



**The Corporation of the City of Temiskaming Shores
Committee of the Whole
Tuesday, April 30, 2024 – 3:00 p.m.
City Hall – Council Chambers – 325 Farr Drive**

Agenda

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

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

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

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

None

8. Public Works

a) Delegations/Communications

1. Bill Ramsay, Treasurer – South Temiskaming ATV Club

Re: Operation of Off-Road Vehicles within the City of Temiskaming Shores (By-law No. 2009-023) Revision Request

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the request to amend By-law No. 2009-023, for the Operation of Off-Road Vehicles within the City of Temiskaming Shores, from the South Temiskaming ATV Club, and

Further that Council refer the request to the Manager of Transportation Services for review and report to Council at a future meeting.

2. Krystle Seymour, Clerk-Treasurer - Township of Hudson

Re: Letter regarding the condition of the boundary road known as “Pipeline Road”, 2024-04-09

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the letter from the Township of Hudson regarding the condition of Pipeline Road; and

Further that Council refer the request to the Manager of Transportation Services for review and report to Council at a future meeting.

b) Administrative Reports

1. Memo No. 014-2024-PW –Transportation Department Update

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 014-2024-PW, regarding the Transportation Services Update for information purposes.

2. Memo No. 015-2024-PW – Environmental Services Operations Update

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 015-2024-PW, regarding the Environmental Services Update for information purposes.

3. Administrative Report No. PW-012-2024 – Amendments to Traffic and Parking By-law 2012-101

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-012-2024; and

That Council agrees to amend the provisions of the Traffic and Parking By-law No. 2012-101 to adjust certain elements related to No Parking Zones, Accessible Spaces and Designated Traffic Lanes, for consideration at the May 21, 2024, Regular Council meeting.

c) New Business

None

9. Recreation Services

a) Delegations/Communications

None

b) Administrative Reports

1. Memo No. 011-2024-RS – 2024-2025 Inclusive Community Grants 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. 011-2024-RS; and

That Council directs staff to prepare and submit a funding application to the 2024-2025 Inclusive Community Grants program administered by the Province of Ontario's Ministry for Seniors and Accessibility, to purchase mobility chairs for use at City beaches, and for a mobility mat for the New Liskeard beach.

2. Memo No. 012-2024-RS – Recreation Operations Update – May 2024

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 012-2024-RS, regarding the Recreation Operations Update for the month of May 2024 for information purposes.

3. Administrative Report No. RS-009-2024 – Energy Conservation and Demand Management Plan

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-009-2024; and

That Council directs staff to prepare the necessary by-law to adopt the Energy Conservation and Demand Management Plan 2024-2029, for consideration at the May 21, 2024, Regular Council meeting.

4. Administrative Report No. RS-010-2024 – Block Party 2024 Request for Assistance

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-010-2024; and

That Council approve the request from Thirsty and Company and the Haileybury Legion Branch 54 for the use of the City's portable event stage, including setup and take down and the usage of other various equipment on Saturday, September 7, 2024.

5. Administrative Report No. RS-011-2024 – Community Fridge Memorandum of Understanding (MoU)

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-011-2024; and

That Council directs staff to prepare the necessary by-law to enter into a Memorandum of Understanding with the Temiskaming Shores Public Library for the purpose of operating a Community Fridge Program, for consideration at the May 21, 2024, Regular Council meeting.

6. Administrative Report No. RS-012-2024 – Harbour Office Lease Agreement

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-012-2024; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with John Blanchard and Tanya Perry for the rental of the Harbour Office at HarbourPlace, for consideration at the May 21, 2024, Regular Council meeting.

c) New Business

None

10. Fire Services

a) Delegations/Communications

None

b) Administrative Reports

1. Fire Activity Report – April 2024

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the Fire Activity Report for the month of April 2024, for information purposes.

2. Administrative Report No. PPP-005-2024 – Appointment of Volunteer Auxiliary Firefighter

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-005-2024; and

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

c) New Business

None

11. Corporate Services

a) Delegations/Communications

None

b) Administrative Reports

1. Quarterly Capital – 2024 Budget Variance Report, Quarter 1

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the 2024 Capital Budget Variance Report – Quarter 1, for information purposes.

2. Memo No. 016-2024-CS – Deeming By-law for TIME – 560 Browning Street; PLAN M73NB Lots 226 to 230

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the owner of 560 Browning Street in Haileybury would like to merge lots on title through the adoption of a deeming by-law in compliance with the Planning Act, to create one property with one roll number; and

Whereas the owners have acknowledged that registration of the pending deeming by-law on title will be at their expense.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem 560 Browning Street; PLAN M73NB Lots 226 to 230, to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary Deeming By-law for consideration at the May 21, 2024 Regular Council meeting.

3. Memo No. 017-2024-CS - Approval of Council Meeting Schedule – July 2024 to January 2025

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 017-2024-CS, and

That Council does hereby confirm the following schedule of meetings for the months of July 2024 to January 2025:

Tuesday, July 9, 2024	Committee of the Whole Meeting, followed immediately by the Regular Meeting
Tuesday, August 13, 2024	Committee of the Whole Meeting, followed immediately by the Regular Meeting
Tuesday, September 3, 2024	Committee of the Whole Meeting
Tuesday, September 17, 2024	Regular Meeting
Tuesday, October 1, 2024	Committee of the Whole Meeting
Tuesday, October 15, 2024	Regular Meeting

Tuesday, November 5, 2024	Committee of the Whole Meeting
Tuesday, November 19, 2024	Regular Meeting
Tuesday, December 3, 2024	Committee of the Whole Meeting
Tuesday, December 17, 2024	Regular Meeting

4. Memo No. 018-2024-CS - Northern Ontario Mining Showcase at MINExpo 2024

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 018-2024-CS regarding the Northern Ontario Mining Showcase at MINExpo 2024, for information purposes.

5. Administrative Report No. CS-011-2024 – Community Based Strategic Plan Project Award

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-011-2024;

That Council directs staff to prepare the necessary by-law to enter into an agreement with McSweeney & Associates Consulting Inc. in the amount of \$47,500, plus applicable taxes, for consideration at the May 21, 2024, Regular Council meeting; and

That the following two members of Council be appointed to the Project Team for the Community Based Strategic Plan Project:

1. _____; and

2. _____.

6. Administrative Report No. CS-012-2024 – Rockin’ On Canada Day Event

Deem the “Event of Municipal Significance”

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2024;

That Council for the City of Temiskaming Shores hereby designates the Rockin’ on Canada Day event as a municipally significant event; and

That the municipal clerk will forward a copy of this resolution to the Rockin’ on Canada Day Committee to confirm the event as municipally significant for the Alcohol and Gaming Commission on Ontario, to assist the Event Organizers in their application for a liquor licence for the event.

Sponsorship Request of \$20,000 Plus Marketing Support

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2024; and

That Council hereby approves the following support and subsidy for equipment, supplies, marketing support and staffing:

Item	Estimated units	Estimated Subsidy per unit	Total Subsidy
Stage Rental	2	\$ 3,060.00	\$ 6,120.00
Stage Set up & Take Down - Staff	96	\$ 41.69	\$ 4,002.24
Fencing	250	\$1.50	\$ 375.00
Fencing Set up - Staff	16	\$ 41.69	\$ 667.04
Round Tables	50	\$ 25.00	\$ 1,250.00
Picnic Tables	15	\$ 51.00	\$ 765.00
Staff Time - All Tables	20	\$ 41.69	\$ 833.80
Free Tipping Fees	5	\$ 20.00	\$ 100.00

Garbage Cans	25	\$ 25.50	\$ 637.50
Street Closure (barricades)	2	\$ 510.00	\$ 1,020.00
Staff Time - Landfill Disposal	16	\$ 41.69	\$ 667.04
Trailer Rental	1	\$ 204.00	\$ 204.00
Management Time	20	\$ 62.41	\$ 1,248.18
Director Staff Time	7	\$ 106.11	\$ 742.75
Fire watch / Vehicle	8	\$700.00	\$5,000
		TOTAL Estimate	\$ 23,632.55

And Further that:

Provision of Municipal Land to be Used as a Tenting Area for 300-700 sites (Armstrong Street)

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2024;

That Council for the City of Temiskaming Shores declines use of municipal land being the vacant parcel on Armstrong Street (S-Curve) for the purpose of 300-700 campsites ; and

Further that Council directs staff to prepare a communications plan to advertise no camping availability on municipal land.

Or

That Council for the City of Temiskaming Shores approves the request for the use of the vacant parcel on Armstrong Street (S-Curve) for camping; and

Further that Council requires the event organizing committee to manage the space including the coordination of fencing, washroom facilities, shower facilities, lighting and garbage removal, safety (security), and to provide proof of insurance coverage for this activity, including adding the City as an additional insured.

Rental of Porta Potties for Event Grounds (general admission) Area

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2024; and

That Council for the City of Temiskaming Shores declines financial support to provide for the Rental of Porta Potties for the Rockin' On Canada Day event grounds.

Or

That Council for the City of Temiskaming Shores requests the Rockin' On Canada Day Committee provide a quotation for the rental of Porta Potties for event grounds, for Council review and consideration.

Security and Emergency Medical Services

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2024; and

That Council for the City of Temiskaming Shores declines financial support to provide Security and Emergency Medical Services for the Rockin' On Canada Day Event.

Or

That Council for the City of Temiskaming Shores requests the Rockin' On Canada Day Committee provide a quotation for Security and Emergency Medical Services for Council review and consideration.

Fire Watch Services

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2024; and

That Council authorizes the Fire Department to provide fire watch (not security) during main concert on June 29, 2024 only, subject to volunteer availability.

7. Administrative Report No. CS-013- 2024 – Organizational Review RFP Award

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-013-2024; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with HR Strategies Consulting, Inc. for the purpose of a Comprehensive Organizational Review, for consideration at the May 21, 2024, Regular Council meeting.

8. Administrative Report No. CS-014- 2024 – New Liskeard Lions Club Lease – Quonset Hut Lease Agreement

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-014-2024; and

That Council directs staff to prepare the necessary by-law to enter into a five (5) year lease agreement with the New Liskeard Lions Club for the use of storage space in the Quonset Hut located on May Street, for consideration at the May 21, 2024 Regular Council Meeting.

9. Administrative Report No. CS-015- 2024 – Zoning By-law Amendment (ZBA-2024-01): R. Breau 195 Roland Road

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-015-2024;

That Council directs staff to amend the provisions of the City of Temiskaming Shores Zoning By-law 2017-154 to amend the R4-18 zone provisions to permit the construction of a Duplex Dwelling (2 units) to replace the building containing a rental office, and to increase the number of permitted units from 18 to 20; and

That Council directs staff to prepare the necessary by-law to amend the City of Temiskaming Shores Zoning By-law 2017-154 for consideration at the May 21, 2024 Regular Council meeting.

10. Administrative Report No. CS-016-2024 – Mount Pleasant Cemetery Lawn Mower

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-016-2024; and

That Council provides the Municipal Clerk with the delegated authority to enter into an agreement with MCK Temiskaming Shores for the supply of one (1) Kubota Stand On Riding Lawnmower in the amount of \$12,374 plus applicable taxes.

11. Administrative Report No. CS-017-2024 – Canada Day Fireworks Contract 2024 - 2026

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to prepare the necessary By-law to enter into a three (3) year agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events in the amount of \$19,000 for 2024, \$19,000 for 2025, and \$20,000 for 2026, plus applicable taxes for consideration at the May 21, 2024 Regular Council meeting.

c) New Business

None

12. Schedule of Council Meetings

- a) Regular Council Meeting – May 21, 2024 starting at 6:00 p.m.
- b) Committee of the Whole – June 4, 2024 starting at 3:00 p.m.

13. 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) *Section 239(2)(e) of the Municipal Act, 2001* – Litigation or potential litigation – Insurance Claims Update;
- b) Under Section 239 (2) (c) of the Municipal Act, 2001 – a proposed or pending acquisition or disposition of land by the municipality or local board – Lots 32 and 35, and a Portion of a Lane (Plan M71-NB); and
- c) Under Section 239(2)(b) of the Municipal Act, 2001 – Personal matter (identifiable individual) – New Liskeard Business Improvement Area Board of Management Applications for Seat Vacancy.

14. Adjournment

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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



CORPORATION OF THE
TOWNSHIP OF HUDSON

903303 Hanbury Rd.
New Liskeard, ON P0J 1P0
Tel: 705-647-5439 Fax: 705-647-6373
Email: admin@hudson.ca

April 9th, 2024

Corporation of the City of Temiskaming Shores

Attn: Mitch McCrank, C.E.T.

Manager of Transportation Services

325 Farr Drive, P.O. Box 2050

Haileybury, ON P0J 1K0

Dear Mitch:

Council for the Township of Hudson met on April 3rd, 2024 and during the regular council meeting, directed municipal staff to send a letter on their behalf to the City of Temiskaming Shores regarding the condition of the boundary road known as "Pipeline Road". As per By-Law 2015-122 Schedule A, The City of Temiskaming Shores is responsible for maintaining the section of Pipeline Road south of Highway 65 W. (encl.)

Schedule A, Section 1.d, states that road services shall include "maintaining an acceptable road surface condition including resurfacing;". Hudson Township Council has received complaints from their residents living on this section of road, that the road surface on Pipeline Road is not in an acceptable state. Much of the road is very difficult to travel on due to the rough surface, lack of gravel and absence of proper drainage which create pot holes. The Hudson Fire Department has also expressed concerns due to the roads poor conditions that effect not only their response times, but also their ability to haul water for structure fires that may occur on this road.

Council understands that at times, the weather creates conditions that are unfavorable for gravel surfaced roads, but are requesting that you please provide an update on what measures will be taken to repair this road to an acceptable condition as per the agreement and when approximately this work will take place, understanding weather conditions must be favorable for road work to take place.

We look forward to hearing from you,

Kind regards,

Krystle Seymour, Clerk-Treasurer

Township of Hudson

The Corporation of the City of Temiskaming Shores

By-law No. 2015-122

Being a by-law to enter into an agreement between the Corporation of the Township of Hudson and the Corporation of the City of Temiskaming Shores for the provision of road services and repairs of boundary roads – Pipeline Road

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

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

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

And whereas under Section 20 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may enter into an agreement with one or more municipalities or local bodies to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

And whereas under Section 27 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, if a highway is under the joint jurisdiction of two or more municipalities, a by-law in respect of the highway must be passed by all of the municipalities having jurisdiction over the highway;

And whereas Council for the City of Temiskaming Shores considered Administrative Report CS-022-2015 at the June 2, 2015 Regular meeting of Council and directed staff to prepare the necessary by-law to enter into an agreement with the Township of Hudson for the maintenance of boundary line known as Pipeline Road for consideration at the June 2, 2015 Regular meeting of Council.

Now therefore the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. That the Township of Hudson and the City of Temiskaming Shores hereby enter into an agreement for the maintenance of a shared boundary road locally known as **Pipeline Road**, a copy of which attached hereto as Schedule "A" and forming a part of this by-law.
2. That the Mayor and Clerk be hereby authorized to sign the agreement on behalf of the Corporation of the City of Temiskaming Shores.

3. That such agreement shall be in effect until reasonable notice of intent to amend or terminate the subject agreement is given by either party.
4. That By-law No. 1349 of the former Township of Dymond is hereby repealed.
5. That this by-law shall come into force and take effect on the date of passage hereof and remain in force and effect until repealed.
6. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law where such modifications or corrections do not alter the intent of the by-law.

Read first, second and third time and finally passed this 2nd day of June, 2015.



Mayor – Carman Kidd



Clerk – David B. Treen



Schedule "A" to

By-law No. 2015-122

Pipeline Road
Maintenance Agreement with
Hudson Township

This agreement made in duplicate this 2nd day of June, 2015;

Between:

The Corporation of the City of Temiskaming Shores

Party of the first part

("Temiskaming Shores")

And:

Township of Hudson

Party of the second part

("Hudson")

Witness that it is hereby agreed by the two above parties to distribute the responsibilities for road services on boundary road **Pipeline Road** in accordance to the provisions contained herein.

1. Road Services

Road Services shall include the following general activities:

- a) entrance regulations;
- b) overloading enforcement;
- c) routine patrols;
- d) maintaining an acceptable road surface condition including resurfacing;
- e) providing reasonable preventative maintenance to maximize the preservation of the existing standard;
- f) providing other road service operations such as plowing, sanding, mowing, brushing, ditching, grading, dust suppression, culvert thawing, scarifying and replacing driveway culverts and road crossing culverts smaller than 1 metre, to reasonable standards agreed to by both parties.

2. Capital Improvements

This agreement does not include the provision of improvements which will upgrade the overall standard of the roadway such as reconstruction, re-alignments, hard-surfacing and structures. Where such improvements are proposed by the responsible municipality, the following shall be considered:

- a) approval of scope and nature of the project by the other party;
- b) support of 50% of costs by the other party;
- c) lead management of the project to be taken by the responsible party.

3. Exchange of Billing

This agreement does not recognize the need for exchange of billing or correcting any imbalance in such reasonable costs incurred under article 1 above from year to year, except for circumstances outlined in article 2 above.

4. Road Sections of Responsibility

Those sections of Pipeline Road subject to the responsibility of the parties are as shown on Appendix 01, attached hereto and forming part of this agreement.

5. Maintenance Liability

The other party shall not, without prior approval from the responsible party, enter on the subject roadway to perform road services, or exercise municipal jurisdiction over road related matters.

The liability for the maintenance and condition of the subject roadway shall remain with the responsible party.

6. Withdrawal of Services

The parties hereby agree to abide by the conditions contained herein until written notice to withdraw from this agreement is appropriately given by one party to the other.

Any such notice of withdrawal shall not take effect for one calendar year based on the date of notice.

7. Execution of Agreement

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in
the presence of)

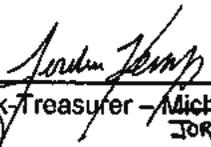
Municipal Seal)

Municipal Seal)

Corporation of the Township of Hudson



Reeve - Larry Craig



Clerk-Treasurer - Michel Lachapelle
JORDAN KEMP

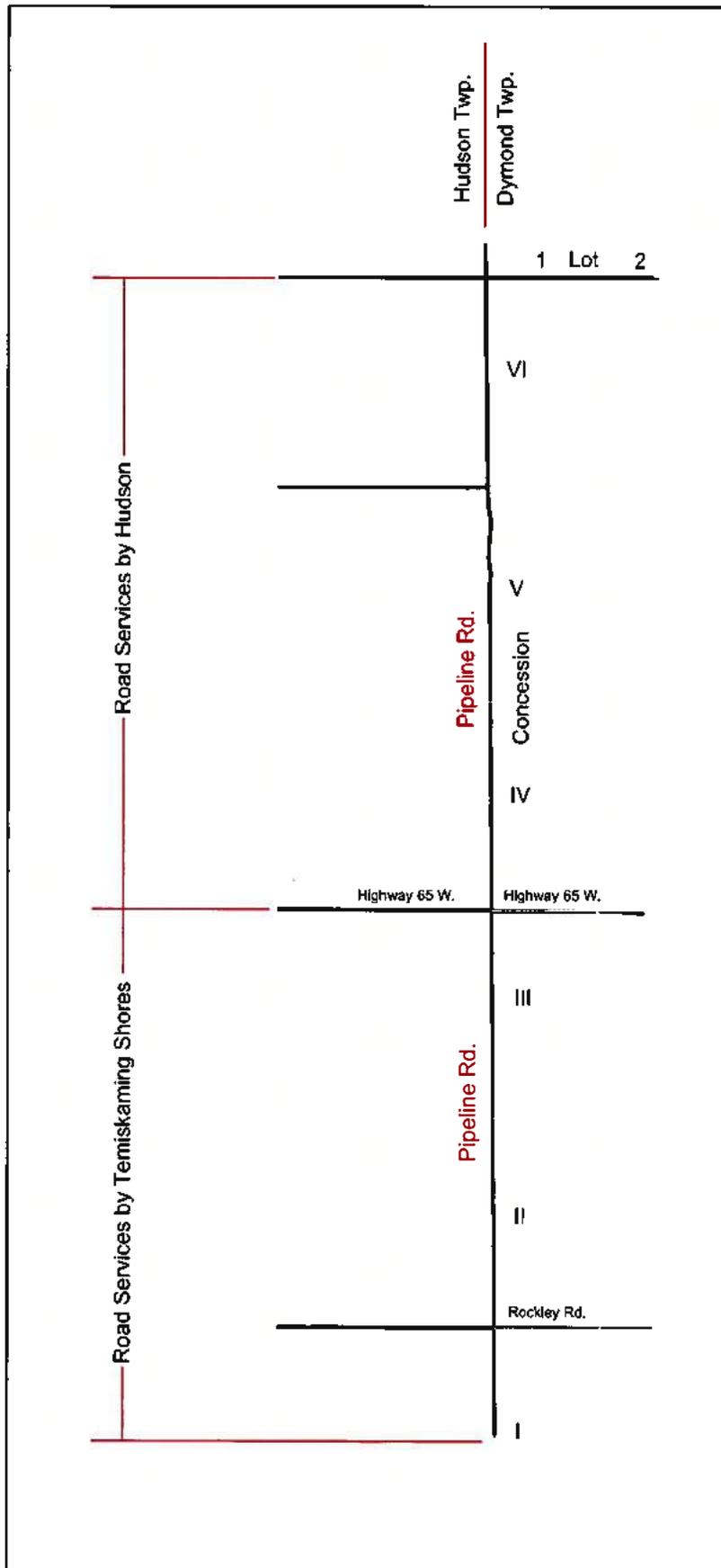
**Corporation of the City of
Temiskaming Shores**



Mayor - Carman Kidd



Clerk - David B. Treen 

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: April 30, 2024
Subject: Transportation Department Update
Attachments: N/A

Mayor and Council:

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

April 12th Rain Event

On Friday April 12th, the City was under a Heavy Rainfall Warning issued by Environment Canada. The amount of rain and other underlying factors caused some significant damage to several roads in our Municipality. Public Works Staff worked diligently to close or repair sections to allow traffic flow. Kudos to the staff who assisted which included approximately 14-hour day Friday and 10-hour day Saturday. By Monday morning Staff had all closed roads either repaired or partially open.

Staff have identified an account to track cost for the emergency repairs. Once all repairs are complete, I will bring forth another memo giving an update.

Radley Hill Road

- Collapsed shoulder and edge of pavement;
- Still reduced to one lane of Traffic;
- Procurement of material for repair is ongoing and scheduling with contractors;
- Locates have been given; and
- Shouldering, embankment stability, erosion control, ditching, repair asphalt and clean-up is planned.

- Coordination with the ONTC & Miller Maintenance



Clover Valley South (Huff's Road)

- Complete collapse of road structure.
- Dead end road with two residential properties that were affected.
- Repaired. We will monitor and look to touch up in the summer.



Fleming Road

- Right of way under water.
- Volume overlook ditch
- Dead end road with one residential property affected

- Repaired, Will monitor



Firstbrook Line Road

- Centreline Culvert failure taking away width of road
- Fixed Saturday the 13th.

Operations

As Spring slowly approaches the Roads department is officially out of winter control and into spring maintenance activities. We will be continuing with:

1. Managing Potholes and Road repairs. Permanent fixes will commence once the Miller Paving Asphalt Plant is up and running or we can effectively get Hot Mix from Southern Ontario;
2. Sweeping of Streets and Sidewalks. Cleaning of sidewalks, intersections, and bridges;
3. Lawn Repairs;
4. Sidewalk Inspections;
5. Country Road Maintenance pending weather and durability of soils / granulars;

6. Brushing City rights-of-way, especially along City Sidewalks;

Training / Conferences

Manager of Transportation attended the OGRA conference with a few Councillors. It was a great event yet again.

2 members of Staff are currently at Roads School in Guelph.

Transit

2019 Ford Transit Bus is in the fleet and ready for use.
Application for the Rural Transit Solutions Fund is submitted.

2024 Capital Projects

- **Triaxle** – Kenworth Triaxle is in our fleet and is going to work almost every day
- **Albert Street** – Planned start for April 29th with proposed Curb machine on site by May 6th
- **NEW Transit Buses** – Ordered, Expected Delivery is Late 2024
- **Roads Program** – Spring Kick off meeting in May
- **Street Light Projects** – Tender closed today April 30th.
- Staff are preparing Tenders to be released:
 - Dymond Industrial

Prepared by:

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Memo

To: Mayor and Council
From: Steve Burnett, Manager of Environmental Services
Date: April 30, 2024
Subject: Environmental Department Update

Mayor and Council:

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

Water and Sanitary Operations

Staff continue to repair/maintain both the water and sanitary systems within the City and address issues as they arise. The maintenance programs for the sanitary system and water system will commence in the next coming weeks as weather permits.

Training

Three licensed Operators have successfully completed the Mandatory Certificate Renewal Course as their Level 1 Certification renewal is due by May 30th, 2024. One Operator has written the Level 1 Certification exam with results pending.

Blue Box Transition

The request for proposal (RFP) released by Circular Material Ontario (CMO) to provide blue box material collection services within the Temiskaming District catchment area closed on March 20, 2024. The announcement of award is expected in early Q3.

Staff will reach out to the company awarded the collection services, to discuss collection/costs for Industrial, Commercial, and Institutional (ICI) establishments and collection scheduling to ensure a smooth transition. Currently there are approximately 230 ICI establishments that receive collection services within Temiskaming Shores.

A meeting was recently scheduled with CMO, however was postponed to a future date.

Capital Projects

- **ICI Water Meter Program (Carryover)** – Some arrangements have been made with the property owners and local plumbers to install the remaining meters. Training continues with staff related to the implementation of the billing software.

- **Robert/Elm Pumping Station – Overflow Installation (Carryover)** – The commissioning of the pump was completed on April 11. This project is now complete.
- **North Cobalt Lagoon Rehabilitation** – Purchase orders have been issued to OCWA to supply and install the required material/equipment to complete the rehabilitation.
- **Haileybury Water Treatment Plant Filter #3 Rehabilitation** – Staff are waiting on a proposal from Continental Carbon Group for the completion of this project.
- **Intrusion Alarm Upgrades – Water and Wastewater Facilities** – Purchase orders have been issued to OCWA for the supply and installation of the required material/equipment to complete the project.
- **Haileybury Landfill Closing Activities** – York1 Remediation has been awarded this project. The baseline schedule has a start date the week of May 20th, 2024.

Prepared by:

“Original signed by”

Steve Burnett
Manager of Environmental Services

Subject: Amendments to Traffic and Parking By-law 2012-101 **Report No.:** PW-012-2024

Agenda Date: April 30, 2024

Attachments

Appendix 01: Draft By-law to amend the Traffic and Parking By-law No. 2012-101

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-012-2024;
2. That Council agrees to amend the provisions of the Traffic and Parking By-law 2012-101 to adjust certain elements related to No Parking Zones, Accessible Spaces and Designated Traffic Lanes for consideration at the May 21, 2024, Regular Council meeting.

Background

The City’s Traffic and Parking By-law 2012-101 establishes the specific requirements for Traffic and Parking in our community. It speaks on Parking, Accessible Spaces, and Designated Lanes, Stop Signs, etc.

This amendment will update look to update a number of items that have been received and reviewed over the course the winter.

Analysis

1. Mary Street South – No Parking Sign

This change involves moving a parking sign and adding a no parking sign from “here to corner”. When the property owner was granted a secondary access via Mary Street, changes should have been made at that time, However staff were made aware of the issue this winter and look to rectify this location as we would in similar locations.

Appendix 9 of Schedule ‘A’, Table (d):

14	Mary Street	West	Whitewood Avenue	A point 20 meters from the curb line on the north side of Farah Avenue
----	-------------	------	------------------	--

2. Whitewood Avenue – Designate ‘No Parking Zone’ including No Parking Signs

This change involves installing no parking signs and designating the area surrounding the Pinewood Plaza and Heritage Place entrances/exits a “No Parking Zone”. Staff have received multiple complaints about this area, which are warranted, considering the motor vehicle collisions in this area. Lack of sightlines when entering the roadway make it extremely difficult to safely engage with oncoming traffic.

Appendix 4 of Schedule ‘A’, Parking Prohibited at all times in Designated Places:

	<u>Street</u>	<u>Side</u>	<u>From</u>	<u>To</u>
66	Whitewood Avenue	North	West Entrance/Exit of 247 Whitewood	East Entrance / Exit of 213 Whitewood

3. Accessible Parking Space on Municipal Roadways

Appendix “18” of Schedule “A” Designated Accessible Parking Spaces, update Paget Street Space moving it southerly.

	<u>Street</u>	<u>Intersection at</u>	<u>Directional Location</u>	<u>Description</u>
14	Paget Street		East Side of Paget Street	A point 15 meters from the north curb Whitewood Avenue.

Incorporate new space along Whitewood in conjunction with no parking areas in front of 213 Whitewood Avenue.

	<u>Street</u>	<u>Intersection at</u>	<u>Directional Location</u>	<u>Description</u>
24	Whitewood Avenue		North Side of Whitewood Avenue	Located adjacent to the Entrance of 213 Whitewood.

Following approval of Accessible Parking Spaces for Private Parking Lots policy changes, Staff will be recommending the deletion of multiple adjacent spaces and recommend returning to a single space. Spaces such as, in front of TDSS, NLPS, and beside Mother of Perpetual Help Church. This will eliminate some unnecessary costs to the City.

4. Designated Traffic Lanes

Whitewood and Edith Intersection. Turning lanes need to exit as the oncoming lane is designated parking.

