



**The Corporation of the City of Temiskaming Shores  
Committee of the Whole  
Tuesday, May 2, 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) Delegations/Presentations**

Report – Councillor Whalen – Ontario Good Roads Conference

**b) Memo No. 008-2023-PW – 2023 Roads Program**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to prepare the necessary follow up report and associated by-law to enter into an agreement with the successful bidder of the Request for Tender for the 2023 Roads Rehabilitation Program for consideration at the May 16, 2023 Regular Council meeting.

**c) Memo No. 009-2023-PW – Albert Street Reconstruction**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 009-2023-PW; and

That Council directs staff to prepare the necessary follow up report and associated by-law to enter into an agreement with the successful bidder of the Request for Tender for the Albert Reconstruction for consideration at the May 16, 2023 Regular Council meeting.

**d) Administrative Report PW-007-2023 – Household Hazardous Waste Collection Event**

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-007-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with GFL Environmental Services Inc. allowing for the provisions of collection and disposal services for the Household Hazardous Waste Collection Event on June 3, 2023 for consideration at the May 16, 2023 Regular Council meeting.

**e) Administrative Report PW-008-2023 – Award – New Liskeard Landfill Equipment Storage Building**

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-008-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with G. Belanger Construction for the construction of an equipment storage building at the New Liskeard Landfill in the amount of \$224,243.00 plus applicable taxes, for consideration at the May 16, 2023 Regular Council meeting.

**f) Operational Update: Memo No. 010-2023-PW – Environmental Department Report**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 010-2023 - PW for information purposes.

**8. RECREATION SERVICES**

**a) Delegations**

None

**b) Administrative Report RS-010-2023 – Award - Seasonal Ice Plant Maintenance**

*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-010-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Northland Group of Companies Ltd. for seasonal ice plant maintenance in 2023, 2024 and 2025 in the amount of \$27,754.00, plus applicable taxes, for consideration at the May 16, 2023, Regular Council meeting.

**c) Administrative Report RS-011-2023 –Award – Dog Park Lighting**

*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-011-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Miller Maintenance for the installation of park lighting at the Murray Daniels Dog Park in the amount of \$37,297.00 plus applicable taxes, for consideration at the May 16, 2023, Regular Council meeting.

**d) Memo No. 007-2023-RS – Greenhouse Gas Reduction Pathway Feasibility Grant**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 007-2023-RS;

That Council directs staff to finalize and submit the funding application to the Green Municipal Fund through the Federation of Canadian Municipalities for the Greenhouse Gas Reduction Pathway Feasibility Study.

**e) Operational Update: Memo No. 008-2023-RS – Recreation Department Report**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 008-2023-RS for information purposes.

**9. CORPORATE SERVICES**

**a) Presentations/Delegations**

None

**b) Administrative Report CS-017-2023 – Lease Agreement – Haileybury Medical Centre – Dr. Smith**

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-017-2023; and

That Council directs staff to prepare the necessary by-law to enter into a two-year (2) lease agreement with Dr. Phillip Smith for use of space at the Haileybury Medical Centre for consideration at the May 16, 2023 Regular Council meeting.

**c) Administrative Report No. CS-018-2023 – Amendments to Traffic and Parking By-law 2012-101 – Accessible Parking Spaces**

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-018-2023; and

That Council directs staff to prepare the necessary by-law to amend By-Law 2012-101 being the Traffic and Parking By-law to revise certain provisions relating to the dimensions and number of accessible parking spaces required in off-street parking areas and the locations and details of certain accessible parking spaces contained in Appendix 18; for consideration at the May 16, 2023 Regular Council meeting.

**d) Administrative Report No. CS-019-2023 – Sale of Land – 1739549 Ontario Inc**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 019-2023-CS; and

That the property identified as Lot 16 Parcel 22122SST PT be declared as surplus to municipal needs; and further acknowledges that the purchaser will pay for a legal survey to remove the portion of the property that encompasses the drainage ditch that shall remain the property of the City; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with 1739549 Ontario Inc. to complete the sale of City owned land in the amount of \$10,000.00, plus applicable taxes and legal fees for consideration at the May 16, 2023 Regular Council meeting.

**e) Memo No. 014-CS-2023 – Meeting Follow up – Ministry of Solicitor General**

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-CS for information purposes.

**f) Memo No. 015-CS-2023 – Proclamation Requests**

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-CS for information purposes.

**Proclamation Request – Emergency Preparedness Week**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the City of Temiskaming Shores recognizes the importance of Emergency Management in Ontario; and

Whereas the goal of Emergency Preparedness Week is to raise community awareness and the need to prepare for the possibility of an emergency; and

Whereas the safety of our community is the responsibility of each and every one of us, we must prepare now and learn how to secure a strong and healthy tomorrow;

Now Therefore Be It Resolved That Council for the City of Temiskaming Shores does hereby proclaim May 7 to May 13, 2023 as Emergency Preparedness Week, in the City of Temiskaming Shores.

**Proclamation Request – Paramedic Services Week**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Whereas the third week in May of each year is recognized across North America as Paramedic Services Week by municipalities, Paramedic organizations and associations, as well as other levels of government; and

Whereas the 2023 Paramedic Services Week is May 21-27, 2023; and

Whereas the District of Timiskaming Social Services Administration Board Emergency Medical Services serve the people of the district every day, we take the opportunity to recognize the exceptional service they provide, from their prompt and compassionate response to our citizens in urgent need to the supportive role of Community Paramedics; and

Whereas Paramedics dedicate their lives to public service, and their skills often make the difference when community members are at their most vulnerable; and

Whereas access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

Whereas the services, dedication and commitment of our highly trained Paramedics deserves to be recognized and honoured; and

Whereas the City of Temiskaming Shores wishes to recognize the important contribution of the 63 full-time and part-time paramedics who work out of three bases across the district, as well as recognize the Paramedics across Canada;

Now Therefore Be It Resolved That I do hereby proclaim May 21-27, 2023, as 'Paramedic Services Week' in the City of Temiskaming Shores and urge our fellow community members to recognize the vital contributions provided by all Paramedics in the district of Timiskaming.

**g) Memo No. 016-CS-2023 – Fence Viewing Appointment and Repealing Appointments**

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-CS.

That Council directs staff to prepare the necessary by-law to amend By-Law 2005-122 for the purpose of appointing Melvin Bursey as a municipal fence viewer; and further to prepare a by-law to repeal all the applicable previous appointments for consideration at the May 16, 2023 Regular Council meeting.

**10. Schedule of Council Meetings**

- a) Regular Meeting of Council – May 16, 2023 starting at 6:00 p.m.
- b) Committee of the Whole – June 6, 2023 starting at 3:00 p.m.

**11. Closed Session**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Adoption of the December 20, 2023 Closed Session Minutes;
- b) Under Section 239 (2) (h) of the Municipal Act, 2001 – information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them – Haileybury Medical Centre

**12. Adjournment**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

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

## Report to Council – From Councillor Danny Whalen

### Good Roads Annual Conference

While my attendance at the annual Good Roads conference was on behalf of The Federation of Northern Ontario Municipalities, I was able to participate in the city delegation with Parliamentary Assistant Sandhu of the Ministry of Infrastructure.

I do not envision any actions from the Ministry in regards to our requests but the issues we raised are now on the provincial radar.

We strongly stressed the need for all provincial ministries to consider the municipalities Asset Management Plan when evaluating projects. Ironically, PA Sandu had in his records that The City of Temiskaming Shores had not met the submission deadline for the last round of AMP submissions.

We raised the need for stable ongoing funding for infrastructure needs in northern Ontario. The response to this was that the province has the Northern and Rural stream of funding. However, the “rural” portion of this funds covers the vast majority of Ontario and as such greatly diminishes northern funding.

This was later corrected in an email from another participant from the ministry that had attended our delegation.

Further to the delegation I was able to speak at length with some of our municipal suppliers.

VOYAGO, Neptune Technology Group, StreetScan, Canoe and others. The benefit of these conferences is that suppliers will give all the time required for discussions.

I was fortunate to have time with various Ministers and ministry staff for talks about northern issues.

# Memo

**To:** Mayor and Council  
**From:** Mitch McCrank, Manager of Transportation Services  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** 2023 Roads Program  
**Attachments:** N/A

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Mayor and Council:

During the 2023 budget deliberations, Council considered and approved a 2023 Roads Program budget of \$543,632. This budget estimate was developed by using previous data and an outline of municipal roads that need rehabilitation. This small amount, in comparison to other years, allows the Public Works department to continue the momentum of upgrading road surfaces, yet allows for additional funds to be allocated to Full Road Reconstruction, such as the approved Albert Street reconstruction project.

For this estimate roads were selected based on the Asset Management plan, pavement condition index, road use and function, approximations of Average Annual Daily Traffic, Maintenance Class Type and Operational review and records. Also, it should be noted, below ground infrastructure was another factor in the consideration for road repairs.

The Request for Tender document was released April 14<sup>th</sup> with the hope of securing a knowledgeable contractor to present prices forthcoming. The tender closes May 10<sup>th</sup> at 2pm. Roads identified in the tender and budget estimate include:

1. Pine Avenue E/W from Kendall Street to Robert Street (Jumping over Armstrong Street)
  - a. Approximately 600 m
2. May Street from Cedar Avenue to Sharpe Street
  - a. Approximately 250 m
3. Dawson Point Road from Robert Street to McKelvie Avenue.
  - a. Approximately 144 m
4. Dixon Street from Agnes Avenue to Broadwood Avenue.
  - a. Approximately 100 m
5. Ferguson Avenue from Marcella Street to Blackwall Street
  - a. Approximately 82 m
6. Blackwall Street from Sutherland Way to Farr Drive.
  - a. Approximately 211 m

If prices received are favorable and are aligned with what was estimated, there should be a total of 2.8 lane kilometers of road rehab completed in our community in 2023.



Note these locations are subject to change and are dependent on unit prices received from the successful bidder. Changes may occur once prices are received, or sections may be added as funds are available. Provisional items were requested to receive unit prices on additional work such as below grade composition, as well.

The roads presented are based on careful consideration taking into account all residents in our community. It should be noted that this list is the framework of the roads program. Roads are subject to change and additions and removals can occur at any time throughout the contract due to unforeseen circumstances.

Following a review of the submissions received through this process on May 10th, staff will provide an admin report and associated draft by-law to Council for their consideration on May 16<sup>th</sup>.

The Public Works department asks that residents are considerate when critiquing the roads selected as this is a thoughtful process that has many moving parts, limited funds and a vast territory to cover.

Thank you.

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:** Steve Burnett, Manager of Environmental Services  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** Albert Street Reconstruction  
**Attachments:**

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Mayor and Council:

During the 2023 budget deliberations, Council approved the reconstruction of a portion of Albert St. as a multi-year project. The total estimated cost for the project is \$ 4,567,462.00 with \$ 3,365,058 budgeted in 2023.

The work will consist of the reconstruction of approximately 0.6 km of Albert St. from Rorke Ave. to Bruce St. and will include the replacement/addition of storm sewer, sanitary sewer, watermain, granular base, asphalt, curb and gutter and connection of the active transportation trail. The fine grading and placement of asphalt, curb and gutter will be completed in 2024.

Since budget approval, staff have been working diligently with EXP in preparing the tender documents for this project. Under the requirements of By-law 2017-017 (Albert St. design), EXP is responsible for the preparation of tender, release, review of submissions and to provide recommendation to award. This tender was released on April 17, 2023 with a closing date of May 9, 2023.

Due to the time sensitive aspect of awarding the Albert St. reconstruction project, staff will be presenting an Administrative Report to Council at the Regular Council meeting on May 16, 2023, with a recommendation to award based on the review and letter of recommendation provided by EXP.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

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Steve Burnett  
Manager of Environmental Services

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Amy Vickery  
City Manager

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**Subject:** Household Hazardous Waste  
Collection Event

**Report No.:** PW-007-2023

**Agenda Date:** May 2, 2023

Committee of the Whole

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## **Attachments**

**Appendix 01:** GFL Environmental Services Inc. Quotation

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-007-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with GFL Environmental Services Inc. allowing for the provisions of collection and disposal services for the Household Hazardous Waste Collection Event on June 3<sup>rd</sup>, 2023 for consideration at the May 16<sup>th</sup>, 2023 Regular Council meeting.

## **Background**

Since 2016, the City has hosted a Household Hazardous Waste Collection Event on the first Saturday of June each year. The annual event allows residents with a free, safe and easy way to dispose of those household products they use every day that require special handling when they are finished with them.

Material accepted at the event include:

- Paint, solvents, pesticides and fertilizer
- Single use batteries
- Pressurized cylinders
- Antifreeze and its container, empty oil containers, oil filters
- Fluorescent light bulbs

It is important to provide such a service on a yearly basis to allow residents of Temiskaming Shores a way to properly dispose of these hazardous products. A yearly collection event will also ensure that these products do not end up being landfilled.

The City is currently in agreements with Automotive Materials Stewardship Inc., Product Care Association of Canada and Call2Recycle to provide funding for the material collected at the annual Household Hazardous Waste Collection Events.

This year's collection event is scheduled on Saturday June 3<sup>rd</sup>, 2023, from 9am – 2pm.

### **Analysis**

Staff reached out to 2 different companies who provide mobile household hazardous waste collection services and are registered with the Resource Productivity and Recovery Authority. GFL Environmental Services Inc. was the only company that provided a quotation.

Since 2016, GFL Environmental Services Inc. (formerly Drain-All Ltd.) has hosted the annual event for the City with great success. There has been a consistent maintenance and/or increase in participation and household hazardous material delivered.

Staff reviewed the quotation provided and is recommending that the City enter into an agreement with GFL Environmental Services Inc. to provide the necessary services involved in hosting the Household Hazardous Waste Collection Event on Saturday June 3<sup>rd</sup>, 2023 from 9am to 2pm. Appendix 01 outlines the GFL Environmental Services Inc. quotation.

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

- Hazardous and Special Products (HSP) Regulation

### **Consultation / Communication**

- Administrative Report PW-007-2023

### **Financial / Staffing Implications**

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

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

Funds have been allocated within the 2023 operating budget to host the Household Hazardous Waste Collection Event on June 3<sup>rd</sup>, 2023.

### **Climate Considerations**

The climate lens was used to consider the impacts of hosting a Household Hazardous Waste Collection Event. Although there may be a slight increase to GHG emissions

related to transportation of the material collected, it is estimated to be negligible compared to the reduction associated with diverting the material from being landfilled.

### **Alternatives**

No alternatives were considered

### **Submission**

Prepared by:

Reviewed and submitted for Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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Steve Burnett  
Manager of Environmental Services

Amy Vickery  
City Manager



February 3, 2023

Steve Burnett  
 The City of Temiskaming Shores  
 P.O. Box 2050, 325 Farr Dr.  
 Haileybury, ON  
 POJ 1K0

RE: Quotation for 2023 Household Hazardous Waste Event

We at GFL Environmental Services Inc. are pleased to provide you with the following quotation for the transport, removal, recycling and disposal of the following waste material at your Household Hazardous Waste Event this year.

In the event that the regulations governing the disposal of MHSW (HHW) are updated, removed or otherwise altered during the term of your agreement, both parties agree that there will be no penalty, financial or otherwise imposed on your municipality as a result of the adjustment.

Saturday, June 3, 2023            9:00AM – 2:00 PM

**Total Fixed Mobilization and Operation Fee = \$ 8,500.00**

This will include: 3 tractor trailers with operators, one supervisor/chemical technician, 2 chemical technicians; lab packing and loading full drums of waste, and the transportation to Ottawa.

The event time would be from 9:00 am till 2:00 pm, with GFL Environmental employees arriving at the site to set up at 8:00 am. The above pricing also includes: GFL’s mobile ECA, check in sheets, all supplies, drums and manifests. All volunteers would receive tyvek suits, safety glasses and gloves from GFL.

<u>Waste Description</u>	<u>Price 2023</u> <u>(\$/Labpack Drum)</u>
Acid	\$ 130.00
Aerosol	\$ 125.00
Antifreeze	\$ 95.00
Base	\$ 130.00
Batteries	\$ 3.00 / KG
Fertilizer	\$ 170.00
Fire Extinguisher	\$ 125.00
Flammable	\$ 105.00



<b>Gasoline</b>	\$ 125.00 / Bulk Drum
<b>Light Bulbs</b>	\$ 0.90 / Bulb
<b>Light Tubes</b>	\$ 0.55 / Foot
<b>Used Oil</b>	\$ 65.00 / Bulk Drum
<b>Oil Filters</b>	\$ 110.00
<b>Oxidizer</b>	\$ 225.00
<b>Paint</b>	\$ 140.00
<b>Pesticide</b>	\$ 225.00
<b>Pharmaceutical</b>	\$ 200.00
<b>Propane</b>	\$ 200.00
<b>Recycled Plastic</b>	\$ 2.00 / KG
<b>Sharps</b>	\$ 75.00 / Box
<b>RPRa One-Time Registraion Fee (if required)</b>	\$ 50.00 / One Time
<b>RPRa Manifest and Administration Fee</b>	\$ 15.00 / Manifest

GFL utilizes 3.3 cubic meter cages to contain the paint. This allows for quick and uniform storage of the 4 liter and 20 liters of paint related material. The cages being loaded by a forklift allows a quicker loading time at the end of the event day.

The City of Temiskaming Shores would supply the following: staff (volunteers) to direct traffic, check in vehicles, unload the vehicles, and assist in bulking of oil. 3 –5 people are recommended for ease of operation. This is a cost saving measure for your municipality, as they should be no additional cost to the municipality. These people could be environmental groups, service club members, volunteer firefighters, town counselors or any civic-minded persons or groups. The Town would also supply a non –hazardous bin (garbage) and a fork lift.

