in the amount of \$358,900.00 plus applicable taxes for consideration at the July 11, 2023, Regular Council Meeting.

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

1. That Council authorizes the entering into an agreement with Pedersen Construction (2013) Inc. for the 2023 Infrastructure Repairs - Jaffray Street storm and asphalt repairs and the West Road culvert reline in the amount of \$358,900.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed** this 11<sup>th</sup> day of July, 2023

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Mayor

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Clerk





Schedule “A” to

## **By-law 2023-082**

Agreement between

**The Corporation of the City of Temiskaming Shores**

and

**Pedersen Construction (2013) Inc.**

2023 Infrastructure Repairs

Jaffray Street storm and asphalt repairs  
and West Road culvert reline project

**This agreement** made this 11<sup>th</sup> day of July, 2023

Between:

**The Corporation of the City of Temiskaming Shores**  
(hereinafter called “the Owner”)

And

**Pedersen Construction (2013) Inc.**  
(hereinafter called “the Contractor”)

Witnesseth:

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

**Article I:**

The Contractor will:

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

**The Corporation of the City of Temiskaming Shores  
2023 Infrastructure Repairs:  
Jaffray Street Storm and Asphalt  
West Road Culver Reline Project**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement attached hereto as Appendix 01 and forming part of this Agreement; and
- c) Complete, as certified by the Manager of Environmental Services, all the work by **December 31, 2023**
- d) The time limits referred to in this Agreement may be abridged or extended by mutual agreement by both Parties.

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **Three hundred and fifty-eight thousand nine-hundred dollars and zero cents (358,900.00) plus applicable taxes**, subject to additions and deductions as provided in the Contract Documents, if applicable.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

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

The Contractor:

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

The Owner:

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

The Manager of Environmental Services:

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

The Manager of Transportation Services:

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

**Remainder of Page left Blank Intentionally**

**In witness** whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in  
the presence of

**Pedersen Construction (2013) Inc.**

\_\_\_\_\_  
Karl Pedersen, President

Municipal Seal

**The Corporation of the City of Temiskaming  
Shores**

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Kelly Conlin



Appendix 01 to  
Schedule “A” to

**By-law No. 2023-082**

Form of Agreement

**City of Temiskaming Shores  
PW-RFQ-003-2023  
2023 Infrastructure Upgrades****Form of Quotation**

Proponent's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, Pedersen Construction (2013) Inc.  
(Registered Company Name/Individuals Name)Of, 177246 Bedard Rd. New Liskeard, ON P0J 1P0  
(Registered Address and Postal Code)Phone Number: 705-647-6223 Email: [REDACTED]

I/We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation (all prices must be CDN funds and without HST):

| Description                                 | Amount                        |
|---|-------------------------------|
|   | Lump Sum (not to include HST) |
| Project 1: West Road Culvert Reline         | \$94,500.00                   |
| Project 2: Jaffray Street Storm and Asphalt | \$264,400.00                  |
| Subtotal (excl. HST)                        | \$358,900.00                  |
| Contingency (5%)                            | \$17,945.00                   |
| Total (excl. HST)                           | \$376,845.00                  |

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER 0 to 0 in preparing my/our Quotation.

**Additional Terms**

I/We have carefully examined all Requests for Quotation documents and have a clear knowledge of the assignment, and that by submitting this Form of Quotation,

I/We agree to all terms and conditions of this Request for Quotations.

If requested, I/We shall submit information outlining the team and deployment of resources, project understanding and qualifications. I/We recognize that the information and references submitted may be investigated and that pertinent information may be obtained, and thereby consent to such investigation.

I/We understand that the fee submitted in this Quotation Form is based upon acceptance of the quotations within 60 days of the closing date established by the City of Temiskaming Shores

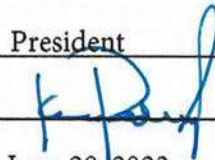
Bidder's Authorized Official:

Karl Pedersen

Title:

President

Authorizing Signature:



Date:

June 29, 2023**Form 1 to be submitted.**

**City of Temiskaming Shores  
PW-RFQ-003-2023  
2023 Infrastructure Upgrades**

**Non-Collusion Affidavit**

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

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

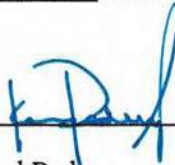
Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection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

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

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

Dated at: New Liskeard this 29th day of June, 2023

Signature:



Bidder's Authorized Official:

Karl Pedersen

Title:

President

Company Name:

Pedersen Construction (2013) Inc.

**Form 2 to be submitted.**



**City of Temiskaming Shores  
PW-RFQ-003-2023  
2023 Infrastructure Upgrades**

**Conflict of Interest Declaration**

Please check appropriate response:

☒ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our 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 RFQ process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: New Liskeard this 29th day of June, 2023

Signature:

Bidder's Authorized Official:

Title:

Company Name:

  
Karl Pedersen

President

Pedersen Construction (2013) Inc.

**Form 3 to be submitted.**

**City of Temiskaming Shores  
PW-RFQ-003-2023  
2023 Infrastructure Upgrades**

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance  
Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: Karl Pedersen Company Name: Pedersen Construction (2013) Inc.

Phone Number: 705-647-6223 Email: kpedersen@pedersenconstruction.ca

I, Karl Pedersen, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

**OR**

I, \_\_\_\_\_, declare that I, or my company, are **NOT in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

**Form 4 to be submitted.**

**City of Temiskaming Shores  
PW-RFQ-003-2023  
2023 Infrastructure Upgrades**

**List of Proposed Sub-Contractors**

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Proposal must be included in the Proposal documents submitted.

| Name                  | Address          | Component      |
|-----------------------|------------------|----------------|
| Miller Paving Limited | New Liskeard, ON | Asphalt Paving |

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

Dated at: New Liskeard this 29th day of June, 2023

Signature:

Bidder's Authorized Official:

Title:

Company Name:

  
Karl Pedersen

President

Pedersen Construction (2013) Inc.

**Form 5 to be submitted.**

**The Corporation of the City of Temiskaming Shores**

**By-law No. 2023-083**

**Being a by-law to authorize an Agreement between the City of  
Temiskaming Shores and Lynn Boucher for the  
Cleaning of the Haileybury Medical Centre**

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

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

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

**Whereas** Council considered Administrative Report RS-014-2023 at the July 11, 2023 Committee of the Whole meeting and directed staff to prepare the necessary by-law and agreement with Lynn Boucher for custodial cleaning services of the Haileybury Medical Centre for the period commencing on August 1, 2023 to July 31, 2028.

**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 Lynn Boucher for custodial cleaning services at the Haileybury Medical Centre commencing on August 1, 2023 and ending on July 31, 2028, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 11<sup>th</sup> day of July, 2023

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Mayor

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Clerk



Schedule “A” to

## **By-law 2023-083**

Agreement between

**The Corporation of the City of Temiskaming Shores**

and

**Lynn Boucher**

For the cleaning of the Haileybury Medical Centre

**This agreement** made this 16<sup>th</sup> day of June, 2020.

Between:

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

And:

**Lynn Boucher**  
(hereinafter called "the Contractor")

**Witnesseth:**

That the Contractor agrees to provide custodial services for the Haileybury Medical Centre (95 Meridian Avenue) for the period starting August 1, 2023 and ending July 31, 2028.

All sums due to the Contractor shall be payable by the Corporation on or about the 15<sup>th</sup> and 30<sup>th</sup> day of each and every calendar month in which the work is performed.