Appendix 16 of Schedule 'A' **Designated Traffic Lanes**

<u>Street</u>	<u>At</u>	<u>Lane</u>	<u>Direction</u>	<u>Time or Days</u>
Whitewood Avenue	Edith Street	1 st Lane from North Curb	East to North	Any Time
Whitewood Avenue	Edith Street	1 st Lane from South Curb	West to South	Any Time

PENDING REVIEW

1. Blackwall and Ferguson Parking (Haileybury Arena)

Review signage, especially Blackwall West of the Arena.

2. Use of Yield Signs at three-way intersections

Relevant Policy / Legislation / City By-Law

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

Consultation / Communication

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

Financial / Staffing Implications

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

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

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”

Mitch McCrank, CET
Manager of Transportation
Services

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

Amy Vickery, CMO
City Manager

The Corporation of The City of Temiskaming Shores

By-law No. 2024-000

Being a By-law to amend By-law No. 2012-101, as amended, to Regulate Traffic and Parking of Vehicles in the City of Temiskaming Shores – No Parking Zones, Accessible Spaces and Designated Traffic Lanes

Whereas Section 102 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to pas by-laws respecting the health, safety and well-being of persons; and

Whereas Section 102.1(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles; and

Whereas the Council of the Corporation of the City of Temiskaming Shores adopted By-law No. 2012-101 on November 6, 2012, to regulate traffic and parking of vehicles in the City of Temiskaming Shores; and

Whereas Council considered Administrative Report No. PW-012-2024 at the April 30, 2024 Committee of the Whole meeting and directed staff to amend By-law No. 2012-101, as amended, to Regulate Traffic and Parking of Vehicles in the City of Temiskaming Shores to modify certain provisions related to No Parking Zones, Accessible Spaces and Designated Traffic Lanes, for consideration at the May 21, 2024, Regular Council meeting.

Now therefore be it resolved that the Council of the Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Schedule “A”, Appendix 9, Table (d) (i.e. Parking is limited to 90 minutes) of By-Law No. 2012-101 as amended, be further amended by replacing Item No. 14 with the following:

14	Mary Street	West	Whitewood Avenue	A point 20 meters from the curb line on the north side of Farah Avenue
----	-------------	------	------------------	--

2. That Schedule “A”, Appendix 4 Parking Prohibited at all times in Designated Places of By-Law No. 2012-110 as amended, be hereby amended by adding Item No. 66 with the following:

	<u>Street</u>	<u>Side</u>	<u>From</u>	<u>To</u>
66	Whitewood Avenue	North	West Entrance/Exit of 247 Whitewood	East Entrance / Exit of 213 Whitewood

3. Schedule "A", Appendix 18 Designated Accessible Parking Spaces of By-law No. 2012-101 as amended, be hereby further amended by replacing Item No. 14 with the following:

	<u>Street</u>	<u>Intersection at</u>	<u>Directional Location</u>	<u>Description</u>
14	Paget Street		East Side of Paget Street	A point 15 meters from the north curb Whitewood Avenue.

4. Schedule "A", Appendix 18 Designated Accessible Parking Spaces of By-law No. 2012-101 as amended, be hereby further amended by adding Item No. 24 with the following:

	<u>Street</u>	<u>Intersection at</u>	<u>Directional Location</u>	<u>Description</u>
24	Whitewood Avenue		North Side of Whitewood Avenue	Located adjacent to the Entrance of 213 Whitewood.

5. Schedule "A", Appendix 16 Designated Traffic Lanes of By-law 2012-101, as amended, be hereby further amended by adding the following items to the table:

<u>Street</u>	<u>At</u>	<u>Lane</u>	<u>Direction</u>	<u>Time or Days</u>
Whitewood Avenue	Edith Street	1 st Lane from North Curb	East to North	Any Time
Whitewood Avenue	Edith Street	1 st Lane from South Curb	West to South	Any Time

6. That this by-law shall come into force and take effect on the date of its final passing.
7. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law as may be deemed necessary after the passage of this By-law, where such modification or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

DRAFT

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: April 30, 2024
Subject: 2024-2025 Inclusive Community Grants Program
Attachments: Appendix 01 – Application Guide

Mayor and Council:

Staff continually review potential grant opportunities to find funding which aligns with the City's goals. The 2024-2025 Inclusive Community Grants program administered by the Province of Ontario's Ministry for Seniors and Accessibility was recently announced and has now started accepting applications.

After review, staff are recommending moving forward with an application to this program for accessibility upgrades. Staff are proposing to apply to this grant program to receive funding to purchase mobility chairs for use at City beaches and for a mobility mat for the New Liskeard beach.

Funding is provided up to 100% of the total eligible costs to a maximum amount of \$60,000.

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



MINISTRY FOR SENIORS AND ACCESSIBILITY

2024-25

INCLUSIVE COMMUNITY GRANTS

PROGRAM GUIDELINES

Application Deadline:

May 22, 2024, 5 p.m. ET

Contents

- BACKGROUND 3**
- PROGRAM HIGHLIGHTS 4**
- PROGRAM PRIORITIES 4**
- PRIORITY POPULATIONS 5**
- APPLICATION PROCESS 5**
- FUNDING 8**
- PROJECT REQUIREMENTS 9**
- APPLICATION CHECKLIST 11**
- ELIGIBLE PROJECT ACTIVITIES AND COSTS 12**
- ASSESSMENT PROCESS AND CRITERIA 14**
- AGREEMENT TERMS AND CONDITIONS 16**
- TRANSFER PAYMENT ONTARIO PROCESS 19**
- GLOSSARY 20**
- APPENDIX A: MINISTRY REGIONS IN ONTARIO 22**

BACKGROUND

Inclusive communities create more accessible environments for people of all ages, abilities and backgrounds.

Inclusive communities respond to both the opportunities and challenges of an aging population by creating physical and social environments that support independent and active living and enable older adults and people with disabilities to continue contributing to all aspects of community life.

Community leaders and residents in inclusive communities work together to ensure that local policies, programs and services support the social and physical environments that enable all Ontarians to live safe, active and meaningful lives.

Inclusive communities are also Age-Friendly Communities - a World Health Organization endorsed planning and evaluation framework that has been adopted internationally and across Canada. An age-friendly community (AFC) fosters local partnerships, allows for local needs assessment and action planning, and engages older adults as well as people with disabilities in the process.

The World Health Organization identified **eight (8) domains of community life** that overlap and intersect to affect an individual's personal well-being and their independent and active living in physical and social environments:

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Respect and inclusion
5. Social participation
6. Civic participation and employment
7. Communication and information
8. Community support and health services

Benefits of an age-friendly community for older adults and people with disabilities include:

- Improved accessibility, walkability, and safety of communities;
- Reduced social isolation, improved inclusion and intergenerational connections;
- Improved communication and collaboration between planners and the community;
- Increased opportunities for participation and volunteerism; and,
- Improved access to, and awareness of health and community services.

PROGRAM HIGHLIGHTS

Overview

The Inclusive Community Grants (ICG) Program increases awareness of age-friendly community planning principles including accessibility planning by funding projects that help local governments, not-for-profit organizations and Indigenous communities develop local age-friendly community plans that consider Ontarians of all ages and abilities.

ICG projects that follow age-friendly community planning principles help communities become more inclusive and have sustainable outcomes that address the needs of Ontarians throughout their lives.

The ICG Program supports the creation of new plans to increase inclusiveness and accessibility in communities, the implementation of those plans, evaluation of their progress, and also helps to promote greater awareness of existing age-friendly community plans to ensure that they are impactful over time.

The 2024-25 ICG Program will provide up to a maximum of \$60,000 per successful applicant for projects that take place between **August 2024 and March 31, 2025**.

PROGRAM PRIORITIES

This year, the ICG Program will prioritize projects that address the following priorities:

Priority 1: Increase the accessibility of outdoor spaces through projects that make improvements to the built environment so seniors and people with disabilities can enjoy equitable access to community resources.

Example: In alignment with a local AFC plan, a not-for-profit organization renovates a public park to include inclusive elements such as accessible picnic tables, exercise structures for older adults, and play structures for families that incorporate universal design.

Priority 2: Promote accessible housing for seniors and people with disabilities through projects that result in tangible products.

Example: A municipality improves accessibility and safety in select seniors' homes by installing walk-in showers, grab bars, electronic bidets and raised toilets. From there informational resources targeting the construction sector are developed to promote the best practices that support universal accessible design.

Priority 3: Increase accessible housing, outdoor spaces and buildings, as well as meeting transportation needs through projects that will lead to practical, timely improvements.

Example: A town develops an AFC action plan and implements tangible changes that will benefit the community. Activities could include consulting with community members to update a local action plan, which results in adding specific information on affordable housing opportunities, installing new lighting and benches in parks to offer greater accessibility and increased community participation, retrofitting public buildings for greater accessibility and safety, adding buses for high-volume routes, and promoting new alternative transportation options.

PRIORITY POPULATIONS

Ontario has a rich, diverse history and culture and has many unique rural and small urban communities, ethno-cultural immigrant, and Indigenous communities that all have aging populations embedded within them.

Applicants are recommended to read the [Diverse Populations Addendum](#), which is a companion document to the [Creating a More Inclusive Ontario: Age-Friendly Community Planning Guide for Municipalities and Community Organizations](#) (Age-Friendly Community Planning Guide). It includes factors to consider when engaging older adults from diverse populations in work to create inclusive and accessible age-friendly communities. This resource offers detailed information about three such populations:

- small urban and rural communities
- older immigrants
- Indigenous peoples.

Applicants are encouraged to also offer activities related to their projects virtually or remotely to meet the needs of older adults and persons with disabilities who may not feel comfortable with in-person activities (such as consultations) or have difficulty accessing the location where activities are being held.

APPLICATION PROCESS

Timelines

The deadline for ICG applications is **May 22, 2024, 5 p.m. ET.**

All applicants will receive a decision regarding their application during **the summer of 2024**. Projects may begin only after an agreement is in place, anticipated by **August**, and must be completed by **March 31, 2025**.

Please ensure that you have reviewed these program guidelines, have completed the entire online application form, and have uploaded the required supporting information as applicable.

Submission Process

Applications must be submitted online through [Transfer Payment Ontario](#) (TPON) by **May 22, 2024, 5 p.m. ET**. Refer to the **TRANSFER PAYMENT ONTARIO PROCESS (page 19)** for details on how to access and apply through TPON.

Each organization may submit one (1) application for funding.

Review the checklist to ensure that you have completed all requirements related to your application.

Please ensure that all activities proposed in the application are:

- undertaken within the province of Ontario;
- benefit older Ontarians and/or Ontarians with disabilities; and,
- provided by an Ontario-based vendor if possible.

Consultation

If you would like guidance with your project and application for funding, the ministry's Regional Development Advisors are available to support you.

It is strongly recommended that you contact a Regional Development Advisor as early in the application period as possible to discuss your plans and questions related to your project proposal.

Use the [provincial directory to find a Regional Development Advisor in your area](#).

Payments

It is also important that you provide up to date [banking information](#) to set up direct deposit payments so that you are able to receive funding if your organization is successful.

Registration for direct deposit set up can take several days, so register or update your information as soon as possible so that you can submit your application without any delay. You can get started on these steps now, even before you apply.

APPLICANT ELIGIBILITY

Who can apply for this grant?

The following groups are eligible to apply for funding:

Local governments:

- Municipalities (Single-tier, Upper-tier or Lower-tier municipalities)
- District Social Services Administration Boards
- Local conservation authorities.

Community organizations, which must:

- Be not-for-profit
- Be legal entities (please submit documented proof of legal status as part of the application)
- Have been incorporated and in operation for at least one year prior to application

Indigenous Communities

- First Nations, Métis, and Inuit communities and/or organizations

Community organizations are encouraged but not required to seek the written endorsement of both the application and the project plan by the local government or Indigenous community/organization representative (e.g., First Nation band council).

Collaboration is encouraged among municipalities, community organizations, Indigenous communities and others.

Municipalities should consider working together with their Accessibility Advisory Committee if one has been established:

- Under the *Accessibility for Ontarians with Disabilities Act, 2005*, municipalities with more than 10,000 residents are required to have an Accessibility Advisory Committee in place. The work of these committees can make a meaningful difference for people with disabilities in their communities. [Find more information about Accessibility Advisory Committees.](#)

Note that only one application per applicant will be accepted.

Who cannot apply for this grant?

The following groups are *not* eligible to apply for funding:

- Individuals
- For-profit organizations
- Agencies, Boards or Commissions of the Federal or Provincial governments

- Private foundations
- Private schools
- Unincorporated associations, organizations, and other non-legal entities
- Organizations whose purpose is related to political activity (lobbying), as defined by the [Canada Revenue Agency](#)
- Organizations that are currently in default of any other provincial government grant
- Schools, hospitals, postsecondary institutions

FUNDING

Grants of up to a maximum amount of \$60,000 each will support up to 100% of the total eligible project costs.

While no cash or in-kind contribution is required, applicants are encouraged to establish partnerships to cover the cost of their projects.

The grant funding amount should be based on the activities proposed in the age-friendly community planning cycle, including:

- Defining local principles
 - Assessing the needs and assets of the community
 - Development of a local age-friendly community action plan (“action plan”)
 - Evaluation of the action plan
- And also:
- Projects that enhance inclusiveness for older adults and people of all abilities, including ramp installation, increasing signage, or developing tool kits for inclusive communication and service standards. Please consult the [Age-Friendly Community Planning Guide](#) for other examples.

It is understood that age-friendly community planning work and implementation may extend over a period of many years. However, the work funded under this grant must be clearly defined and must take place within the grant timelines.

Funding from other provincial, federal, or municipal programs is permitted for the proposed project, but not required. Applicants are required to itemize and describe additional funding they are requesting or have received from other sources if that funding is directly relevant to the outcomes of the ICG project.

ICG funding can be used to support age-friendly community projects that are funded by other grants to achieve outcomes towards a broader project, however, the project plan and budget should clearly describe which outcomes will be supported by the Inclusive Community Grant. Applicants may not use ICG funding to cover any cost that has or will be funded or reimbursed by one or more of any other ministry, agency, or organization of the Government of Ontario or by any other third party, including but not limited to (i)

other governments, their ministries, departments or organizations; (ii) not-for-profit entities; or (iii) for-profit entities.

PROJECT REQUIREMENTS

1. Projects must involve older adults and/or people with disabilities, or organizations that represent these populations in their planning and/or proposed staffing to help ensure that project activities include their views. For example, applicants may engage older adults or people with disabilities in activities related to the promotion or development of project work and ensure that these groups are included in consultations during the planning and the evaluation phases.
2. Project activities must support at least one of the steps outlined in the Province's [Age-Friendly Community Planning Guide](#)
 - 1) Define local principles
 - 2) Undertake a needs assessment
 - 3) Develop an action plan
 - 4) Implement the action plan and evaluate the progress and status on a regular cycle

An “action plan” may refer to an age-friendly community action plan or other community plans directly related to developing or enhancing inclusion and accessibility.

Developing inclusive communities is a process that begins with planning. Communities that do not have an action plan in place, or are in the process of developing one, are strongly encouraged to use [the Province's Age-Friendly Community Planning Guide for reference](#).

3. Project plans must identify the next step in the development, implementation or evaluation of the action plan which will help to maintain momentum and help ensure that planning and implementation continues when the funded portion of the project is completed.
4. Projects must address one or more of the World Health Organization's eight (8) age-friendly community domains:
 - 1) Outdoor spaces and public buildings
 - 2) Transportation
 - 3) Housing
 - 4) Social participation
 - 5) Respect and social inclusion
 - 6) Civic participation and employment
 - 7) Communication and information

8) Community support and health services

These eight (8) AFC domains are considered a key checklist to ensure that action plans consider the personal, physical and social dimensions that contribute to independent and active aging. At early stages of AFC planning a specific focus may not be identified, so all eight (8) domains could be considered as planning is explored. At later stages of AFC action plan implementation, a particular area or particular areas of focus (and related domains) may be identified. For more detailed information about the eight (8) domains, please refer to the Executive Summary and Background sections of the Province's [Age-Friendly Community Planning Guide](#).

5. Applicants are encouraged but not required to provide written endorsement of both the application and the project plan (e.g., a letter of support) from the local government or Indigenous community (e.g., First Nation band council).

Developing a local action plan should support the broader local planning process. It is important to involve the local government at an early stage to help ensure it is supportive of the work required to develop and implement an action plan and project that aligns with local initiatives and priorities.

In the ICG Program Application Form, you will be required to specify the broad community planning document that your project supports, and how the outcomes of your project align with the goals of the broader plan.

It is recommended that you use the province's Age-Friendly Community Planning Guide to help you develop your project. When developing an age-friendly community plan, you should ensure that it has a community profile, a description of the consultation process, an overview of the current state and a definition of the future state. It should also demonstrate the plan's short and long-term strategies to enhance older adults' quality of life.

6. Performance Measurement: During the funding year, you must provide a survey to your project participants asking questions related to the outcomes of your project. For example, "On a scale of 1 to 5, how much do you agree with the statement: This project helped me feel more engaged in my community." The survey questions will be provided to you by your Regional Development Advisor to share with your project participants.

APPLICATION CHECKLIST

Review the following information to ensure that you have everything you need for a complete application.

- Contact a Regional Development Advisor to discuss any questions you have about your project.
- Register in TPON at **least two weeks** before deadline.
- Set up your banking information.
- Submit your completed application **at least two (2) days before the deadline** to give yourself time to address any technical challenges. **Applications submitted after the deadline will not be accepted.**
- Only one (1) application per applicant will be accepted.
- Ensure that all fields of your application are complete and validated, and that it includes a detailed project plan and budget.
 - All costs must be identified in the budget and correspond with an explanation in the project plan. Costs must be reasonable.
- Provide prior-year financial statements, independently audited, Board-endorsed or Treasurer-certified. Municipalities and First Nation, Métis and Inuit communities or organization applicants are exempt.
- Organizations are required to provide proof of incorporation, such as a Certificates of Status, Articles of Incorporation, Letters Patent, or Special Acts of Incorporation. These documents must show that the organization has been incorporated and operating for at least one year in Ontario. Branches, chapters or members of provincial or national organizations that are not incorporated are not eligible to apply. Municipalities and First Nation, Métis and Inuit communities or organization applicants are exempt from this requirement.
- Evidence of community planning activities that your project supports. Include the name and web link if possible. Examples of community planning documents and activities include:
 - Community needs assessment
 - Age-Friendly Community Plan (“action plan”)
 - Confirmation that an Accessibility Advisory Committee is in place for your municipality
 - World Health Organization Age-Friendly Community designation
 - Accessibility Plan
 - Municipal Strategic Plan
 - A relevant community-level planning document that the project supports

- Letter of support: Organizations are encouraged to provide a letter of support from their local municipality or community to endorse the proposed project and validate the local action plan that the project supports.
 - A letter of support from each project partner should be provided to confirm that they will participate in the project, as well as their in-kind and/or cash contributions towards the project, if any. This type of letter of support may include a letter of agreement with the project partner or an endorsement in the form of a by-law or resolution from a governing body of the project partner.
 - Letter(s) of support can also validate the capacity of the organization to carry out the project, the impact of the project and support the relevance of the proposed project. Municipalities and First Nation applicants are exempt from this requirement.
- Reminder that recipients are accountable for the funding, reporting to the ministry on project expenditures, and liabilities outlined in the agreement.
- All supporting documents should be uploaded to your TPN case file.

ELIGIBLE PROJECT ACTIVITIES AND COSTS

The grants may support activities and expenses that are directly associated with the development, implementation and the evaluation of local AFC action plans or other strategic plans for the community.

Eligible activities and project costs can include, but are not limited to:

Examples of eligible activities:

- ✓ Creating an advisory committee for older adults and people with disabilities
- ✓ Establishing a local council on aging which engages local networks of individuals, municipal representatives, and organizations to implement recommendations
- ✓ Conducting community needs assessments to identify opportunities for improving a community's age-friendliness
- ✓ Undertaking surveys or consultations with community groups, older adults' organizations, organizations serving people with disabilities and service providers to determine local needs to inform local action plans
- ✓ Developing an Age-Friendly Community plan
- ✓ Implementing components of a local action plan such as, but not limited to:
 - moderate changes to the built environment and public spaces to be more inclusive and supportive of older adults and people with disabilities (e.g., adding lights, benches, ramps, etc.) so long as they are part of a local government-approved strategic plan

- creating communication opportunities for older adults and people with disabilities to continue to socially engage and safely participate in their communities (e.g., online digital gatherings)
- promoting sharing of information and services with older adults and people with disabilities who may need to self-isolate or reduce social contact to stay safe and healthy (e.g., virtual resources, food delivery programs, support to improve capacity to access internet resources and platforms)
- ✓ Evaluating local action plan activities, with a view to maintaining momentum and achieving sustainability

Example Costs:

- ✓ Human resource costs specifically required to undertake project activities (e.g., existing staff salaries, new hires, consultants)
- ✓ Costs associated with producing or sharing the results of the project (e.g., gap analysis research, translation costs)
- ✓ Costs directly associated with community consultations, workshops or meetings related to the project
- ✓ Capital costs, such as those that support moderate changes to physical spaces (e.g., adding lights, benches, ramps, etc.) or communication devices (e.g., tablet, computer) to enable greater social interaction and access to information
- ✓ Travel, Meals, and Accommodation Expenses*:
 - Transportation and travel expenses for employees or volunteers in Ontario only.
 - Catering, meals, and refreshments (no alcohol).

*Note: Funding to support travel or catering expenses must align with the [provincial government's Travel, Meal and Hospitality Expenses Directive](#).

All applications must include a detailed budget outlining all anticipated project costs. Approved recipients will be required to submit a final report within 60 days of the project end date which must include an updated balance sheet that identifies actual expenditures related to the project.

You are required to keep all receipts associated with the project for seven (7) years after the project ends for ministry audit purposes. For public transparency and accountability, as part of the final reporting process, some recipients will be asked to provide a summary of their project expenses, followed by copies of invoices and/or receipts to verify that funding was spent on eligible expenses.

All project costs must be reasonable and reflect current market rates. The Ministry for Seniors and Accessibility has the discretion to deny any unreasonable project expenditures and any expenditure that was not pre-approved. The ministry has the further discretion to consider and approve funding project activities and costs not included in the two example activities and example costs lists above.

Examples of projects that are *not* eligible:

- × Ongoing operating or regular planning activities. This includes regular maintenance and operating expenses, core administrative and overhead costs such as rent, office supplies, telephone, and communications services such as internet
- × Development of architectural, engineering or other design drawings for the construction or renovation of facilities providing services to older adults and people with disabilities, including housing
- × Purchase of land and banking fees
- × Fundraising, lobbying or sponsorship campaigns
- × Legal, audit or interest fees
- × Purchase of vehicles, fuel and automotive insurance
- × Grants or funding to other organizations
- × Credit and non-credit courses at a college or university
- × Deficit reduction plans
- × Project components already completed or fully funded by another organization

Projects with ineligible activities or costs may be deemed ineligible for evaluation.

Please contact your [Regional Development Advisor](#) if you have questions pertaining to project eligibility.

ASSESSMENT PROCESS AND CRITERIA

Applications will be assessed using the following evaluation criteria, each of which is described in greater detail below:

- Relevance of the project
- Organizational capacity
- Financial feasibility of the project
- Anticipated impact of the project

There will be space in the online application form to outline how the project meets the evaluation criteria. Please note that while the form has character limits, you may provide additional details in a separate document and upload it with your application. Please keep additional details to a maximum of 5 pages.

Applications will be evaluated on how the submission demonstrates the following:

Project quality, relevance (25%)

1. Workplan is clear, with good details about how it will be implemented. Project is achievable by March 31, 2025.

2. Roles and responsibilities of individuals involved in the project make it clear who will do what.
3. Evidence of meaningful partnerships, partners endorse the relevance of the project.
4. Degree of innovation represented by the project.
5. Need for the project is clear. It may be backed up by existing strategic plans, AFC planning or similar.

Anticipated impact of project (25%)

6. Project will impact the target priority populations.
7. Need for the project is clear and convincing. It is understood why the project is needed and how it will impact the community and its residents.
8. The process for measuring performance indicators is evident and metrics are clear.
9. Demonstrates realistic short, medium and long-term impacts.
10. Social characteristics (for example, age, gender, economic status) of each group is addressed and accounted for.

Budget, financial feasibility (25%)

11. Costs are eligible and the budget information provided is clear and consistent with the program requirements.
12. Costs align with the project plan.
13. There is evidence of good value for money.
14. Financial and in-kind contributions from other sources are clearly documented in the budget and in supporting letters.
15. Estimated costs are likely sufficient to deliver the project.

Organizational capacity (25%)

16. The organization's mandate aligns with the project and with the target audience. The organization is appropriate to deliver the project.
17. The organization is financially stable and has provided recent financial statements.
18. Evidence of partnerships with other organizations that will help them to deliver the project is provided.
19. The organization has sufficient staff and/or volunteers in place to deliver the project.
20. The organization has a track record of success, has undertaken similar work in the past, and does not have a record of non-compliance.

Examples of measurable outcomes and outputs:

Example Outputs:

- ✓ Developed an Age-Friendly Community Plan (or other similar types of strategic community plan).
- ✓ Undertook a community needs assessment.

- ✓ Number of initiatives outlined in existing Age-Friendly Community Plan (or other similar types of strategic community plan) that have been implemented across the age-friendly community domains.
- ✓ Evaluated progress on current Age-Friendly Community Plan (or other similar types of strategic community plan).

Example Outcomes:

- ✓ Increased awareness among older adults and/or people with disabilities of age-friendly community initiatives.
- ✓ Greater use by older adults and/or people with disabilities of age-friendly community planning tools and resources.

AGREEMENT TERMS AND CONDITIONS

Successful applicants will receive a letter from the ministry confirming that the applicant will receive a grant for the proposed project together with the grant amount. On receipt of the letter the applicant becomes bound by the terms and conditions that are included with the application form. These, together with the letter, form an agreement between the applicant and the Province of Ontario. **Applicants must review the terms and conditions prior to applying to ensure they can comply with all of the requirements.**

Once a project has been approved for funding, ministry staff will complete a final review of the application to ensure all expenses and activities listed are eligible for funding. If adjustments are required, ministry staff will contact the applicant, in writing, shortly after notification that the project has been approved in principle and outline the changes required. All changes which are confirmed in writing shall be deemed to be part of the original agreement.

The organizations that are approved will be asked to provide proof of insurance consistent with the terms and conditions (specifically section 12.0), including having an inclusive limit of not less than two million dollars (\$2,000,000) on a per occurrence basis.

The following outlines some of the requirements that apply to projects:

- All funded activities must take place after the agreement is in place, and before **March 31, 2025**.
- Projects must be completed, and funding must be spent by **March 31, 2025**.
- Unspent portions of the grant must be returned to the Province.
- Proposals must include a project plan that identifies key target dates for deliverables.
- The applicant will make information about the Inclusive Communities grant project (e.g., action plans, project plans, and outcomes) available to the public in an

accessible format. For more information and tools on how to make information and documents accessible, visit the [Ministry for Seniors and Accessibility website](#).

Funding limitations: The maximum grant amount per recipient is \$60,000. Only eligible expenditures will be funded. The combination of financial assistance received from the Inclusive Community Grants and other sources cannot exceed the actual budget for the project that is included in the application.

Additional external funding: Cash and in-kind contributions for the difference between the approved grant and total cost of projects can come from the recipient, a partner, or another funding source. Funding from other provincial programs or federal and municipal programs is permitted.

In-Kind Contributions: In-kind contributions can include the time, based on salaries and benefits, that existing staff contribute directly to the project. In-kind contributions may also cover ineligible expenses required, if outlined clearly, such as capital portions, office expenses, and additional technology. Staff time (volunteer labour) donated by a partner organization can be considered an in-kind contribution to the project.

Payment Process: Grants will be paid in installments and have a payment schedule that is determined based on project deliverables.

Project Activity Changes: Recipients are required to inform the ministry, as well as any project partners, of any proposed changes that could impact the project. Changes to the project involving scope, budget, or timelines require written consent from the ministry prior to making any of the changes. Requests to the ministry must be made in writing (email is acceptable). Where significant changes are required and have been approved, a subsequent amending agreement may be required.

Reporting: Recipients will be required to submit a final report within sixty (60) days of the completion of the project, outlining actual activities and expenditures. Recipients are required to include proof of expenditures such as copies of all receipts and financial statements signed by the responsible party. All recipients are required to keep all financial and non-financial records relating to the grant or to the project for a period of seven (7) years. These records include records of all expenditures related to the grant and records substantiating project staffing costs.

Site Visits: As part of ongoing community development activities, Regional Development Advisors will visit a sampling of ICG recipients during the fiscal year.

Acknowledgement of Provincial Funding and Communication Protocols: To demonstrate transparency and accountability related to how public funds are spent, recipients must credit the support of the Province of Ontario in any communications related to the project funded through Inclusive Community Grants. This includes all media, publicity, and marketing materials developed for the promotion of project activities, as well as all other project materials developed, including reports, visual and

oral presentations. Successful applicants are required to adhere to the communication protocol set out in the terms and conditions. This includes:

- Notifying the ministry as soon as possible, at least seven (7) days in advance of any event being held in relation to the project or any local media announcement related to the project.
- Obtaining the approval of the ministry before issuing any media releases related to the grant project.
- Obtaining the approval of the ministry on all promotional and/or resource material that uses the Province of Ontario's visual identity prior to publication.