I look forward to working with you to meet your waste management needs. Should you require any further assistance, please contact me at our Head Office – 613-739-1070.

Sincerely,

**Joey Cardinali | Household Hazardous Waste Manager**

GFL Environmental Services Inc.

3385 Hawthorne Rd, Ottawa, ON K1G 4G2

T (613) 739-1070 | C (613) 859-0995 | [jcardinali@gflenv.com](mailto:jcardinali@gflenv.com) | [www.gflenv.com](http://www.gflenv.com)

**Subject:** Construction Award – New Liskeard  
Landfill Equipment Storage Building

**Report No.:** PW-008-2023

**Agenda Date:** May 2, 2023

Committee of the Whole

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## **Attachments**

**Appendix 01:** Request for Proposal Results

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-008-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with G. Belanger Construction for the construction of an equipment storage building at the New Liskeard Landfill in the amount of \$ 224,243.00 plus applicable taxes, for consideration at the May 16<sup>th</sup>, 2023, Regular Council meeting.

## **Background**

At the Regular Meeting of Council held on September 6, 2022, Council awarded the construction of the New Liskeard Landfill Expansion to Pedersen Construction (2013) Inc. in the amount of \$ 2,721,977.50. In October of 2022 construction commenced in accordance with the Environmental Compliance Approval for the landfill.

Outside the scope of work with Pedersen Construction is the construction of an equipment storage building. The new building is necessary as the existing building was too small and dilapidated.

In general, the new building will be 40'LX38'WX16'6"H and consist of 2 equipment storage bays, a lunchroom, and a bathroom.

In January of 2023, staff obtained 2 quotations to complete the design of the required building. J Brown Enterprises was awarded the project in the amount of \$ 4,400.00. The design was completed resulting in staff preparing and releasing Request for Proposal (RFP) PW-RFP-002-2023 - NL Landfill Building to secure a qualified contractor to construct the building. This RFP closed on Tuesday April 25, 2023.

**Analysis**

Six (6) submissions were received in response to PW-RFP-002-2023. One proposal was disqualified because of an incomplete submission. Five (5) proposals were reviewed and evaluated in accordance with the evaluation criteria set out in PW-RFP-002-2023 and are summarized as follows:

Firm	Evaluation Score				Total	Fees
	Expertise	Staff	Schedule	Fees	Score	Excl. taxes
<b>Belanger</b>	225	210	110	350	<b>895</b>	<b>\$ 224,424.00</b>
<b>TBK</b>	225	210	130	280	<b>845</b>	<b>\$ 230,290.00</b>
<b>Rivard</b>	225	210	130	210	<b>775</b>	<b>\$ 265,300.00</b>
<b>Helix</b>	200	175	95	70	<b>540</b>	<b>\$ 329,000.00</b>
<b>Crema</b>	75	75	45	140	<b>335</b>	<b>\$ 299,000.00</b>

Based on the above, Staff is recommending that Council approve entering into an agreement with G. Belanger Construction for the construction of an equipment storage building at the New Lisheard Landfill in the amount of \$ 224,243.00 plus applicable taxes.

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

- By-Law No. 2017-015, Procurement Policy

**Consultation / Communication**

- Administrative Report PW-008-2023
- PW-RFP-002-2023 - NL Landfill Building

**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

Sufficient funds are available within the 2023 approved New Liskeard Landfill Expansion Capital Project.

### **Climate Considerations**

The climate lens was used to consider the impacts of constructing the building at the landfill. Results indicate that although there will be a minimal impact based on electricity use for lighting, mitigation factors have been considered with the use of LED bulbs. In addition, heating of the two rooms within the building will be done by electrical means as opposed to higher GHG emission sources.

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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Steve Burnett  
Manager of Environmental Services

Amy Vickery  
City Manager

Document Title: **PW-RFP-002-2023 "New Liskeard Landfill Building"**

Closing Date: **Tuesday, April 25, 2023**

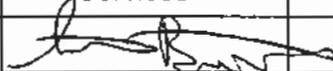
Closing Time: **2:00 p.m.**

Department: **Public Works**

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

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

**City of Temiskaming Shores:**

Kelly Conlin, Municipal Clerk	Steve Burnett, Manager of Environmental Services		
			

**Others (teleconference):**

Rivard Brothers	TBK Construction	
Helix Contracting		

Submission Pricing

Bidder: *G. Belanger Construction*

Description	Amount
Lump Sum Amount (exclusive of HST)	224,243. <sup>00</sup>

Bidder: *Rivard Brothers*

Description	Amount
Lump Sum Amount (exclusive of HST)	265,300. <sup>00</sup>

Bidder: *Trustworthy Construction*

Description	Amount
Lump Sum Amount (exclusive of HST)	59,400

Bidder: *Crema Enterprises*

Description	Amount
Lump Sum Amount (exclusive of HST)	299,000. <sup>00</sup>

Bidder: *Helix Contracting*

Description	Amount
Lump Sum Amount (exclusive of HST)	329,000. <sup>00</sup>

Bidder: *TBK Construction*

Description	Amount
Lump Sum Amount (exclusive of HST)	230,290. <sup>00</sup>

**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.

# Memo

**To:** Mayor and Council  
**From:** Steve Burnett, Manager of Environmental Services  
**Date:** May 2, 2023  
**Subject:** Environmental Department Update  
**Attachments:**

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Mayor and Council:

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

## **Operations**

Now that winter operation is complete, the Environmental Department has commenced the yearly maintenance of the Sanitary Collection and Water Distribution Systems within the City. This maintenance includes:

- **Sanitary Main Flushing** – Bi-annual flushing of problem areas started the week of April 17, 2023. The regular flushing program will start after the bi-annual program is complete. The regular flushing program consists of flushing 1 of 7 zones within the City.
- **Watermain Flushing and Valve Exercising Program** – This program is scheduled to commence the week of May 8, 2023 and consists of flushing water through each fire hydrant within the City as well as closing and opening water control valves. This process not only properly cleans the watermain but also allows staff to identify required hydrant and valve repairs.

In addition to the above noted maintenance programs, staff continue to repair watermains and services as they surface. As of April 19, 2023 there have been 20 water repairs completed with 2 repairs pending. Also, currently there are 3 fire hydrants and a “handful” of water control valves that will be replaced this summer.

## **Training**

Four Water/Sewer Operators will be attending the Northeastern Ontario Water Works Conference in Sudbury on May 16 & 17, 2023. This conference allows staff to attend water distribution training, a tradeshow, presentations, and network with colleagues. Additional 1-day training sessions are currently being scheduled locally with a training provider.

## **Capital Projects**

- **ICI Water Meter Program (Carryover)** - There are approximately 50 water meters remaining to be installed. As a result of a delay in production, the installation of these

meters is not scheduled until late summer 2023. Staff will continue to be in communication with Neptune and provide Council with updates accordingly.

- **Haileybury Water Treatment Plant Filter Rehabilitation (Carryover)** - This project has experienced some delays, however, is anticipated to be completed by May 5, 2023. Once this project is complete, staff will be reaching out for pricing for the rehabilitation of the second filter.
- **Robert/Elm Pumping Station – Overflow Installation** - This project requires an amendment to the Environmental Compliance Approval. The application to amend has been submitted to the Ministry and we are waiting on approval. EXP will be preparing and releasing the tender documents in the near future.
- **Albert St Reconstruction** - EXP released the tender for construction on April 17, 2023 with a closing date of May 9, 2023. Staff will present an Administration Report with recommendation to award at the Regular Council Meeting on May 16, 2023 based on the letter of recommendation provided by EXP.
- **Montgomery Street Design** - Staff will be preparing and releasing a Request for Proposal soon to procure a qualified engineering firm to complete the design Montgomery Street.
- **NL Landfill Expansion** – Now that the snow is gone, Hydro will be run into the scale house which will allow for the installation of the scales. Construction of the Landfill Storage Building will commence at the end of May. Construction of the waste storage bins has started. Fine grading and placement of asphalt will be done once the shell of the building is complete.
- **Grant Drive Extension** – The MTO has indicated that the tender for the construction of the left turn lane and right turn taper will be released soon. Staff have recently received the signed cost sharing agreement from the MTO. Placement of asphalt on the City portion of Grant Drive will be done in conjunction with the paving of Hwy 65E.

Prepared by:

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Steve Burnett  
Manager of Environmental Services

**Subject:** Seasonal Ice Plant Maintenance  
RFQ Award

**Report No.:** RS-010-2023

**Agenda Date:** May 2, 2022

Committee of the Whole

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## **Attachments**

**Appendix 01:** Submission Opening Results

**Appendix 02:** Northland Group of Companies Ltd. Bid Submission

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-010-2023;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Northland Group of Companies Ltd. for seasonal ice plant maintenance in 2023, 2024 and 2025 in the amount of \$27,754.00, plus applicable taxes, for consideration at the May 16, 2023, Regular Council meeting.

## **Background**

The City of Temiskaming Shores operates two seasonal, artificial ice arenas between August and April each year. During the offseason, staff complete seasonal maintenance on the mechanical refrigeration equipment used to cool the arena floors. Each year the City requires outside contractors to complete some portions of this maintenance.

To ensure the City is receiving the best pricing possible, staff released RS-RFQ-001-2023, Seasonal Ice Plant Maintenance on March 16, 2023. The RFQ was placed on the City's website and Bidding with a deadline for submissions of April 13, 2023. The RFQ requested pricing for a three-year period and included the expected maintenance required over that time period.

## **Analysis**

Two submissions were received in response to RS-RFQ-001-2023 by the closing date of April 13, 2023, at 2:00pm.

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

Northland Group of Companies Ltd. – \$27,754

CIMCO Refrigeration - \$39,000

The submissions were reviewed for completeness and required elements by City staff and no issues were noted in the submissions received.

Northland has been contracted by the City of Temiskaming Shores to complete various maintenance and capital upgrades to our ice plants in past years without issue.

Staff are therefore recommending that this RFQ be awarded to Northland Group of Companies Ltd. at the May 16, 2023, Regular Council meeting.

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

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

### **Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities

### **Financial / Staffing Implications**

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

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

Each year City staff budget for mechanical equipment maintenance at each arena. The submitted costs from Northland fall within the amount in the operation budget for this expense.

### **Climate Considerations**

This decision was considered using the municipality’s climate lens framework. Based upon the results of the climate lens, there are no anticipated adverse climate effects associated with this procurement and no alternatives.

**Alternatives**

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

**Submission**

Prepared by:

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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*"Original signed by"*

---

Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

**Document Title: RS-RFQ-001-2023 Seasonal Ice Plant Maintenance**

Closing Date: **Thursday, April 13, 2023**

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

Department: **Recreation**

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

Attendees via teleconference: 705-672-2733 Ext. 4000

**City of Temiskaming Shores:**

Kelly Conlin Clerk	Mathew Bahm Director of Recreation		
<i>K Conlin</i>	<i>Mathew Bahm</i>		

**Others (teleconference):**

<i>Pat McCann</i>		
-------------------	--	--

*CIMCO Refrigeration*

**Submission Pricing (all prices are EXCLUSIVE of HST)**

Bidder: *Northland Group*

Description	Amount
Year 1 lump sum price including travel/accommodations, excluding materials for SHSMA sub-floor adjustment	\$ 8479.00
Lump sum price for the supply of materials to complete SHSMA sub-floor adjustment	\$ 495.00
Year 2 lump sum price including travel/ accommodations	\$ 9,475.00
Year 3 lump sum price including travel/accommodations	\$ 9,305.00
<b>Total Cost</b>	<b>\$ 27,754.00</b>
Technician hourly rate, Year 1 (exclusive of HST):	\$ 82.50
Technician hourly rate, Year 2 (exclusive of HST):	\$ 85.00
Technician hourly rate, Year 3 (exclusive of HST):	\$ 87.50

Bidder: CIMCO Refrigeration

Description	Amount
Year 1 lump sum price including travel/accommodations, excluding materials for SHSMA sub-floor adjustment	\$ 12,600.00
Lump sum price for the supply of materials to complete SHSMA sub-floor adjustment	\$ 400.00
Year 2 lump sum price including travel/ accommodations	\$ 13,000.00
Year 3 lump sum price including travel/accommodations	\$ 13,000.00
<b>Total Cost</b>	<b>\$ 39,000.00</b>
Technician hourly rate, Year 1 (exclusive of HST):	\$ 110.00
Technician hourly rate, Year 2 (exclusive of HST):	\$ 115.00
Technician hourly rate, Year 3 (exclusive of HST):	\$ 115.00.

**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.

**City of Temiskaming Shores  
RS-RFQ-001-2023  
Seasonal Ice Plant Maintenance**

**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.

Year 1 lump sum price including travel/accommodations, excluding materials for SHSMA sub-floor adjustment (exclusive of HST):	\$ 8,479 .00
Lump sum price for the supply of materials to complete SHSMA sub-floor adjustment (exclusive of HST):	\$ 495 .00
Year 2 lump sum price including travel/accommodations (exclusive of HST)	\$ 9,475 .00
Year 3 lump sum price including travel/accommodations (exclusive of HST)	\$ 9,305 .00
<b>Total Cost (exclusive of HST)</b>	<b>\$ 27,754 .00</b>

Technician hourly rate, Year 1 (exclusive of HST):	\$ 82.50 .00
Technician hourly rate, Year 2 (exclusive of HST):	\$ 85 .00
Technician hourly rate, Year 3 (exclusive of HST):	\$ 87.50 .00

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER 1 in preparing my/our Quotation.

Company Name: Northland Group of Companies Ltd.

Mailing Address: 1-167 Laurette St, Chelmsford, ON

Postal Code: P0M 1L0

Telephone: (705) 929-3347

Email: marty@northlandgc.com

Bidder's Authorized Official: Marty Hebert

Title: President

Authorizing Signature: 

Date: April 13, 2023

Contact name (if different from authorizing official): \_\_\_\_\_

Contact's email: marty@northlandgc.com

**Form 1 to be submitted.**

**City of Temiskaming Shores  
RS-RFQ-001-2023  
Seasonal Ice Plant Maintenance**

**Non-Collusion Affidavit**

I/ We Marty Hebert (Northland Group of Companies Ltd.) 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: Sudbury, ON this 13 day of April, 2023.

Signature: 

Bidder's Authorized Official: Marty Hebert

Title: President

Company Name: Northland Group of Companies Ltd.

**Form 2 to be submitted.**

**City of Temiskaming Shores  
RS-RFQ-001-2023  
Seasonal Ice Plant Maintenance  
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.

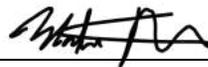
The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Quotation submission or the contractual obligations under the Agreement.

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: Sudbury, ON this 13 day of April, 2023.

Signature:



Bidder's Authorized Official:

Marty Hebert

Title:

President

Company Name:

Northland Group of Companies Ltd.

**Form 3 to be submitted.**

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**Subject:** Dog Park Lighting RFQ Award

**Report No.:** RS-011-2023

**Agenda Date:** May 2, 2022

Committee of the Whole

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### **Attachments**

**Appendix 01:** Submission Opening Results

**Appendix 03:** Miller Maintenance Bid Submission

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-011-2023;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Miller Maintenance for the installation of park lighting at the Murray Daniels Dog Park in the amount of \$37,297.00 plus applicable taxes, for consideration at the May 16, 2023, Regular Council meeting.

### **Background**

The City of Temiskaming Shores completed the installation of the Murray Daniels Dog Park in 2022. After a season of use by residents, staff determined that the park would be substantially improved with area lighting to extend the usable hours of the facility. Hours of use in the winter would be extended immensely with the addition of this lighting and would better meet the needs of residents.

City staff released RS-RFQ-002-2023, Dog Park Lighting on April 3, 2023. The RFQ was placed on the City's website and Biddingo with a deadline for submissions of April 25, 2023. The RFQ requested that bidders supply and install 6, solar area lights appropriate for a public park.

### **Analysis**

Two submissions were received in response to RS-RFQ-002-2023 by the closing date of April 25, 2023, at 2:00pm.

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

Miller Maintenance – \$37,297.00

3S Lighting - \$46,894.02

The submissions were reviewed for completeness and required elements by City staff. Staff noted that Miller Maintenance did not provide the specified spec sheets and subsequently requested them as outlined in section 14 of the request for quotation. Those specification sheets were received on April 26<sup>th</sup> and matched the specification required within the RFQ. Staff also noted that 3S Lighting did not include the required forms within the form of quotation with their submission.

Miller Maintenance has completed various electrical maintenance and installations for the City of Temiskaming Shores and are the current streetlight contractor for the City. Their bid meets the technical requirements outlined within the RFQ.

Staff are therefore recommending that this RFQ be awarded to Miller Maintenance at the May 16, 2023, Regular Council meeting.

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

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

**Consultation / Communication**

- Consultation with the Superintendent of Parks and Facilities

**Financial / Staffing Implications**

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

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

This project has been included in the City’s 2023 operations budget and is within the budgeted amount (\$40,000).

**Climate Considerations**

This decision was considered using the municipality’s climate lens framework. Based upon the results of the climate lens, this decision should result in lower greenhouse gas emissions than if the municipality implemented the alternative. The lights being procured utilize solar panels and batteries to power the LED lights rather than an electrical grid

connection. While the Ontario electricity grid is very clean from a GHG emission standpoint, it is not negligible and upcoming procurements of power generation will increase the amount of carbon emitted. There are no anticipated effects associated with temperature or precipitation mitigation or adaptation.