**This agreement** shall inure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the Contractor and on the Corporation of the City of Temiskaming Shores.

**1. Conditions and Requirements of Work**

The Contractor shall satisfy herself by personal examination of the location of the proposed work, or by such other means as she may prefer, as to the actual conditions and requirements of the work.

Should any points of dispute arise between the Contractor and the Corporation as to the intent of any portion of this contract the City Manager shall be the sole arbiter in their settlement.

**2. Commencement and Completion**

This agreement will commence on August 1, 2023, and terminate on July 31, 2028, unless an extension is mutually agreed upon by both parties and a new agreement is entered into. Should the term of this agreement expire it is mutually agreed that the terms and conditions of this agreement will continue on a month-by-month basis until a new agreement has been entered into or until notice of termination in accordance with this agreement has been received by either party.

**3. Definition of Contract**

The work to be done by the Contractor under this Contract comprises of janitorial services for the buildings specified in the contract. The Contractor will be required to provide all and every kind of labour, tools, equipment, articles and things necessary for the due execution of the work. The Corporation will be responsible for the purchase of dispensing/cleaning supplies and a vacuum.



#### **4. Regulations**

The Contractor shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

#### **5. Completion**

Time shall be of the essence in this agreement.

#### **6. Workplace Safety and Insurance Board**

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the Workplace Safety and Insurance Act. The Contractor shall, at the time of entering into any Contract with the Corporation, make a Statutory Declaration that all assessments or compensations payable to the Workplace Safety and Insurance Board have been paid, and the Corporation may, at any time during the performance or upon completion of such Contract, require a further Certificate of Clearance that such assessment or compensations have been paid.

#### **7. Insurance**

The Contractor shall, obtain, maintain and provide evidence of until the termination of the Agreement or otherwise stated, the following:

##### Commercial General Liability

The Contractor shall maintain and pay for Comprehensive General Liability Insurance with coverage limits of no less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use.

The policies shall include City of Temiskaming Shores as an additional insured and containing a cross liability clause.

All insurance policies shall be maintained in good standing throughout the duration of the Agreement and cannot be cancelled or permitted to lapse unless the insurer notifies the City in writing at least 30 days prior to the effective date of cancellation or expiry. The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonably require.

#### **8. Subletting**

The Contractor shall keep the work under their personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the Superintendent of Community Programs. The consent of the Superintendent of Community Programs of any such assignment, transfer or subletting, shall not, however, relieve the Contractor of any responsibility for the proper commencement, execution and

completion of work according to the terms of the Contract, and the Contractor shall either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service, as if she was performing the work with her own plant and her own employees.

## **9. Payments**

Payments for work done will be paid by the Corporation to the Contractor on or about the 15<sup>th</sup> and 30<sup>th</sup> of each and every calendar month in which the work is performed and said payment an hourly rate of \$25.50 for Year 1; \$26.00 for Year 2; \$26.75 for Year 3; \$27.50 for Year 4; And \$28.25 for Year 5, based on 37.5 hours per week at the Haileybury Medical Centre.

Before making any payments for the work to be performed hereunder, the Corporation may require the Contractor to satisfy the Corporation that all claims against the Contractor for labour, materials or things hired or supplied upon or for the work, have been paid or satisfied, or if any such claims are found to exist, may pay such sums and the Contractor shall repay the same within two days, or the Corporation may, at its option, withhold from the payment due sufficient amounts to satisfy the same.

## **10. Liens**

The parties hereto and their surety on themselves, their executors, administrators, successors and assigns, and any and all other parties in any way concerned, shall fully indemnify the Corporation and all of its officers, servants and employees from any and all liability or expenses by way of legal costs or otherwise in respect to any claim which may be made for a lien or charge at law or in equity or liability or to any attachment for debt, garnishee process or otherwise. The Corporation shall not in any case be liable to any greater extent than the amount owing by it to the Contractor, her executors, administrators, successors and assigns.

## **11. Contractor’s Employees’ Wages**

The Contractor shall keep at all times, a list of the names of all individuals employed on the Contract and a record of the rate of wages and of amounts paid to each individual, said list to be provided to the Corporation.

## **12. Confidentiality Statement**

The Contractor and all individuals employed by the Contractor shall sign a Confidentiality Statement agreeing to not disclose or release confidential information to any person at any time without proper consent and authorization, unless legally required.

## **13. Health and Safety**

The Contractor agrees to abide by any and all public health directives or orders, specifically regarding COVID-19 but also including any new or emerging public health concerns.



#### **14. Notice to Contractor**

Any notice or communication to the Contractor shall be deemed to be well and sufficiently given and served if handed to the Contractor or any of her clerks or agents or if posted or sent to the last address given by her or her usual place of business, or to the place where the work is being carried out, or if posted to or left at her last known address; and any papers so left, sent or addressed to, shall be considered to be, and have been legally served upon the Contractor. In any written or printed notice to the Contractor in respect of general, special, or other repairs, or of any work of any nature required to be done under any of the provisions of the Contract, or of any other matter, it shall not be obligatory upon the Manager of Physical Assets to specify minutely or in detail everything required nor to specify by measurement the exact extent thereof, or the precise spot or spots where the work or material may be defective or faulty or where any of the requirements of the specifications have been observed: but a reference in such a notice to the clause or clauses bearing upon the matter, a description of the locality in general terms, and sufficiently clear, in the opinion of the Manager of Assets, to indicate where the defect or trouble exists, shall be deemed to be, and shall be, ample notice.

#### **15. Termination of Contract**

The Corporation and Contractor have the right to terminate this contract upon ninety (90) days written notice to the other party at the following addresses:

**City of Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario P0J 1K0  
Attn.: Municipal Clerk

**Lynn Boucher**  
P.O. Box 521  
Belle Vallée, Ontario P0J 1A0  
Attn.: Lynn Boucher

#### **16. General Intent**

During the currency of this Contract the Contractor on behalf of the Corporation shall perform the work of cleaning and catering as indicated below for the following municipal buildings:

1. Medical Arts Centre (95 Meridian)

### **House Service Routines**

#### Washrooms

|            |                                |  |
|------------|--------------------------------|--|
| Daily      | Service & Wipe                 | Dispensers, towels, tissue, etc.                                       |
| Daily      | Wash                           | Mirrors, basins, taps  |
| Daily      | Spot clean                     | Walls, stalls, & doors   |
| Daily      | Sweep/Spot Clean/Damp mop/Wash | Floors   |
| Daily      | Wash                           | Toilet bowls, seats, urinals, traps, feed pipes under basin, washbasin |
| Periodical | Wash & Polish                  | Walls, stalls, doors, etc.   |

#### General Office Cleaning

|                 |                                |  |
|-----------------|--------------------------------|--|
| Daily           | Empty & Wipe                   | Baskets, waste, etc.   |
| Daily           | Dust                           | Desk, tables, files, bookcase                                      |
| Daily           | Remove                         | Empty boxes, etc.  |
| Daily           | Sweep/Spot clean/Damp mop/Wash | Floors   |
| Daily           | Vacuum                         | Carpets, rugs  |
| Daily           | Spot clean                     | Walls, partitions, glass, doors, etc.                              |
| Weekly          | Dust                           | Chairs, cabinets, inside window sills, ledges, baseboards          |
| On Pick-up Days | Deliver to road                | All garbage bags   |
| Periodical      | Deliver to recycling bins      | All recyclables  |
| Periodical      | Wash & Polish                  | Desk, tables, files, bookcases, walls, doors, inside windows, etc. |