Organizations receiving ICG funding may be required to provide the ministry with additional information regarding the success and sustainable impact of their project.

Compliance with Environment, Labour and Tax Laws:

Prior to entering into a net-new agreement, renewing an existing agreement, or amending an existing agreement to receive new funding, certain organizations must complete both an attestation to confirm good standing with environment and labour laws, and a Tax Compliance Verification to confirm compliance with tax laws.

You must complete the attestation and tax compliance verification if your organization received cumulative transfer payment funding of \$10 million or more from the Province in the previous fiscal year or is entering into a transfer payment agreement with a contract value of \$10 million or more.

The attestation and tax compliance verification are valid for one year from the date of completion. You can complete your attestation and tax compliance verification in TPON, under your organization profile. Please contact TPON Client Care if you need assistance to complete the attestation and the Ministry of Finance (TCV@ontario.ca) for assistance with Tax Compliance Verification.

Collection and Sharing of Information: The ministry is subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA). Personal information related to the Inclusive Community Grants Program is collected by the ministry for the proper administration of the program, for purposes including evaluation of the project application and the administration and management of funding agreements. Information about organizations and projects that receive funding under the Inclusive Community Grants Program may be made public by the Province of Ontario, which also reserves the right to make a public announcement about any approved grant. Information can include:

- The organization's name, address, telephone/fax numbers, email addresses, website, and other social media platforms; and/or,
- The project's name and description.

Applicants should be aware that any information provided to the ministry in connection with their application may be subject to disclosure in accordance with the requirements of FIPPA.

Questions about the collection, use and disclosure of information may be directed to:

Ministry for Seniors and Accessibility Freedom of Information Coordinator
400 University Avenue
2nd Floor Toronto, ON
M7A 2R9
Telephone: 416-314-7711

TRANSFER PAYMENT ONTARIO PROCESS

Transfer Payment Ontario (TPON) – Getting Registered

Applicants using TPON (formerly Grants Ontario) for the first time must create a [“ONE-key” account](#) and should register for access at least three weeks in advance of the ICG Program’s application deadline. If an applicant has previously submitted an application for funding from other government programs through TPON, a new ONE-key account is not required.

Technical questions regarding this online system may be directed to TPON Client Care at:

Email: TPONCC@ontario.ca

Telephone: (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. ET

Since applicants must register with TPON to access the ICG Program applications, most of the information requested in the first few sections of the application form (such as address, contact information, etc.) will be automatically filled in using data from the registration process.

Please note that the ONE-key account is registered at the individual level and not the organization level. If someone in your organization has an account that is used for a different government grant application, but you are the one submitting this new application, you will require your own separate account.

Once an application has been started, it may be saved or downloaded at any point and returned to later. Please refer to the Transfer Payment Ontario website for technical instructions on how to submit the application.

Once you are registered and have access, the next step is to complete an application online through TPON.

For help with this process, refer to the [Transfer Payment Ontario website](#).

Upon receipt of your application, you will receive a confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

All applications will be evaluated following the closing of the application period.

Following the evaluation period, the primary contact provided by the applicant will be notified by email regarding the application status. It is therefore important to provide accurate and up-to-date contact information and to regularly monitor the primary contact's phone and email to enable timely communication regarding the status of the application.

Questions

Please refer to the above TPON contact information if you have technical questions about the steps involved with the application system.

If you have other questions about the grant program in general or any of the information listed in these guidelines, please contact your [Regional Development Advisor](#) who can address questions you have regarding this program.

GLOSSARY

AGE-FRIENDLY COMMUNITY PLAN: Also called an action plan, this is an outline of specific actions that address the key needs you have identified that include short- and long-term strategies to enhance older adults' quality of life. Learn more about developing an action plan by referring to [Ontario's Age-Friendly Community Planning Guide](#).

AGE-FRIENDLY COMMUNITIES: Age-friendly communities help create more accessible environments for people of all ages and abilities across diverse communities in our Province. These communities create physical and social environments that support independent and active living and enable older adults and people with disabilities to continue contributing to all aspects of community life. Community leaders and residents in age-friendly communities work together to ensure that local policies, programs and services are accessible, inclusive and support the social and physical environments that enable Ontarians to live safe, active and meaningful lives.

COMMUNITY: Refers to a specific geographic area (e.g., municipality or neighbourhood).

GRANTS: means the funding provided to a successful applicant to the ICG Program.

ICG PROGRAM: means the ministry's Inclusive Community Grants Program.

IN-KIND CONTRIBUTION: Donation to a project by an individual, business, or organization of materials, goods, services, or time that would otherwise have been paid

for by the recipient. It involves non-cash asset transactions such as equipment, use of facilities, labour, and goods. An in-kind donation to a project must: (a) be essential to a project's success; (b) represent an expense that would have otherwise been incurred and paid for by the recipient as part of the project; (c) be noted in the application and documented in the recipient's accounts; and (d) be reasonably estimated at fair value on the date it is made, using either market value or an appraisal.

NOT-FOR-PROFIT ORGANIZATION: For the purposes of the ICG Program, a not-for-profit organization is an incorporated entity that is organized and operated exclusively for a purpose other than profit.

OLDER ADULTS: Individuals aged 55 and older.

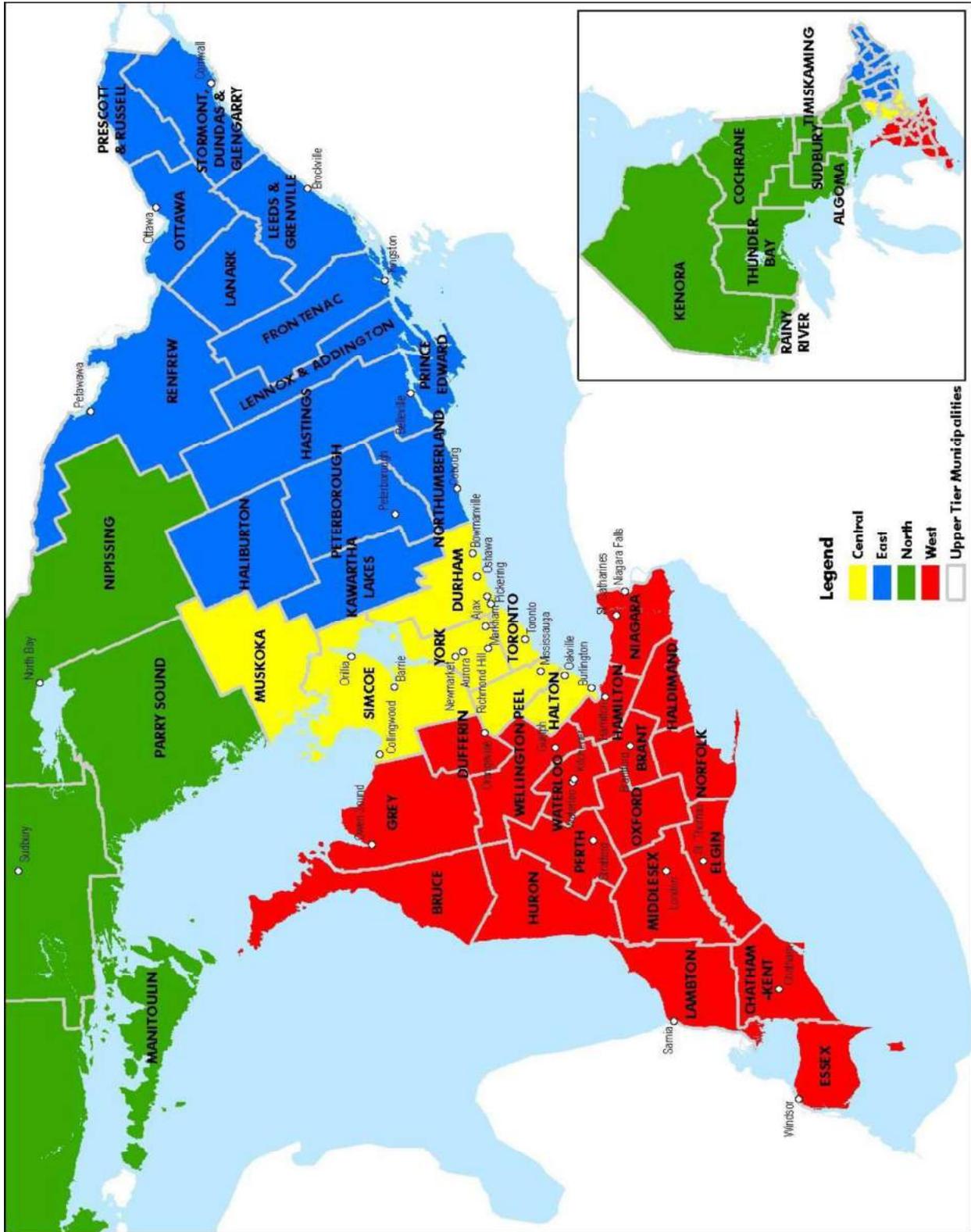
OUTCOMES: mean the significant changes, effects or impacts that are the result of implementing the project. Outcomes must be measurable and may occur within organizations, communities, and/or individuals. They may relate to behaviour, skills, knowledge, attitudes, values, conditions, or other attributes. There is a direct relationship between outputs (i.e., quantitative results) and outcomes, but they are not the same thing. For example, an educational workshop might measure the number of attendees (output) while also measuring whether the workshop helped increase community awareness of elder abuse (outcome) by having the attendees answer survey questions asking about increased awareness.

PERFORMANCE MEASURES: Indicators that provide qualitative and/or quantitative information needed to measure whether a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states (e.g., "the student reported she felt more capable solving math problems by the end of the semester than she did at the beginning"). Quantitative indicators can be in the form of a ratio, percentage, comparison, or figure (e.g., "the student's math test scores increased by 20% over the course of the semester").

PROJECT: A set of activities or functions that a recipient proposes to undertake. A project has a clear start and end date, occurs within a reasonable period of time, and demonstrates measurable outputs and outcomes.

SMALL URBAN or RURAL COMMUNITIES: A municipality or community with a population size of under 30,000.

APPENDIX A: MINISTRY REGIONS IN ONTARIO



Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: April 30, 2024
Subject: Recreation Operations Update (May)
Attachments: Appendix 01 - Recreation Department Projects Tracking Sheet
Appendix 02 - PFC Monthly Statistics (March)

Mayor and Council:

Below is the monthly operational update from the Recreation department:

Parks and Facilities:

SHSMA

The ice at the SHSMA was taken out the week of April 8th-12th. Staff shut down the ice plant with no issues. Northland Refrigeration will be doing the seasonal maintenance on the refrigeration system this summer. Skillz moved into the facility on April 15th and will be doing multi-sport programming until June 30th.

DSMA

The ice will remain in at the DSMA until May 12th. The rink has hosted a tournament each of the last three weekends including the recent U13A OHF Championships. In the leadup to the OHF tournament, staff completed touch-up painting in the lobby, installed new signage on the dressing rooms, and new signage for the new front entrance of the facility.

Parks & Sports Fields

Staff have been busy with preseason tasks in our parks and on our sports fields. The NL South ball diamond has had additional drainage installed behind the outfield fence and new material added to the infield. The orange fencing was removed from around the skate park and seasonal benches and bike racks were installed in the downtown areas.

Pete's Dam

Due to the significant rainfall, Pete's Dam was temporarily closed due to high water levels. City staff will be assessing the damage this week.

Playgrounds

Staff are currently completing preseason playground inspections and installing items such as swings. One of the playgrounds at Dymond Firefighters Park will be closed until May 21st for the installation of a new play structure, installation of drainage and additional sand surfacing.

Building Maintenance:

Staff have been working on spring maintenance items around the City as well as ongoing maintenance of buildings. They recently completed a repair of the water taps at Bucke Park that needed to be completed before our new operator takes over those tasks.

BM staff also completed inspections of both sets of docks once the ice left the lake and the water level rose. No significant damage was noted which is always good news.

At the new animal pound, BM staff completed the installation of two ERV's so the building will have adequate ventilation as required by OMAFRA. There is one item left to complete before the project is finished and the building can open for use.

Programming:

Minor ball registration took place over the month of April and we have more children registered to play than in 2023. We are closing in on 370 children of all ages signed up.

The bike exchange program is in early stages of planning. Staff and organizers are required to move our bikes out of the main barn at the former agricultural school to another location on the property due to the Canada Day event.

Pickleball nets have been installed on the outdoor courts as we had some early requests for them. Staff are also working on an agreement with the pickleball club on an outdoor use policy.

TDSS have just finished up their Bronze Medallion and Bronze Cross course that was taking place at the PFC. Their weight room class has also been attending the facility.

We had 8 people registered for the Bronze Medallion course which took place April 19th to 21st, and 16 people registered for the Bronze Cross which took place on April 25th to 28th. Once those courses have been completed, and National Lifeguard course will be

run at the end of May. Sheryl is working with another experienced Lifesaving Society instructor to coordinate a Swim instructors and Lifesaving Instructors course with Englehart in late May, early June. One course will be run at the PFC and one at the Englehart pool. Makinna will be completing her co-teach which will then allow her to teach all the necessary programs needed for pool staffing.

Age Friendly

Line dancing and exercise classes continue to be popular with staff working on a plan to spilt up what have become large classes. Indoor bowling will be canceled throughout May and June due to renovations and our pickleball booking will move outside with the warmer weather now here.

Community Fridge has been doing well. We have stopped receiving donations from Independent Grocer. Shoppers Drug Mart has signed up with the Second Harvest program which allows us to receive donations through the app and track items that are being donated. We've also received lots of great donations from Giant Tiger.

Chair Yoga sessions are booked for April and May. Still having a great turnout and participants are really enjoying it.

Healthy Kids Programs

July Lego Camp registrations opened after March Break. 24 spots filled up within 4 hrs. Healthy Kids program subsidizes the cost for this program, making it \$130/participant. It runs the week of July 2nd (4-day week due to Canada Day being on Monday).

Administration:

Staff in the Recreation Department are undertaking a morning training session which will necessitate the closure of the PFC during this time. Notice has been issued in all the regular channels.

Projects are now getting started with spring's arrival. The Niven Reservoir roof replacement, McCamus Well roof replacement, Dymond Playground project, Spurline Concrete pathways project and STATO Albert extension are all expected to start in May.

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



Figure 1 - City staff installed ERV's in the new Animal Pound



Figure 2 – Updated signage at the DSMA

2024 Budgeted Recreation Department Projects

Project	Rec/B M	Budgeted Cost	Project Lead	Project Method	Year	Capital /Operating	March 26, 2024	April 24, 2024
NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	Final Deficiencies have been corrected. Our consultant is reviewing the submittals and will issue substantial completion once reviewed.	Submittals are still being reviewed and corrected.
Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Kristen	Canoe	2023	Capital	Site visits were changed to the week of April 15th	Site visits were completed. Our consultant is now working on the energy modeling
Hlby Beach Mushroom Conversion	Rec	\$ 25,000	Matt	Quotations	2023	Capital	No change	The new fixture has been completed and shipping information was submitted to the manufacturer.
Kickplate Replacement (Hlby and NL)	Rec	\$ 18,000	Paul	Canoe	2023	Operating	No change	No change
Albert Street (STATO)	Rec	\$ 176,210	Mitch	RFT	2023	Capital	No change	No change
Gym Equipment (Hack Squat, Treadmill)	Rec	\$ 25,000	Jeff	Quotes	2024	Capital	Treadmill was received and is in use.	Staff are obtaining quotes for the second piece of equipment to be purchased.
Ball Diamond Groomer	Rec	\$ 23,000	Matt	Canoe	2024	Capital	NOHFC Phase 1 Application has been submitted. Awaiting a response from the NOHFC	No change
Farr Park Project	Rec	\$ 480,000	Matt	RFP	2024	Capital	NOHFC Phase 1 Application has been submitted. Awaiting a response from the NOHFC	No change
Shaver Park Rehab Project	Rec	\$ 95,000	Matt	RFQ	2024	Capital	NOHFC Phase 1 Application has been submitted. Awaiting a response from the NOHFC	No change
Dymond Sports Park Fence	Rec	\$ 25,000	Matt	RFQ	2024	Capital	NOHFC Phase 1 Application has been submitted. Awaiting a response from the NOHFC	No change
Hlby WTP Security Fence	ES	\$ 6,000	Matt	RFQ	2024	Capital	No change	No change
St Michel AT Path	Rec	\$ 85,000	Matt	RFQ	2024	Capital	RFT for this work has been drafted and released. The closing date for submissions is April 24, 2024	RFT for this work has been drafted and released. The closing date for submissions is April 24, 2024

Spurline Concrete	Rec	\$	45,000	Matt	RFQ	2024	Capital	Contractor is scheduled to mobilize to the site on May 13th	Contractor is scheduled to mobilize to the site on May 13th. Staff have engaged with the contractor to review timing and scheduling to create a communications plan with the public.
Animal Pound Renovation	BM	\$	75,000	Matt	RFQ	2024	Capital	Work is nearing completion for our contractor. The City is scheduled to install ventilation and some ductwork once they have completed their portion of the project.	Ventilation and ductwork has been installed, final deficiencies have all been corrected except for some modifications to waterlines. OMAFRA inspection and final inspection by the CBO are left to complete.
Library Roof Repair	BM	\$	35,000	Matt	RFQ	2024	Capital	No Update	No Update
Haileybury Arena AODA Engineering	BM	\$	31,500	Matt	RFP	2024	Capital	Have yet to finalize an agreement with a consultant to perform a scope review. Expected to be confirmed the week of April 1st.	Have hired a consultant to help scope the project. They completed a site visit on April 18th to review existing conditions and are working on a report.
EV Charger (New Liskeard)	CS	\$	100,000	Kristen	RFP	2024	Capital	Staff are awaiting a response to our grant application	Staff are awaiting a response to our grant application
Dymond Apartment Bathroom Reno	BM	\$	15,000	Paul	Quotes	2024	Capital	A purchase order has been issued for this work to a local contractor. This work has been procured on budget and will be completed in late-May while our tenant is able to be away from their apartment.	No change.
Dymond Hall Door Replacement	BM	\$	13,000	Matt	Quotes	2024	Capital	No Update	No Update
Bandstand Roof Replacement	BM	\$	10,000	Paul	Quotes	2024	Capital	No Update	No Update
Harbourplace Deck Repair	BM	\$	15,000	Paul	Quotes	2024	Operating	No Update	No Update
Recreation Parks Equipment	Rec	\$	20,000	Matt	Quotes	2024	Operating	Equipment will be purchased in April for installation in May	Equipment will be purchased in April for installation in May
Hlby Marina Redecking	Rec	\$	15,000	Paul	Quotes	2024	Operating	No Update	No Update
Playground Surfacing	Rec	\$	25,000	Paul	Quotes	2024	Operating	Staff have purchased the required materials for sealing all our playground surfaces. Once the weather is warm enough to apply correctly staff will complete the work.	No update
PFC Window Replacement	BM	\$	5,000	Jeff	Quotes	2024	Operating	No Update	No Update

NL Community Hall Feasibility Study	BM	\$ 15,000	Matt	RFP	2024	Operating	No Update	No Update
McCamus WTP Roof Replacement		\$ 45,000	Matt	RFQ	2024	Capital	A report to award this RFQ is in the April 2nd CotW package.	Project has been awarded. Contractor to mobilize by May 1st to begin work which is expected to take 1-week to complete
Niven St Reservoir Roof Replacement		\$ 75,000	Matt	RFT	2024	Capital	Rivard Bros have been awarded the contract to complete this work.	Contractor has ordered material for the project and will mobilize to begin construction in May.
<u>Olympia Replacement</u>	<u>Rec</u>	<u>\$ 170,000</u>	<u>Matt</u>	<u>RFT</u>	<u>2022</u>	<u>Capital</u>	<u>Completed</u>	<u>Completed</u>
<u>NL Arena Side Door Replacement</u>	<u>BM</u>	<u>\$ 7,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Completed</u>	<u>Completed</u>
<u>City Hall Floor Scrubber</u>	<u>BM</u>	<u>\$ 4,000</u>	<u>Jeff</u>	<u>Quotes</u>	<u>2024</u>	<u>Operating</u>	<u>Floor machine has been received and is in service.</u>	<u>Floor machine has been received and is in service.</u>
<u>Floor Machine - Hlby Arena</u>	<u>BM</u>	<u>\$ 6,000</u>	<u>Paul</u>	<u>Quotes</u>	<u>2024</u>	<u>Capital</u>	<u>Floor machine has been received and is in service.</u>	<u>Floor machine has been received and is in service.</u>

2024 PFC Monthly Summary	
March 2024	
<u>Statistics</u>	
Pool	2709
Squash	72
Gym	4029
Class	156
Total	6966
Firefighters	64
Doctors	81
Community Living	27
NEOFACS	0
Northern Star	0
A. Recovery	0
Lifetime	24
Total	196
Temagami Health	0
Northern Loons	17
Total	17
City Employees	252
City Summer Students	0
Councillors	7
Total	259
<u>Residents</u>	
Tem. Shores	5708
Other	597
Quebec	661
Total Attendance	6966
Increase (Decrease) vs Mar 2023	10.66%
<i>Total Attendance Mar 2023</i>	6295

Subject: Energy Conservation and Demand Management Plan	Report No.: RS-009-2024
	Agenda Date: April 30, 2024

Attachments

Appendix 01: Energy Conservation and Demand Management Plan 2024-2029

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-009-2024; and
2. That Council directs staff to prepare the necessary by-law to adopt the Energy Conservation and Demand Management Plan 2024-2029 for consideration at the May 21, 2024, Regular Council meeting.

Background

The Ministry of Energy passed Ontario Regulation 25/23 under the Electricity Act, 1998, that requires Ontario's Broader Public Sector (BPS) to prepare an updated Energy Conservation and Demand Management (CDM) Plan every five (5) years. The City of Temiskaming Shores published its first mandated CDM Plan in 2014 (By-law No. 2014-128), followed by an updated version in 2019 (By-law No. 2019-100). The intent of this regulation is to assist BPS organizations in understanding and managing their energy consumption while identifying conservation and efficiency objectives.

Subsection 25.35.2(3) of the Electricity Act, 1998, and Section 5 of O. Reg 25/23 requires the CDM plan to include:

1. Summary of annual energy consumption and greenhouse gas emissions for each prescribed operation, covering the year ending on December 31 preceding the submission date.
2. Description and forecast of current and proposed activities to conserve energy and reduce consumption, including prescribed methods.
3. Summary of progress and achievements in energy conservation since the previous plan.

4. Forecast of expected results of current and proposed measures, along with saving estimates.
5. Estimated duration of current and proposed activities.
6. Results of previous energy conservation efforts.
7. Additional information as may be prescribed.

O. Reg. 25/23 mandates the CDM plan to be publicly available by publishing it on the organization's website and making it accessible in printed form at the head office. Updates must be published on or before July 1, 2024, and every fifth anniversary thereafter.

Implementation of this CDM plan will fulfill the City's reporting requirements under this regulation.

The Climate Change Committee considered the draft CDM plan at its regular meeting on April 4, 2024. After a discussion on the plan, the following resolution was passed:

Recommendation CCC-2024-006

Moved by: Nadia Pelletier-Lavigne

Seconded by: Paul Cobb

Be it resolved that:

The Climate Change Committee hereby acknowledges receipt of the 2024-2029 Corporate Energy Conservation and Demand Management Plan for the City of Temiskaming Shores and hereby recommends that Council review and consider the adoption of the plan as presented.

CARRIED

Analysis

Building upon insights from the City's past CDM plans, the Energy Conservation and Demand Management Plan for 2024-2029 continues to advance previous conservation and demand management efforts. It outlines goals and objectives for conserving energy, baseline energy consumption analysis, sector-specific energy consumption breakdowns, implemented actions, reduction targets, and an action plan.

The plan's target includes a 20% reduction in energy consumption by 2029 compared to 2019 levels, aligning with the City's Corporate Greenhouse Gas Reduction Plan's goal of

reducing emissions by 40% by 2033 and achieving net zero by 2050. Integration ensures a coordinated approach to addressing energy demand challenges.

A key focus of the plan is the 2024 Building Decarbonization Feasibility Study, targeting fourteen of the City’s main energy-consuming facilities. Supported by the Federation of Canadian Municipalities under the Green Municipal Fund, this study will inform future energy-saving retrofits and projects throughout 2024-2029.

In addition to this initiative, the plan includes the transition to LED lighting, integrating electric vehicles into the City’s corporate fleet, and maintaining continuous efforts to optimize energy efficiency across all aspects of City operations. Further energy conservation measures will be introduced annually within the plan period, contingent on available grants and funding.

The complete plan is presented in Appendix 01 for the Council’s consideration.

Relevant Policy / Legislation / City By-Law

- Ontario Regulation 25/23 under the Electricity Act, 1998.
- By-Law 2019-100; City of Temiskaming Shores Corporate Energy and Demand Management Plan

Consultation / Communication

- Consultation with the Director of Recreation
- Consultation with the Climate Change Committee

Financial / Staffing Implications

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

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

The costs associated with the plan, covering processes, programs, and projects, will be integrated into the capital and operating budgets, subject to Council approval within the designated budget year. Given the anticipated increase in energy costs, allocations towards energy efficiency are necessary to mitigate these impacts through energy reduction activities. Staffing implications primarily involve standard administrative

functions. The Climate Change Committee, meeting quarterly, will maintain the priority of the CDM plan across the City's facilities and operations.

Climate Considerations

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

This CDM plan plays an important role in mitigating the municipality's environmental impact by improving energy efficiency and decreasing greenhouse gas emissions. Through measures like upgrading infrastructure and optimizing systems, the plan will reduce energy consumption without worsening climate-related risks such as rising temperatures or increased precipitation exposure.

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"

Kristen Harburn
 Energy and Climate
 Change Coordinator

Mathew Bahm
 Director of Recreation

Amy Vickery
 City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to adopt an Energy Conservation and Demand Management Plan 2024-2029 for the City of Temiskaming Shores

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

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

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

Whereas the Ministry of Energy passed Ontario Regulation 25/23 under the Electricity Act, 1998, that requires Ontario's Broader Public Sector (BPS) to prepare an updated Energy Conservation and Demand Management (CDM) Plan every five (5) years; and

Whereas Council considered Memo No. RS-009-2024 at the April 30, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to adopt the Energy Conservation and Demand Management Plan 2024-2029 for the City of Temiskaming Shores, for consideration at the May 21, 2024 Regular Council meeting.

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

1. That Council hereby adopts an Energy Conservation and Demand Management Plan 2024-2029 for the City of Temiskaming Shores, attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk



Schedule A to

By-law No. 2024-000

Energy Conservation and Demand Management Plan 2024-2029
for the City of Temiskaming Shores



Energy Conservation and Demand Management Plan

2024-2029




Dymond
Haileybury
New Liskeard
City of • Ville de
**Temiskaming
Shores**



City of Temiskaming Shores

**5-Year Corporate Energy
Conservation and Demand
Management Plan**

2024-2029

Table of Contents

Introduction	04
Executive Summary	04
Goals and Objectives for Conserving Energy	04
Baseline Energy Consumption	05
Historical Energy Usage	05
Energy Baseline Analysis	08
Energy Consumption by Sector	09
Energy Conservation	12
Implemented Actions	12
Reduction Targets	13
Facilities	13
Water and Wastewater	14
Outdoor Lighting	14
Corporate Fleet	14
Strategic Action Plan	15
Corporate Practices	15
Education, Awareness and Outreach	15
Energy Conservation Action Plan and Energy Information Management	16
Climate Change Committee	16
Appendix A – Buildings and Facilities Analysis	17
Arenas	17
City Hall	19
Libraries	20
Marinas	23
Medical Centre	25
Other Facilities	26
Parks	37
Pool and Fitness Centre	38
Public Works	39
Water and Wastewater	44

Published on July 1, 2024

Energy Conservation and Demand Management Plan

Prepared in compliance with Ontario Regulation 25/23 requiring Ontario's Broader Public Sector (BPS) to prepare an updated Energy Conservation and Demand Management Plan every five years. The plan was approved by council on May 21, 2024.

Introduction

Executive Summary

The City of Temiskaming Shores has prepared this plan in accordance with Ontario Regulation 25/23, which mandates an updated Energy Conservation and Demand Management (CDM) plan every five years. The first CDM plan was published in 2014, followed by an updated report in 2019. The previous plan can be found here ([2019](#)). This latest report covers the period from 2024 to 2029 and will discuss previous conservation and demand management efforts while continuing to build on the experience gained from past reports.

In addition to providing an updated plan, this report will set new forward-looking goals to further reduce energy consumption. This year's plan update will incorporate and support the City's transportation and fleet asset plans, as well as the greenhouse gas emissions reduction plan, to ensure a comprehensive and integrated approach to managing energy.

Goals and Objectives for Conserving Energy

The City's mission is closely aligned with its [Corporate Greenhouse Gas Reduction Plan](#)'s target of reducing greenhouse gas (GHG) emissions by 40% below 2019 levels by 2033 and achieving net zero by 2050. This Energy Conservation and Demand Management plan is designed to guide the City towards an energy-efficient future while fostering a culture of environmental stewardship. By taking proactive steps to manage energy consumption and demand, the City aims to not only reduce costs but also contribute to a sustainable and efficient transition of the energy system.

The City aspires to lead by example in energy conservation within its sector. To achieve this, it will collaborate with community partners, sharing progress and best practices to inspire others to join in this endeavor. The plan will serve as a vital tool in monitoring, evaluating, and measuring corporate energy use, ensuring that it remains accountable and transparent in its efforts.