### **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"*

---

Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

Document Title: **RS-RFQ-002-2023 – Dog Park Lighting**

Closing Date: **Tuesday, April 25, 2023**

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

Department: **Public Works**

Opening Time: **3:00 p.m.**

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

**City of Temiskaming Shores:**

Kelly Conlin, Municipal Clerk	Matt Bahm Director of Recreation		
<i>KAC</i>	<i>Matt</i>		

**Others (teleconference):**

<i>35 Lighting</i>		

Submission Pricing

**Bidder:** *Miller*

Description	Amount
Supply and installation of 6 solar powered area lights at the Murray Daniels Dog Park as per the Scope of Work (exclusive of HST)	<i>37,297.<sup>00</sup></i>

**Bidder:**

Description	Amount
Supply and installation of 6 solar powered area lights at the Murray Daniels Dog Park as per the Scope of Work (exclusive of HST)	<i>46,894.02</i>

**Bidder:**

Description	Amount
Supply and installation of 6 solar powered area lights at the Murray Daniels Dog Park as per the Scope of Work (exclusive of HST)	

**Bidder:**

Description	Amount
Supply and installation of 6 solar powered area lights at the Murray Daniels Dog Park as per the 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.

**City of Temiskaming Shores  
RS-RFQ-002-2023  
Dog Park Lighting**

**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 6 solar powered area lights at the Murray Daniels Dog Park as per the Scope of Work (exclusive of HST)	\$ 37,297	.00
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**Acknowledgement of Addenda**

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

Company Name: Miller Maintenance, a Division of Miller Paving Ltd.

Mailing Address: 704024 Rockley Road, New Liskeard, ON

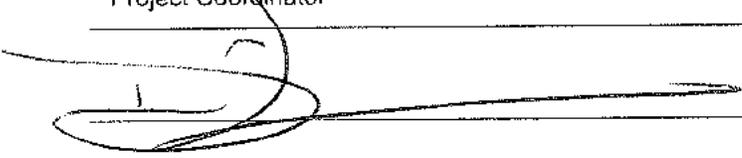
Postal Code: P0J1P0

Telephone: 705-648-0944

Email: dave.marcella@millergroup.ca

Bidder's Authorized Official: Dave Marcella

Title: Project Coordinator

Authorizing Signature: 

Date: April 25th, 2023

Contact name (if different from authorizing official):

Contact's email:

**Form 1 to be submitted.**

**City of Temiskaming Shores  
RS-RFQ-002-2023  
Dog Park Lighting**

**Non-Collusion Affidavit**

I/ We  Dave Marcella  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:  Haileybury  this  25th  day of  April , 2023.

Signature:



Bidder's Authorized Official:

Dave Marcella

Title:

Project Coordinator

Company Name:

Miller Maintenance, a Division of Miller Paving Ltd.

**Form 2 to be submitted.**

**City of Temiskaming Shores  
RS-RFQ-002-2023  
Dog Park Lighting**

**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: Haileybury this 25th day of April, 2023.

Signature: 

Bidder's Authorized Official: Dave Marcella

Title: Project Manage

Company Name: Miller Maintenance, a Division of Miller Paving Ltd.

**Form 3 to be submitted.**

# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** Greenhouse Gas Reduction Pathway Feasibility Grant  
**Attachments:** Appendix 01 - GHG Reduction Pathway Technical Guide

---

Mayor and Council:

The Federation of Canadian Municipalities (FCM) is currently accepting grant applications for various funding opportunities through their Green Municipal Fund.

During budget development, City staff identified the Greenhouse Gas (GHG) reduction pathway feasibility study as a grant opportunity to help develop plans to reduce costs and GHG emissions from various city buildings.

Staff are now finalizing the grant application to the FCM and require a resolution of council to finish and submit the application.

Staff have identified 8 buildings to be included in the study. The full project is estimated to cost \$200,000 with the City eligible to receive 80% of that cost as a grant from the FCM. The remaining 20% has been approved within the City's 2023 budget.

The study will identify a sequence of GHG reduction measures that would allow for our buildings to achieve a 50% reduction in GHG emissions within 10 years and an 80% reduction within 20 years. These reductions would exceed the interim GHG reduction target recently set by the City. Once this study is completed, the City would be eligible to apply to further FCM grants to implement the measures identified.

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

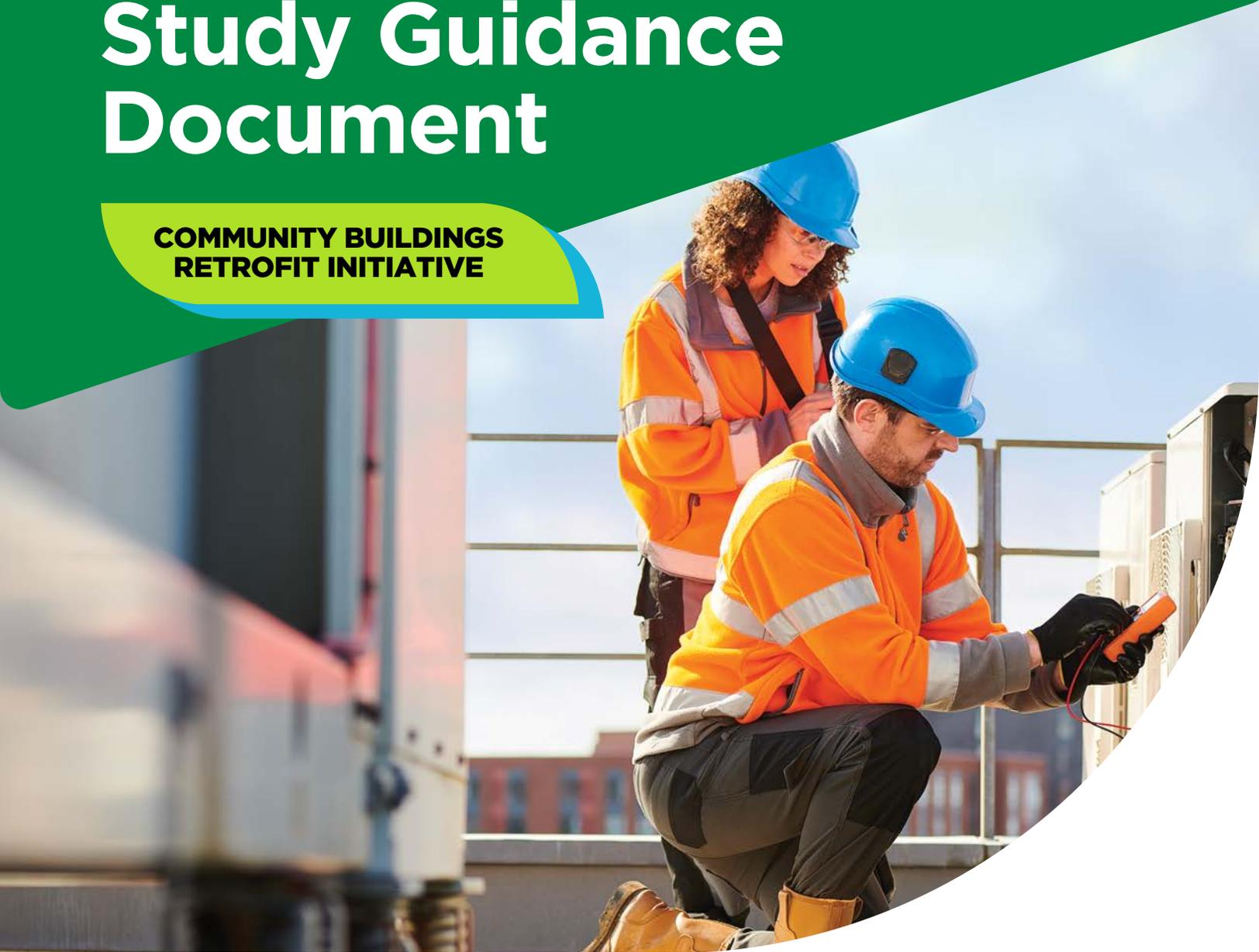


GREEN  
MUNICIPAL  
FUND

FONDS  
MUNICIPAL  
VERT

# GHG Reduction Pathway Feasibility Study Guidance Document

**COMMUNITY BUILDINGS  
RETROFIT INITIATIVE**



A program of/  
Un programme de la



Funded by/  
Financé par



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# INTRODUCTION

## Program definition

The Federation of Canadian Municipalities (FCM) Community Buildings Retrofit (CBR) initiative helps to optimize the energy performance and reduce greenhouse gas (GHG) emissions of community buildings owned by municipalities and not-for-profit organizations. The CBR initiative is administered through FCM's Green Municipal Fund (GMF).

FCM's Community Buildings Retrofit initiative is a \$167 million initiative that was made possible through a federal government contribution of \$950 million in its 2019 budget. Applicants can stack CBR funding with funding from other programs, including programs available through provincial and territorial governments.

Grants for GHG reduction pathway feasibility studies help to integrate energy and GHG reductions into longer-term plans for managing community buildings. These studies will enable municipalities to identify a sequence of GHG reduction measures—the “GHG reduction pathway”—that will help to

reduce GHG emissions for community buildings by at least 50% within 10 years and by at least 80% (i.e. near net-zero GHG emissions) within 20 years while managing capital costs and reducing operating costs. For a full list of eligibility requirements for the CBR initiative and GHG reduction pathway feasibility studies, see [the application guide](#).

The completion of a GHG reduction pathway feasibility study through the CBR initiative, or an equivalent study, is a prerequisite for applying for a CBR GHG reduction pathway capital project. Equivalent studies must meet the minimum requirements laid out in this document but do not need to have been funded by the CBR initiative. If you have conducted a feasibility study and are uncertain if it meets the minimum requirements, you may contact FCM for guidance.

For additional information, please visit [our website](#).

For northern municipalities, [contact FCM](#) for additional guidance.<sup>1</sup>

<sup>1</sup> The North is defined as the three territories and the northern extent of seven provinces. This includes portions of the following provinces defined by [Statistics Canada codes](#): Newfoundland and Labrador (10), Québec (24), Ontario (35), Manitoba (46), Saskatchewan (47), Alberta (48) and British Columbia (59).

## About this guidance document

This document has been developed to provide guidance for the preparation of a GHG reduction pathway feasibility study (“study”) for the GMF Community Buildings Retrofit (CBR) initiative.

The document is organized in two important ways:

**Purpose, process, details:** Part 1 summarizes the overall purpose of the study. Part 2 discusses process and delivery details and quality of work. Part 3 includes a glossary of important terms and technical references.

### **Requirements vs. recommendations:**

In parts 1 and 2, each section includes both FCM’s requirements for the study and recommendations or best practices. Typically, there are fewer requirements than recommendations/best practices, and the requirements are often qualitative in nature. The recommendations or best practices go into more detail on industry norms for similar work and offer useful starting points for analysis.

# Part 1:

## STUDY PURPOSE AND OUTCOMES

The purpose of a GHG reduction pathway feasibility study (“study”) is to support municipal and not-for-profit decision-makers in making early, informed decisions on capital planning for their assets in alignment with their GHG reduction and other organizational goals (e.g. financial, sustainability, operational, etc.). The study will enable the project proponent<sup>2</sup> to explore alternative GHG reduction measures and capital investment timing to meet these goals.

Studies will consider:

- a) the uniqueness of the site and current organizational and jurisdictional constraints and opportunities for the project proponent
- b) a wide variety of measures of GHG reduction suitable to the site
- c) the systemic nature of deep carbon retrofit projects (looking beyond isolated retrofits of single systems, considering interactions and inter-relations of building systems as a whole)

- d) the life cycle cost implications considering upfront capital requirements, facility operations and equipment maintenance
- e) the broader importance of the facility to critical operations for the project proponent (i.e. operational constraints for measure implementation<sup>3</sup>)

Given the complexities of deep retrofits—especially their implementation in existing facilities in operation and with traditionally fixed capital and maintenance budgets—the study includes additional focus on operational engagement and capital planning alignment.

### Required outcome of the study

The study must articulate at least one “GHG reduction pathway” selected through a comparison of at least two GHG reduction pathway scenarios. A GHG reduction pathway describes a set of GHG reduction measures (“package”) and a capital plan to reduce GHG emissions by at least 50% within 10 years and by at least 80% within 20 years compared to baseline performance.<sup>4</sup>

<sup>2</sup> “Project proponent” refers to the entity that is undertaking the study (e.g. municipal or not-for-profit facility owners).

<sup>3</sup> See the [Measure-Level Study](#) section for more details on study measures.

<sup>4</sup> A GHG reduction pathway scenario may differ from a GHG reduction pathway by the level of detail and effort put into the capital plan.

## GHG reduction pathway scenarios

The project proponent may choose the outcome of the study to be two or more GHG reduction pathways articulated for key decision-makers, or the project proponent may choose to incorporate the selection of a GHG reduction pathway for implementation into the study process. Regardless of whether the study presents one or more GHG reduction pathways, the study must include the development of at least two GHG reduction pathway scenarios as indicated below.

The study must include the following GHG reduction pathway scenario:

- A “minimum performance” scenario with the following components:
  - A 10-year plan that achieves a minimum 50% reduction in on-site GHG emissions vs. current performance
  - A 20-year plan that achieves a minimum 80% reduction in on-site GHG emissions vs. current performance

The study must also include at least one of the following GHG reduction pathway scenarios:

- A “short-term deep retrofit” scenario: This includes the same GHG reduction measures as the “minimum performance” scenario except that all measures are implemented in the first five years (possibly through inclusion of additional funding and financing options).

## OR

- An “aggressive decarbonization” scenario: This delivers a similar life cycle cost result over the study period as the “minimum performance” scenario, but maximizes cumulative GHG reductions over the same period.

The study may also include additional GHG reduction pathway scenarios, such as:

- A “targeted life cycle cost per tCO<sub>2</sub>e” scenario: This includes measures targeting a maximum life cycle cost per tonne GHG reduced.<sup>5</sup>
- A “maximum site potential” scenario: This targets the greatest reduction potential possible, independent of capital considerations.
- An “optimized outcome” scenario: This considers cost-per-tCO<sub>2</sub>e targets, GHG reduction targets, and other qualitative and quantitative impacts optimized according to project proponent objectives.

In addition to GHG reduction pathway scenarios that reduce GHG emissions by at least 50% within 10 years and at least 80% within 20 years, the study team and project proponent may also consider the inclusion of a “like-for-similar” scenario for comparison purposes.<sup>6</sup> This is a business-as-usual (BAU) scenario based on planned or required maintenance and equipment replacement (as determined from the site assessment) in combination with traditional energy audit recommendations from previous studies of the facility.

5 Federal buildings as part of the Greening Government strategy are required to target \$300/tCO<sub>2</sub>e over 40 years.

6 A “like-for-similar” scenario is unlikely to meet the required GHG reduction targets and does not count towards the minimum two GHG reduction pathway scenarios required for inclusion in the study.

## Other considerations

The following are additional items to be considered as part of the study.

### Alignment with funding opportunities

It is recommended that the final study document identify prospective national and regional incentives and funding programs for capital projects, including CBR GHG reduction pathway capital projects. Funding opportunities can inform capital planning for the GHG reduction pathway, and consideration should be given to any requirements or prerequisites for these incentives and programs that could be integrated into the scope of work for this study.

### Future work preparation

Depending on the urgency of execution, the study could include additional activities which will allow for acceleration of the next phase of work. Examples include the preparation of a measurement and verification (M&V) plan for the recommended design, individual equipment and site testing (e.g. thermal conductivity testing), and more detailed schematic design work.

## Broader sustainability and resilience analysis

It is understood that GHG reduction pathway scenarios will have other qualitative benefits (e.g. occupant comfort) or non-energy/GHG benefits (e.g. water savings) that may be important to the project proponent and other key stakeholders. Study teams are encouraged to integrate these considerations into a broader decision-making process.

The project proponent may also consider aligning the study outcomes with climate resilience planning (e.g. by applying a Climate Lens<sup>7</sup>). This could include examining future weather and climate impacts (e.g. rising temperatures or flood risks) and assigning qualitative or quantitative value to measures that improve resilience.

### Education and collaboration

Given the highly integrated nature of decarbonization planning, many stakeholders are often involved in the study process, creating a great opportunity to educate stakeholders about the process of decarbonization in general and the unique challenges and opportunities that buildings present. Likewise, there may be the opportunity to collaborate or partner with other organizations (equipment manufacturers, NGOs, other municipalities etc.), particularly where innovative technologies or processes are being explored that are outside the normal operating expectations for the project proponent.

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7 The Climate Lens is an assessment framework developed by the federal government of Canada. It is intended to assess infrastructure projects with a focus on GHG mitigation and climate change resilience.

## Future change considerations

Given the long time frame considered in the study, the project proponent should consider whether there will be a need to revisit results and calculations in the future. Potential triggers that may impact the study results and motivate an update in the future include:

- new technologies or significant improvements in existing technologies
- significant changes to emission factors (especially for electricity grids) and the cost of carbon
- new/additional incentives or funding opportunities
- facility use changes or major renovations

Therefore, it is recommended that the project proponent ensure the required analysis and study components be provided in a form that can be updated as required with relative ease—for example, by requesting that service providers provide electronic versions of calibrated energy models and use energy analysis software that is not expected to be obsolete (or deprecated) in the short or medium term.

# Part 2: STUDY PROCESS AND REQUIREMENTS

**Figure 1** provides an overview of the steps involved in completing the study. Part 2 provides expected deliverables and other requirements for each step, along with best practice recommendations. References to other standards or guidelines have been highlighted where appropriate and links to those references are included in Part 3.