#### Hallways and Lobbies

|            |               |                                    |
|------------|---------------|------------------------------------|
| Daily      | Damp Wipe     | Drinking fountain                  |
| Daily      | Spot Clean    | Walls, partitions, glass doors     |
| Daily      | Spot Clean    | Floors                             |
| Daily      | Damp Sweep    | Floors                             |
| Daily      | Vacuum        | Carpets, rugs                      |
| Periodical | Wash & Polish | Walls, doors, inside windows, etc. |

### Lunchrooms and Coffee Rooms

|            |                                  |  |
|------------|----------------------------------|--|
| Daily      | Empty & Wipe                     | Waste receptacles, baskets   |
| Daily      | Damp Wipe                        | Tables, sink, stove, etc.  |
| Daily      | Sweep, Spot Clean, Damp mop/Wash | Floors   |
| Daily      | Spot Clean                       | Walls, doors, inside windows, etc.                                       |
| Weekly     | Dust                             | Chairs, etc.   |
| Periodical | Wash & Polish                    | Tables, chairs, sink, walls<br>cupboards, doors, inside windows,<br>etc. |

### Lounges (inside of waiting areas)

|            |                |  |
|------------|----------------|--|
| Daily      | Empty & Wipe   | Waste baskets, etc.                                  |
| Daily      | Dust           | Tables, etc.   |
| Daily      | Sweep & Vacuum | Floors & carpets                                     |
| Daily      | Spot clean     | Floors, walls, inside windows, etc.                  |
| Weekly     | Dust           | All furniture  |
| Periodical | Wash & Polish  | All furniture, walls, doors, inside<br>windows, etc. |

### Stairs

|            |                  |                  |
|------------|------------------|------------------|
| Daily      | Damp Sweep       | Steps & Landings |
| Daily      | Dust             | Handrails        |
| Daily      | Wash if required | Steps & Landings |
| Periodical | Wash as required | Handrails        |

## 17. Independent Contractor

The Contractor will provide the Contractor’s services to the City of Temiskaming Shores as an independent contractor and not as an employee.

Accordingly:

- The Contractor agrees that the City shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Canada Pension Plan contributions on any amounts paid by the City to the Contractor or amounts paid by the Contractor to its employees or contractors. The Contractor agrees to indemnify the City from any and all claims in respect to the Company’s failure to withhold and/or remit any taxes, employment insurance premiums or Canada Pension Plan contributions.

- The Contractor agrees that as an independent contractor, the Contractor will not be qualified to participate in or to receive any employee benefits that the city may extend to its employees.
- The Contractor is free to provide services to other clients so long as there is no interference with the Contractor’s contractual obligations to the City.

The Contractor has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the City.

**Remainder of Page left blank intentionally**

Signed and Sealed in  
the presence of

Lynn Boucher

Mayor – Jeff Laferriere

Clerk – Kelly Conlin



Appendix 01 to  
Schedule “A” to  
**By-law No. 2023-083**



## Confidentiality Statement

I, **Lynn Boucher**, proprietor of Lynn Boucher Cleaning Services have entered into a contractual agreement with the *City of Temiskaming Shores* (City) for the cleaning of the Haileybury Medical Centre.

I acknowledge that during the course of my contract employment, I will acquire and be exposed to confidential information related to City and those of its tenants, including but not limited to its businesses, processes, personnel and in some cases, clients. If, at any point during my cleaning contract with City, I am in doubt as to whether or not certain information (whether in writing or not) is confidential within the meaning of the City's policies, I agree to seek clarification of that issue from the City, before making any disclosure of the information in question.

As a condition of my contract with the City, I agree **not** to disclose or release confidential information to any person at any time without proper consent and authorization, except as may be legally required by law.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information during the course of my contract with the City.

I agree that my confidentiality obligations pursuant to this Confidentiality Statement survives the expiration or cessation of my contract with the City.

\_\_\_\_\_  
Lynn Boucher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness - Print Name

\_\_\_\_\_  
Witness - Signature

\_\_\_\_\_  
Date



### Confidentiality Statement

I, \_\_\_\_\_ being an employee/janitor under the supervision of Lynn Boucher, being the cleaning Contractor with the *City of Temiskaming Shores* (City) for the cleaning of the Haileybury Medical Centre.

I acknowledge that during the course of my employment under the supervision of Lynn Boucher, I will acquire and be exposed to confidential information related to the City itself, and those of its tenants, including but not limited to its businesses, processes, personnel and in some cases, clients. If, at any point during my janitorial responsibilities, I am in doubt as to whether or not certain information (whether in writing or not) is confidential within the meaning of the *City's* policies, I agree to seek clarification of that issue from Lynn Boucher or the City before making any disclosure of the information in question.

As a condition of my employment with Lynn Boucher I agree **not** to disclose or release confidential information to any person at any time without proper consent and authorization, except as may be legally required by law.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information during the course of my employment.

I agree that my confidentiality obligations pursuant to this Confidentiality Statement survives the expiration or cessation of my employment under the supervision of Lynn Boucher Cleaning Services - cleaning Contractor with the City.

\_\_\_\_\_  
Employee Name - Print

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lynn Boucher - Witness

\_\_\_\_\_  
Date



**The Corporation of the City of Temiskaming Shores**

**By-law No. 2023-084**

**Being a by-law to enter into an agreement with B&R Water Treatment for the installation of a water softener at the Waterfront Pool and Fitness Centre**

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

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

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

**Whereas** Council considered Administrative Report No. RS-015-2023 at the July 11, 2023 Committee of the Whole meeting and directed staff to prepare the necessary by-law to enter into an agreement with B&R Water Treatment for the installation of a water softener at the Waterfront Pool & Fitness Centre in the amount of \$26,135.00 plus applicable taxes for consideration at the July 11, 2023 Regular Council meeting.

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

1. That Council authorizes to enter into an agreement with B&R Water Treatment for the installation of a water softener at the Waterfront Pool & Fitness Centre in the amount of \$26,135.00 plus applicable taxes for consideration at the July 11, 2023 Regular Council meeting, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed** this 11<sup>th</sup> day of July, 2023.

---

Mayor

---

Clerk



Schedule “A” to

## **By-law 2023-084**

Agreement between

**The Corporation of the City of Temiskaming Shores**

and

**B & R Water Treatment**

**Installation of a water softener at the Waterfront Pool & Fitness Centre**

**This agreement** made in duplicate this 11<sup>th</sup> day of July, 2023

Between:

**The Corporation of the City of Temiskaming Shores**

(hereinafter called "the Owner")

and

**B & R Water Treatment**

(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  
Request for Proposal (RS-RFQ-004-2023)  
PFC Water Softener Installation**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement attached hereto as Appendix 01 and forming part of this agreement.
- c) Complete, as certified by the Director of Recreation, all the work by **August 30, 2023**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid, in the upset amount of Twenty Six Thousand, one hundred and thirty five dollars and zero cents (\$26,135.00), plus applicable taxes, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties 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:

**B&R Water Treatment**

540 Genier Road  
Cochrane, ON P0L 1C0

Roland Royer, Owner/President

The Owner:

**City of Temiskaming Shores**

P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario, P0J 1K0

Director of Recreation

**Remainder of Page left blank intentionally**

Signed and Sealed in  
the presence of

Roland Royer – Owner/President

**Corporation of the City of  
Temiskaming Shores**

Mayor – Jeff Laferriere

Clerk – Kelly Conlin



Appendix 01 to  
Schedule “A” to

**By-law No. 2023-084**

Form of Agreement

**City of Temiskaming Shores  
RS-RFQ-004-2023  
PFC Water Softener Install**

**Form of Quotation**

Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and email, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation. We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation (all prices must be CDN funds and without HST):

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

|  |              |
|--|--------------|
| Supply and installation of water softener as per scope of work | \$ 26,135.00 |
|--|--------------|

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER N/A in preparing my/our Quotation.