Based on clear objectives, this plan includes enhancing staff understanding of energy and water conservation, implementing energy efficiency retrofits in priority facilities, and reducing overall energy usage and costs. By integrating this plan with the Corporate Greenhouse Gas Emissions Reduction Plan and aligning it with broader climate and energy initiatives, the City is taking a comprehensive approach to addressing the energy demand challenges ahead.

To ensure the successful realization of goals and objectives, ambitious yet achievable targets have been set. Over the next five years, the City aims to decrease overall energy consumption of its facilities and fuel consumption of its fleets, targeting a 20% reduction from the 2019 baseline by 2029. Detailed strategies for these reductions will be further explored later in the report.

Baseline Energy Consumption

Historical Energy Usage

This section presents an analysis of energy usage across all buildings and facilities within the City, since reporting began in 2011. By examining the historical energy consumption patterns, the goal is to provide a clear understanding of current and past energy consumption trends, serving as a foundation for the City to prioritize sectors for targeted efforts in reducing energy usage and improving overall sustainability.

Detailed graphs displaying electricity (kWh), natural gas (m³) consumption, equivalent kilowatt-hours (ekWh), greenhouse gas emissions (tCO₂e), and cost per year over the reported years are provided below. These graphs offer valuable insights into the energy usage patterns of the City, allowing for informed decision-making in future energy conservation and demand management initiatives.

The types of energy sources used in the operation of City facilities and delivery of services, include electricity supplied by Hydro One at standard rates, natural gas supplied by Enbridge Gas at standard rates, and propane supplied by Grant Energy Inc/Grant Fuels Inc at standard rates upon delivery.

To organize and assess energy data, the City compiles and submits raw data sourced from its utility bills and uploads it to software tools such as EnergyCAP and Energy Star Portfolio Manager. These tools track monthly and annual energy consumption, enabling the identification of trends, detection of anomalies, and monitoring of progress towards climate goals.

The following graph (see figure 01) illustrates the electricity consumption (kWh) between 2011 and 2023 and compares it to the cost. As depicted in the graph, the overall electricity consumption has experienced a decline of 31% from 2011 to 2023. This considerable reduction can be attributed to various energy conservation initiatives from previous plans, resulting in a consistent downward trend in energy usage.

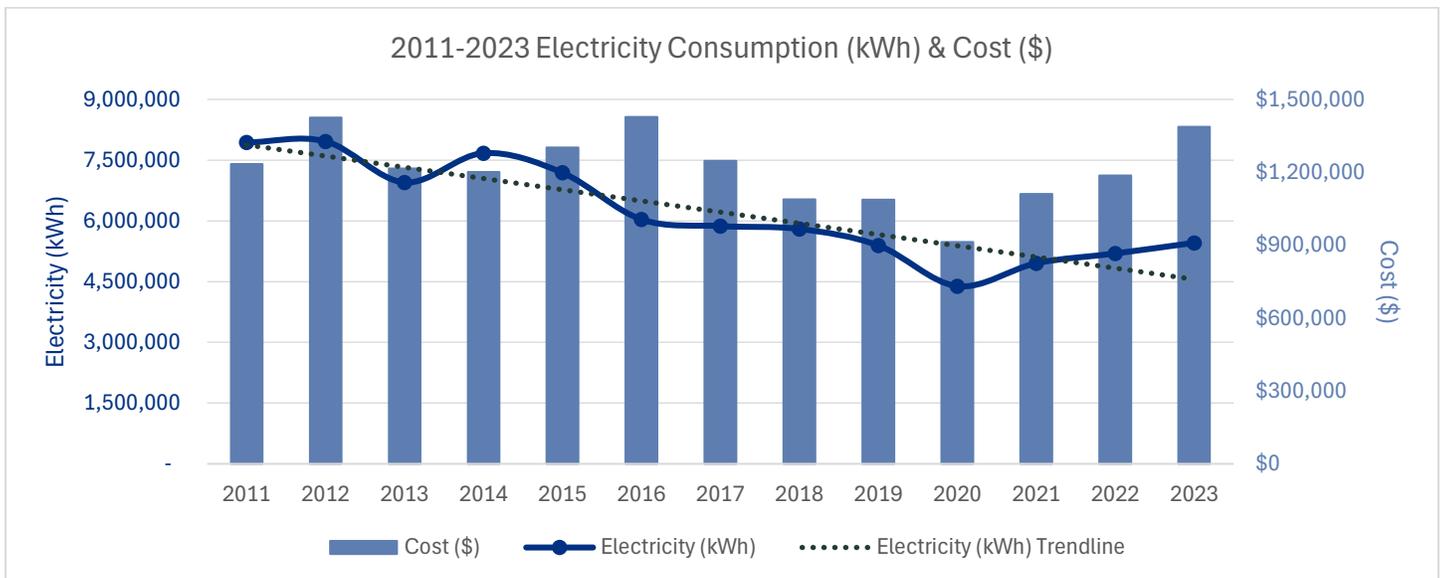


Figure 01: 2011-2023 Electricity Consumption (Kilowatt-Hours) & Annual Costs (\$)

Historical Energy Usage

Throughout this multi-year period, a gradual decrease in natural gas consumption has been observed, as depicted in figure 02, resulting in a 1% reduction from 2011 to 2023. This highlights the importance of intensified energy conservation efforts and transitioning towards sustainable energy sources. It is clear that further initiatives are needed to significantly impact energy consumption patterns within the City.

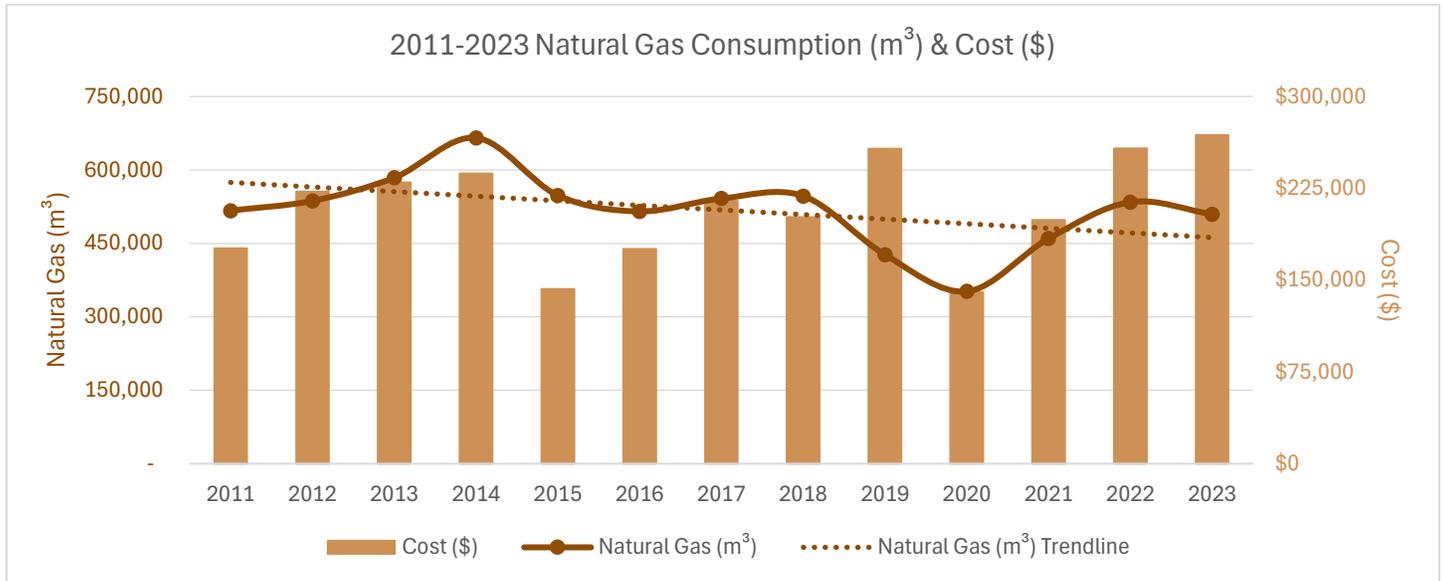


Figure 02: 2011-2023 Natural Gas Consumption (m³) & Annual Costs (\$)

Historical Energy Usage

The following graph (see figure 03) illustrates the total energy consumption of the City's facilities in equivalent kilowatt-hour (ekWh) and greenhouse gas emissions in tonnes of carbon dioxide equivalent (tCO₂e). By converting natural gas volumes to ekWh units and combining them with electricity use, a total energy volume is established. This approach assists in tracking and monitoring energy usage effectively, identifying areas for improvement. By examining the trends in ekWh and tCO₂e, correlations and comparisons are made to ensure alignment with the goals of both the Energy Conservation and Demand Management Plan and the Corporate Greenhouse Gas Reduction Plan.

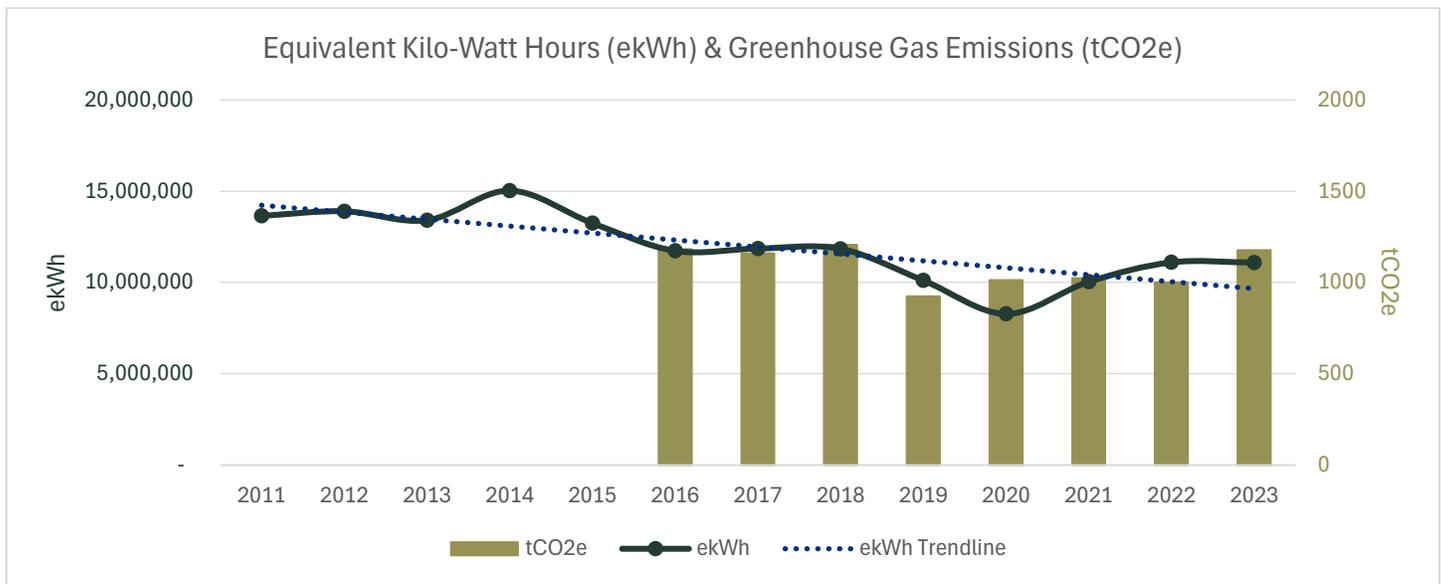


Figure 03: 2011-2023 Equivalent Kilowatt-Hours (ekWh) & Greenhouse Gas Emissions (tCO₂e)

Since 2011, the City has experienced a 19% decrease in ekWh consumption by 2023, reflecting the commitment to implementing energy conservation measures and adopting good energy practices. This positive trend is attributed to ongoing efforts to enhance energy efficiency in heating, cooling, and lighting options, alongside the continued implementation of energy-saving actions. GHG emissions (tCO₂e) have decreased 0.5% since the baseline year in 2016.

Energy Baseline Analysis

The trendline for energy consumption for both electricity and natural gas indicates a gradual decrease over time. However, the cost of energy has steadily risen for both sources in recent years, highlighting the importance of continuing efforts to reduce consumption. In response to this challenge, the City has implemented several facility-related projects focused on reducing energy usage and improving overall sustainability.

It is also important to consider the impact of different energy sources on corporate emissions. Natural gas is the primary contributor to emissions in the inventory, whereas electricity has the lowest emissions due to Ontario's low-carbon electricity grid. Addressing these differences, it is essential to prioritize a shift away from natural gas use to significantly reduce overall emissions. This presents an opportunity for exploring further electrification and energy efficiency measures to reduce reliance on natural gas while also saving on overall energy costs.

Over the past decade, various initiatives have been undertaken to reduce energy consumption and improve efficiency. These include LED lighting retrofits, HVAC upgrades, humidification systems, looping of water systems, high-efficiency furnace upgrades, and the conversion of the medical center to library use. Additionally, a major street lighting retrofit across the City was completed using funding incentives.

These efforts have contributed to a reduction in energy consumption and a more sustainable future for the City. By continuing to prioritize energy efficiency and conservation, the City can further reduce its environmental impact and promote a greener future for residents. Below (table 01) is a list of improvements already implemented from the previous plan.

In the original 2014-2019 CDM Plan, the City aimed to reduce energy consumption by 1-5% in City facilities. Building on this success, the 2019 follow-up plan set a more ambitious goal of achieving a 5% reduction in energy consumption by 2023. While there was an increase of 11% in ekWh since the last report in 2019, the overall consumption has decreased by 19% from the 2011 baseline year.

Energy Consumption by Sector

In the efforts to optimize energy conservation and demand management, it is crucial to monitor energy consumption by sector. This approach allows staff to prioritize buildings that require targeted interventions to reduce energy usage. By analyzing the data, the City has identified the buildings with the highest electricity and natural gas consumption.

Currently, a Building Decarbonization Feasibility Study is underway, focusing on the fourteen buildings with the largest carbon footprint and those with the highest energy consumption. This study will enable the City to pinpoint specific measures and actions that can be implemented to these buildings to achieve further energy savings. By reducing energy consumption, the City will also contribute to a significant reduction in emissions.

In addition to the analysis of energy consumption by sector, a detailed examination of individual buildings and facilities will be provided in Appendix A of the CDM plan. This will ensure that the strategy is informed by a thorough understanding of the energy usage patterns and needs of each building, enabling the City to implement targeted and effective measures for energy reduction and emissions mitigation.

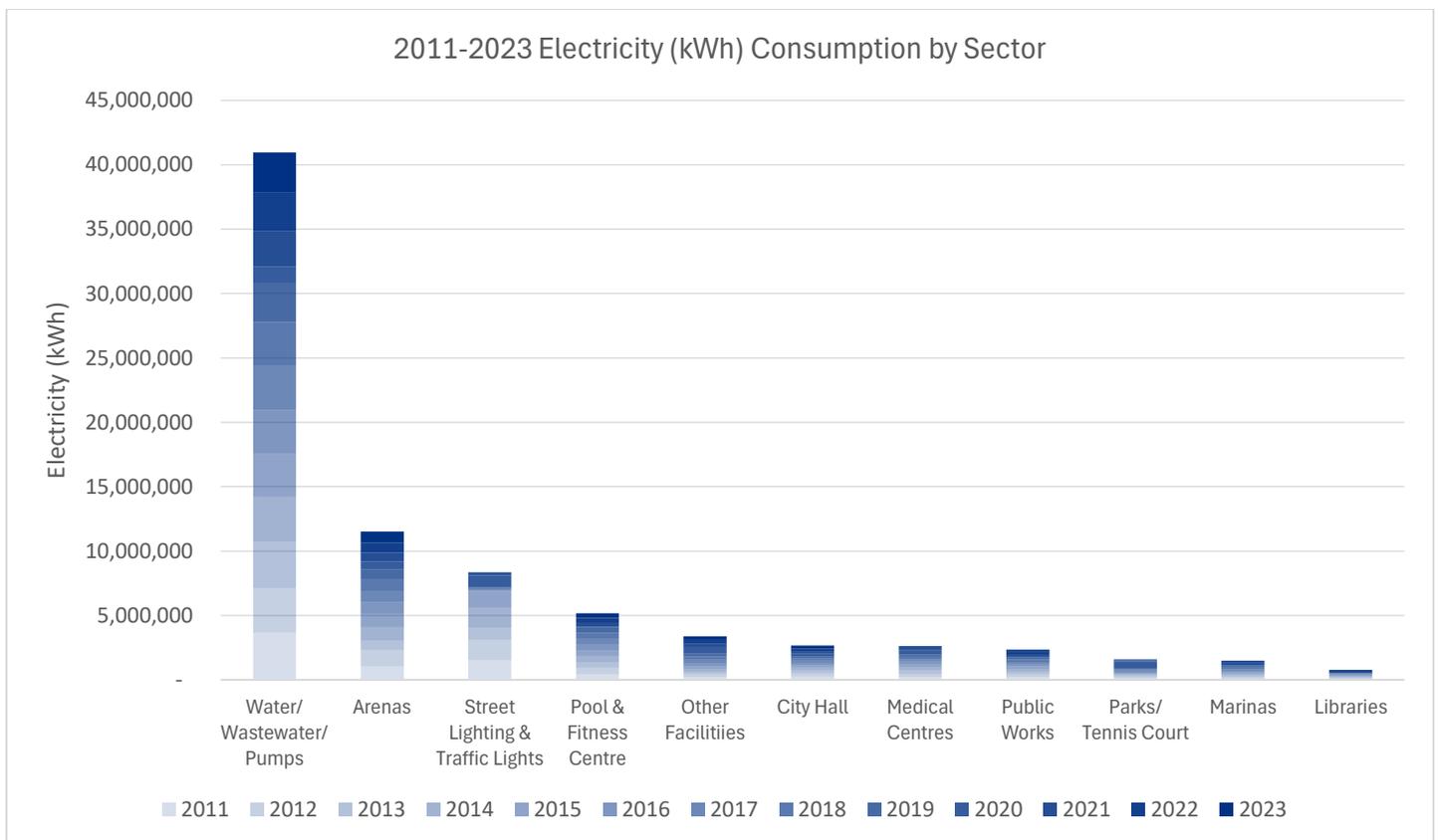


Figure 04: 2011-2023 Electricity (Kilowatt-Hour) Consumption by Sector

Energy Consumption by Sector

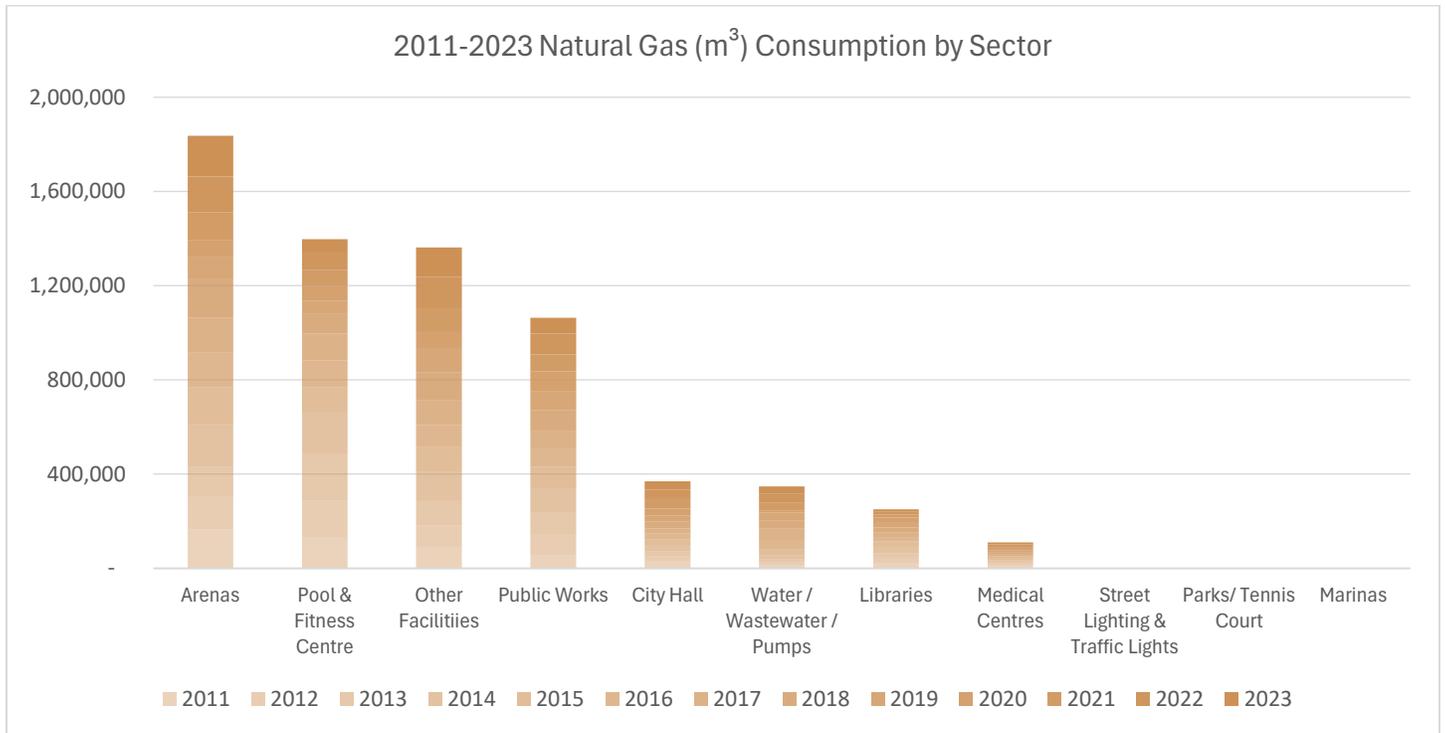


Figure 05: 2011-2023 Natural Gas (m³) Consumption by Sector

In the ongoing effort to promote energy conservation and develop a comprehensive plan, historical energy usage across various sectors has been closely reviewed. This analysis has provided valuable insights into the largest consumers of energy, helping to better understand where attention should be focused.

Energy Consumption by Sector

To further refine the approach, a recent snapshot of GHG emissions from 2023 has been examined (see figure 06). This will serve as an update to the previous report, enabling the maintenance of a forward-looking perspective while continuing to identify areas for improvement. By focusing on specific sectors and their energy usage patterns, targeted strategies such as the Building Decarbonization Feasibility Study, can be developed to reduce consumption and minimize environmental impact.

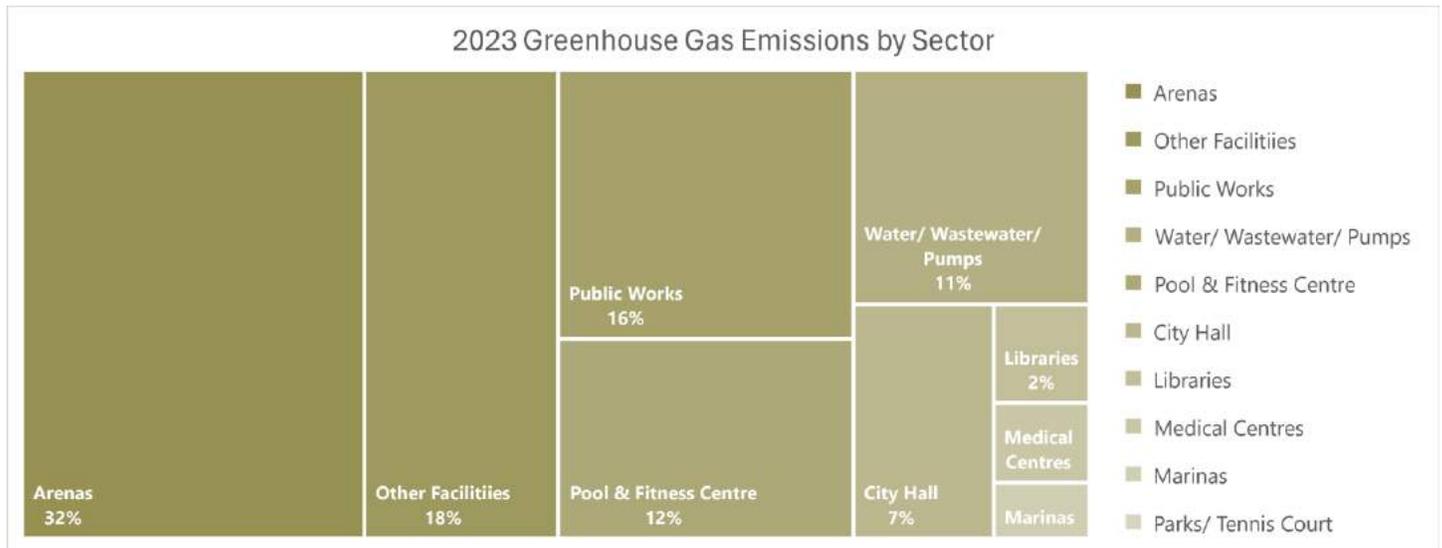


Figure 06: 2023 Greenhouse Gas Emissions by Sector

Energy Conservation

Implemented Actions

It is important to acknowledge the significant strides made in implementing energy-saving measures. The commitment to these initiatives not only contributes to saving on energy costs but also plays a crucial role in reducing overall GHG emissions and energy consumption. As the focus shifts towards the future, it is imperative to continue identifying and implementing new actions to further enhance our energy conservation efforts. By doing so, this demonstrates a commitment to ensuring long-term sustainability of operations. Below in table 01 shows a variety of actions taken over the past five years to conserve energy and reduce emissions.

Year	Implemented Action
2019	<ul style="list-style-type: none"> New Public Works Cold Storage (C) was built to replace old Quonset at 200 Lakeshore Rd N, New Liskeard
2019	<ul style="list-style-type: none"> Boiler upgrades to the Waterfront Pool & Fitness Centre
2019	<ul style="list-style-type: none"> LED lights on Don Shepherdson Memorial Arena surface
2019-2024	<ul style="list-style-type: none"> LED upgrades to decorative lights in downtown cores
2019	<ul style="list-style-type: none"> Boiler and lighting upgrades for the Temiskaming Shores Library
2019-2020	<ul style="list-style-type: none"> New Liskeard Medical Centre at 285 Whitewood Ave W, New Liskeard was renovated and converted to new Temiskaming Shores Library
2020	<ul style="list-style-type: none"> Roof Replacement at Shelly Herbert-Shea Memorial Arena
2020	<ul style="list-style-type: none"> Dehumidifier Replacement at Shelly Herbert-Shea Memorial Arena
2021	<ul style="list-style-type: none"> Hot water heater replacement at the Don Shepherdson Memorial Arena
2021	<ul style="list-style-type: none"> Library Building at 50 Whitewood Ave W, New Liskeard was sold
2021	<ul style="list-style-type: none"> LED Street Light Upgrades
2022	<ul style="list-style-type: none"> Implemented comprehensive energy tracking with EnergyCap software
2022	<ul style="list-style-type: none"> Small Office Food Bank & Park Washroom, at 400 Morissette Dr, Haileybury, was demolished
2022	<ul style="list-style-type: none"> Roof Replacement at Waterfront Pool & Fitness Centre
2022	<ul style="list-style-type: none"> Chiller Replacement at Shelley Herbert-Shea Memorial Arena
2022-2024	<ul style="list-style-type: none"> Filter Rehabilitation at Haileybury Water Treatment Plant
2022	<ul style="list-style-type: none"> Library Building at 545 Lakeshore Rd S, Haileybury was sold
2022-2023	<ul style="list-style-type: none"> New Haileybury Fire Station at 54 Rorke Ave, Haileybury was built to replace old Fire Station at 468 Georgina Ave, Haileybury
2023	<ul style="list-style-type: none"> New Arena Condenser at Don Shepherdson Memorial Arena
2023	<ul style="list-style-type: none"> Landfill at 704165 Rockley Rd, New Liskeard reopened, new weigh scale house and storage shed was built, replacing old building
2023	<ul style="list-style-type: none"> New LED fixtures at Dymond Firefighters Park
2024	<ul style="list-style-type: none"> Haileybury Fire Station at 468 Georgina Ave, Haileybury was sold

Table 1: Implemented Energy Reduction Actions

Reduction Targets

The City's energy conservation initiatives entail various targets to promote energy reduction and planning. By analyzing the City's energy baseline usage, a better understanding of its future energy consumption and demands can be obtained. These findings will be integrated into a continuous energy management program for the City.

Key areas of focus will involve the implementation of facility retrofits, prioritizing the highest consumption facilities first, with the goal of making buildings more energy efficient, reducing costs, lowering maintenance requirements, and improving overall operations while decreasing energy usage and GHG emissions.

Staff and operator training, education, and awareness will play crucial roles in promoting sustainability and energy management within current and future staff responsibilities. Utilizing funding opportunities will further enhance project viability through grants.

Ambitious yet attainable targets have been set for reducing GHG emissions and energy consumption. The Corporate GHG Reduction Plan aims to achieve a 20% reduction in emissions by 2029 and a further reduction to 40% declines by 2033, compared to the 2019 baseline.

To meet these objectives, a target with a similar percentage reduction has been developed for the CDM plan. It is estimated that the initial 20% reduction can be achieved over the next five years by implementing the building decarbonization projects on the main energy-consuming buildings. These projects will focus on enhancing energy efficiency and reducing energy use.

The implementation of additional strategies will unlock future milestones of the PCP Milestone Tool, facilitating the tracking of progress toward energy conservation and GHG reduction targets. By continuously refining the demand management strategy and incorporating new initiatives, the City can ensure alignment with long-term objectives.