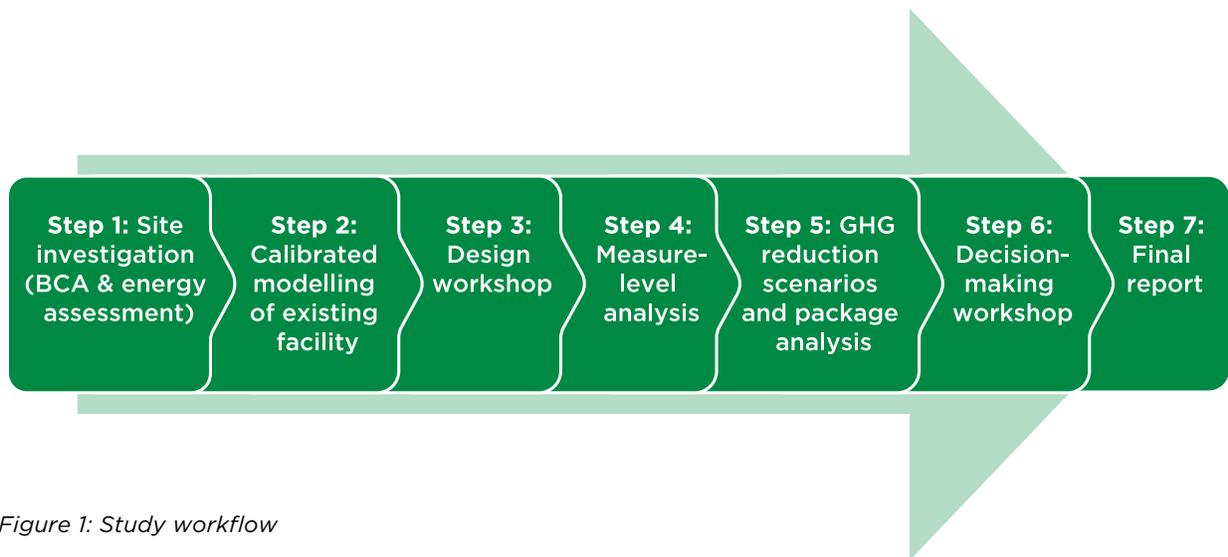


Figure 1: Study workflow

## Step 1: Site investigation

To begin the study, the “study team”<sup>8</sup> conducts a review of all available documentation (e.g. previous studies completed, existing drawings, etc.) followed by a site walkthrough and operator interviews to gain an understanding of the existing facility and its operations.

Additional site investigation work may also be required to finalize measures and (occasionally) to collect temporary

metering data that is needed in order to better understand and calibrate the energy model of the facility.

In almost all situations, the operator interview is the most important component of the site investigation, since operators have the greatest insight into the current state of repair and operating conditions of the energy-using equipment in the facility and often have significant insight into how to improve these systems and address deficiencies.

<sup>8</sup> “Study team” refers to the service provider team engaged by the proponent to deliver the pathway study (e.g. engineers, architects, energy modellers, building scientists, cost consultants, etc.).

## Minimum requirements

The study team should use the site investigation to gather data consistent with, at minimum, the requirements defined for an ASHRAE Level 2 energy audit—but with enough detail to support a robust data-driven financial analysis and accurate estimates of energy consumption, cost and savings as well as GHG emissions and emission reductions. The study team does not have to prepare a report that meets the ASHRAE requirements, and the ASHRAE 211 standard should be used as a guideline only.

The site investigation is required to have, at minimum, the following components:

- A review of available documents such as drawings, O&M records and manuals, equipment specifications/cutsheets, previous relevant audits/reports/condition assessments, etc.
- Analysis of utility bills or past energy use for a minimum of 12 months (preferably 36 months) and benchmarking performance.
- A facility site survey to review key building systems and fill in gaps in knowledge that may have been identified during the documentation review, as well as interviews with operations and/or property management staff.
- An interview or other form of engagement with operational staff, to allow for operational implications to be captured and to start a fulsome conversation with these critical team members.

The energy assessment portion of the feasibility study must be completed by a qualified professional, either P.Eng, CEM or CEA.

## Best practices/recommendations

A robust site investigation will help the study team identify site-specific opportunities, constraints and barriers in relation to potential measures to be considered in the study.

If a building condition assessment (BCA) has not been conducted in the past three to five years, or the study team feels that a recent BCA does not provide adequate information to inform a 20-year capital plan for the current facility's energy systems, it is recommended that the study team conduct a BCA (or alternatively, a property condition assessment (PCA)) in accordance with ASTM E2018-15, *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process*.

For the energy systems investigation, it is recommended that the study team generally follow the ASHRAE Level 3 requirements; but the team is not expected to strictly comply with Level 3 reporting requirements. **Table 1** below summarizes key differences between the ASHRAE Level 2 and Level 3 requirements (refer to ASHRAE Standard 211 for full requirements). Since the project is considered capital-intensive and both detailed energy modelling and robust data-driven financial analysis are expected, the level of site investigation at a systems level will fall somewhere between a Level 2 and Level 3 audit depending on the depth of system change and the importance of a given measure to the overall decarbonization plan.

A formal Level 3 audit would include a higher degree of data collection than is required for this study, but would help to improve the overall results (since higher-quality data would need to be collected). In general, a Level 3 audit would align with this study, but may add to potential study costs.

Destructive investigation of enclosure, and occasionally HVAC systems, may be valuable where there are gaps in information that could significantly

impact the results of the study, such as uncertainty surrounding the existing construction and condition of the enclosure or structure. Whether destructive investigation is warranted should be weighted carefully (e.g. it may help to identify possible measures, performance impacts and associated costs) but generally it is recommended that the study rely on existing documentation and visual review.

Table 1: ASHRAE audit requirements comparison

<b>ASHRAE Level 2 Audit (i.e. quick wins)</b> <b>Minimum requirement</b>	<b>ASHRAE Level 3 Audit (i.e. investment)</b> <b>Best practice/recommendations</b>
<ul style="list-style-type: none"> <li>• Basic site review and operations staff interview</li> <li>• Utility review</li> <li>• Basic energy end-use breakdown</li> <li>• No/low-cost and/or simple measures</li> <li>• Basic energy and financial analysis</li> <li>• Identification of measures that have complex interactions or require large investment for further study (i.e. ASHRAE Level 3)</li> </ul>	<ul style="list-style-type: none"> <li>• ASHRAE Level 2 + higher quality and accuracy</li> <li>• Capital-intensive project focus</li> <li>• Detailed field analysis (e.g. sub-metering)</li> <li>• Detailed energy use modelling</li> <li>• Robust engineering data-driven financial analysis for the most accurate estimates of cost savings</li> </ul>

## Step 2: Calibrated modelling of existing facility

Following the completion of the site investigation, a calibrated energy model of the existing building should be prepared. This energy model will be used to determine measure-level and facility-level energy and GHG results and will inform analyses of life cycle costs (e.g. energy cost savings).

### Minimum requirements

To ensure best results for what are likely to be more systemic (i.e. complex and interrelated) facility-level GHG reduction measure packages, the model should be calibrated in accordance with the requirements established in the current revision of ASHRAE 14 and a calibration report should be provided.

All facility energy use should be included in the model, including process loads, even when the buildings studied have significant process loads or include system types not typically handled natively by the hourly modelling tool chosen by the team. Where a process load (or any system) has not been modeled natively in the hourly analysis software, additional documentation and calculations should be provided and the results of external calculations should be combined with natively modeled results seamlessly within the report. Include any other documentation of overall results.

### Accounting for significant baseline variation

Sometimes facilities are anticipated to undergo significant changes in independent operating parameters such as peak occupancy, schedule of use, temperature set-points or user-driven equipment usage. In cases where such variation is expected to be significant, the calibrated model should be adjusted to account for these factors before measure-level and facility-level analysis begins.

Where variation is considered substantial (e.g. when the facility has an entirely new functional program) then a case can be made to ignore the need for a calibrated model of the existing facility and to use the results of a model reflective of the new facility usage as the baseline. In this case, however, more work may be required in the future to understand how to properly capture the GHG savings of implemented measures. Consideration for these implications should be included in the study.

## Best practices/recommendations

**Total envelope performance:** A best practice for modelling building enclosures—consistent with the most recent version of the National Energy Code for Buildings (NECB)—includes the holistic analysis of thermal bridging, including point and linear heat loss. This analysis can provide insight into potential existing enclosure issues, especially at system intersections (e.g. wall and window, parapet, etc.) and can more accurately reflect the benefit of best practice approaches for enclosure improvements. This work will typically require more detailed site investigation as well as the input of a façade expert. BC Hydro and the City of Toronto have published guidance and spreadsheet tools to support the work and quantify whole facility and system-specific heat loss. Links to these and other resources are included in Part 3.

**Electricity demand impact modelling:** It is recommended that, in cases where fuel-switching to electricity (e.g. air-source heat pumps) is expected to be a critical component of the final decarbonization solution, enough detail be included in the analysis to reflect the impact on site electricity demand. Such demand modelling requires an accurate understanding of: (i) building schedules of use, and (ii) the combined part-load and temperature-sensitive performance curves for major equipment. This additional information can take more time to collect during site investigation and measure analysis, but can yield important (critical) insights where there are project feasibility concerns related to electrical service.

**Embodied impact analysis:** Embodied emissions are those generated at points in the building's life cycle other than during operation, such as from the material supply chain (i.e. raw material extraction, materials processing, transportation or manufacturing), from construction, and during building end of life (i.e. demolition and disposal). Careful selection of different material/products for potential upgrades may help to significantly reduce life cycle emissions, or even offer carbon storing opportunities (e.g. bio-based enclosure materials have a carbon storage benefit). The Canada Green Building Council's *Zero Carbon Building Performance Standard* has requirements for embodied carbon (including reporting and offset requirements) including an embodied carbon reporting template.

**Future weather:** Accounting for changes in weather caused by climate change is considered a best practice for long-term studies. Typically, study teams can rely on local conservation authorities and other provincial government sources of climate projections for estimates of weather changes over 25- and 50-year time horizons.<sup>9</sup> Note that, while future weather impacts should be considered, the typical best practice is to treat the impacts to equipment size in a purely pessimistic manner (e.g. ignoring potential benefits to heating equipment sizing while including increased cooling equipment requirements).

## Step 3: Design workshop

The purpose of the design workshop is to confirm the overall direction of the study, identify key study team members and identify and screen measures for further analysis, given the information generated in the site investigation and baseline calibrated modelling steps. Discussion should address site-specific opportunities, constraints and barriers to implementation of potential measures, and alignment of measures with the facility and broader goals of the project proponent.

### Minimum requirements

Conduct and document a workshop with the study team and key project stakeholders.

### Best practices/recommendations

Important steps in the design workshop include:

- Confirmation of the project proponent's goals for the building, including GHG reduction, sustainability, operational, financial etc. and specific goals for the study (e.g. how the study will be used to inform council decision-making).
- Discussion of available funding, financing and financial and capital planning constraints.
- Discussion of scheduling, key milestones, potential conflicts/concerns, etc.

<sup>9</sup> For more information on future weather trends, see [the Climate Atlas of Canada website](#) and [the Government of Canada website](#).

- Review of the study process, including roles and responsibilities for the study team and project proponent representatives (i.e. key stakeholders and decision-makers, such as asset managers or capital planners, operations and maintenance staff, and energy management staff).
- Basic facility decarbonization education, including an explanation of how GHG emissions are calculated and why results are expected to vary over time as a function of various regulatory factors and grid emission factors.
- Review of the building maintenance and equipment replacement requirements uncovered during the site investigation and a discussion of the existing capital plan for the building and/or planned maintenance, repairs, replacements and upgrades.
- Brainstorming, describing and qualitatively screening GHG reduction measures for further analysis.
- Identification of non-energy or qualitative benefits (e.g. thermal comfort improvements, future-proofing, showcase/educational opportunities, etc.) that should support decision making.
- Promotion of preferred measures and ruling out of undesired measures from consideration based on feasibility and compatibility with the site and client needs.

Though it can be useful for some measure-level analysis to be completed prior to the first study workshop, this is not required.

## Step 4: Measure-level analysis

The study team will need to determine the GHG reduction potential and capital cost of each measure identified during the design workshop (or otherwise required to be studied) using appropriate energy analysis techniques and quantity surveying procedures. Refer to Part 3, which provides a list of potential information sources.

Other non-energy or qualitative benefits identified in the workshop should also be documented for each measure and used to support decision-making.

### Minimum requirements

At a minimum, the following measures must be analyzed:

- Full facility fuel switch from fossil fuels (including process loads)
- Renewable electricity generation (e.g. photovoltaic panels<sup>10</sup>)

<sup>10</sup> For renewable energy systems where excess energy is generated relative to energy used (on an hourly basis) and exported to the grid, the avoided emissions may be calculated using a marginal electricity grid emission factor instead of an average grid emission factor. Refer to the Canada Green Building Council's ZCB-Design v2 Workbook for current regional marginal emission factors (link provided in Part 3). Additional information on marginal emission factors can be found in The Atmospheric Fund's *A Clearer View on Ontario's Emissions*, [available here](#).

- For any facility components requiring replacement during the study period (identified during the site investigation or in the building condition assessment) at least one improved alternate must be studied, where feasible. For example, if windows will require replacement within the study period, at least one window improvement measure must be explored.

The description and documentation of each measure explored should discuss:

- Scope/high-level design of the measure, including major equipment included in the measure and sufficient detail to understand the systemic complexity of the measure (e.g. high-level schematics)
- Assumptions used to analyze the measure
- Annual GHG reduction potential of the measure
- Capital cost to implement the measure in year zero of the study (adjusted for inflation)<sup>11</sup>
- Identification of measures or systems that are interrelated or dependent on each other for successful operation
- Implementation strategy (including limitations, if any) applicable to the specific measure
- Potential commissioning, measurement and verification, and other relevant implementation considerations

The accuracy (and associated design detail prepared) of the capital costing in the measure-level analysis should generally be in the range of +/- 20–25%, resulting in a CIQS Class C level capital estimate.

Analysis techniques for measures often require additional tools beyond what is natively available in hourly analysis software programs. For example, closed-loop geo-exchange systems are not easily analyzed in the most commonly used modelling tools (e.g. eQUEST, IES, Energy Plus) often necessitating analysis in other tools (e.g. GLD or TRNSYS). Where separate software or analysis tools are determined to be required to achieve the level of accuracy desired from the study, they should be used and appropriately documented.

## Best practices/recommendations

### Studied measures

A list of measures that are likely to be explored as part of a robust decarbonization analysis is provided in **Table 2** next page. Note that this is **not an exhaustive list** and the study team may identify measures beyond those listed below.

<sup>11</sup> For measures that are expected to require a construction period greater than one year, the study team may use an average yearly cost (i.e. the total cost divided by the number of years in the construction period) as opposed to an exact cost for each year of the construction period, for simplicity of determining the year zero cost.

Table 2: List of potential measures to be studied

<b>Building system</b>	<b>Potential measures to be explored</b>
<b>User-driven loads (e.g. lighting)</b>	<p>LED technology—interior and exterior</p> <p>Daylighting and dimming control</p> <p>Task lighting and/or addressable lighting for occupant-customized lighting needs</p> <p>Energy Star® appliances and computer system equipment</p> <p>Enhanced server room design (e.g. hot-aisle/cold-aisle)</p>
<b>Envelope/enclosure</b>	<p>Re-cladding or over-cladding walls (increasing effective insulation level)</p> <p>Roof insulation upgrades, including options involving modifications to roof/wall intersections (e.g. parapets) to allow for additional insulation to be installed beyond current amounts</p> <p>High-performance glazing and framing systems for doors, windows and skylights, especially windows with low-emissivity coatings, triple-glazing, noble gas fills and framing systems with enhanced thermal breaks or using non-metal materials (e.g. fibreglass)</p> <p>Air sealing at both the interior and exterior of façades</p> <p>Below-grade foundation wall insulation upgrades (especially where adjacent landscape will be disturbed anyway)</p>
<b>HVAC—delivery</b>	<p>Revised building zoning—space planning, fundamental changes to the HVAC strategy</p> <p>Natural ventilation, operable windows, atrium/stack effect</p> <p>Labyrinth or earth tube to pre-condition ventilation make-up air</p> <p>Demand control ventilation (e.g. CO<sub>2</sub> sensors)</p> <p>Underfloor/displacement delivery of ventilation</p> <p>Dedicated outdoor air systems with variable-air volume</p> <p>Energy recovery using multiple technologies including heat/enthalpy wheels, reverse-flow systems, energy recovery chillers, waste heat from electrical vault, heat pump energy redistribution, etc.</p> <p>Near-temperature and low-power heating/cooling delivery approaches (e.g. chilled beams, VRF, “oversized” ECM fan-coils)</p> <p>Solar thermal pre-heat of ventilation systems (e.g. transpired solar collectors) and thermal system (e.g. solar hot water)</p>

Building system	Potential measures to be explored
<b>HVAC—plant</b>	Multi-stage, condensing furnaces and boiler <sup>12</sup> Advanced air-source heat pumps (e.g. those suitable for cold climate) Geo-exchange heat pumps (e.g. closed- and open-loop, where applicable)
<b>On-site renewable energy systems</b>	Solar power (i.e. photovoltaic panels) in roof-mounted, parking awning and building integrated arrangements Biofuel and/or biomass boilers or combined heat and power (CHP) systems Hydrogen/fuel cell (in traditional or CHP configurations) Battery energy storage systems (BESS) to take advantage of variation in grid emissions Wind power and micro-hydro, where appropriate
<b>Process loads<sup>13</sup></b>	Ice plant improvements (for rinks) Customized process heat recovery (for pools) Drain-water heat recovery (for large, collected domestic hot water loads) Variable-speed fans and ecology unit heat recovery units (kitchens)
<b>Carbon storage/sequestration</b>	Bio-based/carbon storing insulation materials (e.g. cellulose) FSC-certified wood structural materials and finishes Large-scale carbon sequestration equipment (e.g. POND technologies)

A strong study also considers a range of alternatives within each measure (e.g. more than just one approach for low-power HVAC delivery) and increasing levels of performance for the same general

measure (e.g. a dedicated outdoor air system (DOAS) with two or three approaches to heat/energy recovery, yielding increasing effectiveness).