Company Name:

B&R Water Treatment Inc.

Mailing Address:

540 Genier Road, Cochrane, ON

Postal Code:

P0L 1C0

Telephone:

705-272-6305

Email:

[REDACTED]

Bidder's Authorized Official:

**Roland Royer**

Title:

**Owner/President**

Authorizing Signature:



Date:

**June 26-2023**

Contact name (if different  
from authorizing official):

**Riley Royer**

Contact's email:

[REDACTED]

Contact's phone number:

[REDACTED]

**Form 1 to be submitted.**



**City of Temiskaming Shores  
RS-RFQ-004-2023  
PFC Water Softener Install**

**Non-Collusion Affidavit**

I/ We Roland Royer the undersigned am fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such bid.

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

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

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

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

Dated at: Cochrane, ON this 26 day of June, 2023.

Signature:



Bidder's Authorized Official:

Roland Royer

Title:

Owner/President

Company Name:

B&R Water Treatment Inc.

**Form 2 to be submitted.**

**City of Temiskaming Shores  
RS-RFQ-004-2023  
PFC Water Softener Install**

**Conflict of Interest Declaration**

Please check appropriate response:

☒ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our 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 RFQ process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: Cochrane, ON this 26 day of June, 2023.

Signature:



Bidder's Authorized Official:

Roland Royer

Title:

Owner/President

Company Name:

B&R Water Treatment Inc.

**Form 3 to be submitted.**

## **The Corporation of the City of Temiskaming Shores**

### **By-law No. 2023-085**

#### **Being a by-law to enter into a Funding Agreement with Northern Ontario Heritage Fund Corporation (NOHFC) for a Strategic Planning and Communications position (one-year)**

**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-026-2023 at the July 11, 2023 Committee of the Whole meeting and directed staff to prepare the necessary by-law to enter into an agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) for the funding of a Strategic Planning and Communications position for a one-year period in the amount of \$35,000;

**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 a funding agreement with Northern Ontario Heritage Fund Corporation for a Strategic Planning and Communications position in the amount of \$35,000, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Mayor and Clerk have the delegation of authority to execute any and all required documentation and amendments, on behalf of the City of Temiskaming Shores, as required under the Contribution Agreement, as long as the amendments do not create any financial liability for the City that is beyond a budget approved by Council.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 11<sup>th</sup> day of July 2023.

---

Mayor

---

Clerk



Schedule “A” to

**By-law No. 2023-085**

Being a funding Agreement between

**The Corporation of the City of Temiskaming Shores**

and

**Northern Ontario Heritage Fund Corporation (NOHFC)**

For a Strategic Planning and Communications position  
(One-year)

NOHFC File Number: 7401291

May 30, 2023

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

325 Farr Drive, PO Box 2050

Haileybury ON P0J 1K0

Attention: James Franks, Economic Development Officer

E-mail: [jfranks@temiskamingshores.ca](mailto:jfranks@temiskamingshores.ca); [municipality@temiskamingshores.ca](mailto:municipality@temiskamingshores.ca)

Dear James Franks:

Enclosed are:

- The proposed contract between THE CORPORATION OF THE CITY OF TEMISKAMING SHORES (the Employer) and Northern Ontario Heritage Fund Corporation (NOHFC)
- An electronic funds transfer (EFT) form

Please note that you need to have hired your intern and entered the intern's actual start date of the Work Term in Section B of Schedule A of the proposed contract prior to signing it. The Work Term may not commence prior to **February 7, 2023**. The Work Term will then run for 56 weeks after the start date that you insert. The intern must be provided with 52 weeks of paid work within the 56-week Work Term.

If you have not yet hired your intern, please hold onto this proposed contract until you have done so. If your intern has not started the internship by **May 10, 2024**, your funding approval will expire, NOHFC will not sign the proposed contract, and your file will be closed. However, you may submit a new funding application under the *People & Talent Program*, which will be evaluated in the normal course in accordance with NOHFC's usual guidelines and criteria.

Once you have hired your intern and entered the start date for the Work Term in Section B of Schedule A of the proposed contract, please return to NOHFC:

- ☐ The proposed contract, signed by an authorized signing officer(s) of the Employer
- ☐ Completed and signed EFT form
- ☐ Void cheque, or signed or stamped bank letter, to verify banking information

Please return the completed documents to NOHFC electronically by e-mail to [NOHFC.FinancialServicesUnit@ontario.ca](mailto:NOHFC.FinancialServicesUnit@ontario.ca), no later than 30 days after the start date of the Work Term. If you require assistance to send your documents electronically, please [click here](#).

NOHFC will not disburse any funds until, among other requirements, a fully signed contract is in place and NOHFC has received the completed EFT form and satisfactory banking information.

For your records, one fully signed version of the contract will be returned to your organization after it is signed by NOHFC.

If you have any questions regarding your internship or need any of this documentation in a different format, please contact your project officer, Janette Wallace by telephone at 249-622-2299 or by e-mail at [janette.wallace@ontario.ca](mailto:janette.wallace@ontario.ca).

Sincerely,

A handwritten signature in blue ink, reading "John Guerard". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Guerard  
Executive Director

c. Janette Wallace  
Enclosures

This **CONDITIONAL CONTRIBUTION AGREEMENT** is made effective as of the first day of the Work Term

**B E T W E E N:**        **NORTHERN ONTARIO HERITAGE FUND CORPORATION**  
a corporation existing under the laws of Ontario  
(“**NOHFC**”)

**A N D:**                **THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**  
a municipality existing under the laws of Ontario  
(the “**Employer**”)

**WHEREAS** the Employer wishes to obtain financial assistance from NOHFC to hire an intern to fill the Position, as more fully described herein;

**AND WHEREAS** NOHFC wishes to provide financial assistance towards the Eligible Costs of the Position in the form of a conditional contribution subject to the terms and conditions of this Agreement;

**NOW THEREFORE** in consideration of mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows:

## **1. Interpretation**

1.1.        This agreement, together with:

Schedule A - Position Details;

Schedule B - Request for Reimbursement Form; and

Schedule C - Final Report;

and any agreement entered into as provided for in Section 15.2 having the effect of amending the foregoing,

(the “**Agreement**”) constitutes the entire agreement between the parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations, understandings and agreements.