Looking beyond the near-term efforts, renewable energy projects will be essential for reaching the 40% declines necessary to meet set goals. By investing in and adopting renewable energy technologies, the City will further reduce its reliance on fossil fuels, decrease its carbon footprint, and contribute to a more sustainable future.

Facilities

The City's civic buildings, totaling 36 facilities (four of which were sold in the past five years), rely on a combination of electricity and natural gas. These account for approximately 42% of the City's GHG emissions, with the majority from natural gas used for heating and a significant part from electricity used in the water and wastewater sector. While electricity is a lesser source of emissions, prioritizing energy efficiency is critical for lowering both operational and maintenance costs. Investments in energy efficiency can also support fuel transition initiatives, further enhancing the City's energy management strategies.

For an overview of energy management across the City's key facilities, refer to [Appendix A](#).

Water and Wastewater

In the water and wastewater sector, most of the energy consumed is the result from the motors powering sanitary and storm sewer pumps. The City operates four Drinking Water Treatment & Distribution stations and five Wastewater Treatment Plants, primarily relying on electricity, and is therefore relatively low in emissions. Energy use and flow rates can be affected by population dynamics, infrastructure age, seasonal and climatic shifts, operational efficiency, technological improvements, and conservation strategies. Optimizing these elements is essential for sustainable water management.

From 2019 to 2023, the City saw a 1.5% decrease in average influent annual flow rate, from 1,623.76 Mgal/d to 1,647.52 Mgal/d and makes up approximately 8% of overall GHG emissions. To enhance conservation, the City has implemented water meters in industrial, commercial, and institutional establishments. Adopting smart metering and water management systems has enhanced operational efficiencies. Moving forward, the City remains committed to regular maintenance practices and community water conservation initiatives.

Outdoor Lighting

The majority of energy consumed in outdoor lighting is related to streetlights and traffic lights. Other lighting assets include decorative lighting, lighting used for parks, arenas, and sports fields. Streetlights account for approximately 0.5% of the City's total GHG emissions. Metered accounts provide actual electrical consumption data, while flat-rate billed assets like overhead lighting and traffic signals have estimated usage. All traffic and streetlighting are well into the process of being converted to LED from high-pressure sodium (HPS) and metal halide fixtures, reducing energy consumption. This included the 2019 to 2024 initiative of upgrading decorative lighting in downtown cores to LEDs. However, there remains a considerable amount of decorative lighting yet to be converted, with ongoing efforts planned throughout 2024-2029.

Corporate Fleet

The City is committed to achieving significant reductions in GHG emissions as outlined in our Corporate Greenhouse Gas Reduction Plan, with a focus on transitioning select light-duty fleet vehicles to electric models over the next five years. This ambitious yet achievable goal aligns with environmental targets and provides cost savings and long-term benefits.

Currently, the corporate fleet contributes 49.9% to the overall GHG inventory. By adopting electric vehicles (EVs), a considerable reduction in GHG emissions is anticipated, bringing the City closer to its target of a 96% decrease in tCO₂e from the 2019 baseline. As EVs become more cost-competitive, particularly when factoring in potential grants and incentives, immediate savings are expected, coupled with significant long-term reductions in maintenance and energy expenses.

To facilitate this transition, plans are underway to develop a network of EV charging options and explore biodiesels as an interim solution for its medium and heavy-duty fleet vehicles. By proactively electrifying the fleet, the City demonstrates its commitment to environmental and fiscal responsibility. This initiative will greatly benefit the community and set a precedent for other municipalities.

Strategic Action Plan

Corporate Practices

Expanding on existing policies and practices, the City will demonstrate leadership and commitment both within the corporation and the community:

- **Energy Management Team:** Defined roles, responsibilities, and accountability structures will be maintained to ensure effective energy management.
- **Energy Procurement:** Opportunities for procuring energy from renewable sources will be explored, and favourable terms with suppliers will be negotiated. The City relies on the energy procurement service provided by Local Authority Services (LAS) to maintain predictable electricity and natural gas commodity costs. This program enables bulk-buying power through collaboration with other municipal entities, ensuring advantageous aggregated energy purchasing opportunities. The City commits to annual review and evaluation of the LAS program's effectiveness, considering alternative options and analyzing participation outcomes regularly.
- **Climate Lens Framework:** For regular reporting to council, this series of questions enables managers to assess climate impacts of proposed actions and vice versa. Integrated into administrative reports, it promotes climate consideration in decision-making, facilitating a shift towards sustainability. A supporting guide document was developed to inspire sustainable thinking, provide background information, and offer examples. Benefits can include reducing energy use and costs.
- **Day-to-Day Operations:** Renewed focus will be placed on reducing the energy footprint across all aspects of daily operations.

Education, Awareness and Outreach

The City will provide guidance and leadership to empower employees and cultivate a culture of conservation through:

- **Energy Skills Training Program:** Equipping employees with the necessary skills and knowledge to adopt energy-efficient practices.
- **Energy Awareness Training:** Conducting educational sessions to raise awareness about energy conservation.
- **Outreach Programs:** Engaging with the community through outreach initiatives and recognizing energy-saving efforts.
- **Feedback Mechanisms:** Establishing channels for employees to provide suggestions and ideas for improving energy efficiency.
- **Brainstorming Sessions:** Encouraging collaborative discussions to generate innovative solutions for energy conservation challenges.

Energy Conservation Action Plan and Energy Information Management

Continuous identification and implementation of energy conservation processes, programs, and projects across all areas of the City:

- Facility Audits: Conducting energy audits and retro-commissioning studies to identify opportunities for efficiency improvements.
- Asset Renewal: Integrating energy conservation measures into capital asset renewal projects.
- Energy Information Management: Continue monitoring, measuring, and verifying energy conservation activities to ensure compliance with targets and track progress effectively.

By implementing these strategic actions, the goal of the City is to instill a culture of energy conservation, drive significant reductions in energy consumption, and achieve long-term sustainability targets.

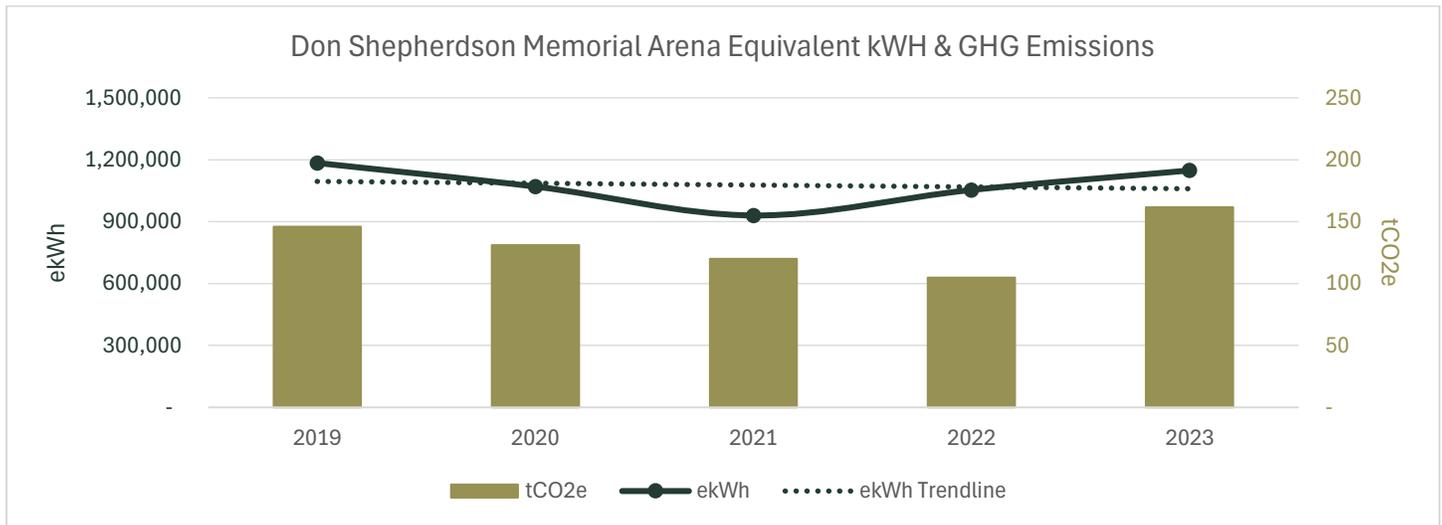
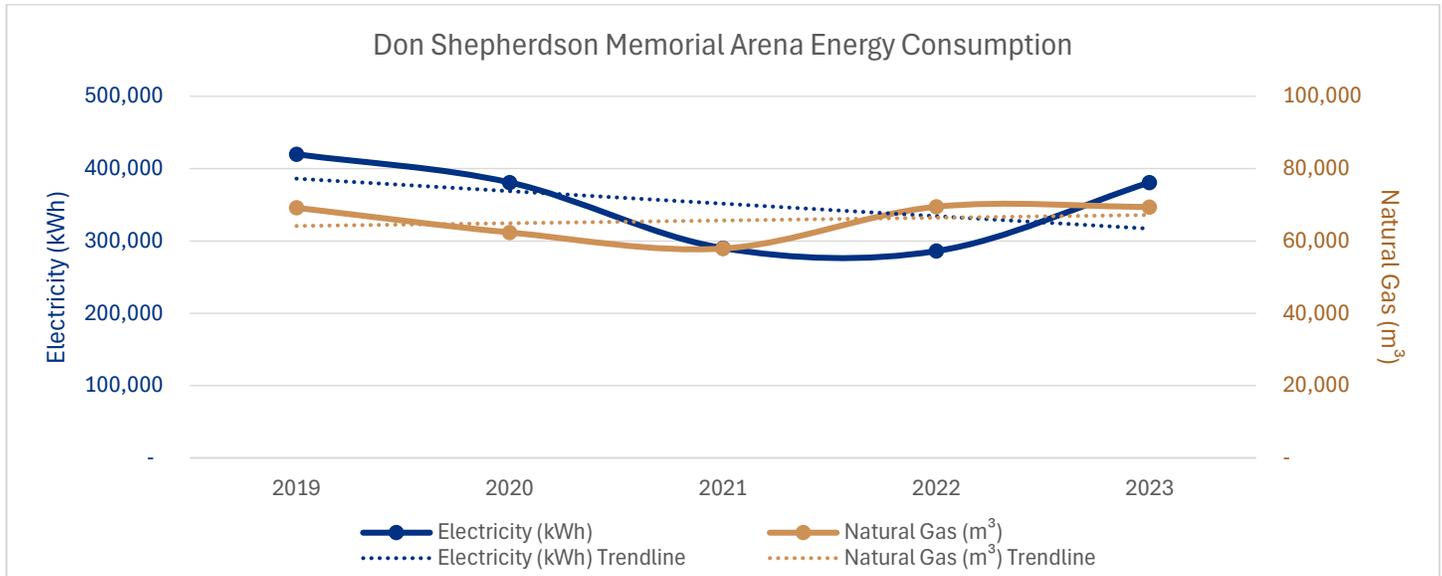
Climate Change Committee

The Climate Change Committee was established by the City in 2021, comprising public appointees, council members, and staff, to facilitate meaningful discussions on energy conservation. Initially assigned with revising the 2019 Greenhouse Gas Reduction Plan and setting more ambitious targets, the committee has since evolved into a standing council committee. It meets quarterly to address various sustainability topics within the community and plays a pivotal role in implementing and monitoring the City's climate action plan. With expertise in sustainability and climate change, its members provide valuable guidance for plan implementation, monitoring progress, proposing new initiatives, and ensuring adherence to set targets. Meetings serve as platforms for proposing, discussing, and refining new projects, essential for achieving the City's climate goals.

Appendix A - Buildings and Facilities Analysis

Arenas

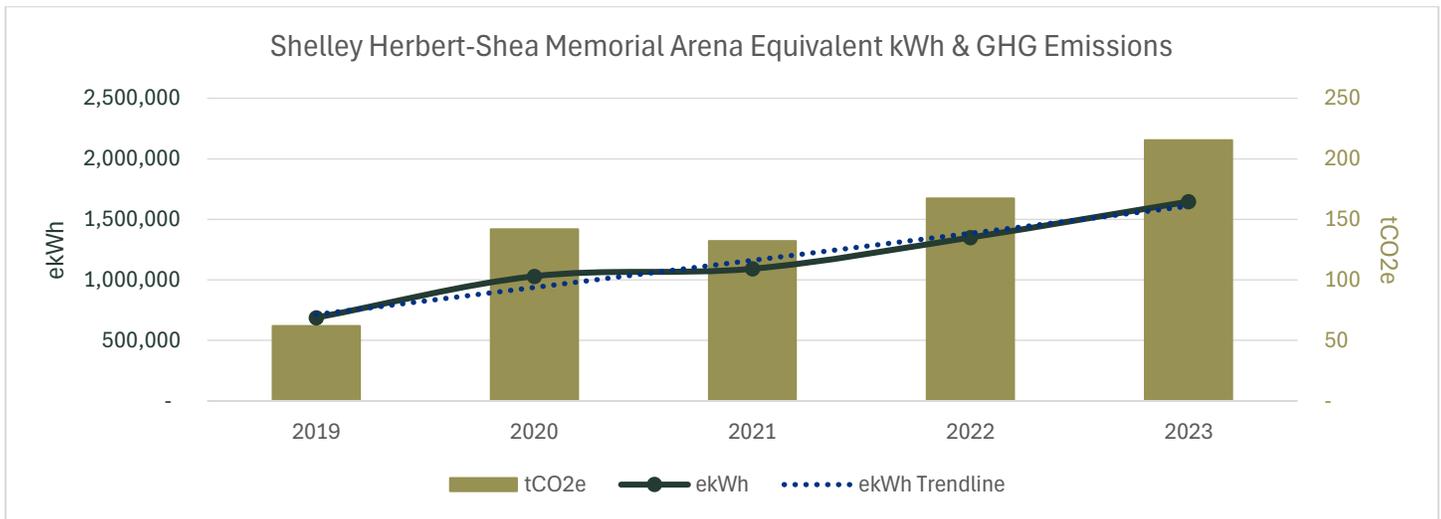
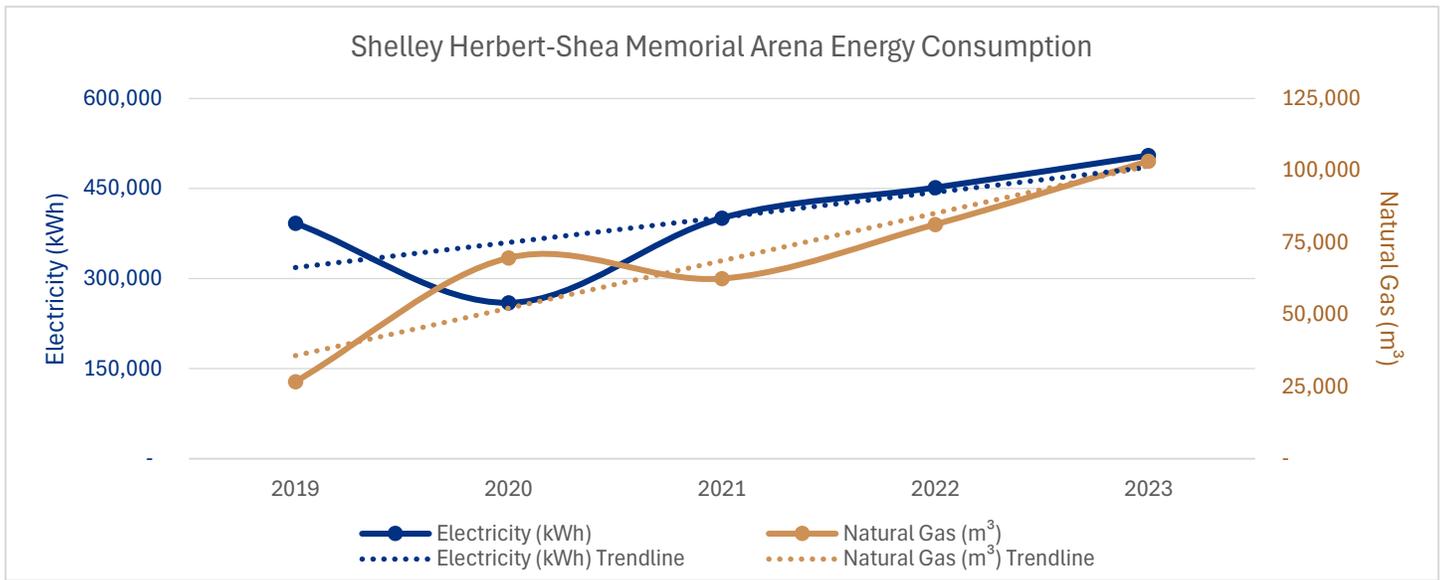
Don Shepherdson Memorial Arena – 75 Wellington St S, New Liskeard



From 2019 to 2023, the Don Shepherdson Memorial Arena saw a 3% reduction in energy use, from 1,184,175.46 ekWh to 1,147,891.3 ekWh, while GHG emissions increased by 11%, from 145.8 to 161.7 tCO₂e. Key upgrades include LED lighting on the arena surface in 2019 and a more efficient arena condenser introduced in 2023. The transition to an electric ice resurfacer in 2024, from a propane-based model, will further decrease emissions and costs. This facility is part of the 2024 Building Decarbonization Feasibility Study, targeting net-zero emissions by 2050, aligning with the Corporate Greenhouse Gas Reduction Plan. The study, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will inform various energy improvement projects. Future initiatives include a roof replacement and additional energy-saving measures, as funding becomes available annually, through 2024-2029.

Arenas

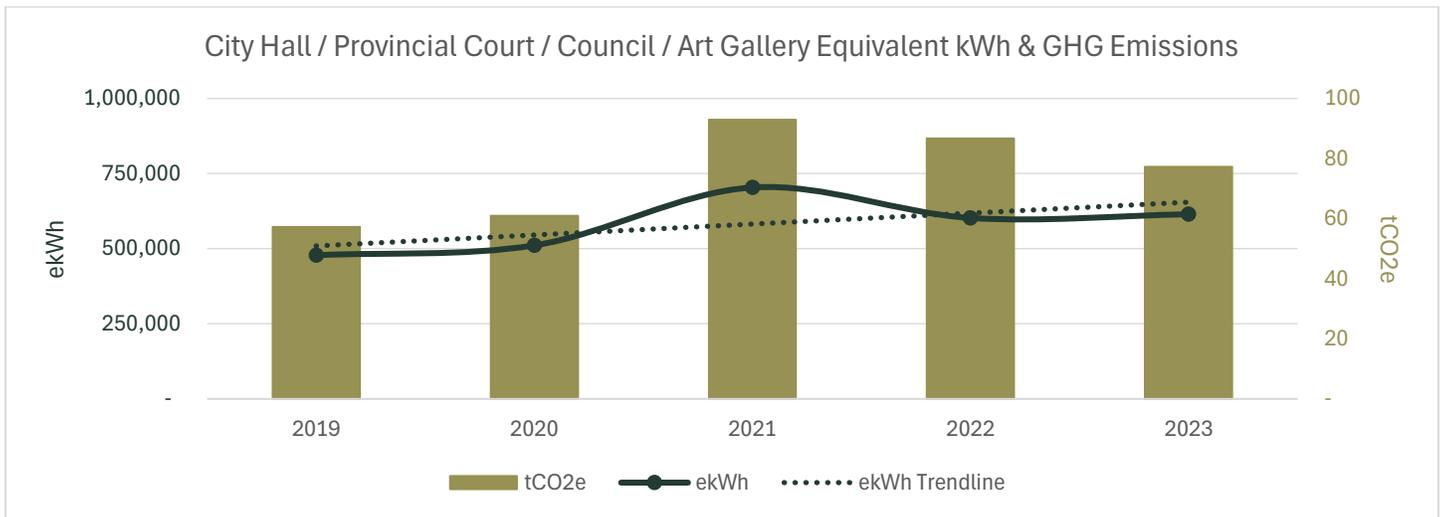
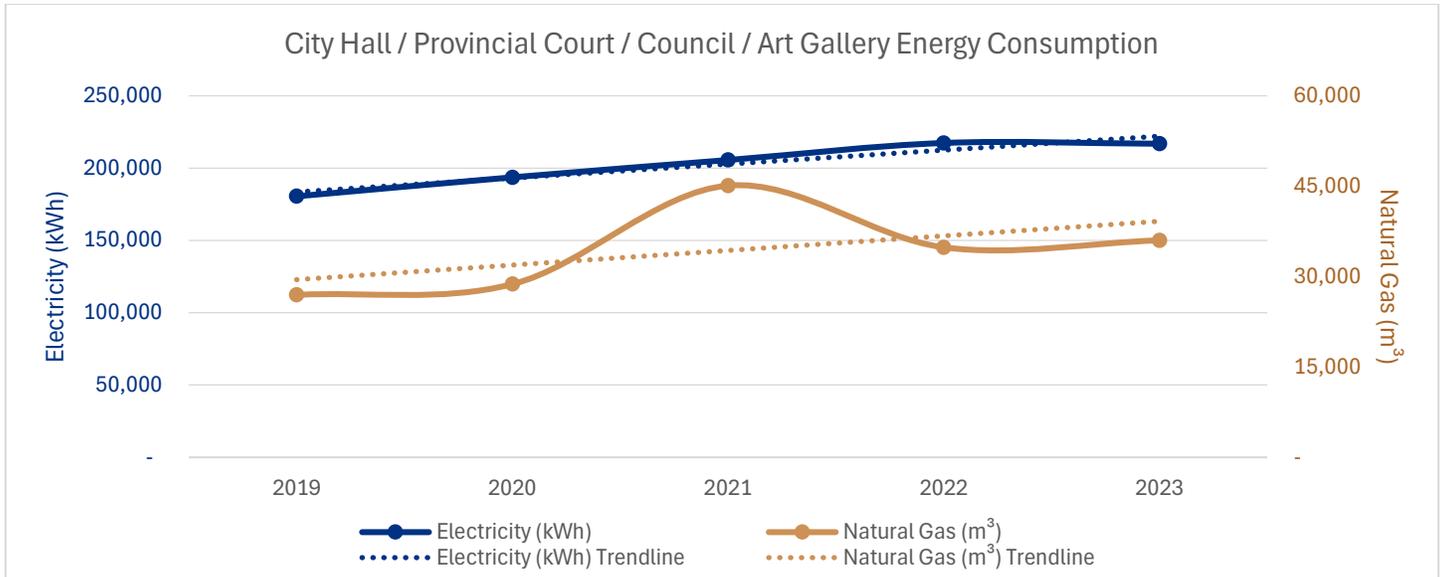
Shelley Herbert-Shea Memorial Arena – 400 Ferguson Ave, Haileybury



Over the past five years, the Shelley Herbert-Shea Memorial Arena experienced a 139% increase in energy consumption, from 687,933.34 ekWh in 2019 to 1,646,276.14 ekWh in 2023, and a 249% increase in GHG emissions, from 61.8 to 215.5 tCO₂e. Despite these challenges, upgrades were implemented, including a partial roof replacement, dehumidifier replacement in 2020, and chiller replacement in 2022. The arena is also included in the 2024 Building Decarbonization Feasibility Study, with the goal to achieve net zero emissions by 2050, in line with the Corporate Greenhouse Gas Reduction Plan. This study, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future retrofits and energy improvement projects. Anticipated integration of further energy-saving measures is expected as annual funding becomes available in the next five years.

City Hall

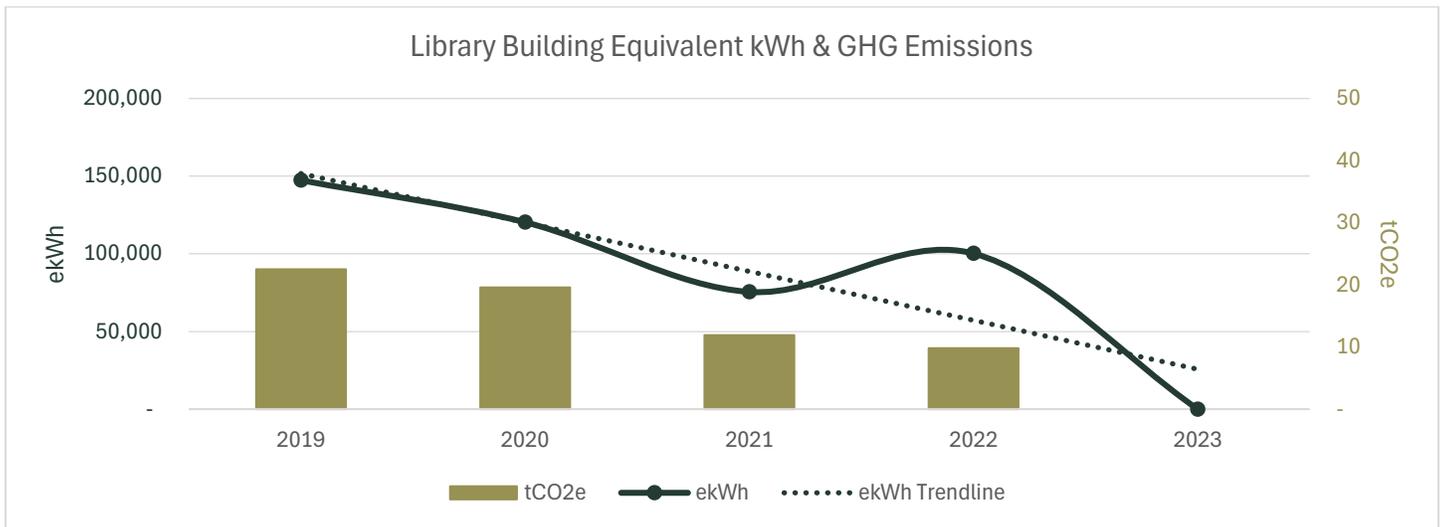
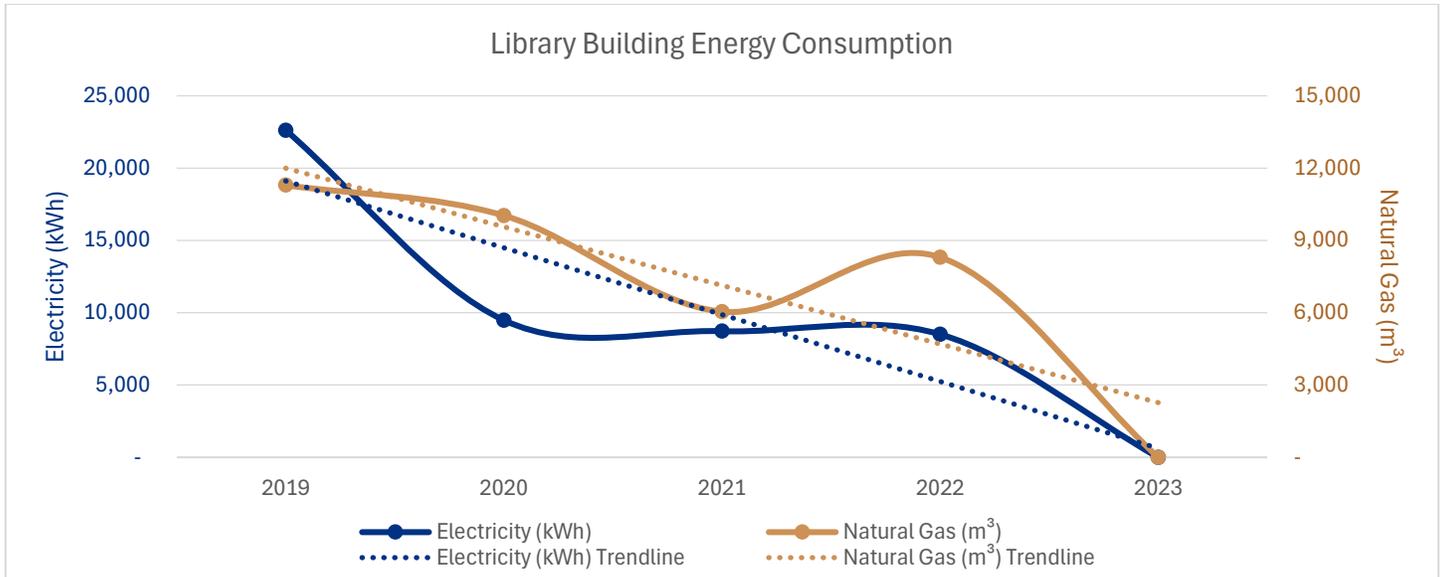
City Hall / Provincial Court / Council / Art Gallery – 325 Farr Dr, Haileybury



In the past five years, City Hall has experienced a 29% increase in energy consumption, from 478,353.1 ekWh in 2019 to 614,757.88 ekWh in 2023, and a 35% increase in GHG emissions, from 57 to 77 tCO₂e. This facility is part of the 2024 Building Decarbonization Feasibility Study, with the goal of net zero emissions by 2050, as outlined in the Corporate Greenhouse Gas Reduction Plan. This study, backed by funding from the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future retrofits and energy improvement projects. As funding becomes available annually, additional measures will be introduced to further objectives through 2024-2029.