12 Generally, given the long-term goal of an 80% GHG emissions reduction within 20 years, study teams should avoid recommending like-for-like or like-for-similar replacements for existing fossil fuel burning systems resulting in those systems being in good repair at the end of the study period. That said, condensing gas-burning equipment may still be the most cost-effective and robust option, especially where grids are not expected to aggressively decarbonize or where renewable natural gas or a similar alternative is viable in the long term.

13 See links for modelling guidance resources for ice plant and pool process loads.

## Measure analysis

The best practice for measure analysis is to employ a broadly experienced study team that can inform the proper financial and energy analysis of the identified measures. The team should include experts who understand design constraints and opportunities as well as building science concerns and can offer appropriate assumptions for modelling and costing work sufficient to achieve the level of accuracy expected for the study.

Where possible, energy/GHG metrics studied at the measure level should include:

- total and percentage emissions reduction compared to baseline year<sup>14</sup> (tCO<sub>2</sub>e or %)
- Greenhouse Gas Intensity (GHGI) (tCO<sub>2</sub>e/m<sup>2</sup>)
- Energy Use Intensity (EUI) (kWh/m<sup>2</sup>)
- Thermal Energy Demand Intensity (TEDI) (kWh/m<sup>2</sup>)

Financial metrics at this stage to be used as part of measure analysis should include:

- capital cost (both absolute and incremental capital cost)
- operating savings (energy/carbon savings, maintenance savings)
- simple payback and NPV (where relevant to the project proponent)
- alternative funding sources for specific measures

Computer-aided optimization and results visualization techniques (e.g. parallel coordinates plot) are often used to explore and summarize the results of many or all combinations of measures as an interim step toward making full facility-level recommendations. These techniques can be very useful to help study teams hone in on key parameters and measures required to achieve energy- and GHG-reduction targets. Such techniques, where employed, should be explained clearly to the project proponent, and there should be discussion of their value to the overall process.

## Step 5: GHG reduction pathway scenarios and package analysis

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In this phase, the design team will assemble measures into packages for each GHG reduction pathway scenario and conduct a technical and financial analysis to determine the effectiveness of each package. The analysis should include an incremental capital and life cycle costs comparison for alternative packages to the “minimum performance” GHG reduction pathway scenario (see Part 1).

### Minimum requirements

At a minimum, the scenario and package analysis documentation should include:

- The full list of the measures that make up the scenario(s) and the reasoning for including them in the

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<sup>14</sup> Baseline year is defined as at least 12 consecutive months of data. It is recommended to use the most recent 12 months for comparison purposes.

package. Include descriptions of measures or systems that are inter-related or dependent on each other for successful operation.

- A comparison and discussion of critical GHG reduction and financial metrics (as discussed below).
- A summary of the non-energy or qualitative benefits of the package, building on the measure-level analysis (e.g. SWOT analysis).
- Results from an analysis of the sensitivity of the scenarios(s) explored to the following factors:
  - **Price of carbon:** The study team should clearly state and justify future carbon pricing assumptions used in the sensitivity analysis. The current information on the projected price of carbon is different in each province. See Part 3 for useful references for the anticipated price of carbon at least up to 2030.
  - **Projected grid emission factors:** The sensitivity analysis to grid emission factors should look at the target years and assess the impact of grid emissions on achieving the targets.

Given the long time frame of the study, changes in the provincial electricity grids may have a material impact on prospective emission reductions. It is expected that the study team use projected grid emission factors (at least at a provincial/territory/regional level).

The study team should clearly document and provide assumptions for the basis of the projected grid emission factors. See Part 3 for potential sources of information on projected grid emission factors.

In analyzing the performance of different packages that achieve the 50% and 80% GHG reduction thresholds outlined above, the study team is required to document the following energy and GHG metrics using an energy model:

- Total and percentage reduction in operational GHG emissions<sup>15</sup> vs. baseline year<sup>16</sup> (including from on-site energy generation)
- Greenhouse Gas Intensity (GHGI) (tCO<sub>2</sub>e/m<sup>2</sup>)

The study team is required to document the following financial metrics for each package:

- An absolute and incremental capital cost comparison of the “minimum performance” package with any other recommended packages over a straight 20-year capital planning horizon (all \$ adjusted back to study baseline year)
- Operating costs (including maintenance, energy and carbon costs)
- Incremental life cycle cost (ILCC) vs. “minimum performance” package (\$) over at least 20 years
- Cost per tonne of carbon abated over the study period (\$ILCC/tCO<sub>2</sub>e)

15 Emission factors should be appropriately referenced (including any assumptions relating to grid emission projections).

16 This should be the same baseline year used in the measure-level analysis.

## Life cycle cost analysis process

The purpose of life cycle cost analysis is to determine the cost-effectiveness of the packages presented in the study. As such, the following should be completed when conducting an LCCA for each option:

- The analysis should start at the anticipated year of completion of the first major project and extend at least 20 years beyond that point.
- Life cycle costing should consider:
  - capital costs—including hard and soft costs (i.e. design, engineering and construction costs)
  - operation and maintenance costs (including anticipated repairs and replacement of equipment)
  - anticipated cost of energy and carbon
  - available external funding (incentives, grants, etc.)<sup>17</sup>
  - residual value at last year of study period using (at least) a straight-line depreciation
  - time value of money assumptions (e.g. interest, inflation, discount rate) reviewed and approved for the purpose of the study by the project proponent
- The sources and calculation rationale for energy conversions, utility rates, LCCA rates and carbon pricing assumptions should be clearly documented and should be aligned with industry best practices. Further guidance is included in Part 3.

## Best practices/recommendations

The following is a list of additional energy/GHG metrics that can be used to inform decision-making:

- Thermal Energy Demand Intensity (TEDI) (kWh/m<sup>2</sup>)
- Energy Use Intensity (EUI) (kWh/m<sup>2</sup>)
- on-site annual zero carbon balance
- change in peak electricity demand for the facility (kW-peak, summer and winter)
- embodied carbon impacts of deep retrofit activities (tCO<sub>2</sub>e)
- upstream GHG impacts of fossil fuel usage (tCO<sub>2</sub>e)

Additionally, the project proponent may benefit from sensitivity analyses of package performance in relation to other factors such as:

- capital cost
- cost of energy
- construction/utility escalation rates
- variation in time-value of money assumptions (e.g. inflation, discount rate)
- 20-year global warming potential (GWP) emission factors

Multi-parameter financial sensitivity methods, such as a Monte Carlo analysis, can be a suitable means of testing the sensitivity of measure packages to variations in financial parameters. The study team should fully explain the conclusions and benefits of such an analysis to the project proponent.

<sup>17</sup> This should be for confirmed external funding if deemed necessary by the project proponent to be shown separately. Prospective funding should be incorporated as a sensitivity analysis (if desired).

Though unlikely, if there are no recommendable options that achieve an 80% reduction within the study period, an additional narrative can be included in the study report explaining why and outlining the key factors preventing achievement of the minimum target.

## Step 6: Decision-making workshop

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The purpose of the decision-making workshop is to review the measure- and facility-level analysis results and reach a consensus on the GHG reduction pathways to be included in the final report. Once the GHG reduction pathway, or pathways, is/are agreed upon, the participants in the workshop can discuss how the package(s) would be rolled out in the short, medium and long term to balance capital considerations with goals for GHG reduction and long-term financial performance.

### Minimum requirements

- Conduct and document a workshop with the study team and key project stakeholders addressing the intent outlined above.

### Best practices/recommendations

Important steps in the workshop include:

- Present GHG and financial analyses for each scenario package along with preliminary options and analyses for bundling measures within each package.
- Review non-energy and qualitative benefits of each scenario.

- Ensure agreement with the project proponent and study team on key assumptions and decision-making metrics.
- Reach consensus on the analysis and agree on the GHG reduction pathways to be fully articulated in the final report.
- Review potential roll-out scenarios for the package(s) associated with the selected GHG reduction pathway scenarios and discuss feasibility issues and financial constraints that impact timelines for GHG reduction measure implementation.

## Step 7: Final report

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The output of this study should be in the form of a final report. The report should outline the GHG reduction pathway scenarios that allow the facility to achieve the necessary reduction targets within the required time frame. It should also discuss how alternative measures and facility-level options were explored and discussed with the broader stakeholders as part of the process that led to the identification of the preferred pathway(s).

### Minimum requirements

At a minimum, the study team should prepare a decarbonized capital plan and comparison matrix made up of a table of cash flows and capital investments and aligned with the study period (e.g. 20-year, 40-year, etc.) and granularity (e.g. annual, 5-year, 10-year) desired by the project proponent for each GHG reduction pathway.

As well, the study team should prepare a final summary of each of the study steps above, including design, energy modelling, capital planning and costing results. The report should be organized in a logical manner that addresses each of the requirements listed within the anticipated workflow presented in this document. The final report should include all assumptions and limitations associated with each stage of work and contain an appendix with the following information:

- site assessment reports—building condition assessment and energy systems investigation
- model calibration summary report
- measure descriptions, including any basis of design information (quantity take-offs, equipment selection information, system diagrams, etc.)
- energy, GHG and cost analyses at the measure and facility scale not suitable for inclusion in the main report body
- capital cost estimate—cost consultant report
- other reference material

### **Best practices/recommendations:**

Part 3 of this guide includes an example table of contents (outline) for a final summary report.

The project proponent should consider using the report as a deliverable for other potential funding streams (i.e. the final report should align with other incentive, grant or other funding programs, such that the project proponent can directly use the study to meet the requirements of those programs).

A final presentation of the results to the broader stakeholders is recommended to bring closure to the process and transition to the next phase of work (e.g. funding/financing applications, schematic design, etc.).

# Part 3: DEFINITIONS AND REFERENCES

Table 3: Key terms and definitions

Key Term	Definition	Link/reference
<b>Cumulative GHG reductions</b>	Also known as accumulated emissions, this is the sum of GHG emissions over a particular time period. Cumulative emissions are an important concept, as two reduction scenarios with the same reduction (e.g. an 80% reduction within 20 years) can have different cumulative emissions depending on the implementation time frame for specific measures.	-
<b>ASHRAE 211</b>	The <i>Standard for Commercial Building Energy Audits</i> addresses Standard 211, which establishes consistent practices for conducting and reporting energy audits for commercial buildings.	Standard 211-2018, <a href="#">available here</a> .
<b>ASTM E2018—15</b>	The <i>Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process</i> , is intended for use on a voluntary basis by parties who desire to obtain a baseline property condition assessment of commercial real estate.	ASTM E2018—15, <a href="#">available here</a> .
<b>ASHRAE 14</b>	Establishes energy model calibration requirements	<a href="#">Guideline 14-2014—Measurement of Energy, Demand, and Water Savings</a> .
<b>NECB</b>	National Energy Code for Buildings	<a href="#">National Energy Code of Canada for Buildings 2017</a> <a href="#">The energy code in your province or territory (nrcan.gc.ca)</a>

Key Term	Definition	Link/reference
<b>BC Hydro</b>	BC Hydro: Building envelope thermal bridging	<a href="http://bchydro.com">Commercial new construction (bchydro.com)</a>
<b>City of Toronto</b>	TGS Energy Modelling Guidelines	<a href="#">Energy Modelling Guidelines Version 3—City of Toronto</a>
<b>Ice plant improvements</b>	Facilities with ice plants must consider this critical process load. To ensure accurate results, the ice plant and associate improvements should be modelled. The references to the right provide guidance on modelling and ice plants.	ASHRAE Journal, “ <a href="#">Improving Efficiency In Ice Hockey Arenas</a> ” The International Building Performance Simulation Association (IBPSA) <a href="#">case study</a> on modelling a community centre, including a pool and ice rink, covers all major loads to consider.
<b>Customized process heat recovery</b>	Like ice plants, swimming pools must also be considered when modelling process loads. The reference to the right provides guidance on modelling pools.	<a href="#">Modelling indoor swimming pools</a>
<b>Greenhouse Gas Intensity (GHGI)</b>	The total greenhouse gas emissions associated with energy use on the building site. It is reported in kilograms of CO <sub>2</sub> -equivalent per square metre (kgCO <sub>2</sub> e/m <sup>2</sup> ) and includes onsite emissions sources as well as those associated with provincial electricity generation.	Defined as per the Canada Green Building Council’s <a href="#">Making the Case for Building to Zero Carbon</a>
<b>Energy use intensity (EUI)</b>	The sum of all site energy (not source energy) consumed on site (e.g. electricity, natural gas, district heat) including all process loads, divided by the floor area of the building.	Defined as per the Canada Green Building Council’s <a href="#">Zero Carbon Building Performance Standard</a>
<b>Thermal energy demand intensity (TEDI)</b>	The annual heat loss from a building’s envelope and ventilation after accounting for all passive heat gains and losses, per unit of modelled floor area.	Defined as per the Canada Green Building Council’s <a href="#">Zero Carbon Building Performance Standard</a>

Key Term	Definition	Link/reference
<b>Absolute capital cost</b>	The baseline cost plus the incremental cost of achieving the energy benefit of the measure or package. The baseline cost should be informed by the building condition assessment (BCA).	-
<b>Incremental capital cost</b>	The increase or decrease in the cost of construction, relative to the baseline costs outline by the facility BCA.	-
<b>Operational carbon</b>	The emissions associated with the energy used to operate the building.	Defined as per the Canada Green Building Council's <a href="#">Zero Carbon Building Performance Standard</a>
<b>Incremental Life cycle cost (ILCC)</b>	The net present value (NPV) of the increase or decrease in total costs per square metre for construction, operation and maintenance over the study period, relative to the "minimum performance" package (or other reference package).	Definition adapted from the Canada Green Building Council's <a href="#">Making the Case for Building to Zero Carbon</a>
<b>Cost per tonne of carbon abated (\$ILCC/tCO<sub>2</sub>e)</b>	The net present value (NPV) of the increase or decrease in total costs per tonne of CO <sub>2</sub> -equivalent saved, relative to the "minimum performance" package.	Definition adapted from the Canada Green Building Council's <a href="#">Making the Case for Building to Zero Carbon</a>
<b>Residual value</b>	The residual value of a system (or component) is its remaining value at the end of the study period, or at the time it is replaced during the study period.	For more information on residual value, <a href="#">see this resource</a> .
<b>On-site annual zero carbon balance</b>	The net emissions of the sum of embodied carbon, operational carbon and avoided emissions.	Defined as per the Canada Green Building Council's <a href="#">Zero Carbon Building Performance Standard</a>

Key Term	Definition	Link/reference
<b>Embodied carbon</b>	Carbon emissions associated with materials and construction processes throughout the whole life cycle of a building. These are additional to operational carbon emissions.	Defined as per the Canada Green Building Council's <a href="#">Zero Carbon Building Performance Standard</a>
<b>Upstream GHG impacts</b>	An additional consideration can be made for natural gas consumption in relation to methane leakage from the extraction, processing and distribution of natural gas. Methane, while short-lived, has a higher global warming potential than carbon dioxide. Therefore, the potential impact to upstream GHG emissions could be an important consideration for a holistic analysis (i.e. a consideration when calculating life cycle emissions).	A recent study further outlined potential life cycle emission factors that include consideration for life cycle electricity grid emission factors and upstream natural gas emissions:  “ <a href="#">Lifecycle greenhouse gas emissions from electricity in the province of Ontario at different temporal resolutions</a> ,” L. Pereira and D. Posen, <i>Journal of Cleaner Production</i> , October 2020.

Table 4: Factors and assumptions

Energy and GHG factors	Possible sources/guidelines
Energy conversion factors	<a href="#">Canada Energy Regulator conversion tables</a> The Canada Energy Regulator provides a comprehensive list of conversion factors.
GHG emission factors	The Canada Green Building Council's Zero Carbon Building Workbook (ZCB-Design v2 Workbook) is <a href="#">available here</a> . The Canada Green Building Council has released an Excel workbook that summarizes current emission factors for provincial grids (including average and marginal factors) as well as common fossil fuels. The calculator primarily draws factors from two sources: Canada's National Inventory Report (2018), <a href="#">available here</a> . <i>Energy Star Portfolio Manager Technical Reference: Greenhouse Gas Emissions</i> , <a href="#">available here</a> .

Energy and GHG factors	Possible sources/guidelines
Future grid emissions	<p>Canada Energy Regulator, <i>Canada's Energy Future 2016: Energy Supply and Demand Projections to 2040</i>, data appendices, <a href="#">available here</a>.</p> <p>The Canada Energy Regulator annually publishes projections for future grid mix nationally and by provincial/territory year over year.</p>
Marginal emission factors	<p>The Canada Green Building Council's Zero Carbon Building Workbook (ZCB-Design v2 Workbook) is <a href="#">available here</a>.</p> <p>The workbook summarizes current emission factors for provincial grids (including average and marginal factors) as well as common fossil fuels.</p>
Time value of carbon	<p><a href="#">The Time Value of Carbon: Smart Strategies to Accelerate Emission Reductions</a></p> <p>Produced by CPA (Chartered Professional Accountants) Canada, this publication examines how to accelerate GHG reductions by addressing near-term climate forcers (NTCFs), the short-lived GHGs that significantly contribute to climate change.</p>

Table 5: Utility and carbon pricing

Utility and carbon pricing	Possible sources/guidelines
Electricity—consumption	Utility provider or energy authority
Electricity—demand	If provided as separate rate schedule
Natural gas	Utility provider or energy authority
Water	Utility provider or energy authority
Propane	Utility provider or energy authority
Diesel	Utility provider or energy authority
Carbon shadow pricing	It is recommended that studies align with Canada's "greening government" carbon shadow pricing, <a href="#">available here</a> .