1.2.        In this Agreement, the following capitalized terms have the meanings set out below:

(a)        “**Actual Wages**” means gross salary or wages paid by the Employer to the Intern for a maximum of 52 weeks of work during the Work Term, including statutory holiday pay, but excluding all MERCs;

(b)        “**Contribution**” means the conditional contribution payable by NOHFC to the Employer in accordance with this Agreement;

(c)        “**Eligible Candidate**” means an individual who:

(i)        Intentionally deleted

(ii)       is either a new entrant into the workforce, is transitioning to a new career, or is unemployed or underemployed and is entering a new field,



- (iii) has not previously participated in NOHFC's People & Talent Program,
- (iv) is at least 18 years of age,
- (v) resides in Northern Ontario,
- (vi) is legally entitled to work in Canada, and
- (vii) unless NOHFC has granted its prior written consent otherwise, is not a child, sibling, parent or spouse of, or is not cohabitating with:
  - A. the Employer (if the Employer is an individual),
  - B. any person involved in the Employer's hiring procedures or the Employer's decision-making, which is deemed to include directors, officers and/or partners of the Employer and the supervisor of the Intern, or
  - C. any person who has an ownership interest in the Employer;
- (d) "**Eligible Costs**" means (i) the Actual Wages, and (ii) 15% of the Actual Wages, representing MERCs;
- (e) "**Final Report**" means a completed and duly executed final report in the form of Schedule C;
- (f) "**Intern**" means the Eligible Candidate hired to fill the Position through a fair and transparent selection process;
- (g) "**Maximum Funds**" means the maximum amount payable to the Employer under this Agreement, which is the lesser of:
  - (i) the NOHFC Percentage of Eligible Costs, and
  - (ii) the amount set out in the column entitled "Maximum NOHFC Contribution" in the table in Section C of Schedule A;
- (h) "**MERCs**" means mandatory employment related costs required to be paid or remitted by the Employer in accordance with applicable law (including mandatory minimum vacation pay, employer's contributions to employment insurance and the Canadian Pension Plan, employer health tax, and Workplace Safety and Insurance Board premiums), but excluding statutory holiday pay;
- (i) "**NOHFC Percentage**" means the percentage of Eligible Costs reimbursable by NOHFC under this Agreement, as set out in the column entitled "NOHFC % of Eligible Costs" in the table in Section C of Schedule A;
- (j) "**Northern Ontario**" means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, and Timiskaming;
- (k) "**Position**" means the internship position described in Section A of Schedule A;
- (l) "**Position Details**" means all of the information contained on Schedule A which, for clarity, includes the internship position description in Section A, the Work Term in Section B, and the financial information in Section C;

- (m) **“Provincial Entity”** means His Majesty the King in right of Ontario or any “public entity” (as defined in the *Financial Administration Act* (Ontario) R.S.O. 1990, c. F.12);
- (n) **“Request for Reimbursement”** means a request for the disbursement of a portion of the Contribution to reimburse Eligible Costs, which request is completed and duly executed in the form of Schedule B, and is accompanied by documentation satisfactory to NOHFC evidencing the payment of the Intern’s gross salary or wages claimed for the period covered in the request for reimbursement form;
- (o) **“Reports”** means any information, including accounts, data, and projections, as NOHFC may request from time to time, but excludes the Final Report; and
- (p) **“Work Term”** means the term of the Position set out in Section B of Schedule A.

1.3. For the purpose of interpretation:

- (a) the words “include”, “includes”, and “including” are used to indicate nonexclusive examples and not that the parties intended such examples to be an exhaustive list; and
- (b) any reference to dollars or currency shall be to Canadian dollars or currency.

## 2. Term

- 2.1. The term of this Agreement shall commence as of the first day of the Work Term and shall expire (unless terminated earlier in accordance with its terms) after all of the following have occurred: (i) receipt by NOHFC of the final Request for Reimbursement and Final Report (each in form and substance satisfactory to NOHFC); and (ii) NOHFC has made its final disbursement of funds under this Agreement.

## 3. Position and Hiring

- 3.1. The Employer shall hire, employ and pay the Intern for 52 weeks during the Work Term. At all times, the Employer shall remain responsible for training, supervising, and paying the Intern.
- 3.2. The Employer shall not make any changes to the Position Details without the prior written consent of NOHFC.
- 3.3. The Employer shall provide direct, onsite supervision to the Intern unless NOHFC provides its prior written consent to an alternative arrangement.
- 3.4. If the Intern will no longer be working in the Position at any time prior to having completed 52 weeks of paid work, the Employer:
  - (a) shall notify NOHFC promptly, and advise of the Intern’s departure date;
  - (b) shall submit a final Request for Reimbursement and a Final Report in respect of the Intern (in form and substance satisfactory to NOHFC) within 30 days of the Intern’s departure date; and
  - (c) if the Position becomes vacant before the Intern has completed 9 months of paid work and no Event of Default (as defined in Section 8.1 below) has occurred and is

continuing, may, within 30 days of the Intern's departure date, request funding for a replacement intern for the Position, and NOHFC will evaluate and consider such request in its sole discretion.

- 3.5. The Contribution shall be acknowledged by the Employer on all reports, press releases, public statements, and publications pertaining to the Position or the Intern.

#### **4. Contribution**

- 4.1. Subject to the terms and conditions of this Agreement, NOHFC shall provide the Contribution to reimburse the Employer for Eligible Costs up to the amount of the Maximum Funds.
- 4.2. Subject to the terms and conditions of this Agreement, the Contribution shall be provided as follows:
- (a) The Contribution will be disbursed in two instalments, each such instalment relating to Eligible Costs claimed for 26 weeks of paid work, provided that NOHFC has received (in form and substance satisfactory to NOHFC) the following items in respect of each request for a disbursement of the Contribution:
    - (i) a Request for Reimbursement;
    - (ii) a Final Report, if such request is the final request for disbursement; and
    - (iii) any other Reports requested by NOHFC.
  - (b) Notwithstanding Subsection 4.2(a), NOHFC may, in its sole and absolute discretion, increase the number of instalments in which it disburses the Contribution to the Employer (which, for greater certainty, shall in no way increase the amount of the Contribution), and may require the Employer to submit additional Requests for Reimbursement or Reports as conditions precedent to disbursing funds in such manner.
- 4.3. Subject to the terms and conditions of this Agreement, NOHFC shall deposit the funds electronically into an account designated by the Employer in writing, provided that the account resides at a Canadian financial institution and is in the name of the Employer. Notwithstanding the foregoing, NOHFC may, in its sole and absolute discretion, issue a cheque in the Employer's name as an alternative to the electronic deposit of funds.
- 4.4. The Employer shall notify NOHFC if the Employer receives any government funding towards the Eligible Costs from sources other than NOHFC. NOHFC may in its discretion reduce the amount of the Contribution by an amount equal to the amount of any additional government funding received by the Employer.
- 4.5. If the Employer for any reason receives funds from NOHFC in excess of what is provided for in this Agreement, the excess amount shall be a debt due and repayable by the Employer to NOHFC in accordance with Section 12.1 of this Agreement.

## **5. Reports**

- 5.1. The Employer shall prepare and submit to NOHFC (in form and substance satisfactory to NOHFC):
- (a) a Final Report within 60 days of the end of the Work Term; and
  - (b) any other Reports requested by NOHFC.

## **6. Conditions Precedent to Disbursement**

- 6.1. NOHFC's obligation to provide any disbursement of the Contribution under this Agreement is subject to the satisfaction of the following conditions precedent (in form and substance satisfactory to NOHFC):
- (a) NOHFC shall have received copies of the insurance certificate(s) as required by Section 10.3 and other documents as may be requested in Article 10;
  - (b) NOHFC shall have received such information about the Intern as it may reasonably require (but not any personal information, as defined in the *Freedom of Information and Protection of Privacy Act* (Ontario), unless the disclosure of such personal information has been consented to by the Intern), including any declaration or certification forms from the Intern and/or the Employer that NOHFC may require in order to verify that the Intern is an Eligible Candidate; and
  - (c) NOHFC shall have received a completed electronic funds transfer form authorizing NOHFC to deposit the funds into the Employer's designated bank account by way of electronic funds transfer.