Libraries

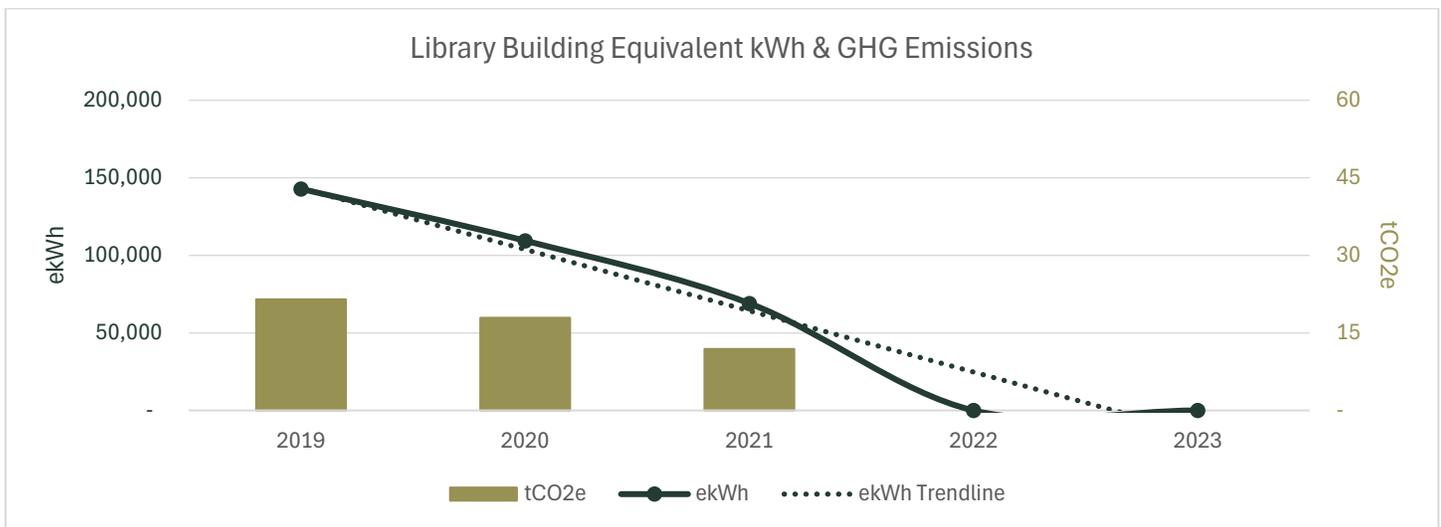
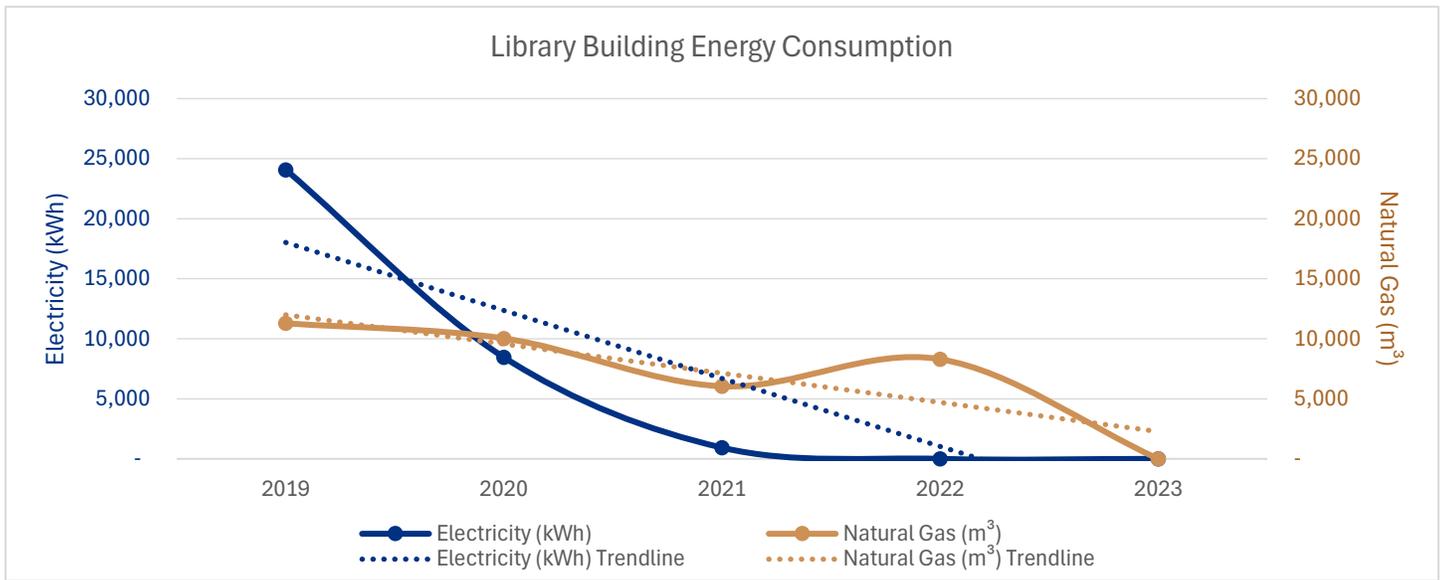
Library Building (Old) – 545 Lakeshore Rd S, Haileybury



From 2019 to 2023, the Library at 545 Lakeshore Rd S had a 100% reduction in energy use and GHG emissions, dropping from 147367.07 ekWh and 22.5 tCO₂e to zero. This significant change resulted from the sale of this building in 2022. The City consolidated two library locations into one and relocated to a renovated facility at 285 Whitewood Ave W, now the Temiskaming Shores Library. This transition not only conserves energy and reduces costs, but also establishes a foundation for future initiatives, through 2024-2029.

Libraries

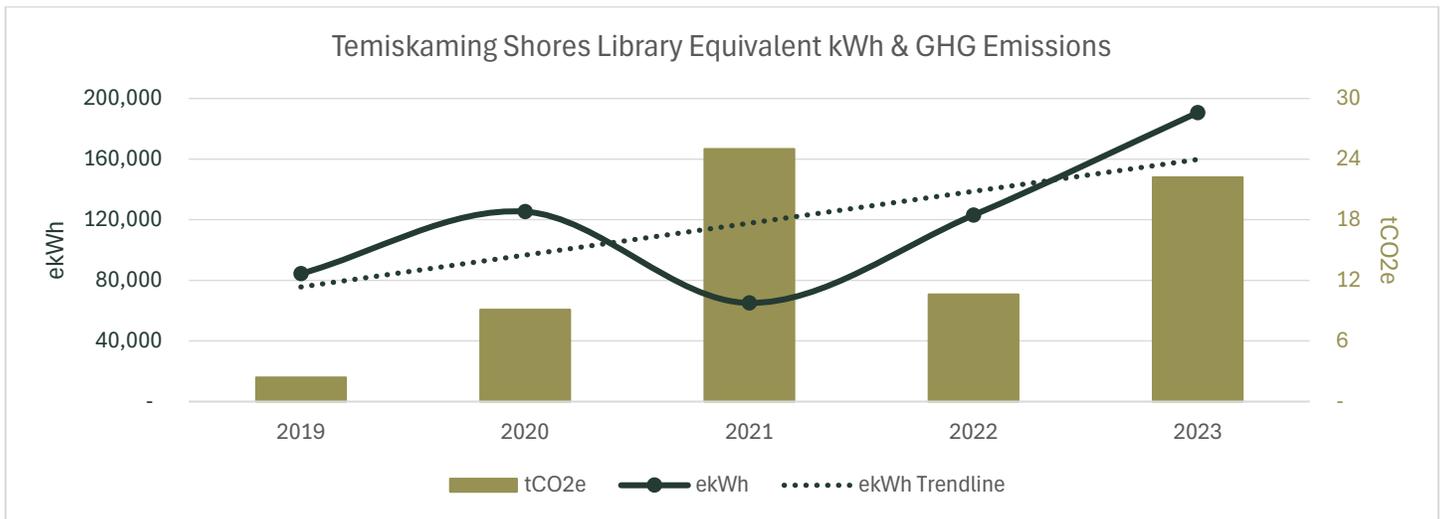
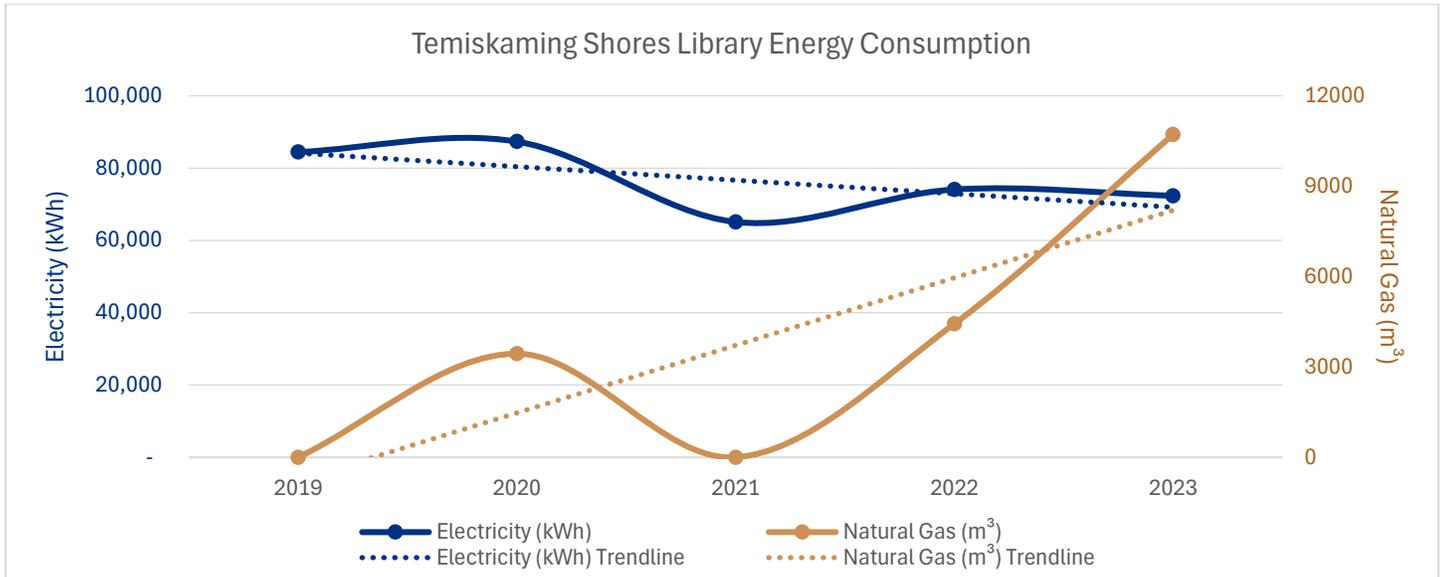
Library Building (Old) – 50 Whitewood Ave W, New Liskeard



Between 2019 and 2023, the Library at 50 Whitewood Ave W had a 100% reduction in energy use and GHG emissions, dropping from 142821.7 ekWh and 21.5 tCO2e to zero. This significant change resulted from the sale of this building in 2021. The City consolidated two library locations into one and relocated to a renovated facility at 285 Whitewood Ave W, now the Temiskaming Shores Library. Beyond conserving energy and lowering costs, this strategy will pave the way for future initiatives for the next five years.

Libraries

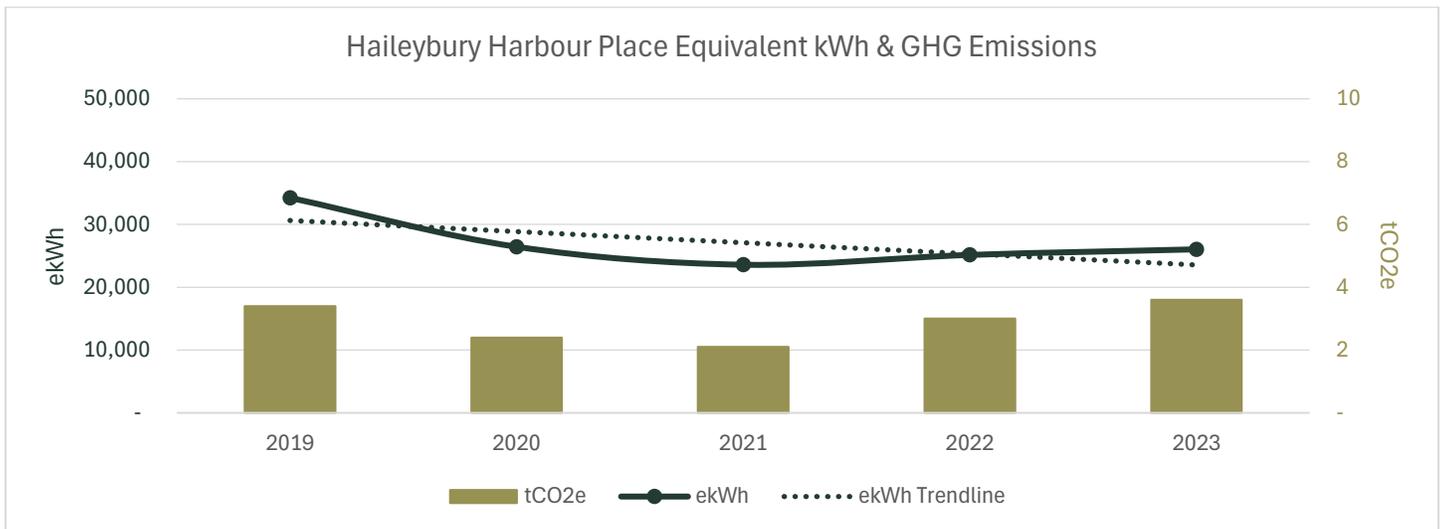
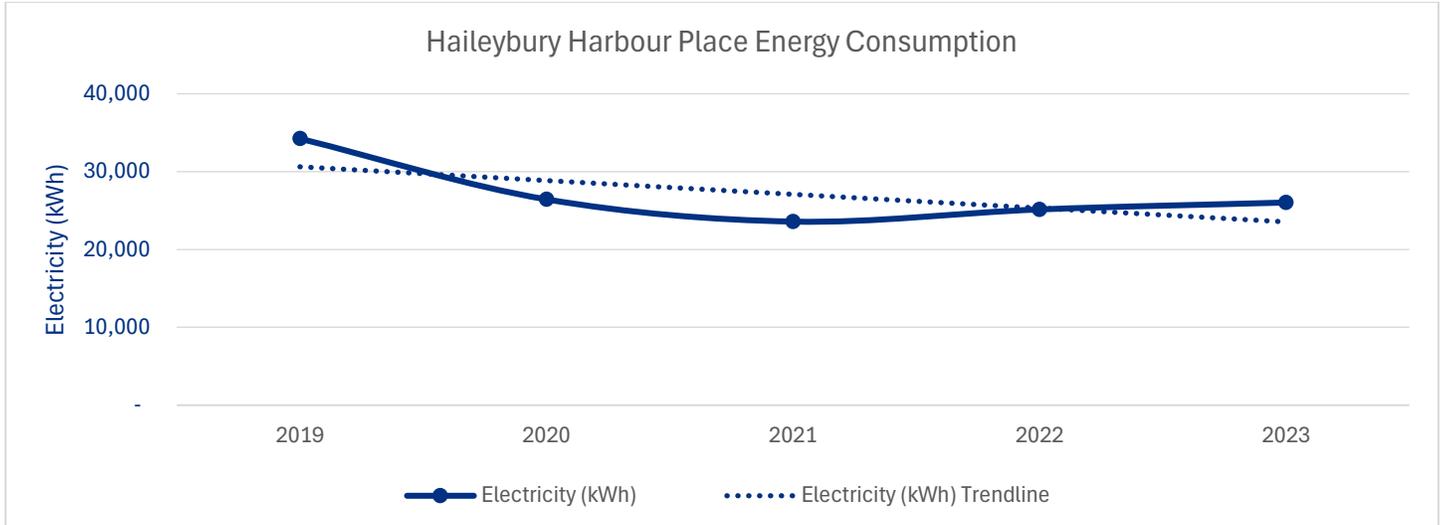
Temiskaming Shores Library – 285 Whitewood Ave W, New Liskeard



Following its 2019 renovation and conversion from the New Liskeard Medical Centre, the Temiskaming Shores Library at 285 Whitewood Ave W saw a 52% rise in energy consumption, from 125,316.4 ekWh to 190,706.42 ekWh, and an 825% increase in GHG emissions, from 2.4 to 22.2 tCO₂e, by 2023. This increase occurred due to a temporary halt in operations during the renovation phase, which included energy efficiency upgrades of a new boiler and LED lighting. In addition, a natural gas meter was installed as part of the renovation, introducing gas service to this location for the first time. This transition consolidated two library branches into this single, more efficient location, conserving energy and reducing costs. The Library is also part of the 2024 Building Decarbonization Feasibility Study with the goal of achieving net zero emissions by 2050, as outlined in the Corporate Greenhouse Gas Reduction Plan. This study, supported by funding through the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future retrofits and energy improvement projects with additional measures to be implemented as funding allows, through 2024-2029.

Marinas

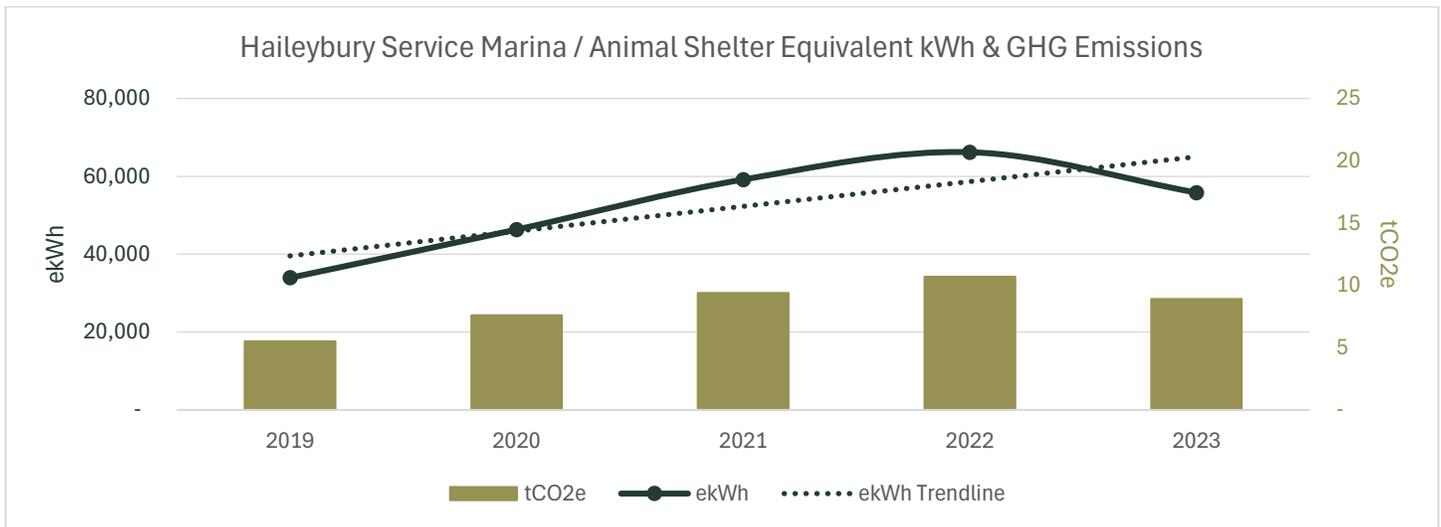
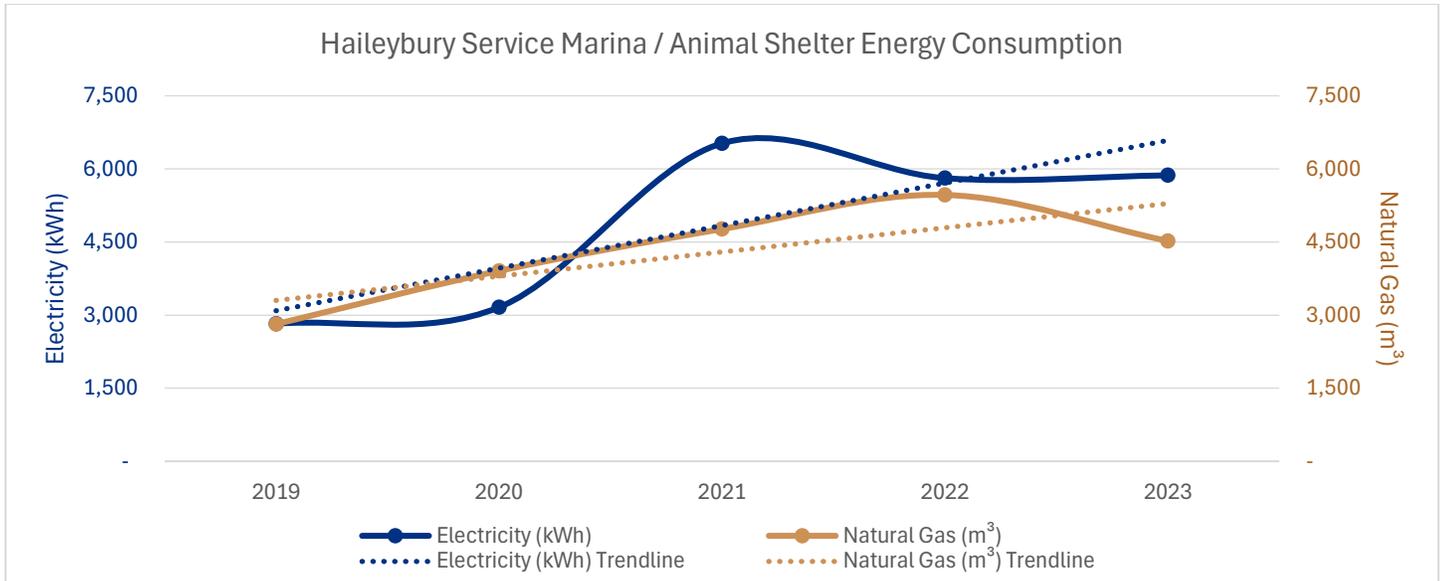
Haileybury Harbour Place – 451 Farr Dr, Haileybury



From 2019 to 2023, Haileybury Harbour Place experienced a 24% reduction in energy consumption, dropping from 34,232.48 ekWh to 26,032.54 ekWh, alongside a slight 6% increase in GHG emissions, from 3.4 to 3.6 tCO2e. Energy conservation efforts will continue as funding becomes available annually, through 2024-2029.

Marinas

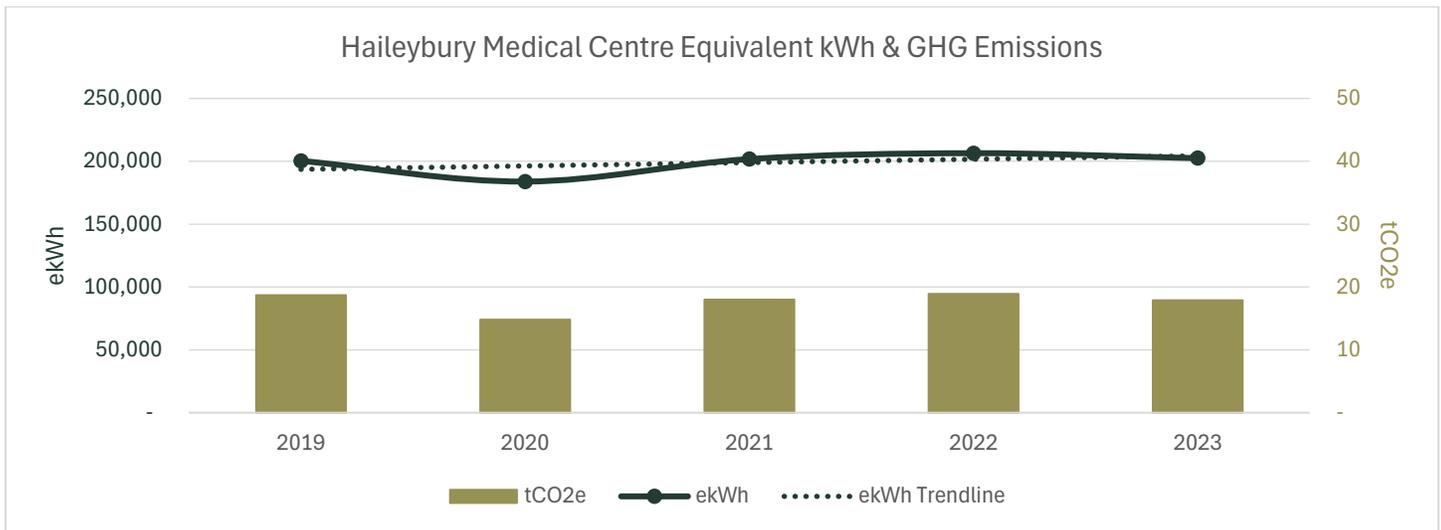
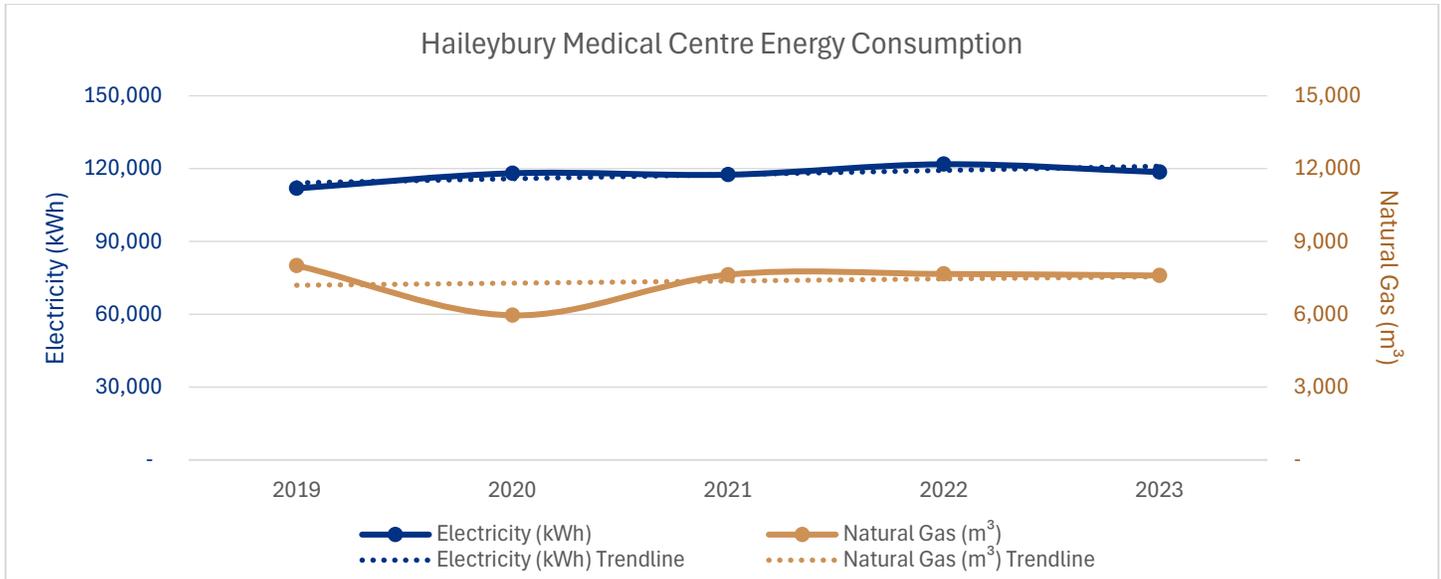
Haileybury Service Marina / Animal Shelter – 305 Farr Dr, Haileybury



Over the past five years, Haileybury Service Marina saw energy use rise by 65%, from 33,931.22 ekWh in 2019 to 55,825.14 ekWh in 2023 and GHG emissions increase by 62%, from 5.5 to 8.9 tCO₂e. With an expansion to include an Animal Shelter in 2024, the facility will undergo renovations and introduce LED lighting upgrades to enhance energy efficiency. Future efforts to reduce energy consumption and emissions will continue as funding becomes available, from 2024-2029.