Utility and carbon pricing	Possible sources/guidelines
Carbon pricing (to 2030)	Studies should factor in the federal government’s anticipated increase to the carbon price of \$15 per tonne starting in 2023, rising to \$170 per tonne by 2030. The details are <a href="#">available here</a> .
Carbon pricing (after 2030)	<p>Currently, the federal government has not provided guidance on potential carbon tax escalation after 2030. The project proponent should make reasonable assumptions as to any carbon pricing after 2030 and clearly document any assumptions. It is required to conduct a carbon pricing sensitivity analysis, so different scenarios for carbon pricing after 2030 should be considered. Examples of different carbon pricing schemes that could be considered:</p> <ul style="list-style-type: none"> <li>• Flat carbon pricing after 2030 (i.e. no increases)</li> <li>• Continued \$15/tonne increases every year to the end of the study period</li> </ul>

Table 6: Life cycle costing and resources

Life cycle costing	Possible sources/guidelines
LCCA methodology	<p><i>2019 ASHRAE Handbook—HVAC Applications</i>, Chapter 38, <a href="#">available here</a>.</p> <p>National Institute of Standards and Technology, NIST Handbook 135, <i>Life Cycle Costing Manual for the Federal Energy Management Program</i>, 2020 edition, <a href="#">available here</a>.</p> <p>Whole Building Design Guide “Life-Cycle Cost Analysis (LCCA)”, <a href="#">available here</a>.</p>
Escalation rate—capital	Consistent with project proponent’s portfolio rates for capital projects or federal government life cycle cost analyses (BGIS Scope of Work for Carbon Neutral Study Services—Life Cycle Costing Analysis)
Escalation rate—utilities	Consistent with project proponent’s portfolio rates for capital projects or federal government life cycle cost analyses (BGIS Scope of Work for Carbon Neutral Study Services—Life Cycle Costing Analysis)

Life cycle costing	Possible sources/guidelines
Inflation/price escalation	Consistent with project proponent’s portfolio rates for capital projects or the the Canadian Consumer Price Index, <a href="#">available here</a> .
Discount rate	<p>Consistent with project proponent’s portfolio rates for capital projects or federal government life cycle cost analyses.</p> <p>It is expected that GHG reduction pathways in applications for CBR GHG reduction pathway capital projects will use a discount rate of their preference—but this discount rate should be no greater than 5% (5% is aligned with the federal government’s discount rate outlined in its Greening Government Strategy: Real Property Guidance document). Proponents wishing to use a discount rate higher than 5% should contact FCM.</p> <p>Treasury Board of Canada Secretariat’s (TBS’s) <i>Canadian Cost-Benefit Analysis Guide</i> also provides a discount rate for the opportunity cost of capital for the federal government. Additional information on the TBS <i>Canadian Cost-Benefit Analysis Guide</i>, <a href="#">available here</a>.</p>

Table 7: Cost estimates and resources

Cost estimates	Possible sources/guidelines
Capital estimates	<i>Elemental Cost Analysis, Format, Method of Measurement, Pricing: Measurement of Buildings by Area and Volume</i> , <a href="#">available here</a> .
Maintenance	<p>Supplied by operator</p> <p>“Maintenance Costs,” <i>2019 ASHRAE Handbook—HVAC Applications</i>, Chapter 38, <a href="#">available here</a>.</p> <p>Building Owners and Managers Association International, <i>Preventative Maintenance Guidebook: Best Practices to Maintain Efficient and Sustainable Buildings</i>, <a href="#">available here</a>.</p>
Residual	<p>Straight line depreciation</p> <p>Canada Revenue Agency, <i>Depreciable Properties and Their Rates</i>, <a href="#">available here</a>.</p>

## Sample report outline

A sample report outline has been presented below (adapted from ASHRAE Standard 211-2018):

### Executive summary

- a) Overall assessment of energy benchmarking and performance
- b) Aggregated savings and costs of recommended measures
- c) Table of recommended measures and options, with savings and costs
- d) Life cycle cost analysis (LCCA)

### Introduction

- a) Study scope

### Facility description

- a) Building information
- b) Building envelope
- c) HVAC
- d) SHW/DHW
- e) Lighting
- f) Process and plug loads

### Historical utility data

- a) Data summary
- b) Utility rate structures
- c) Benchmarking
- d) Target and savings estimate
- e) End-use breakdown

### Measures and options analysis

- a) Energy modelling approach
- b) Measure interactions
- c) Measurement and analysis
- d) LCCA
- e) Schematic diagrams (as applicable)
- f) Workshop summary
- g) Measures considered but not recommended

### GHG reduction pathway capital plan

- a) GHG reduction pathway(s) summary and capital plan(s)
- b) Comparison matrix

### Appendices

# Appendix A: EXAMPLE GHG REDUCTION PATHWAY SCENARIOS

Figure 2 shows essential quantitative features of the “minimum performance”, “aggressive decarbonization” and “like-for-similar” GHG reduction pathway scenarios for a community building in Ontario.

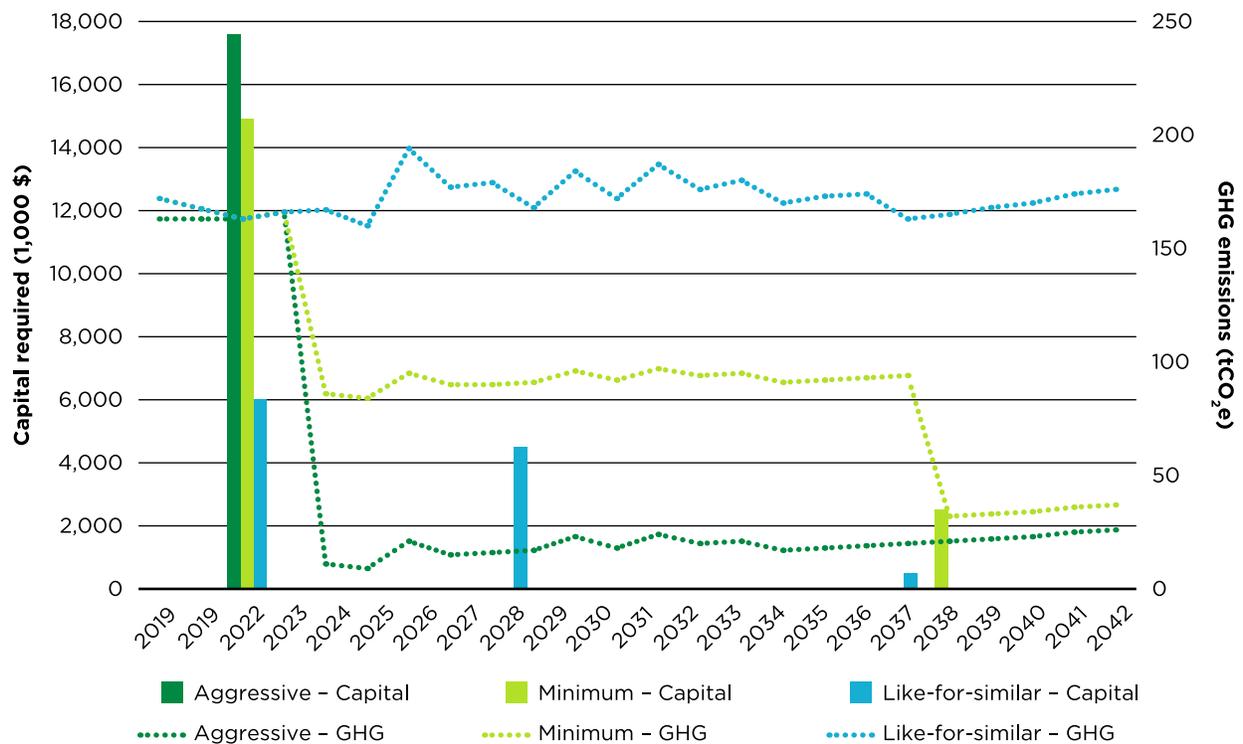


Figure 2: Example capital investment and annual GHG emissions—minimum performance compared to like-for-similar over 20 year period

In this example, the GHG emissions for the baseline year are calculated as an average of the building's GHG emissions in 2018 and 2019. The "like-for-similar" scenario is based on three pre-planned capital projects to address critical maintenance and to replace the HVAC system at end of life. GHG emissions in the "like-for-similar" scenario are not expected to decrease, due to current projections that the grid emission factor in Ontario will increase. The sensitivity of the GHG reductions to the grid emission factor projection is explored as part of the study (but not shown here).

In the "minimum performance" scenario, the first large project includes work originally planned for 2028 in the "like-for-similar" scenario to minimize disruption and facility downtime while ensuring that load reduction efforts are not done after HVAC upgrades (thus keeping overall capital costs down).

The situation could also have been reversed—where the optimal and least disruptive roll-out of the "minimum performance" scenario was to split the work between 2022 and 2028 in a similar manner to the "like-for-similar" scenario. The remainder of the "minimum performance plan" work is completed in 2038 (when rooftop units will be fuel-switched to air-source heat pumps).

In the "aggressive decarbonization" scenario, all work is completed in a single project.

# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** Recreation Operations Update (May)  
**Attachments:** Appendix 01 - PFC Monthly Summary (March)  
Appendix 02 - 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:**

**Arenas** - Winter operations have officially ended for both arenas. The ice at the SHSMA was removed and cleaned up the week of April 3-7th. Zubyck Skillz moved onto the dry surface for their multi-sport program on April 8th. The ice at the DSMA was also removed, with the last rentals on April 18th. Staff also shut down both ice plants with no issues. We always do the startup/shutdown of the ice plants in groups so it can be used as a training tool for the department.

**Seasonal Maintenance** - Although the weather hasn't been cooperating lately, staff have been busy in the parks inspecting playgrounds, basketball/tennis courts and completing some cleanup in parks. Staff are also finishing up servicing our grass cutting equipment in preparation for another busy summer. Once things dry up, staff will be installing a new playground unit at Rebecca Park in New Liskeard.

**Staff Training** - All staff recently attended a half day propane handling refresher course with Public Works and Building Maintenance staff.

## **Building Maintenance:**

**Pool and Fitness Centre** - Staff recently made repairs to the hot tub filter tanks as the pipe had developed a leak. The new Hach analyzer that OCWA installed

is working well. The first analyzer installed turned out to be faulty and they immediately replaced it.

**Arenas** - Staff were called out to isolate a water line leak before the valve in the shop at the DSMA. The line had to be shut down at the curb stop by Environmental Services before a new valve and line was installed by Building Maintenance staff. At the SHSMA the circulating pump on the boiler that feeds the dressing rooms was recently replaced by staff as the old one had failed. The boiler is now shut down for the spring/summer months.

**Marina Docks** - Staff were able to repair the ramp at the NL Marina docks. A new flotation tub was installed by jacking up the section of dock with two 20-ton jacks and a 3-ton floor jack, safely allowing staff to insert the tub, remove the decking and bolt into place from above. To date the ice conditions have caused minimal damage and only minor repairs are expected prior to the boating season.

**Staff Training** - Dan and Robin Completed the propane handling half day refresher course on April 20th.

## **Programming:**

**Waterfront Pool and Fitness Centre** Baseball registration opened on April 3rd for children aged 5 to 17 with 313 registrations received so far. A Bronze Medallion course was held on March 24<sup>th</sup> with Bronze Cross, National Lifeguard, Swim Instructor and National Lifeguard courses scheduled to take place in May and June. Usage and revenue at the Pool and Fitness Centre continues to exceed expectations with March 2023 seeing increases of 11% and 34% from the same month last year.

**Age Friendly Program** – Indoor dancing classes are concluding after a successful winter. Both bowling and pickleball times are seeing strong attendance from the public. Always a great turn out at the women's exercises classes, with a few new participants this month. They run every Tuesday and Thursday morning upstairs at the SHSMA. There were two sessions of indoor walking in April with that program wrapping up on April 20th. Staff are beginning to schedule some outdoor summer programs for later in May. There are two music in the park sessions scheduled with local musicians. One in New Lisheard and one in Haileybury. Horseshoe, kubb, and hiking groups will start once weather improves and ground dries.

**Healthy Kids Program** – In conjunction with the CSCT, we have provided in-class cooking sessions with two 5 grade French immersion classes at NLPS. One class has 26 students and the other has 32 students. We have scheduled 4 sessions with each class to teach them basic recipes and kitchen skills. Lego camp has been finalized for the week of August 14<sup>th</sup> with registrations filling within 24 hours. The Healthy Kids program helped subsidized the cost for all participants. Upcoming this summer will be a full week kids cooking/physical activity camp sometime in July. Will also be scheduling a road safety day, similar to the event last year with some local specialty vehicles and bike safety. We also launched our Community Fridge project which is located at in the lobby of the Temiskaming Shores Public Library. The official launch event will be taking place on Friday May 5th at 10am.

**Other Programming** - The bike exchange program is still in the planning stages but is scheduled for June 10th from 11am-1pm. There are approximately 80 bikes ready to go with bike mechanics hard at it to get more bikes ready. The second edition of the Recreation Guide has been printed and copies are available throughout the city and online.

The community garden boxes will be put back at the Fitness Centre once the snow melts. They were taken out when the roof construction was taking place last year. There is a bit of work to do in the area before they are laid out on their spots.

### **Administration:**

**Marina/Bucke Park** - Seasonal notices to boaters and seasonal notices to campers have been sent out. New this year we are trialling a cloud software program to manage our marina slips. This will allow all staff to see the same information at the same time and will streamline the collection of fees and documents. The Bucke Park water treatment system is expected to be ready for that park's opening in mid-May. The work expected to be completed at the Bucke Park Chalet is being complicated by the wet weather but should be finished in mid-May.

**Compressed Work Week** - Staff are now prepared to begin the compressed work-week trial this month. Within Recreation approximately 2/3 of our full-time staff will be transitioning to a compressed work week. Some have opted out and others have to continue on a 5-day schedule due to coverage requirements. Our

arena parks attendants will also be transitioning back to a 5-day work week at the end of August to coincide with ice returning at our arenas.

**Budget 2023** - Various procurements approved within the 2023 budget have moved forward over the last month including the Dog Park Lighting, Bucke Park fire pits, DSMA Condenser, Dymond Hall floor machine, and Dymond apartment heat pump.

**Parks/Trails/Outdoor Spaces** - Staff are working diligently to get parks, trails, and outdoor spaces ready to use by the public. With the cold, wet weather we are behind based on our 3-year average. Regardless, all outdoor recreation assets will be available by May long weekend including the STATO trail.

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



2023 Budgeted Recreation Department Projects										
Project	Rec/BM	Budgeted Cost	Project Lead	Project Method	Year	Capital/Operating	March 30, 2023		April 25, 2023	
Haileybury Fire Station	BM	\$ 2,513,000	Matt	RFP	2021	Capital	Contractor waiting for equipment or weather to finish outstanding items. Awaiting partial occupancy permit from building inspector.		Contractor is on site this week completing most of the remaining outstanding items. Final electrical work has been waiting for Hydro1 disconnect which will take place this week. Lockers will still be outstanding. Full occupancy will be provided once work this week is completed and building is inspected.	
Splash Pad	Rec	\$ 522,000	Matt	RFP	2021	Capital	Diamond Head Sprinklers Inc has been awarded the project to install the splash pad and is currently preparing to being installation May 1st.		Contractor has provided all necessary preconstruction documentation. Updated mobilization date is June 5th with final completion date unchanged.	
NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	All work expect for aluminum doors has been completed. Estimated completion date is June 30, 2023.		Aluminum doors are expected to be received and installed in mid-May. Contractor is working on all other closeout documentation. Estimated completion date is June 30, 2023.	
Olympia Replacement	Rec	\$ 170,000	Matt	RFT	2022	Capital	Vehicle is scheduled to be delivered in April 2023. Staff will request that vehicle is delivered after ice operations have concluded.		Vehicle is not delivered yet. Once received, staff will get the charger station installed.	
Rebecca St Playground	Rec	\$ 32,000	Paul	Quotations	2023	Capital	Staff have received delivery of equipment and are preparing to install the playground in May 2023.		No change.	
Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Abby	Canoe	2023	Capital	Staff have submitted a pre-application for a grant towards the cost of this project. Our preapplication was approved and we are working on the full application for the grant.		Full application is ready to be submitted once resolution from council is passed.	
NL Arena Condenser	Rec	\$ 120,000	Matt	Canoe	2023	Capital	Project has been recommended to be awarded to Toromont/CIMCO through Canoe Procurement. Replacement would take place in August.		Agreement with CIMCO/Toromont has been signed and purchase order has been issued.	
PFC Chlorination and Water Quality	Rec	\$ 60,000	Jeff	RFQ	2023	Capital	OCWA completed installation of the new chlorination and PH controller. Controller for the spa is outstanding.		Installation of the chlorination and ph controllers has been completed.	
Picnic Tables	Rec	\$ 8,000	Matt	Quotations	2023	Operating	Staff will order these items for delivery in May		Staff will order these items for delivery in May	
Fire Pits	Rec	\$ 3,000	Matt	Quotations	2023	Operating	Staff will order these items for delivery in May		Fire Pits have been ordered	
PFC Window Repairs	BM	\$ 15,000	Jeff	Quotations	2023	Operating	Staff are working on the procurement of this item.		No change.	
Dymond Hall Floor Machine	BM	\$ 6,500	Paul	Quotations	2023	Operating	Staff are working on the procurement of this item.		A new floor machine has been ordered.	
City Hall HVAC Recommissioning	BM	\$ 30,000	Matt	RFP	2023	Operating	Staff are working on the grant application for this project.		Staff are working on the grant application for this project.	
Lions Courts Panel Replacement	Rec	\$ 9,000	Paul	RFQ	2023	Capital	A RFQ for this work has been drafted and is currnety being reviewed		A RFQ for this work will be released on May 27th.	