## **7. Representations, Warranties, and Covenants**

- 7.1. The Employer represents, warrants, and covenants that:
- (a) it has hired the Intern through a fair and transparent selection process, which includes having publicly posted the job advertisement for the internship, and it will provide a copy of the publicly posted job advertisement to NOHFC at its request;
  - (b) it is, and shall remain during the term of this Agreement, a validly existing legal entity with full power to enter into and fulfill its obligations under this Agreement, and it has taken all necessary action to authorize the execution, delivery, and performance of this Agreement;
  - (c) it has, and shall continue to have for the term of the Agreement, the experience and expertise necessary to fulfill its obligations under the Agreement;
  - (d) all information provided in, or in support of, the Employer's application to NOHFC for funding related to this Agreement was, and shall remain during the term of this Agreement, true and complete in all material respects;
  - (e) it is, and shall remain during the term of this Agreement, in compliance with any and all laws, statutes, by-laws, ordinances, decrees, requirements, directives, orders, judgments, licenses, permits, codes, regulations, rules or other items having the force of law, and any applicable determinations, interpretations, rulings, orders, or decrees

of any governmental authority or arbitrator that are legally binding at the time; and

- (f) it is, and shall remain during the term of this Agreement, in compliance with all of its obligations to pay or remit, as required, MERCs to the applicable persons or authorities as contemplated by law.

## 8. Default

8.1. Each of the following constitutes an “**Event of Default**” under this Agreement:

- (a) if the Employer becomes bankrupt or insolvent, goes into receivership, or becomes the subject of any proceeding under, or applies for the benefit of, any statute relating to bankrupt or insolvent debtors, or in the sole opinion of NOHFC, otherwise faces serious financial difficulty;
- (b) an order is made, or resolution passed, for the winding up of the Employer, or the Employer is dissolved or, in the sole opinion of NOHFC, the nature of the Employer’s operations change such that the Employer no longer meets one or more of the applicable eligibility requirements of the NOHFC program under which it applied;
- (c) the Employer ceases to operate in Northern Ontario;
- (d) in the sole opinion of NOHFC, the Employer has submitted false or misleading information to NOHFC, or otherwise makes a misrepresentation to NOHFC, including in connection with the Employer’s application for funding, in a Request for Reimbursement, or at any other time;
- (e) if any representation or warranty provided to NOHFC (herein or otherwise, including in connection with the Employer’s application for funding) by, or on behalf of, the Employer is incorrect in any material respect on the date on which such representation or warranty was made;
- (f) if, in the sole opinion of NOHFC, the Employer breaches any covenant, or any other term or condition of this Agreement;
- (g) the Employer fails to comply with any term, condition, or obligation under any other agreement with NOHFC or a Provincial Entity; or
- (h) in the sole opinion of NOHFC, there is a material adverse change in risk.

8.2. Following the occurrence of any Event of Default, NOHFC may:

- (a) immediately suspend its obligation to make any further disbursements of the Contribution;
- (b) reduce the Maximum Funds;
- (c) cancel all further disbursements of the Contribution;
- (d) demand the repayment of an amount equal to that portion of the Contribution that NOHFC provided to the Employer;

- (e) terminate this Agreement without liability, penalty, or costs to NOHFC, which termination may take effect at any time specified by notice, including immediately; and/or
- (f) exercise any other rights or remedies available to it under applicable law.

Additionally, the Employer acknowledges that NOHFC may consider the Employer's performance of this Agreement, or any Event of Default hereunder, in connection with its evaluation of any future applications by the Employer or related parties for NOHFC funding.

## **9. Records and Monitoring**

- 9.1. The Employer shall maintain, for a period of 7 years after the creation thereof, all records (both financial and non-financial, including invoices, books of account, and evidence of payment or remittance, as applicable, of Eligible Costs) relating to this Agreement, the Position Details, or the Intern in a manner consistent with generally accepted accounting procedures.
- 9.2. NOHFC, its authorized representatives or an independent auditor identified by NOHFC may, at its own expense, upon 24 hours' notice to the Employer and during normal business hours, enter upon the Employer's premises and the Intern's work site to review the progress of the Position and the Employer's expenditure of the Contribution, and for these purposes NOHFC, its authorized representatives or an independent auditor identified by NOHFC, may:
  - (a) inspect and copy the records and documents referred to above; and
  - (b) conduct an audit or investigation of the Employer in respect of the expenditure of the Contribution and/or the hiring, training, supervision and payment of the Intern.
- 9.3. To assist in respect of the rights set out above, the Employer shall disclose any information reasonably requested by NOHFC, its authorized representatives or an independent auditor identified by NOHFC, and shall do so in a form reasonably requested by NOHFC, its authorized representatives or an independent auditor identified by NOHFC, as the case may be.
- 9.4. For greater certainty, NOHFC's audit rights in this Agreement are in addition to any rights provided to the Auditor General pursuant to the *Auditor General Act* (Ontario).
- 9.5. If NOHFC or the Auditor General of Ontario believes that there are inaccuracies in or inconsistencies between any information submitted to NOHFC and the Employer's financial records and books of account, NOHFC or the Auditor General of Ontario may request, and the Employer shall provide at its own expense, an audit report from a public accountant licensed under the laws of Ontario. The audit report shall be satisfactory to NOHFC and/or the Auditor General of Ontario, as applicable, in form and content, and address:
  - (a) the Contribution received to date;
  - (b) the Eligible Costs incurred by the Employer to date;
  - (c) whether the Eligible Costs were incurred in accordance with this Agreement; and
  - (d) other financial information pertaining to this Agreement as may be reasonably specified in the request.

- 9.6. No provision of this Agreement shall be construed to give NOHFC any control whatsoever over the Employer's records or documents.

## **10. Indemnity and Insurance**

- 10.1. The Employer shall indemnify and hold harmless Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives from and against any and all liability, losses, costs, damages, and expenses (including legal, expert, and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with this Agreement or otherwise in respect of the Employer, the Intern or the Position.
- 10.2. The Employer represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense (with insurers having a secure A.M. Best rating of B+ or greater or the equivalent), and that it has, and shall for the term of the Agreement, comply with the requirements of, all the necessary and appropriate insurance that a prudent person carrying out obligations similar to the obligations required of the Employer under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence, which commercial general liability policy shall include:
- (a) Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
  - (b) a cross-liability clause;
  - (c) contractual liability coverage; and
  - (d) a thirty (30) day written notice of cancellation or material change.
- 10.3. The Employer shall provide NOHFC with valid certificates of insurance, or other proof as may be requested by NOHFC, that confirms the insurance coverage as provided in Section 10.2. Further, upon request by NOHFC, the Employer shall make available to NOHFC a copy of each insurance policy.
- 10.4. Without limiting the terms of Subsection 7.1(e), if the Employer is subject to the *Workplace Safety and Insurance Act, 1997*, the Employer shall at all times throughout the employment of the Intern pay all amounts payable under such Act to the Workplace Safety and Insurance Board (WSIB) when they are due and, upon the request of NOHFC, shall deliver to NOHFC a copy of a current compliance certificate issued by the WSIB.

## **11. Termination on Notice**

- 11.1. NOHFC may terminate this Agreement at any time and for any reason without liability, penalty, or costs upon giving at least 30 days' notice to the Employer.

- 11.2. If NOHFC terminates this Agreement pursuant to Section 11.1, NOHFC may cancel further instalments of the Contribution that would otherwise have been payable after the effective date of termination.