Medical Centre

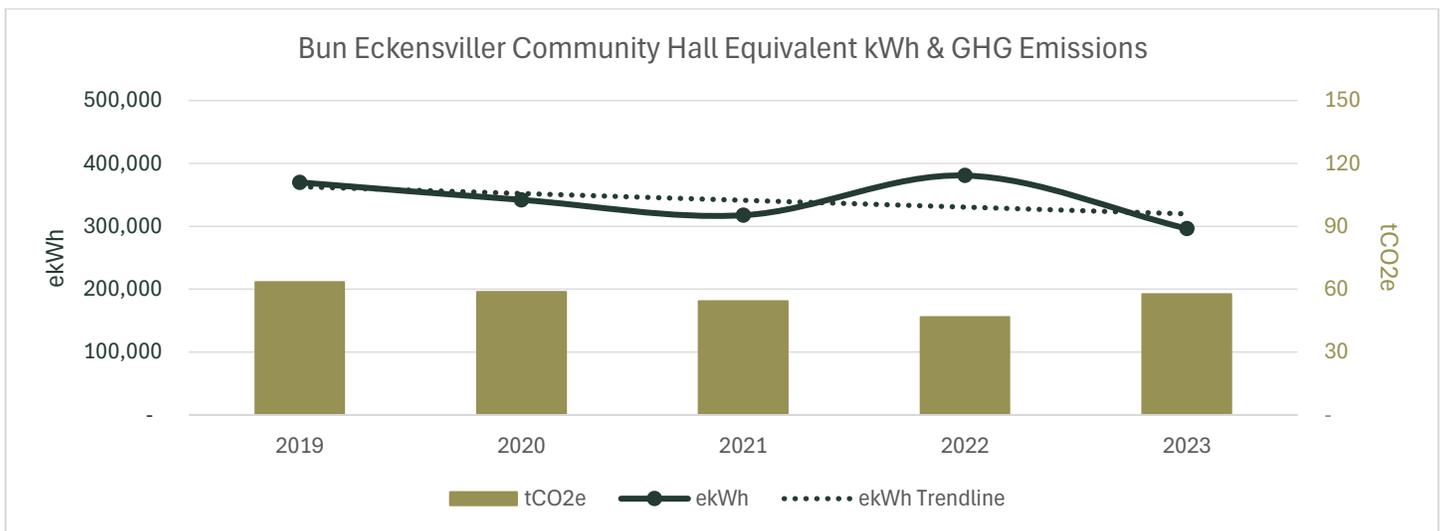
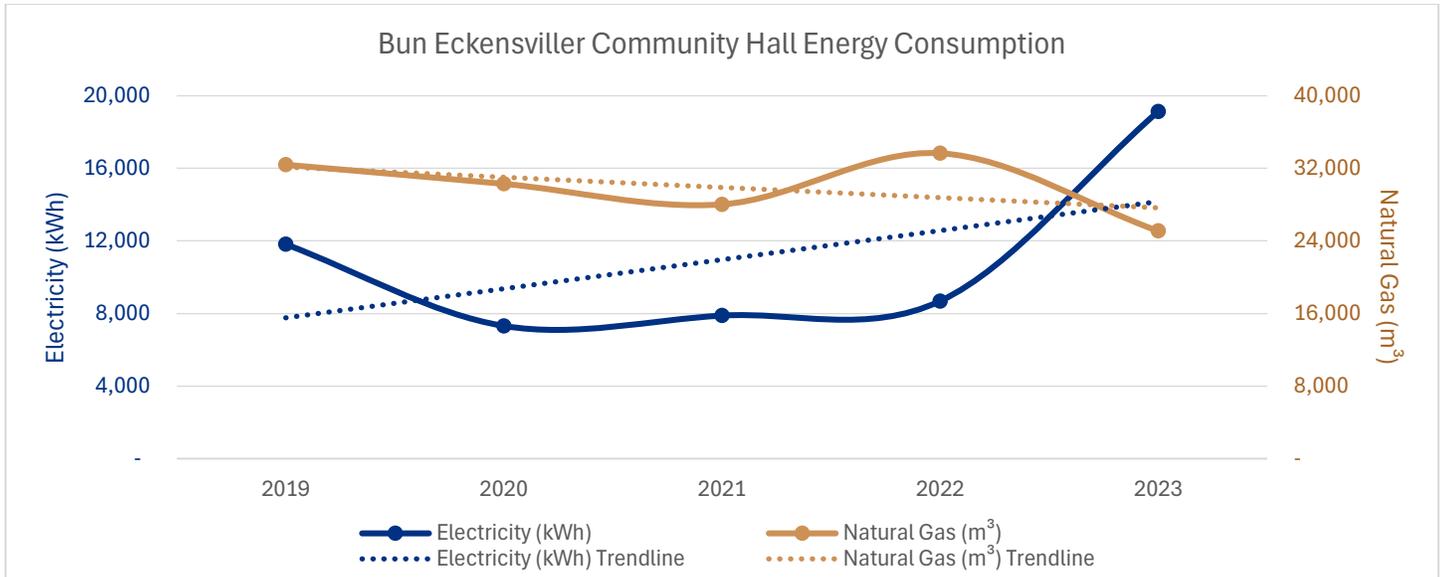
Haileybury Medical Centre – 95 Meridian Ave, Haileybury



Between 2019 and 2023, the Medical Centre slightly increased its energy consumption by 1%, from 200,346.86 ekWh to 202,497.27 ekWh, alongside a 4% reduction in GHG emissions, from 18.7 to 17.9 tCO2e. This facility is included in the 2024 Building Decarbonization Feasibility Study, targeting net-zero emissions by 2050, as outlined in the Corporate Greenhouse Gas Reduction Plan. The study, with financial support from the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future retrofits and energy-saving initiatives. Efforts to integrate additional energy efficiency measures will continue as funding becomes available, over the next five years.

Other Facilities

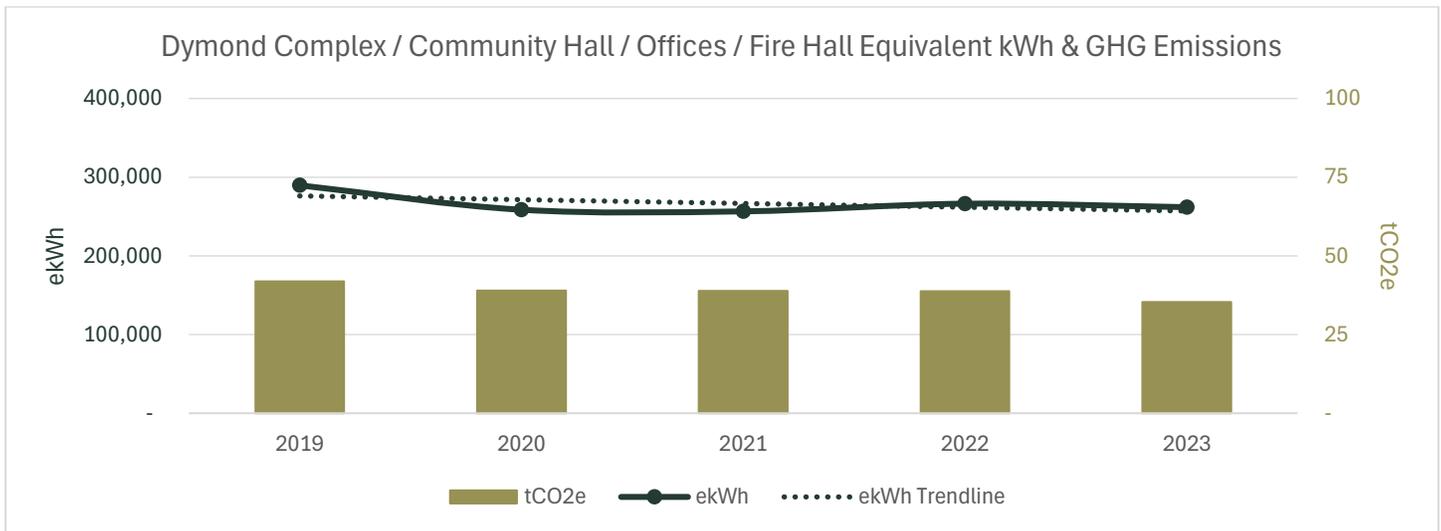
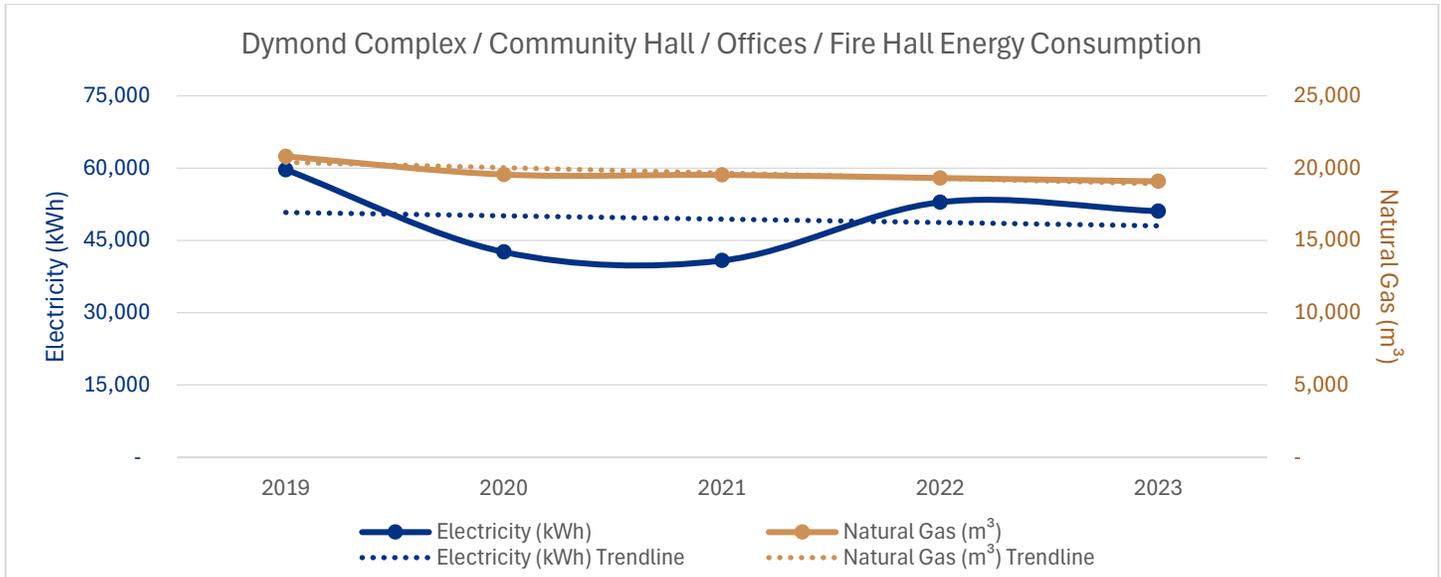
Bun Eckensviller Community Hall – 90 Whitewood Ave W, New Liskeard



In the past five years, the Bun Eckensviller Community Hall has experienced a 20% reduction in energy consumption, from 369,807.48 kWh in 2019 to 296,406.24 kWh in 2023, and a 9% decrease in GHG emissions, from 63.4 to 57.6 tCO₂e. Looking ahead to 2024–2029, efforts will continue in implementing new energy-saving measures as funding becomes available.

Other Facilities

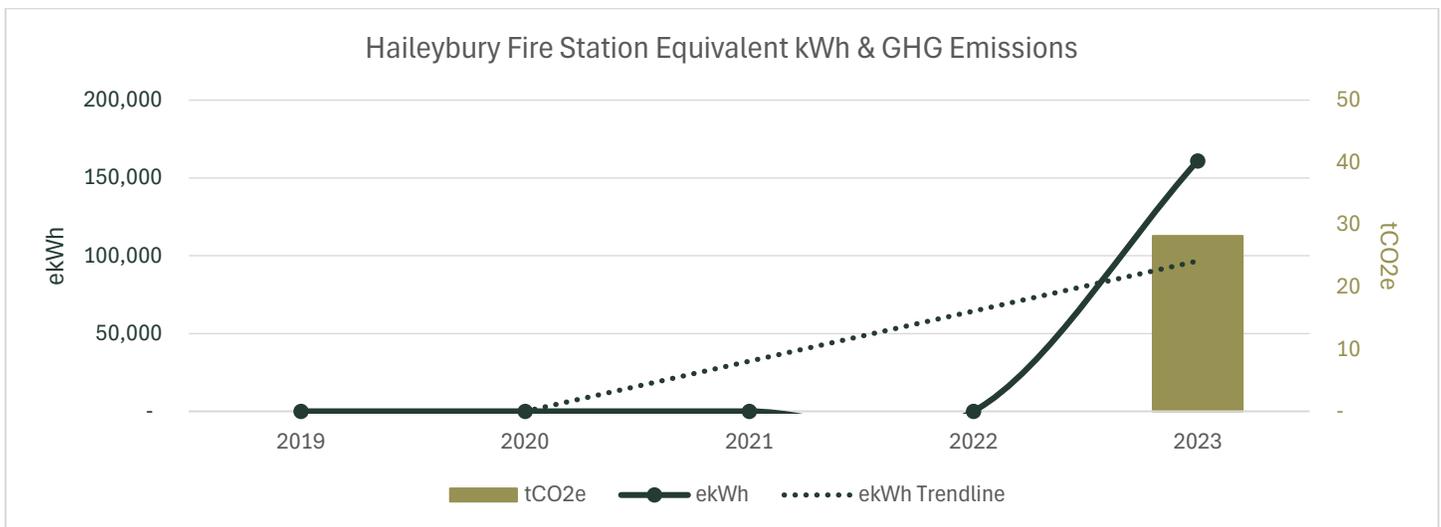
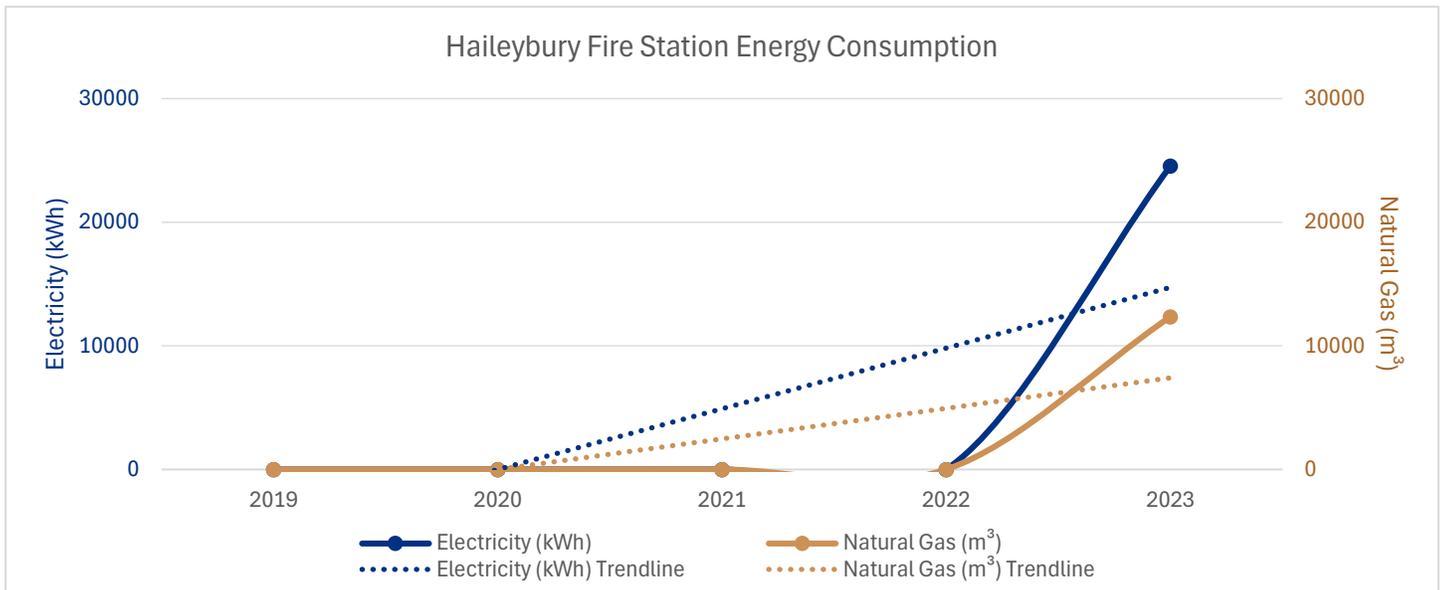
Dymond Complex / Community Hall / Offices / Fire Hall – 181 Drive in Theatre Rd, New Liskeard



The Dymond Complex saw a 10% decrease in energy use from 289,641.47 ekWh in 2019 to 261,898.9 ekWh in 2023, alongside a 16% reduction in GHG emissions from 41.9 to 35.3 tCO₂e. This facility is part of the Building Decarbonization Feasibility Study to achieve net zero emissions by 2050. The initiative, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future energy-saving retrofits and projects. Moving forward into 2024-2029, additional energy conservation measures will be implemented as annual funding becomes available.

Other Facilities

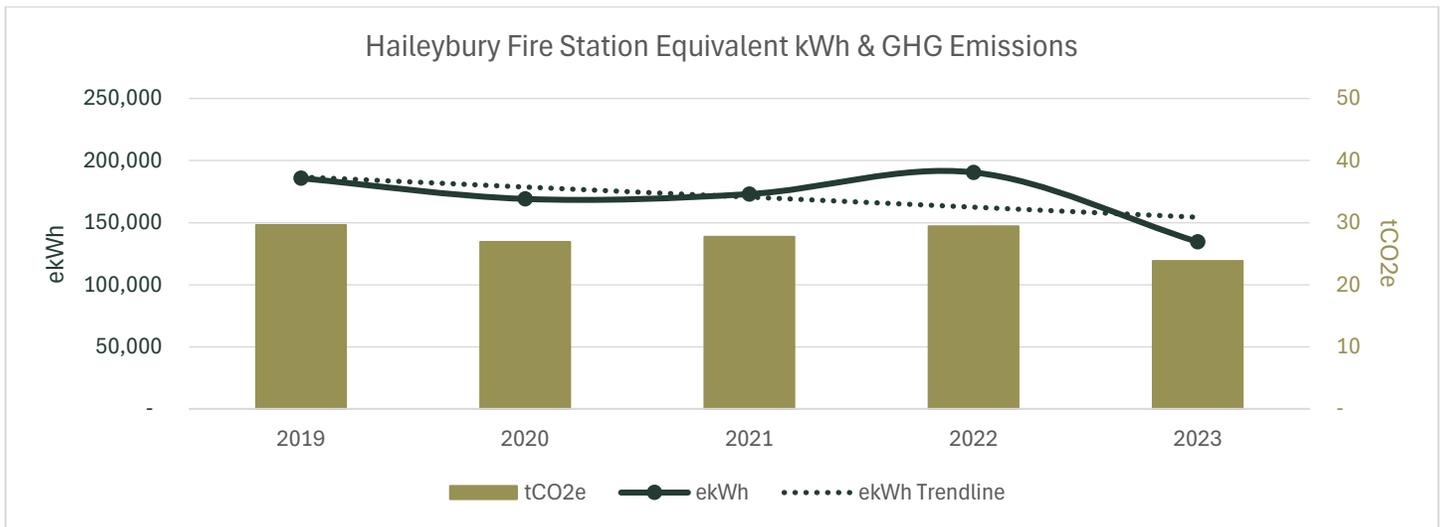
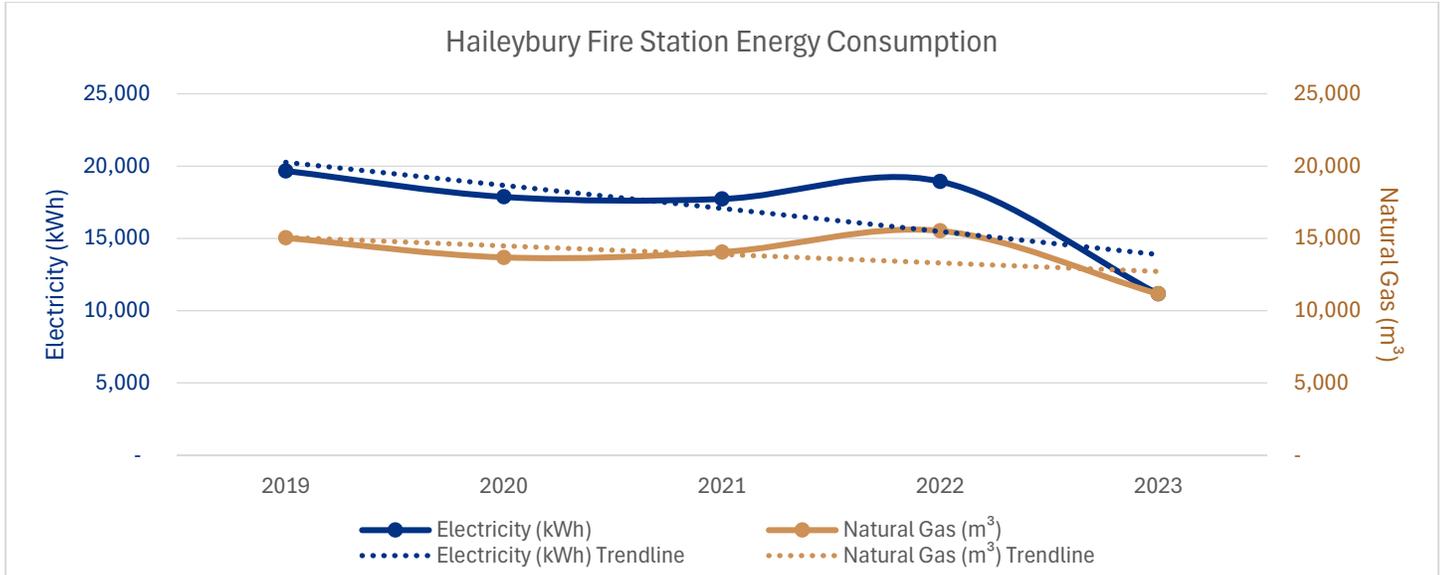
Haileybury Fire Station – 54 Rorke Ave, Haileybury



In 2023, the new Haileybury Fire Station at 54 Rorke Ave consumed 161,020.94 ekWh of energy and emitted 28.2 tCO₂e. Built in 2022, this facility replaced the former fire station at 468 Georgina Ave, which was sold in 2024. The facility will be part of the 2024 Building Decarbonization Feasibility Study to explore pathways towards net-zero emissions by 2050, in line with the Corporate Greenhouse Gas Reduction Plan. This study, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future retrofits and energy projects, with further measures implemented as funding is available, through 2024-2029.

Other Facilities

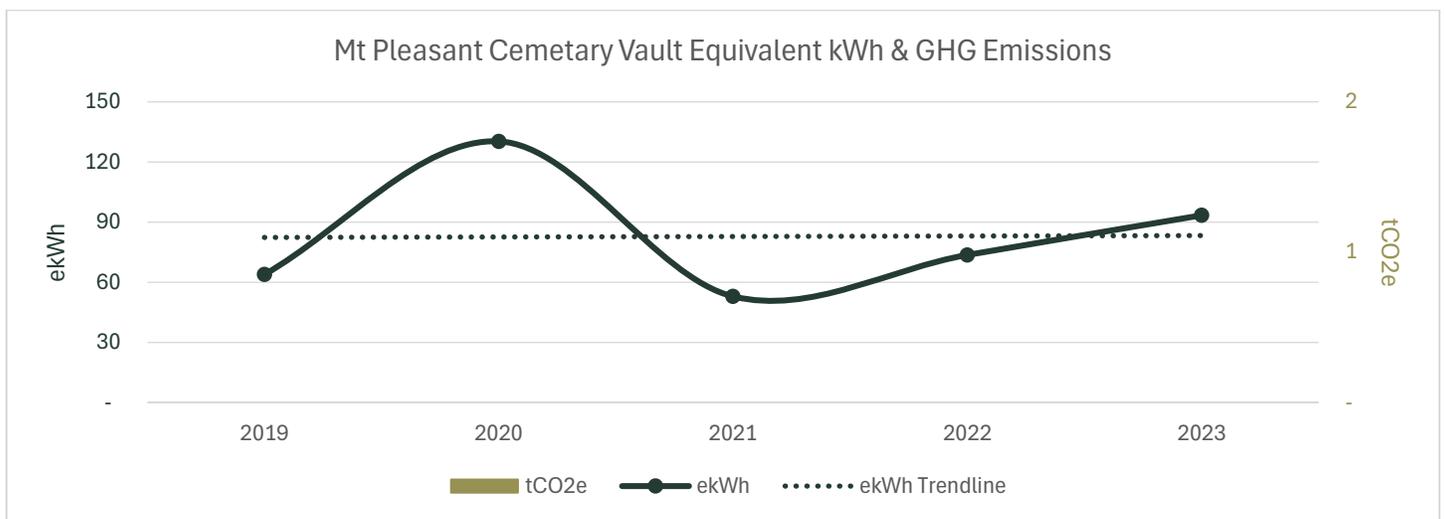
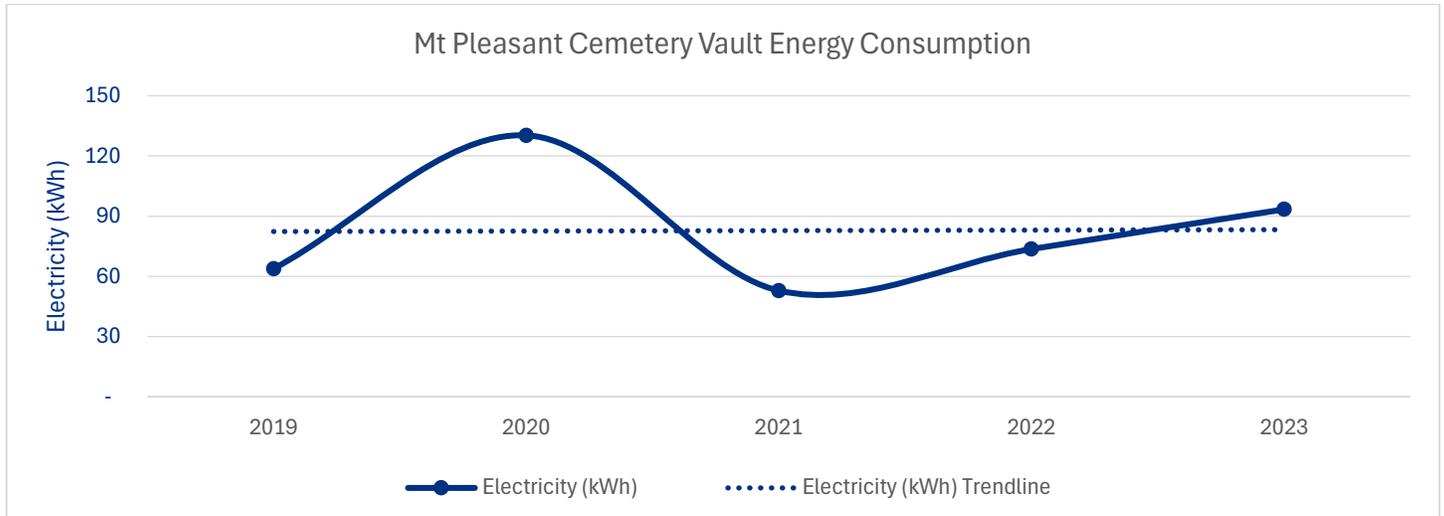
Haileybury Fire Station (Old) – 468 Georgina Ave, Haileybury



The Haileybury Fire Station at 468 Georgina Ave experienced a 28% reduction in energy use, from 185,771.84 ekWh in 2019 to 134,537.69 ekWh in 2023, and a 20% decrease in GHG emissions, from 29.6 to 23.8 tCO₂e. In 2024, the facility was sold, and fire station operations were relocated to a newly constructed, more efficient building at 54 Rorke Ave.

Other Facilities

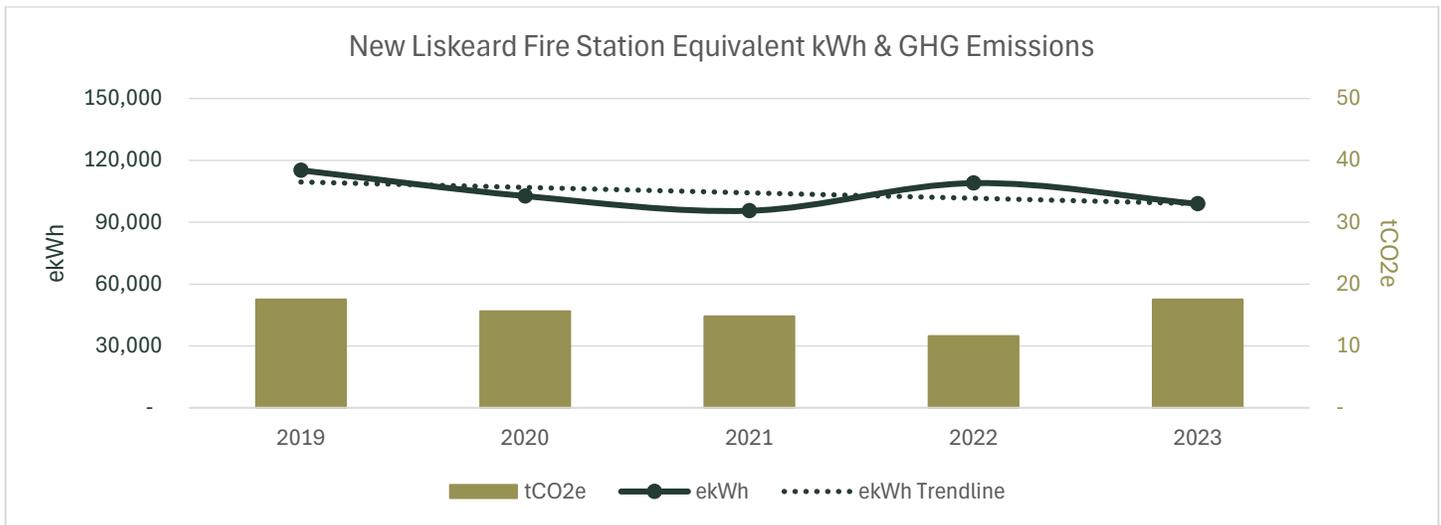
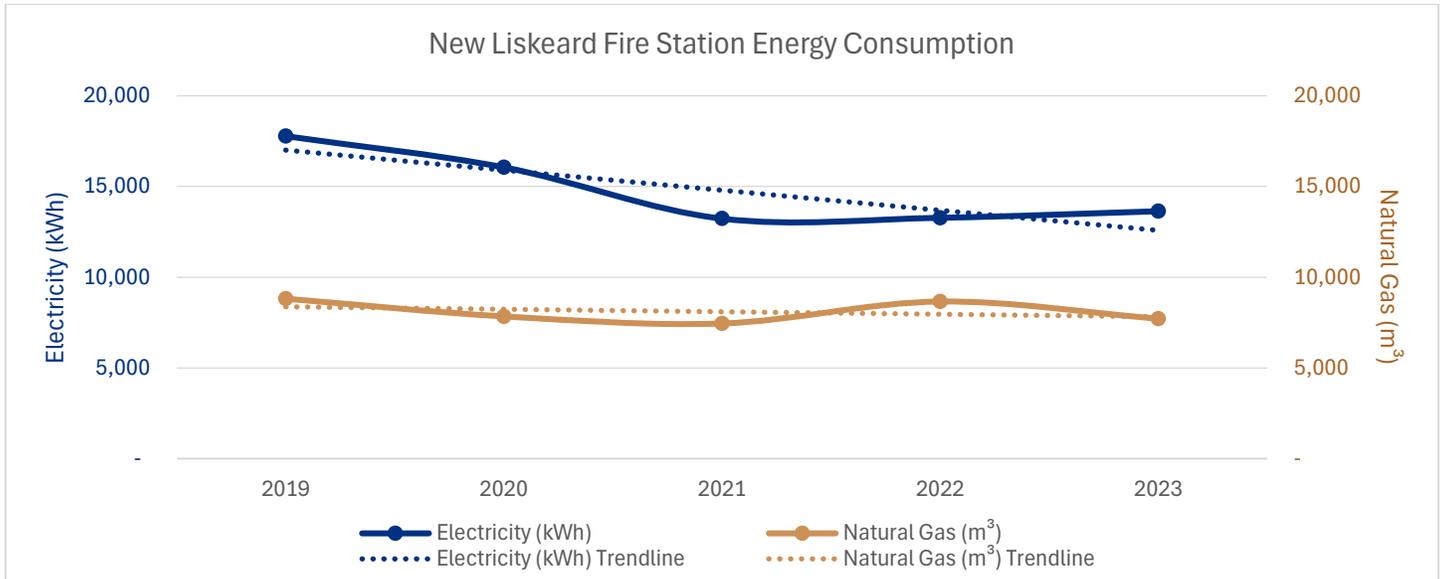
Mt Pleasant Cemetery Vault – 350 Morissette Dr, Haileybury



From 2019 to 2023, the Mt Pleasant Cemetery Vault saw a 46% increase in energy consumption, from 63.85 ekWh to 93.37 ekWh, while GHG emissions remained stable at 0.01 tCO₂e throughout this period. Future measures to reduce energy consumption will continue as funding becomes available in the next five years.