Treadmill (1)	Rec	\$	17,000	Jeff	Quotations	2023	Capital	Staff are working on the procurement of this item.	No change.
Bleacher Replacement Dymond A/B	Rec	\$	11,500	Matt	Quotations	2023	Operating	Staff will order these items for delivery in May	No change.
Ball Diamond Infield Material	Rec	\$	15,000	Paul	Quotations	2023	Operating	Staff will order these items for delivery in May	Staff are waiting for weather to improve before ordering this material.
Kickplate Replacement (Hlby and NL)	Rec	\$	18,000	Paul	Canoe	2023	Operating	Staff will order these items for delivery in May	Staff are finalizing the order of these items.
Dog Park Lighting	Rec	\$	40,000	Matt	RFQ	2023	Operating	A RFQ for this project is currently being drafted	The RFQ for this project closed on May 25th and a recommendation for award has been provided in a reprot to council.
Motor/Pump Support Brackets	BM	\$	5,000	Paul	Quotations	2023	Operating	This work is projected to take place in June	No change.
Hlby Beach Mushroom Conversion	Rec	\$	25,000	Matt	Quotations	2023	Capital	Staff are consulting with a installer for this project.	Staff will review this project with our splash pad installer when they are on site in June 2023.
Bucke Park Chalet Repair	BM	\$	65,000	Matt	RFQ	2023	Capital	Pedersen Construction was awarded this project in Fall 2022. They will begin construction for this project in April with repairs completed by mid-May.	Pedersen Construction are awaiting the weather to improve before beginning this project. Construction is expected to be completed by mid-May.
<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>	<u>Equipment is installed and operational</u>	<u>Equipment is installed and operational</u>

**Subject:** Lease Agreement – Dr. Smith

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

**Agenda Date:** May 2, 2023

Committee of the Whole

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## **Attachment**

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-017-2023;
2. That Council to prepare the necessary by-law to enter into a two (2) year lease agreement with Dr. Phillip Smith for use of space in the Haileybury Medical Centre.

## **Background**

Dr. Smith has been leasing space in the Haileybury Medical Centre since 2012. His most recent agreement expired on March 31<sup>st</sup>, 2023. Dr. Smith has requested a two (2) year renewal.

## **Analysis**

Currently the City has eight tenants in the Haileybury Medical Centre which include the Haileybury Family Health Team, various physicians, and a dentist.

The physicians pay approximately the same square foot rate, with the Health Team and dentist paying a higher rate.

Lease agreements for the use of space in the Haileybury Medical Centre have had annual increases of 2% in order to maintain satisfactory revenue to ensure the building expenses are covered.

The two year renewal for Dr. Smith will also include a 2% increase. The draft agreement is attached.

**Consultation / Communication**

**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

Staffing implications are limited to normal administrative functions and duties.

Currently the Medical Centre revenues are approximately \$129,000 per year. Once all expenses are paid, 50% of any remaining revenue is placed into a reserve to be used towards capital projects related to the Medical Centre.

The lease agreement with Dr. Smith will generate approximately \$5,600 in revenue for 2023.

**Alternatives**

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Shelly Zubyck, CHRP  
Director of Corporate Services

\_\_\_\_\_  
Amy Vickery  
City Manager

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**Subject:** Amendments to Traffic and Parking By-law 2012-101 – Accessible Parking Spaces

**Report No.:** CS-018-2023

**Agenda Date:** May 2, 2023

Committee of the Whole

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## **Attachments**

**Appendix 01:** Current and Proposed Accessible Parking Provision Requirements

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-018-2023;
2. That Council directs staff to prepare the necessary by-law to amend By-Law 2012-101 being the Traffic and Parking By-law to revise certain provisions relating to the dimensions and number of accessible parking spaces required in off-street parking areas and the locations and details of certain accessible parking spaces contained in Appendix 18; for consideration at the May 16,2023 Regular Council meeting.

## **Background**

The City's Traffic and Parking By-law 2012-101 establishes the specific requirements for accessible parking spaces, including the dimensions, clearances, and required number of spaces for private development, as well as the locations of accessible parking spaces on municipal roadways and in municipal parking lots.

Staff have noted that the current provisions for dimensions and required number of spaces for private development do not meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and must therefore be amended in order to bring the by-law into compliance. Additionally, through consultation with the City of Temiskaming Shores Accessibility Advisory Committee (TSAAC) it was found that some of the existing municipal spaces also require review and revisions.

## **Analysis**

The proposed amendment will be discussed in two parts: provisions related to accessible parking spaces in off-street parking facilities, and changes to accessible parking spaces in City-owned parking facilities and on municipal roadways.

## **Accessible Parking Spaces in Off-Street Parking Facilities**

Section 7 of the Traffic and Parking By-law sets out the requirements for “designated parking spaces” (accessible parking spaces), including the required dimensions of these spaces. In City-owned or privately-owned/operated parking lots, the By-law currently requires a minimum width of 4.6 metres (15’) for accessible parking spaces. The AODA also requires the provision of a 1.5 metre (5’) wide access aisle for each accessible parking space, or between two accessible parking spaces, which means that a single accessible parking space occupies 6.1 metres (20’), which is the same as two standard parking spaces. It is not uncommon to see two cars parked in one accessible parking space because of the width.

The AODA establishes two sizes of accessible parking spaces: Type A spaces are 3.4 metres wide and identified with a “van accessible” sign in addition to the standard accessible parking signage required under the Highway Traffic Act; and Type B spaces are 2.4 metres wide and identified with the standard accessible parking signage. As Type B spaces are narrower than the City’s requirements for standard parking spaces, and to avoid any confusion that may result from requiring the provision of different sized parking spaces, staff are recommending that all accessible spaces meet the requirements of Type A spaces, and that the total number of accessible spaces required be the aggregate of the Type A and Type B spaces. The 1.5 metre wide access aisle will also be required, which will make the width dedicated to an accessible parking space 4.9 metres (16.1’).

Appendix 01 sets out the current and proposed requirements for the number of accessible parking spaces that must be provided in off-street parking facilities. This information was reviewed with TSAAC at their meeting on April 11, 2023, and TSAAC was supportive of the proposed amendment.

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

On June 29, 2022, select City staff and members of TSAAC visited the accessible parking spaces in City-owned parking lots and on municipal roadways in order to review the appropriateness of the location of the parking space as well as any improvements that may be required (ie. curb cuts, signage, etc.). This tour resulted in some changes to the accessible parking spaces in the current by-law, including:

- Adding a space in front of 40 Armstrong Street;
- Adding a space at the southeast corner of Wellington Street and Fleming Drive;
- Removing the space in front of 451 Ferguson Avenue;
- Removing the space on the west side of Lakeshore Road North, north of Broadwood Avenue (in front of the former Ecole Sacre Coeur, which will be required to provide on-site accessible parking spaces once construction is complete);
- Removing the space in front of 303 Whitewood Avenue;
- Adding two spaces at the new Haileybury Fire Hall.

Through review of the By-law it was also noted that in a number of cases the location of an accessible parking space was referenced to the business in front of which it was located. As businesses can change over time it was decided that the location of all spaces should be referenced to an address, and changes to rectify these situations are also included as part of the proposed amendment.

### **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

### **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

Staffing implications related to this matter are limited to normal administrative functions and duties.

### **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:

“Original signed by”  
Jennifer Pye, MCIP,  
RPP  
Planner

Reviewed by:

“Original signed by”  
Mitch McCrank  
Manager of  
Transportation Services

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”  
Amy Vickery  
City Manager

## Appendix 01 – Current and Proposed Accessible Parking Space Requirements

Current		Proposed	
Total Number of Spaces in Parking Facility	Minimum Number of Accessible Parking Spaces	Total Number of Spaces in Parking Facility	Minimum Number of Accessible Parking Spaces
1-10	0	1 – 25	1
11-20	2	26 – 50	2
21-50	3	51 – 75	3
51-75	4	76 – 100	4
76-100	5	101 – 133	5
101-200	6	134 – 166	6
Over 200	6 plus 1 for each additional 100 spaces or part thereof	167 – 250	7
		251 – 300	8
		301 – 350	9
		351 – 400	10
		401 – 450	11
		451 – 500	12
		501 – 550	13
		551 – 600	14
		601 – 650	15
		651 – 700	16
		701 – 750	17
		751 – 800	18
		801 – 850	19
851 – 900	20		
901 – 950	21		
951 – 1000	22		
1001 +	11 spaces plus 1% of the total number of spaces, rounded up to the next whole number		

### Current and Proposed Accessible Parking Space Sizes

Current: 4.6 metres (15') + 1.5 metre (5') access aisle = 6.1 metres (20')

Proposed: 3.4 metres (11' 2") + 1.5 metre (5') access aisle = 4.9 metres (16' 2")

**Subject:** Gaston's Auto Land Purchase

**Report No.:**

CS-019-2023

**Agenda Date:**

May 2, 2023

Committee of the Whole

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### **Attachments**

**Appendix 01:** Agreement of Purchase and Sale of Lot 16, New Liskeard Industrial Park

**Appendix 02:** Map of site location

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-019-2023; and
2. That the property identified as Lot 16 Parcel 22122SST PT be declared as surplus to municipal needs; and further acknowledges that the purchaser will pay for a legal survey to remove the portion of the property that encompasses the drainage ditch that shall remain the property of the City; and
3. That Council directs staff to prepare the necessary by-law to enter into an agreement with 1739549 Ontario Inc. to complete the sale of City owned land in the amount of \$10,000.00, plus applicable taxes and legal fees for consideration at the May 16, 2023 Regular Council meeting.

### **Background**

Gaston's Auto is an automotive repair business that has been in operation in the community since 2010. The business has expanded over the years to include the sale and service of utility trailers. The property currently occupied by the business is no longer large enough to store the number of trailers required, therefore the owner is approaching the City to ask to purchase an additional parcel of land to accommodate the growth of the business.

### **Analysis**

1735495 Ontario Inc. operating as Gaston's Auto approached the Economic Development Officer to ask to purchase Lot 16 in the New Liskeard Industrial Park as a means of expanding the footprint of the business to enable them to carry a larger selection of utility trailers. The business found that during the pandemic, it was extremely difficult to refill inventories as products were sold, so they would like to carry a larger inventory

on site to enable them to have sufficient variety in the future that would be less impacted by supply chain issues.

Properties in the New Liskeard Industrial Park have been offered for sale to prospective purchasers at a price of \$10,000 per acre for the past decade or so. The lands for sale within the Dymond Industrial Park are being sold for \$30,000 per acre with highway frontage and \$20,000 per acre without highway frontage and these parcels are fully serviced with municipal water and sanitary sewer and have road access. The lands within the New Liskeard Industrial Park have only municipal water service and no sanitary service. In addition, many of the lots do not yet have road access.

Lot 16 as the aerial imagery shows does not currently have road access, nor will it likely have it in the future, since it would be the only lot along that section of roadway. The property will need to be surveyed to remove the portion of the drainage ditch so that it can be retained by the City. The purchaser has agreed to the purchase price and to cover all costs including survey and both parties legal associated with this sale.

In most cases, the sale of industrial land creates the opportunity for new tax revenues to be generated by the construction of buildings on the site. In this case, the owner of the property is proposing to use the site for additional storage, therefore the land will be taxed as vacant land and will not result in a significant tax revenue gain for the City. The land however is not valuable to the City's use, nor will it ever have any significant value without the City investing a significant amount on the development of a roadway to access this one lot.

The property has been declared as surplus to municipal needs as it is located within the New Liskeard Industrial Park and has been for public sale for over 25 years.

**Consultation / Communication**

- Planner has suggested that the lots be deemed on title to create one lot for the business so that this lot cannot be sold alone in the future as it does not have road access.
- Public Works has suggested that a survey be completed to remove the ditch portion from the property so that it remains under City ownership.

**Financial / Staffing Implications**

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

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

The City will receive the land sale revenue of \$10,000 to put into the Economic Development Reserve and will receive ongoing property tax revenue from the land into the future. The City will not incur any costs related to the sale of the property.

**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 Zubyck  
Director of Corporate  
Services

Amy Vickery  
City Manager

## Offer to Purchase

**1739549 Ontario Inc.,**  
(as "Purchaser"), having inspected the property, hereby agree to and with  
**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES,**  
(as "Vendor") to purchase the property being:  
PLAN 54M336 Lot 16, Pcl 22122SST PT;  
TEMISKAMING SHORES; DISTRICT OF TIMISKAMING

(herein called the "Real Property") at the price of \$~~11,200~~<sup>10,000.00</sup> payable 5% to the Vendor as a deposit to be held in trust pending completion or other termination of this Agreement and to be credited on account of the purchase price on closing and agree to pay the balance of the purchase price by certified cheque, subject to adjustments, on the closing date hereinafter set forth.

LOT 16

This offer to Purchase shall be conditional upon the Purchaser entering into an agreement with the Vendor on or before closing substantially in the form attached hereto as Schedule "A" failing which this Offer to Purchase shall be null and void and the deposit returned to the Purchaser without any reduction or interest. Only the Vendor may waive this condition at its option.

### RELEASE OF INFORMATION:

Vendor authorizes the release of any information relating to the Real Property to the Purchaser and the Purchaser's solicitor by any governmental body or authority and appoints the Purchaser and the Purchaser's solicitor as its agent for the purpose. Without limiting the generality of the foregoing the Vendor consents to the disclosure to the Purchaser and the Purchaser's solicitor of any information relating to the Real Property or the use thereof pursuant to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.F. 31 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. M. 56.

### DEFICIENCY NOTICES AND WORK ORDERS:

The Vendor represents that as at the date of acceptance hereof the Vendor has not received from any municipal or other governmental authority any deficiency notice or work order affecting the Real Property pursuant to which any deficiencies are required to be remedied or any demolition, repairs or replacements are required to be carried out. If the Vendor receives any such deficiency notice or work order after the date of acceptance hereof, the Vendor shall forthwith produce same to the Purchaser for inspection. If by the date of closing the Vendor has not either (a) complied with such deficiency notice or work order, or (b) settled with the Purchaser any question of an abatement of the purchase price arising out of such deficiency notice or work order, the Purchaser may at his option either (a) accept the Real Property subject to such deficiency notice or work order or (b) terminate this Agreement. In the event of termination as aforesaid, all moneys paid hereunder shall be returned to the Purchaser without interest or deductions.

### ADOPTION OF LSUC - OBA DOCUMENT REGISTRATION AGREEMENT

Provided the solicitors for each of the Vendor and the Purchaser are able to complete transactions using electronic registration, the parties agree to complete this transaction using electronic registration, to adopt the LSUC-OBA Document Registration Agreement in use on the Closing Date, and to abide by, and instruct their solicitors to abide by, the closing procedures set forth

therein for electronic registration.

**ACCEPTANCE:**

This Offer shall be irrevocable by the Purchaser until **11:59 P.M. on the 28<sup>th</sup> day after the date of signing the offer**, after which time, if not accepted, this Offer shall be null and void and the deposit returned to the Purchaser without interest or deduction.

**TITLE:**

Title to the Real Property shall be good and free from all encumbrances, except as set out in this Agreement, and except local rates, and except as to any registered restrictions or covenants that run with the land, and subdivision agreements with the municipality, provided the same have been complied with, and except for minor easements for hydro, gas, telephone or like services. Purchaser shall accept the Real Property subject to municipal and other governmental requirements, including building and zoning by-laws, regulations and orders, provided same have been complied with.

**REQUISITIONS:**

Purchaser shall be allowed until closing to investigate the title at his own expense and to satisfy himself that there is no breach of municipal or other governmental requirements affecting the Real Property, that its present use may be lawfully continued and that the principal buildings may be insured against risk of fire. If within that time any valid objection to title or to any breach of municipal or other governmental requirements, or to the fact that the present use may not be lawfully continued, or that the principal buildings may not be insured against risk of fire, which the Vendor is unable or unwilling to remove, remedy or satisfy, and which the Purchaser will not waive, this Agreement shall notwithstanding any intermediate acts or negotiations, be null and void and the deposit money returned to the Purchaser, without interest or deduction, and the Vendor shall not be liable for any costs or damages whatever. Save as to any valid objection so made within such time the Purchaser shall be conclusively deemed to have accepted the Vendor's title to the Real Property.

**SURVEYS AND DOCUMENTS:**

The Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title except such as are in the possession or control of the Vendor. The Vendor agrees that he will deliver any existing survey to the Purchaser as soon as possible and prior to the last day allowed for examining title. In the event that a discharge of any mortgage or charge held by a Chartered Bank, Trust Company, Credit Union or Insurance Company which is not to be assumed by the Purchaser on completion, is not available in registrable form on completion, the Purchaser agrees to accept the Vendor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registrable form and to register same on title within a reasonable period of time after completion, provided that on or before completion the Vendor shall provide to the Purchaser a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, together with a direction executed by the Vendor directing payment to the mortgagee, of the amount required to obtain the discharge out of the balance due on completion.

**CLOSING:**

***This Agreement shall be completed on or before June 16, 2023 on which date vacant possession of the Real Property shall be given to the Purchaser unless otherwise provided for herein.***

**INSPECTION OF PROPERTY:**

The Purchaser acknowledges having inspected the Real Property prior to submitting this Offer and understands that upon the Vendor accepting this offer there shall be a binding Agreement of Purchase and Sale between the Purchaser and the Vendor. The Purchaser shall be entitled to inspect the Real Property immediately prior to the date for completion.

**ADJUSTMENTS:**

Unearned fire insurance premiums, fuel, taxes, rentals and all local improvements and water rates and other charges for municipal improvements to be apportioned and allowed to the date of completion of sale (the day itself to be apportioned to the Purchaser). Provided Purchaser may elect not to accept assignment of fire insurance in which case no adjustment for insurance premiums.