## **12. Repayment and Set Off**

- 12.1. If the Employer owes any monies, including any portion of the Contribution, to NOHFC, whether or not their return or repayment has been demanded by NOHFC, such monies shall be deemed to be a debt due and owing to NOHFC by the Employer, and the Employer shall pay or return the amount to NOHFC immediately unless NOHFC directs otherwise. NOHFC may charge the Employer interest on any monies owing by the Employer at the then current interest rate charged by the Province of Ontario on accounts receivable.
- 12.2. If the Employer is or becomes indebted to NOHFC under this or any other agreement between them, NOHFC shall have the right to set off the amount of such indebtedness against the amount owing to the Employer under this Agreement and to reduce the total amount of the Contribution payable to the Employer by such amount.

## **13. Acknowledgements**

- 13.1. The Employer acknowledges that NOHFC is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario), as amended from time to time, and that any information provided to NOHFC in connection with the Position or otherwise in connection with this Agreement is subject to disclosure in accordance with that Act.
- 13.2. The Employer acknowledges that this Agreement is not an employment agreement, and that the Employer is not an agent, joint venturer, partner, or employee of NOHFC or any of its directors, officers, agents, advisors, or representatives, and the Employer shall not take any actions that could establish or imply such a relationship. The Employer further acknowledges that NOHFC has no responsibility for, no relationship with, and no liability for the actions of, the Intern.
- 13.3. The Employer acknowledges and confirms that it is solely responsible for the identification and recruitment of Eligible Candidates for the Position and the selection of the intern to fill the Position.
- 13.4. The Employer is responsible for any cost overruns related to the Position.

## **14. Notices**

- 14.1. Any notices or communications to be given under this Agreement shall be in writing and shall be given by personal delivery, prepaid registered mail, courier service, fax, or e-mail and shall be addressed as follows (or as either party may otherwise designate to the other upon notice):



|                        | <b>NOHFC</b>   | <b>EMPLOYER</b>  |
|------------------------|--|--|
| <b>Full Legal Name</b> | Northern Ontario Heritage Fund Corporation   | THE CORPORATION OF THE CITY OF TEMISKAMING SHORES                  |
| <b>Address</b>         | 70 Foster Drive, Suite 200<br>Sault St. Marie, Ontario P6A 6V8                                     | 325 Farr Drive, PO Box 2050<br>Haileybury ON P0J 1K0               |
| <b>Contact Name</b>    | John Guerard   | James Franks   |
|                        | Executive Director   | Economic Development Officer                                       |
| <b>Facsimile</b>       | 1 (705) 945-6701   |  |
| <b>E-mail</b>          | <a href="mailto:NOHFC.FinancialServicesUnit@ontario.ca">NOHFC.FinancialServicesUnit@ontario.ca</a> | jfranks@temiskamingshores.ca;<br>municipality@temiskamingshores.ca |

- 14.2. Notices given by personal delivery, registered mail, or courier shall be deemed to have been given and received on the day of actual delivery thereof or, if such day is not a business day, then on the first business day thereafter. Any notice given by fax or e-mail on a business day before 4:00 p.m. shall be deemed to have been given and received on such business day, and otherwise shall be deemed to have been given and received on the first business day following transmission.

## 15. Other Terms and Conditions

- 15.1. The rights and obligations of the Employer under this Agreement are not assignable to any other person without the prior written consent of NOHFC, which consent may be withheld in NOHFC's sole discretion.
- 15.2. This Agreement may only be amended by: (i) a written agreement duly executed by the parties, or (ii) e-mail transmission, where the proposed amendments to the Agreement are set out in an e-mail by an authorized representative of NOHFC and an authorized representative of the Employer indicates its acceptance of the amendments by return e-mail.
- 15.3. The failure or delay by NOHFC in exercising any right or remedy with respect to any breach of this Agreement by the Employer shall not operate as a waiver or release thereof or of any other right or remedy. Any waiver must be in writing and signed by NOHFC to be effective and shall be limited only to the specific breach waived.
- 15.4. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision and any invalid provision shall be deemed to be severed.
- 15.5. All rights and obligations contained in this Agreement will extend to and be binding on the parties and their respective heirs, executors, administrators, successors, and permitted assigns.
- 15.6. The rights and remedies of NOHFC under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.
- 15.7. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. Any actions or proceedings arising in connection with this Agreement shall be conducted in Ontario.
- 15.8. The provisions of this Agreement marked as Article 1, Section 3.4(b), Section 3.5, Section 4.4, Section 4.5, Section 8.1, Sections 8.2(d) and (f), Article 9, Section 10.1, Section 11.2,

Article 12, Article 13, Article 14, Section 15.3, Section 15.4, Section 15.5, Section 15.6, Section 15.7, Section 15.8, Section 15.9 and Section 15.10 and all applicable definitions used, and provisions and schedules cross-referenced therein, shall survive any expiry, termination, or cancellation of this Agreement and continue in full force and effect for a period of 7 years thereafter.

- 15.9. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 15.10. This Agreement may be executed by electronic signature and delivered by facsimile or e-mail transmission, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The words “execution,” “signed,” “signature,” and similar words in this Agreement shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity and enforceability as a manually executed signature.

**[Signature page follows]**

The parties have executed this Agreement as of the date first stated above.

**NORTHERN ONTARIO HERITAGE FUND  
CORPORATION**

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Name: John Guerard  
Title: Executive Director

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

---

Name:  
Title:

---

Name:  
Title:

I/We have authority to bind the Employer.

## **SCHEDULE A**

### **POSITION DETAILS\*\***

#### **A. POSITION DESCRIPTION**

**TITLE:** Strategic Planning & Communications Support

**DESCRIPTION:**

- Coordinate local stakeholder and focus group meetings for strategic planning sessions in partnership with contracted firm.
- Develop and distribute surveys to residents and businesses to ensure community engagement.
- Coordinate community town hall meetings and public sessions to discuss the strategic plan at various points throughout the process.
- Work with economic development officer to help support the development of the economic development strategic plan.
- Prepare and distribute bi-weekly social media posts and media releases related to the project.
- Act as liaison between the City and the contracted firm for the duration of the contract.
- Assist in preparing financial and project activity reporting to gain experience using government funding programs.
- Work with municipal staff to implement the various recommendations of the strategic plan and economic development strategic plan.
- Work with various municipal department staff to get an understanding of the various roles within public administration.

#### **B. WORK TERM\***

|   |  |
|---|--|
| <b>START DATE:</b><br><br><br><br><br><br><br><br><br><br>(INSERT INTERN'S ACTUAL START DATE ABOVE) | <b>END DATE:</b><br><br><b>THE DATE THAT IS 56 WEEKS AFTER THE START DATE.</b><br><br><b>NOTE: WEEKS ARE COUNTED IN 7-DAY INTERVALS.</b> |
|---|--|

\* **Note:** Start date cannot be earlier than **February 7, 2023**

#### **C. FINANCIAL INFORMATION**

| NUMBER OF WEEKS OF WORK | NUMBER OF HOURS OF WORK PER WEEK | HOURLY PAY RATE | WEEKLY WAGES (NOT INCLUDING MERCs) | TOTAL WAGES (NOT INCLUDING MERCs) | MERCs ELIGIBLE AMOUNT (15% OF TOTAL WAGES) | TOTAL WAGES (INCLUDING MERCs) | MAXIMUM NOHFC CONTRIBUTION | NOHFC % OF ELIGIBLE COSTS |
|-------------------------|----------------------------------|-----------------|------------------------------------|-----------------------------------|--|-------------------------------|----------------------------|---------------------------|
| 52                      | 35                               | \$22.50         | \$787.50                           | \$40,950.00                       | \$6,142.50                                 | \$47,092.50                   | \$35,000.00                | 74.32%                    |

**\*\* Note:** Pursuant to Section 3.2, the Employer may not make any changes to the Position Details without NOHFC's prior written consent. For clarity, this includes not making any changes to the position description in Section A, the Work Term in Section B and the financial information in Section C of this Schedule A.