**COSTS:**

The deed or transfer, save for Land Transfer Tax Affidavit, to be prepared at the expense of the Vendor in a form acceptable to the Purchaser and if a mortgage or charge is to be given back, it shall be prepared at the expense of the Purchaser in a form acceptable to the Vendor.

**PLANNING ACT COMPLIANCE:**

This Agreement shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended, are complied with, and the Vendor agrees, at his expense, to comply with such provisions and to proceed diligently with the application for such compliance, if necessary.

The Transfer/Deed of Land to be given to the Purchaser shall contain a statement of the Vendor and the Vendor's solicitor pursuant to section 50(22) of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended.

**SPOUSAL CONSENT:**

The Vendor represents and warrants that no consent to this transaction is required pursuant to s.21(1) of the *Family Law Act*, R.S.O. 1990, C.F. 3 unless the Vendor's spouse has executed this agreement to consent thereto, and that the Transfer/Deed shall contain a statement by the Vendor as required by section 21(3) of the *Family Law Act*, R.S.O. 1990, C.F. 13 or the spouse of the Vendor shall execute the Transfer/Deed to consent thereto.

**RESIDENCY OF VENDOR:**

Vendor further agrees to produce evidence that he is not now and that on closing he will not be a non-resident of Canada within the meaning of s.116 of the *Income Tax Act* of Canada, or in the alternative, evidence that the provisions of s.116 regarding disposition of property by a non-resident person have been complied with at or before closing, failing which the Purchaser will be credited towards the purchase price with the amount, if any, which shall be necessary for the Purchaser to pay to the Minister of Revenue in order to satisfy the Purchaser's liability in respect of tax payable by the Vendor under S. 116 of the *Income Tax Act* of Canada by reason of the

sale.

**FACSIMILE:**

Either party may execute this document by signing a facsimile thereof. The parties agree that execution by any party of a facsimile shall be in all respects identical to execution of an original or photocopy. The parties agree to accept a facsimile of the signature of any party as evidence of the fact that the agreement has been executed by that party. In all respects a facsimile signature may be accepted as having the same effect as an original signature.

**COUNTERPART:**

This agreement may but need not be executed in counterpart.

**TIME OF ESSENCE:**

This Offer, when accepted, shall constitute a binding contract of purchase and sale, and time in all respects shall be of the essence in this Agreement.

**G.S.T./H.S.T.:**

This transaction is subject to Goods and Services Tax (G.S.T.) pursuant to the *Excise Tax Act* (Canada) as amended (the "Act") and/or Harmonized Sales Tax (H.S.T.) pursuant to the Act and the *Ontario Tax Plan for More Jobs and Growth Act*, 2009, S.O. 2009, C.34, and such G.S.T./H.S.T. is in addition to and not included in the purchase price.

The Purchaser is registered under the Act and shall provide the Vendor and his solicitor with proof of his G.S.T./H.S.T. registration and an indemnity in a form reasonably satisfactory to the Vendor and its solicitor.

**REPRESENTATIONS AND WARRANTIES:**

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement or the Real Property or supported hereby other than as expressed herein in writing.

**TENDER:**

Any tender of documents or money hereunder may be made upon the Vendor or Purchaser or upon the solicitor acting for the party on whom tender is desired, and it shall be sufficient that a cheque certified by a chartered bank or a trust company or the trust cheque of the law firm acting for the party desiring such tender be tendered instead of cash.

**COSTS OF REGISTRATION:**

The Purchaser is required to pay the costs of registration and taxes for both parties documents.

**COSTS OF LEGAL FEES:**

The Purchaser is required to pay the costs of legal fees for both parties documents.



Purchaser's Solicitor:

**KEMP PIRIE**

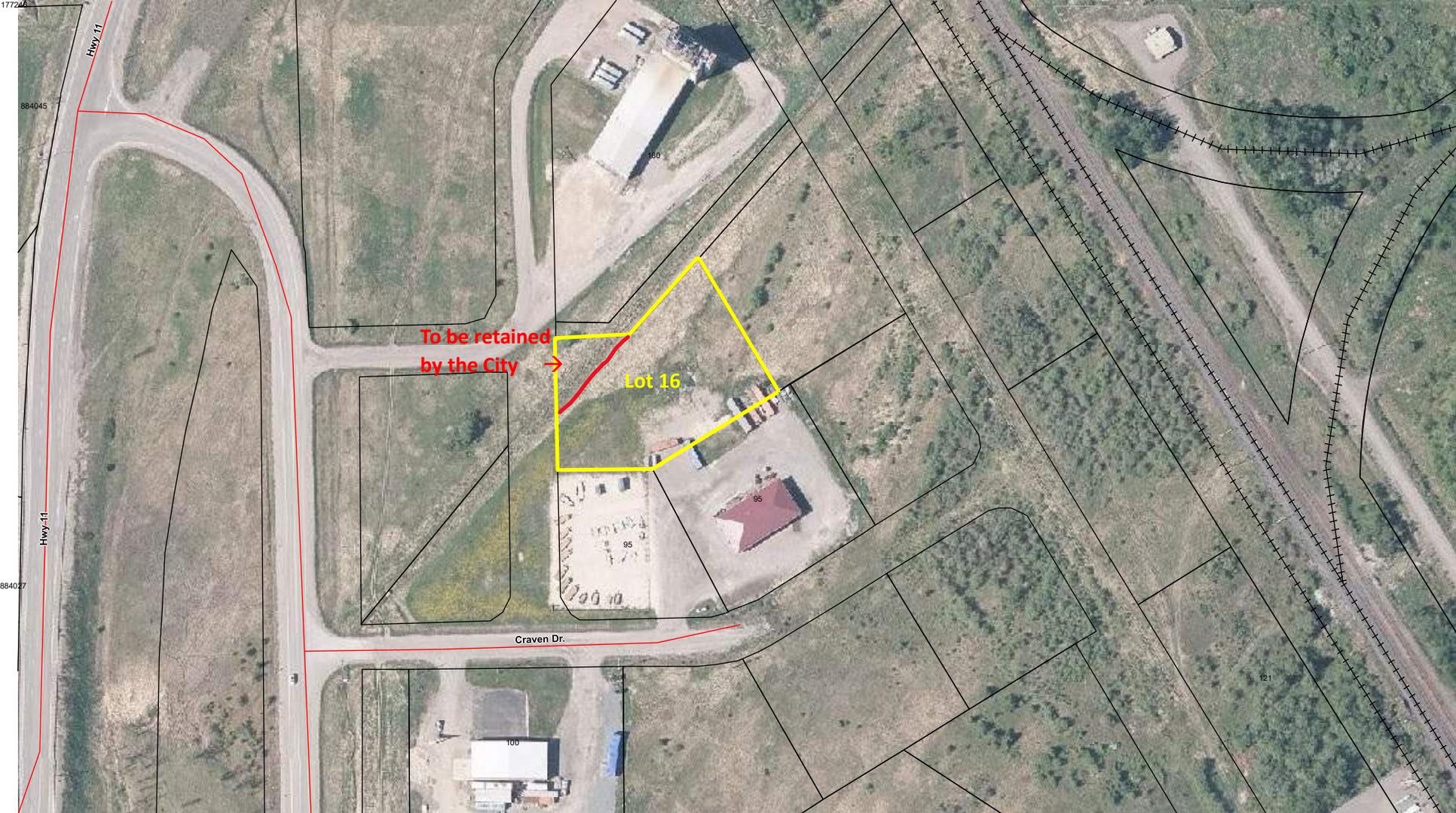
Phone Number: (705)  
Fax Number: (705)



Vendor's Solicitor:

**KEMP PIRIE**  
P.O. Box 1540  
22 Armstrong Street  
New Liskeard, ON P0J 1P0  
Attn: George W. Kemp

Phone Number: (705) 647-7353  
Fax Number: (705) 647-6473



To be retained  
by the City →

Lot 16

Craven Dr.

160

95

95

100

121

Hwy 11

Hwy 11

884045

884027

## Memo

**To:** Mayor and Council  
**From:** Amy Vickery, City Manager  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** Meeting with Ministry Staff of the Solicitor General's Office held April 18, 2023  
**Attachments:** Letter from Solicitor General – dated Apr 19, 2023

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Dear Mayor and Council,

In January at the ROMA Conference, the City of Temiskaming Shores and the Town of Kirkland Lake met with Honourable Minister Kerzner of the Ministry of the Solicitor General petitioning for funding for the implementation of the Temiskaming District Community Safety and Well being Plan.

The Minister's office followed up shortly thereafter to schedule a meeting with Ministry Staff and members of the Temiskaming OPP. The meeting took place April 18, 2023 virtually.

The following were in attendance: Michelina Longo, Sol Gen, Ryan Baird, Sol Gen, Jon Dumond, OPP, Ryan Dougan, Temiskaming Detachment OPP and Ron Bellefeuille, Kirkland Lake Detachment OPP, Alan Smith, Town of Kirkland Lake, Amy Vickery, City of Temiskaming Shores.

Municipal officials reiterated the request from the delegation to seek funding for a plan lead and dedicated funding in support of implementation of CSWB plans. They also described the regional approach to the CSWB plan and collaboration of the partners, noting the challenges as single-tier, small municipalities with limited capacity and budgets. The structure of police service boards was also noted.

Ministry officials did confirm that there are no dedicated funds for this at present however are hopeful and awaiting further direction from the Minister's Office and CSWB plans are on their radar.

They briefly reviewed the grant streams currently available through their Ministry and encouraged linkages to tie priorities under the plan to other funding programs where available, noting the partnerships and collaboration will score well in a competitive funding application.

The typical funding grants under the Solicitor Generals office are currently submitted by the detachment on behalf of Police Service Boards. Municipal staff enquired on the

status of the Detachment Boards and pending regulations and framework under the Community Safety and Policing Act, 2019. It was noted end of 2023 to early 2024 for legislation to be in force and they would share a contact to connect on the Detachment Board piece.

There is a challenge of not having a clear structure and pending regulations. Municipalities are awaiting confirmation to form the next steps.

Ryan Baird noted his involvement in a ministerial working group, including various levels of government across the province who are currently creating an inventory of funding programs available. This inventory will be provided to the group.

Although laid out under the same legislation, the CSWB plans are more grassroots and community focused and the detachment board structure and policing more comprehensive and specific.

Although funding was not secured at this time, we have established contacts within the Minister's Office and some resources will be provided. It will be important to continue to advocate for dedicated funding and work in collaboration with all stakeholders to meet the goals and objectives set out in the CSWB Plan and links to other community plans and strategies.

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

Amy Vickery  
City Manager

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1-866 517-0571  
SOLGEN.Correspondence@ontario.ca

**Solliciteur général**

Bureau du solliciteur général

25, rue Grosvenor, 18<sup>e</sup> étage  
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Tél. : 416 326-5000  
Sans frais : 1-866 517-0571  
SOLGEN.Correspondence@ontario.ca



132-2023-162  
**By email**

April 19, 2023

Her Worship Stacy Wight  
Mayor  
Town of Kirkland Lake  
3 Kirkland Street West  
PO Bag 1757  
Kirkland Lake ON P2N 3P4  
[stacy.wight@tkl.ca](mailto:stacy.wight@tkl.ca)

His Worship Jeff Laferriere  
Mayor  
City of Temiskaming Shores  
325 Farr Drive  
PO Box 2050  
Haileybury ON P0J 1k0  
[jlaferriere@temiskamingshores.ca](mailto:jlaferriere@temiskamingshores.ca)

Dear Mayor Wight and Mayor Laferriere:

I am writing to thank you for taking the time to speak with me, and members of my staff, during the 2023 Rural Ontario Municipal Association (ROMA) annual conference on January 24, 2023.

The ROMA annual conference continues to serve as a valuable forum for municipalities in Ontario to discuss the unique needs of Ontario's rural and northern communities.

It was a pleasure meeting with you and your delegation from the Town of Kirkland Lake and City of Temiskaming Shores to discuss the implementation of your community safety and well being plan (CSWB).

To begin, I would like to commend Timiskaming District, including Armstrong, Brethour, Casey, Chamberlain, Coleman, Evanturel, Gauthier, Harley, Harris, Hilliard, Hudson, James, Kerns, Kirkland Lake, Larder Lake, Latchford, Matachewan, McGarry, Charlton and Dack, Cobalt, Englehart, Temiskaming Shores and Thornloe, and the Municipality of Temagami, for your collaborative efforts on the development of a comprehensive plan that will target local priority risks such as mental health and addictions and poverty through the implementation of your identified programs and strategies. When we work together, we can truly build safer and healthier communities.

.../2

Mayor Wight  
Mayor Laferriere  
Page 2

The positive impacts of CSWB planning are clear. Through this collaborative planning process, communities can ensure better coordination between police services and community partners, not only through crisis response, but through proactive programs and strategies that address locally-identified risks and improve the social determinants of health. This type of planning can also lead to improvements in service delivery across multiple sectors, benefitting everyone in the community.

As also noted in our meeting, the ministry offers [several grant programs](#) that are primarily available to police services, in collaboration with community partners, to undertake initiatives focused on community safety and well-being. I encourage you to explore these opportunities further to help support implementation of your CSWB plan.

In addition, I understand that ministry staff are working to schedule a meeting with your team and the OPP to discuss community safety priorities and to provide information related to the ministry's public safety grants that may support the implementation of your CSWB plan and also review previous grant submissions. support the implementation of your CSWB plan and also review previous grant submissions.

As I mentioned in our meeting, please reach out to staff in my office if you would like to continue our discussions to address the implementation of your CSWB plan. My Director of Policy, Peter Copeland can be reached at [peter.copeland@ontario.ca](mailto:peter.copeland@ontario.ca).

Our meeting was productive, and I appreciate the valuable insights you and your delegation provided during our discussion.

Our government understands the importance of working with our municipal partners and we remain committed to serving and meeting the needs of communities across Ontario.

Thank you again for meeting with us at the 2023 ROMA conference and I look forward to continued collaboration between the Town of Kirkland Lake and City of Temiskaming Shores and the Ministry of the Solicitor General.

Sincerely,



Michael Kerzner  
Solicitor General

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

Richard Stubbings  
Assistant Deputy Minister, Public Safety Division

Ontario Provincial Police Commissioner Thomas Carrique

# Memo

**To:** Mayor and Council  
**From:** Kelly Conlin  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** Proclamation Requests  
**Attachments:** Request from District of Timiskaming Social Services Administration Board

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Mayor and Council:

Typically, proclamation requests would be considered at a Regular Council meeting; however due to timing of the proclamations; staff felt it was appropriate to include for Council's consideration at this time.

Please see the attached Correspondence for more details relating to the request from DTSSAB; in addition to the proclamation included in the agenda relating to Emergency Preparedness Week.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

Kelly Conlin  
Municipal Clerk

Amy Vickery Menard  
City Manager



April 11<sup>th</sup>, 2023

**RE: Paramedic Services Week 2023**

Dear City/Member Municipality:

The third week of May every year is dedicated to the recognition of the Paramedic Profession across North America by municipalities, Paramedic organizations and associations, as well as other levels of government.

There are 63 full-time and part-time Paramedics that serve the district of Timiskaming at the present, in addition to support staff, located in three bases across the vast geographic area. Paramedics dedicate their lives to public service, and their skills often make the difference when community members are at their most vulnerable.

In recognition of their service and commitment we kindly ask that you consider proclaiming May 21<sup>st</sup>-27<sup>th</sup>, Paramedic Services week in your City/Municipality. Attached you will find a draft proclamation.

If you have any questions or comments, please direct them to [communications@dtssab.com](mailto:communications@dtssab.com)

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290, rue Armstrong Street  
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Phone/Tél: 705-647-7447  
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Fax/Télé: 705-567-9492

## Memo

**To:** Mayor and Council  
**From:** Shelly Zubyck  
**Date:** May 2, 2023 – Committee of the Whole  
**Subject:** Fence Viewing Appointment and Repealing Appointment By-laws  
**Attachments:**

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Mayor and Council,

The Line Fences Act requires local Councils to enact a By-Law to establish a service delivery program as described under the Act. By-Law 2005-122, as amended describes such service and requires Council to appoint three fence viewers to carry out the provisions of the Act. Currently, the municipality has two appointed fence viewers, therefore staff are recommending that Council appoint our Chief Building Official, Melvin Burse as the third fence viewer to fulfill our requirement.

Recently, all appointment by-laws were reviewed with the objective of determining those individuals that are currently appointed as Livestock Evaluators, Enforcement Officers, and Building Inspectors but are no longer employed with the City. It was determined that the following by-laws need to be repealed.

2007-065 – being a by-law to appoint Norm Desjardins as a Property Standards Officer  
2013-147 – being a by-law to appoint Andrew O'Reilly as a Property Standards Officer  
2015-033 – being a by-law to appoint Matt Del Monte as a Property Standards Officer  
2016-094 – being a by-law to appoint Dave Barton as a Property Standards Officer  
2013-146 – being a by-law to appoint Andrew O'Reilly as a Building Inspector/Deputy Chief Building Official  
2015-040 – being a by-law to appoint Monty Cummings as a Building Inspector/Deputy Chief Building Official  
2016-136 – being a by-law to appoint Steve Langford as an Interim Building Inspector  
2016-171 – being a by-law to appoint Dave Barton as a Building Inspector  
2013-032 – being a by-law to appoint Matt Del Monte as a Livestock Evaluator  
2019-111 – being a by-law to appoint Mike Pilon as a Livestock Evaluator

A draft by-law to amend By-Law 2005-122 to appoint Melvin will be presented to Council on May 16<sup>th</sup>, 2023 for their review and consideration; in addition to a repealing By-Law to address the changes as listed above.



Prepared by:

*“Original signed by”*

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Shelly Zubycck  
Director of Corporate Services

Reviewed and submitted for  
Council’s consideration by:

*‘Original signed by’*

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Amy Vickery  
City Manager