**SCHEDULE B**  
**REQUEST FOR REIMBURSEMENT FORM**

*This request for reimbursement form should be completed by the Employer and returned to the project officer assigned to the Employer by NOHFC. It must be accompanied by documentation evidencing the payment of the Intern's gross salary or wages claimed for the period covered in this form (e.g. pay stubs, pay register, etc. showing gross wages and deductions; but noting that Excel spreadsheets, Payroll Deductions Online Calculator and bank statements are NOT acceptable as documentary evidence, unless accompanied by cancelled cheques for each pay period). If this is a final request for reimbursement, then a Final Report (Schedule C) must accompany this form.*

| General Information  | Internship Claim   |
|--|--|
| NOHFC File Number: <b>7401291</b>                                | 1st Claim <input type="checkbox"/> Final Claim <input type="checkbox"/>              |
| Position: <b>Strategic Planning &amp; Communications Support</b> | Pay Period covered<br>From: _____<br>To: _____                                       |
| Employment Start Date: _____                                     | Pay Period covered<br>From: _____<br>To: _____<br><br>Last Date Intern Worked: _____ |

| Employer Profile  |                     |
|---|---------------------|
| Employer Name: <b>THE CORPORATION OF THE CITY OF TEMISKAMING SHORES</b> | Contact Name: _____ |
| Contact Number(s): _____  |                     |

| Funding Calculations                 |                          |
|--------------------------------------|--------------------------|
| Maximum NOHFC Contribution: \$ _____ | Claims to Date: \$ _____ |

| Claim Calculation (reference note below for Eligible Costs) |                                 |                            |  |   |   |  |
|---|---------------------------------|----------------------------|--|---|---|--|
| (A)<br><br>Total Weeks Worked                               | (B)<br><br>Total Hours per Week | (C)<br><br>Hourly Pay Rate | (D)<br><br>Weekly Wages (not including MERCs)<br><br>(B) x (C) | (E)<br><br>Total Wages (not including MERCs)<br><br>(D) x (A) | (F)<br><br>15% added to Total Wages for MERCs<br><br>(E) X 1.15 | Total Request for Disbursement (this claim)<br><br>(F) x NOHFC Percentage* |
| _____ weeks   | _____ hours                     | \$ _____                   | \$ _____   | \$ _____  | \$ _____  | \$ _____   |

**\*Amount claimed in this Request for Reimbursement Form together with all previous disbursements to date cannot exceed the Maximum Funds.**

Note: "**Eligible Costs**" means (i) the Actual Wages, and (ii) 15% of the Actual Wages, representing MERCs,

where:

**"Actual Wages"** means gross salary or wages paid by the Employer to the Intern for a maximum of 52 weeks of work during the Work Term, including statutory holiday pay, but excluding all MERCs, and

**"MERCs"** means mandatory employment related costs required to be paid or remitted by the Employer in accordance with applicable law (including mandatory minimum vacation pay, employer's contributions to employment insurance and the Canadian Pension Plan, employer health tax, and Workplace Safety and Insurance Board premiums), but excluding statutory holiday pay.

| For Office Use Only                       |   |   |  |
|---|---|---|--|
| Eligible Costs on this Claim:<br>\$ _____ | x | Percentage of Eligible Costs payable by NOHFC:<br>_____ % | = Amount Claimed from NOHFC:<br>\$ _____ |

### Certification by Employer

The undersigned hereby certifies that:

- (a) all expenditures reported in this form are Eligible Costs as defined in the Agreement;
- (b) the Employer is in compliance with all of its obligations to pay or remit, as required, MERCs to the applicable persons or authorities as contemplated by law;
- (c) the Intern is an Eligible Candidate;
- (d) the representations and warranties set forth in the Agreement are true and correct in all material respects on the date set out below;
- (e) no Event of Default has occurred and is continuing as of the date set out below; and
- (f) all of the Employer's obligations to date, as set out in the Agreement, have been satisfied.

### THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

By: \_\_\_\_\_

I have authority to bind the Employer.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Title

**SCHEDULE C**  
Final Report

**NOHFC File Number:** 7401291

**Employer:** THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

**Internship position title:** Strategic Planning & Communications Support

This Final Report is provided pursuant to the Conditional Contribution Agreement between the Northern Ontario Heritage Fund Corporation and **THE CORPORATION OF THE CITY OF TEMISKAMING SHORES** in respect of NOHFC File Number **7401291**

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Have the objectives of the Position been met? Please use Schedule A as a reference.

What is the employment status of the Intern hired under the program?

- ☐ Intern was hired by our organization
- ☐ Intern has secured employment at another organization:
- ☐ In Northern Ontario
  - ☐ Outside Northern Ontario
- ☐ Intern returned to school
- ☐ Intern returned to the intern's home community
- ☐ The Employer cannot fund the position going forward
- ☐ None of the above – please explain: \_\_\_\_\_

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

By: \_\_\_\_\_

I have authority to bind the Employer.

\_\_\_\_\_

Date

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Title



**NORTHERN ONTARIO HERITAGE FUND CORPORATION  
ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION FORM**

*\*\* to deposit funds into your account\*\**

**PROJECT NUMBER:** 7401291

**EMPLOYER NAME** (the "Employer"): THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

| FINANCIAL INSTITUTION INFORMATION    |                        |                              |
|--------------------------------------|------------------------|------------------------------|
| <b>ACCOUNT HOLDER NAME</b>           |                        |                              |
| <b>FINANCIAL INSTITUTION</b>         |                        |                              |
| <b>FINANCIAL INSTITUTION ADDRESS</b> |                        |                              |
| <b>CITY</b>                          | <b>PROVINCE</b>        | <b>POSTAL CODE</b>           |
| <b>TRANSIT # 5 DIGITS</b>            | <b>BANK # 3 DIGITS</b> | <b>ACCOUNT # 7-12 DIGITS</b> |

**Cheque Example:**

|  |        |           |
|--|--------|-----------|
| 00 1    1 2 3 4 5    00 8    1 2 3 4 5 6 7 |        |           |
| TRANSIT #                                  | BANK # | ACCOUNT # |

I hereby authorize Northern Ontario Heritage Fund Corporation to deposit funds electronically, pursuant to the loan and conditional contribution agreement or conditional contribution agreement (as the case may be) between NOHFC and Employer, into the bank account described above.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Attach one of the following displaying your legal name and account information:

- Void Cheque
- Signed or stamped bank letter

Please note:

- A signed EFT form with void cheque is required for each project before a disbursement is made.
- Payment notifications and details are issued to Employer via automated e-mail:

**E-mail Address:** \_\_\_\_\_

*Note: Bank counter cheques or cheques with hand written information are not acceptable.*

Please e-mail this form and a copy of a void cheque to  
Northern Ontario Heritage Fund Corporation at [NOHFC.FinancialServicesUnit@ontario.ca](mailto:NOHFC.FinancialServicesUnit@ontario.ca).

# **The Corporation of the City of Temiskaming Shores**

## **By-law No. 2023-086**

### **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 July 11, 2023**

**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 **July 11, 2023** 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 11<sup>th</sup> day of July, 2023

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Mayor

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Clerk