Other Facilities

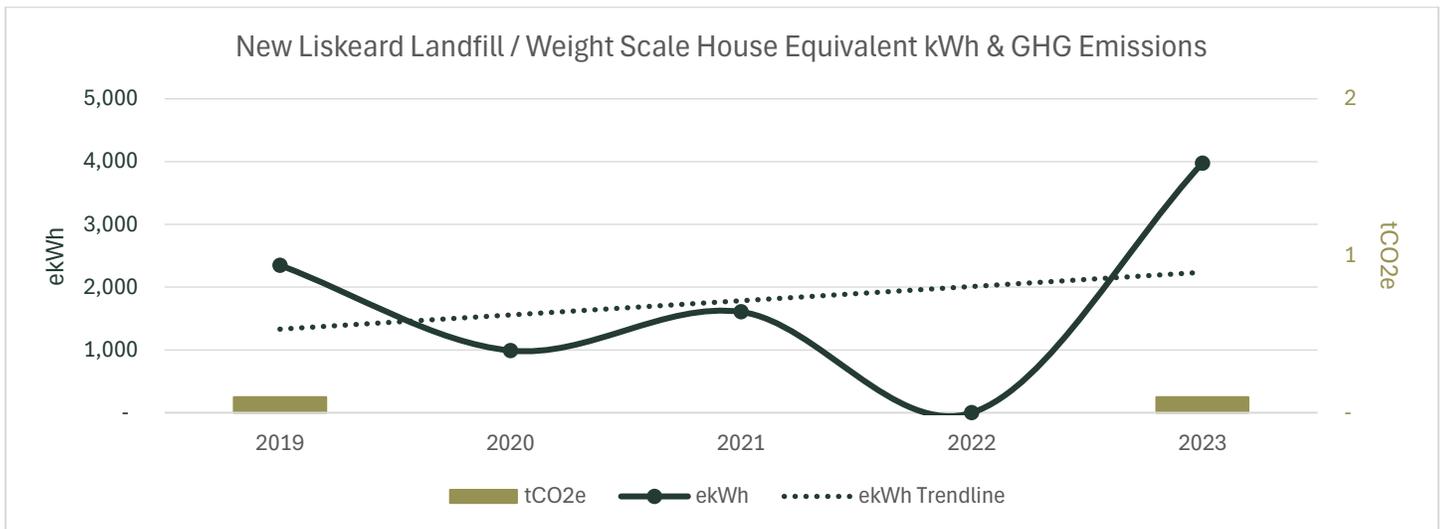
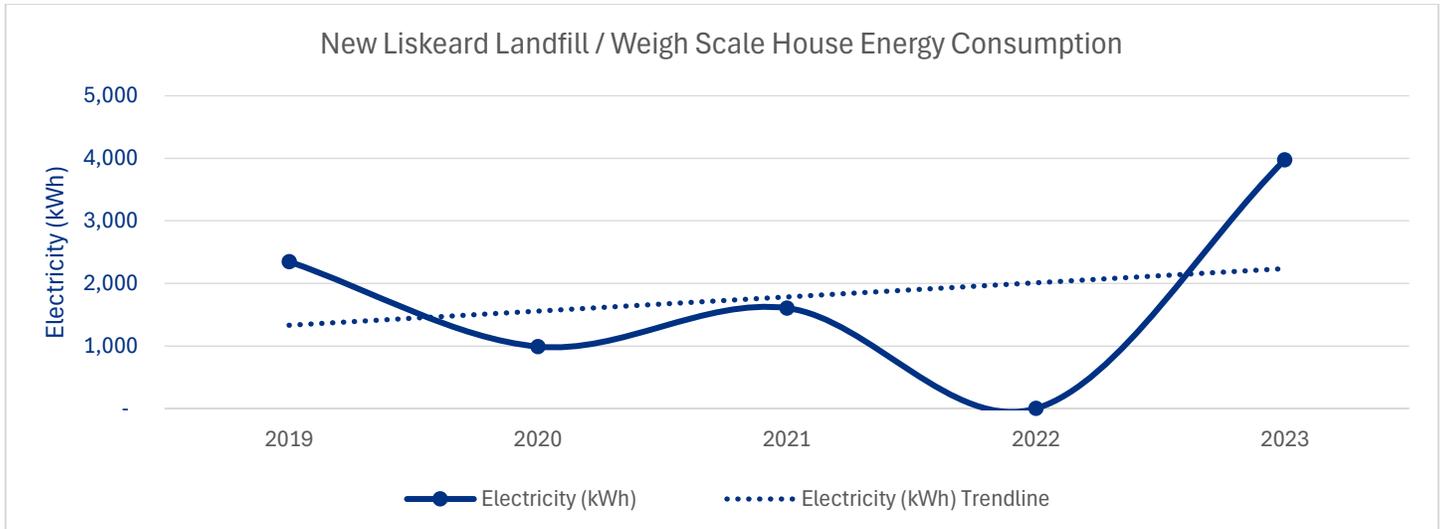
New Liskeard Fire Station – 30 Wellington St S, New Liskeard



Over the past five years, the New Liskeard Fire Station has reduced its energy use by 14% from 115,174 ekWh in 2019 to 98,908.62 ekWh in 2023, while its GHG emissions remained stable at 17.5 tCO₂e. This facility is part of the 2024 Building Decarbonization Feasibility Study, with the goal to achieve net zero emissions by 2050, in line with the Corporate Greenhouse Gas Reduction Plan. The study, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future retrofits and energy improvement projects. Efforts to reduce energy consumption and emissions will continue as funding becomes available, through 2024-2029.

Other Facilities

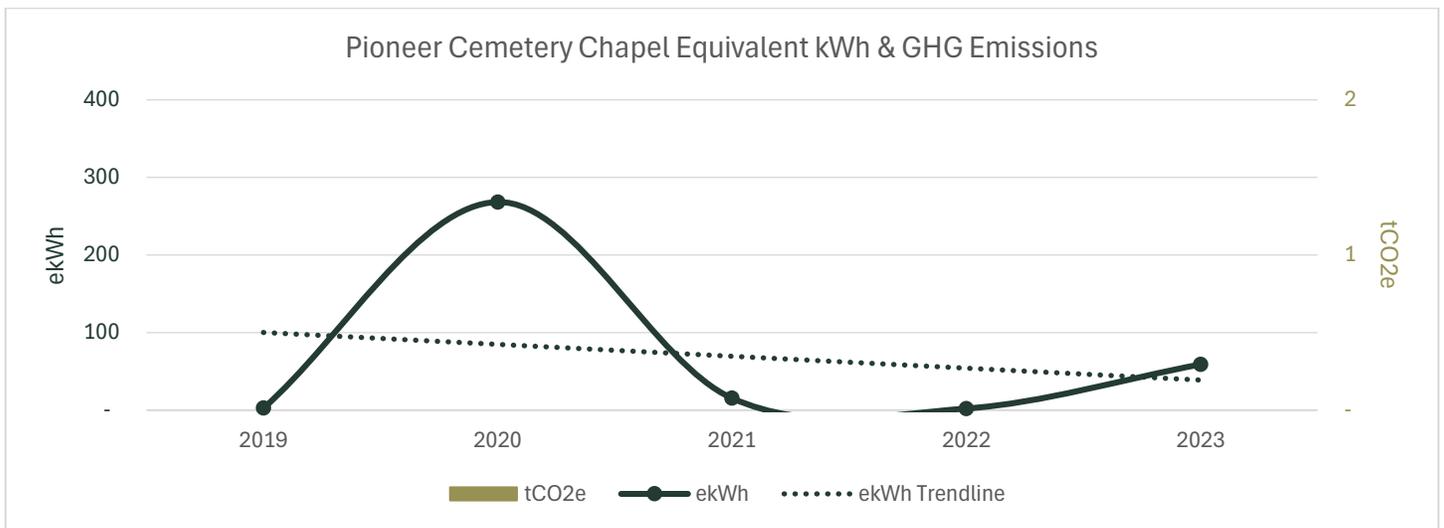
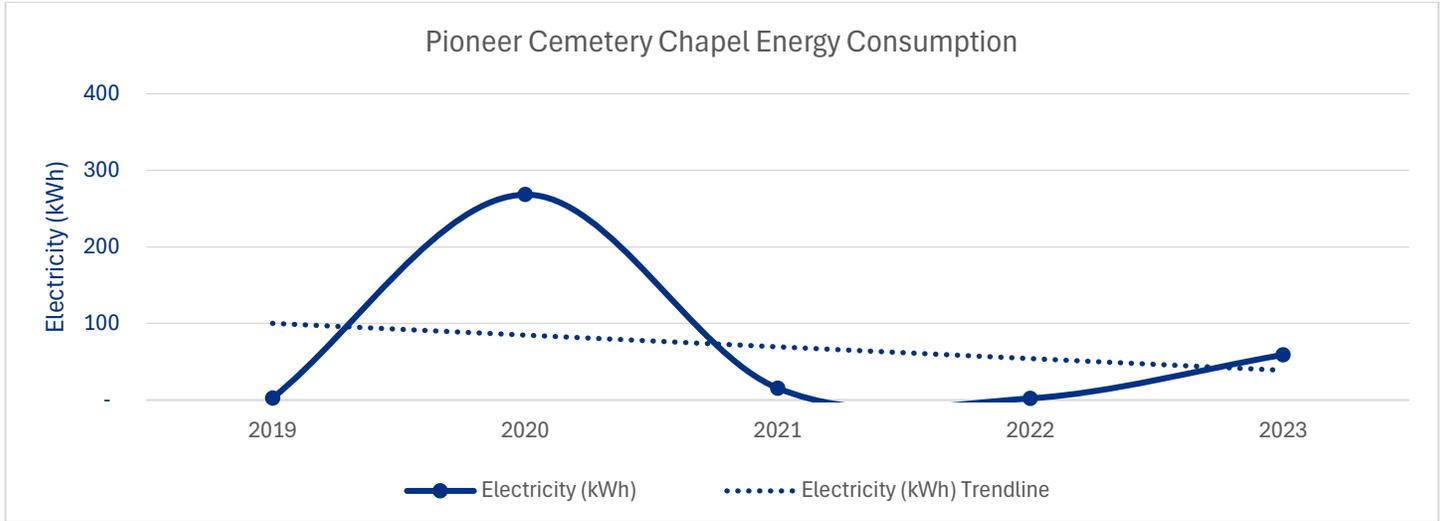
New Liskeard Landfill / Weigh Scale House – 704165 Rockley Rd, New Liskeard



From 2019 to 2023, the Landfill/Weigh Scale House saw a 69% rise in energy use from 2,348.52 ekWh to 3,975.09 ekWh, while GHG emissions remained constant at 17.5 tCO₂e. The landfill re-opened in 2023 with a newly constructed weigh scale house to replace the old building. Additionally, a sizable storage shed equipped with electric heating was built. Moving forward into 2024-2029, further energy management measures will be adopted as funding becomes available.

Other Facilities

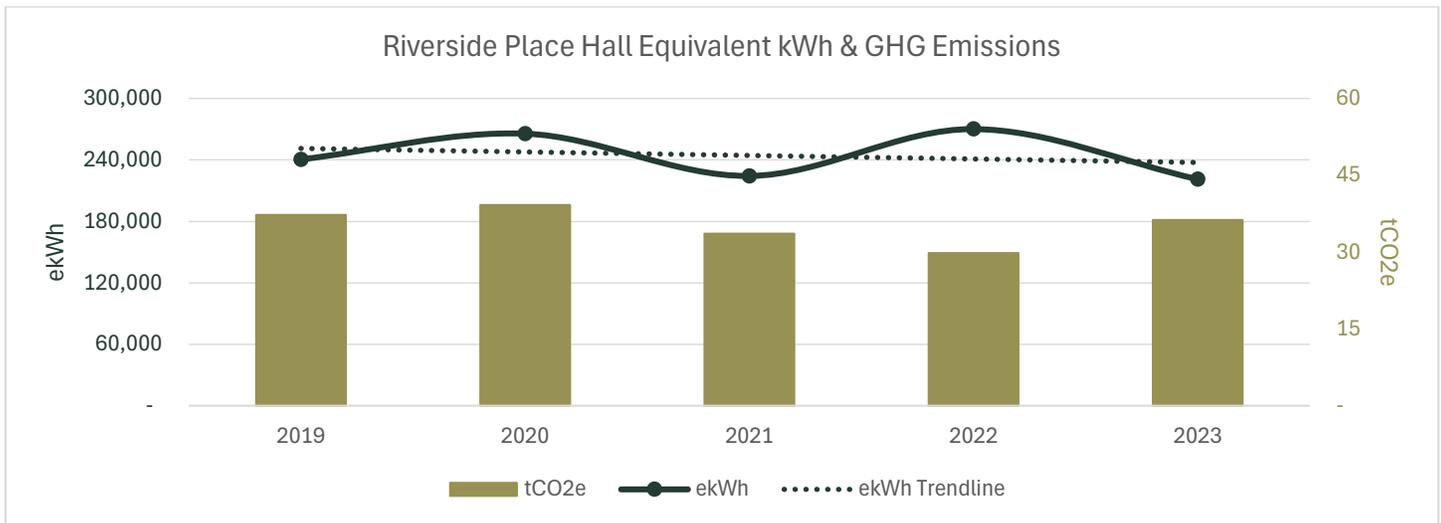
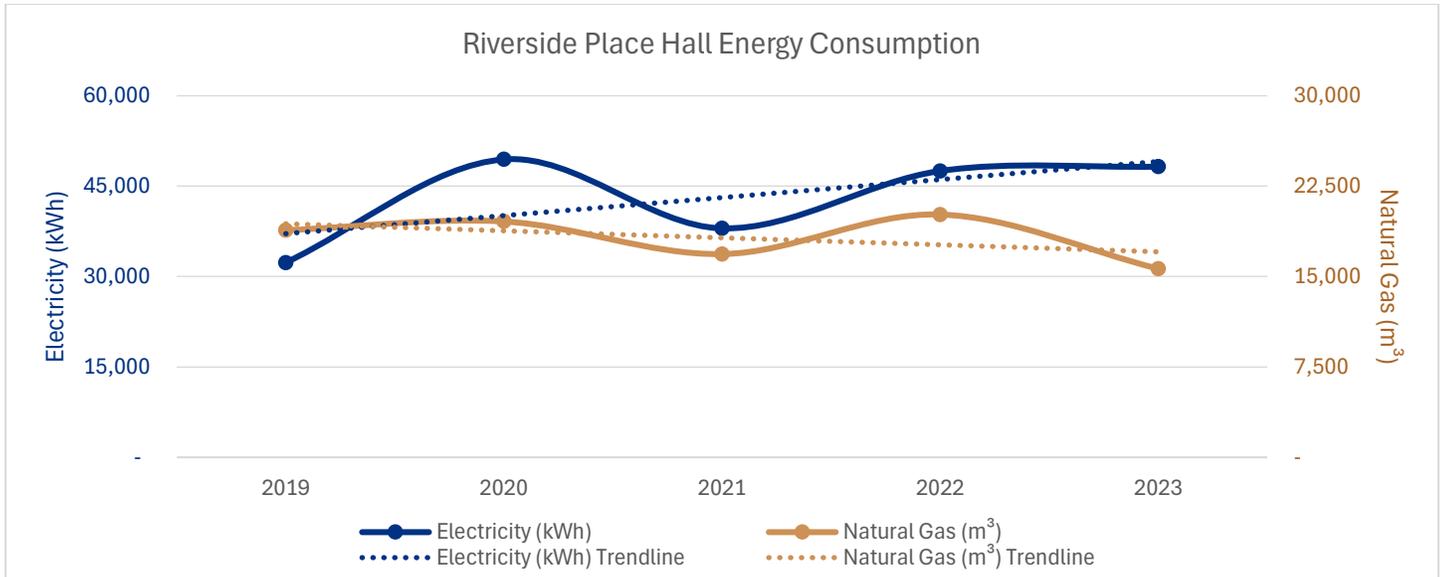
Pioneer Cemetery Chapel – 500 Whitewood Ave W, New Liskeard



The Pioneer Cemetery Chapel experienced a 2153% increase in energy consumption, from 2.62 ekWh in 2019 to 59.02 ekWh in 2023, with GHG emissions remaining stable at 0.01 tCO2e. Future efforts to reduce energy consumption will continue as funding becomes available, through 2024-2029.

Other Facilities

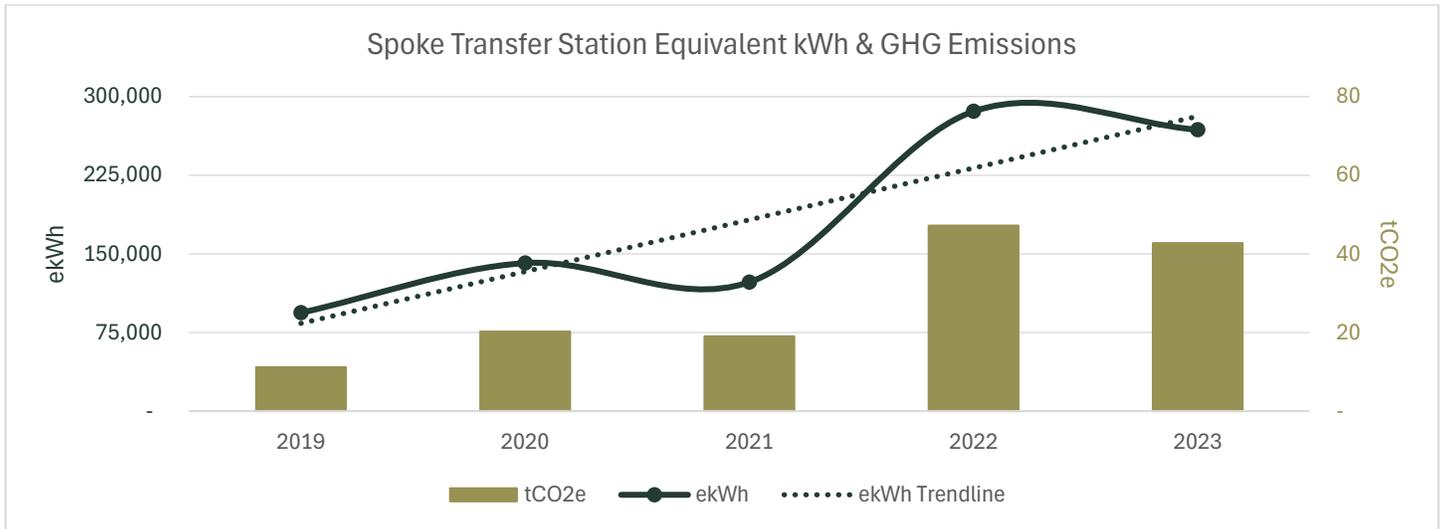
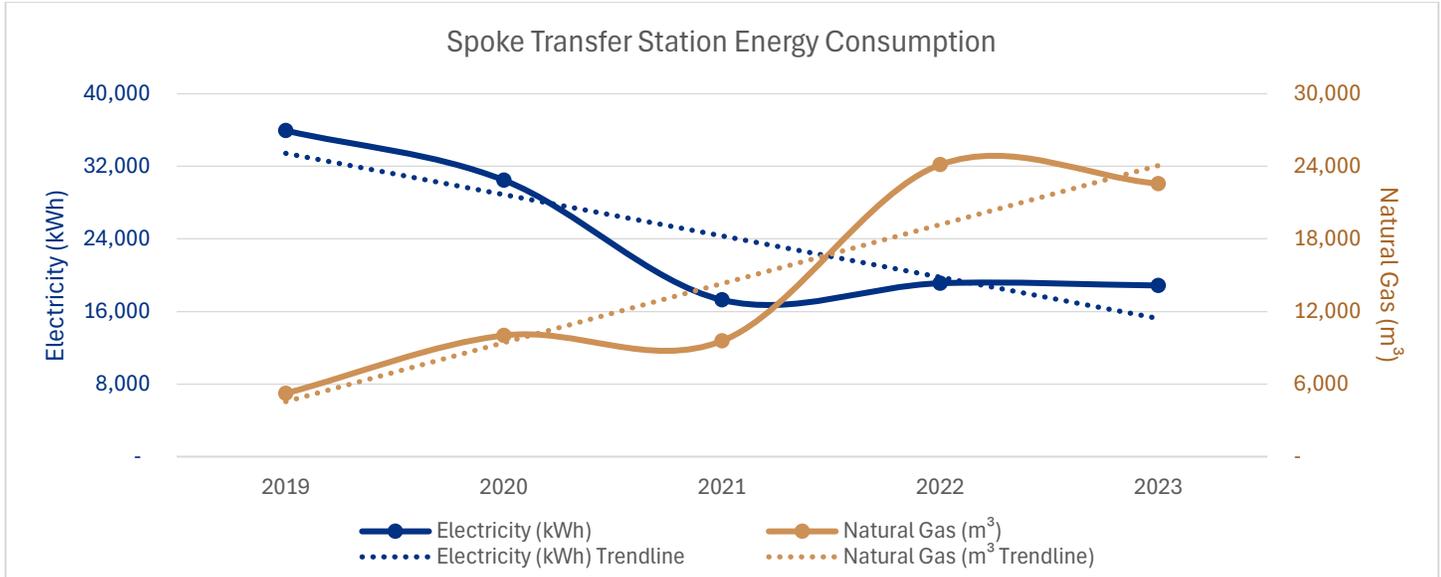
Riverside Place Hall – 55 Riverside Dr, New Liskeard



Between 2019 and 2023, Riverside Place Hall saw an 8% reduction in energy use, from 240,566.53 ekWh to 221,175.53 ekWh, and a 3% decrease in GHG emissions, from 37.3 to 36.3 tCO₂e. This facility is part of the 2024 Building Decarbonization Feasibility Study, targeting net-zero emissions by 2050, consistent with the Corporate Greenhouse Gas Reduction Plan. The study, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will inform retrofitting and energy improvement efforts. Future energy-saving measures will be implemented as additional funding becomes available, through 2024-2029.

Other Facilities

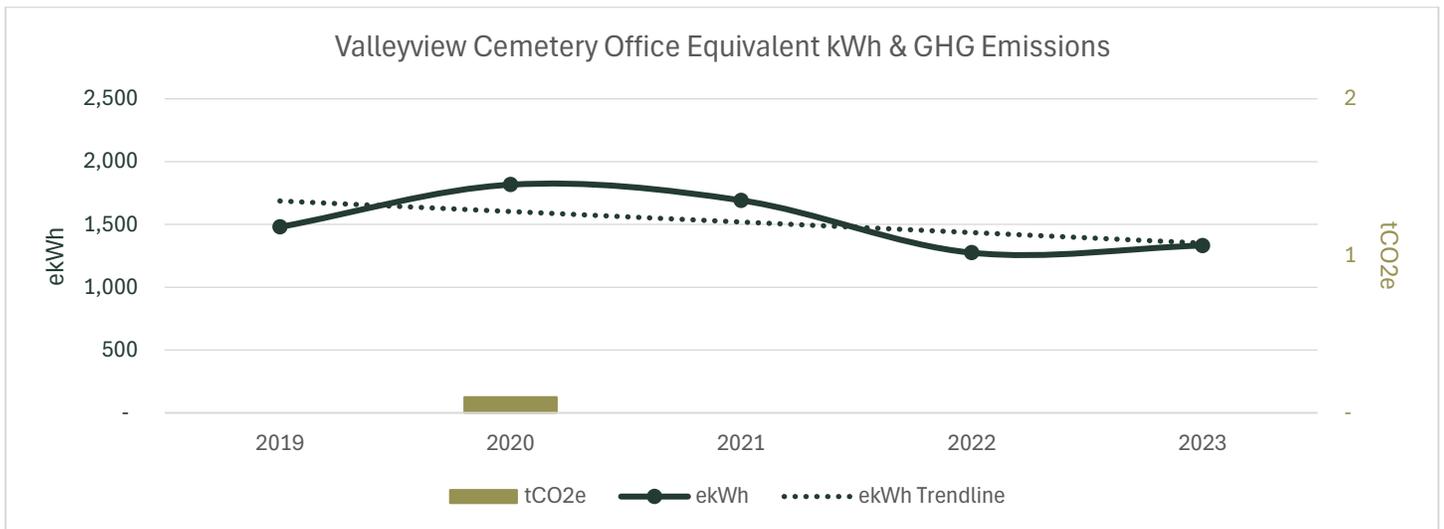
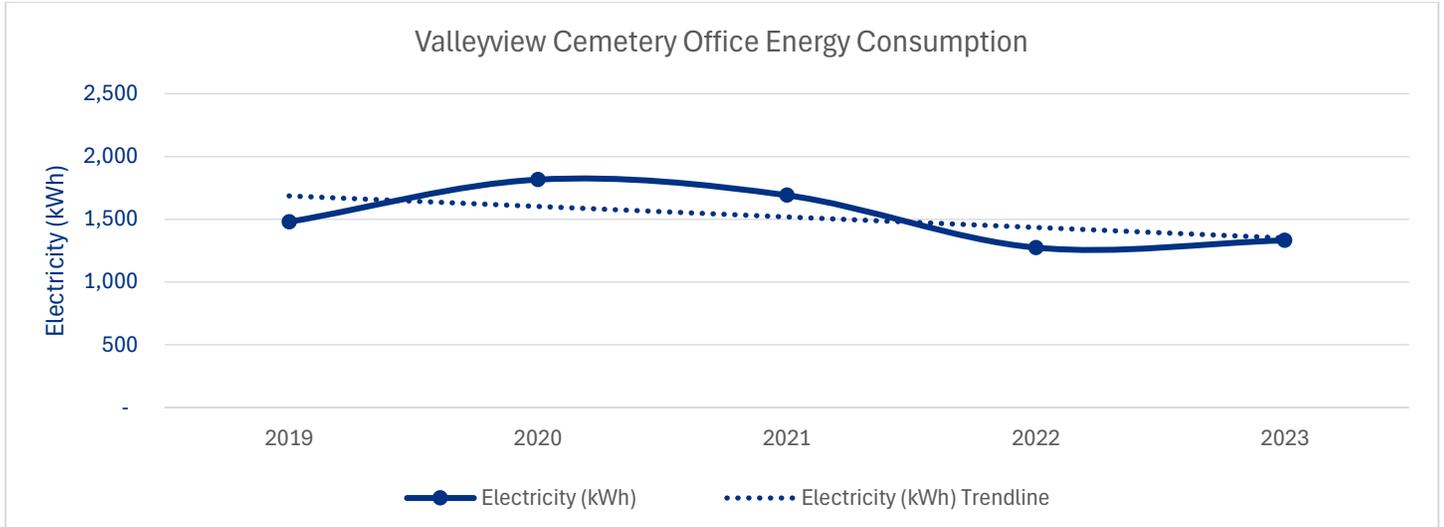
Spoke Transfer Station – 7 Barr Dr, New Liskeard



Over the past five years, the Spoke Transfer Station experienced an increase of 186% in energy consumption, from 93,796.31 ekWh to 268,269.37 ekWh, and GHG emissions rose by 281%, from 11.2 to 42.7 tCO₂e. Moving forward into 2024-2029, energy conservation and emissions reduction measures will be implemented as funding becomes available annually. However, the future of this building may be subject to change with the implementation of full producer responsibility for recycling in Ontario.

Other Facilities

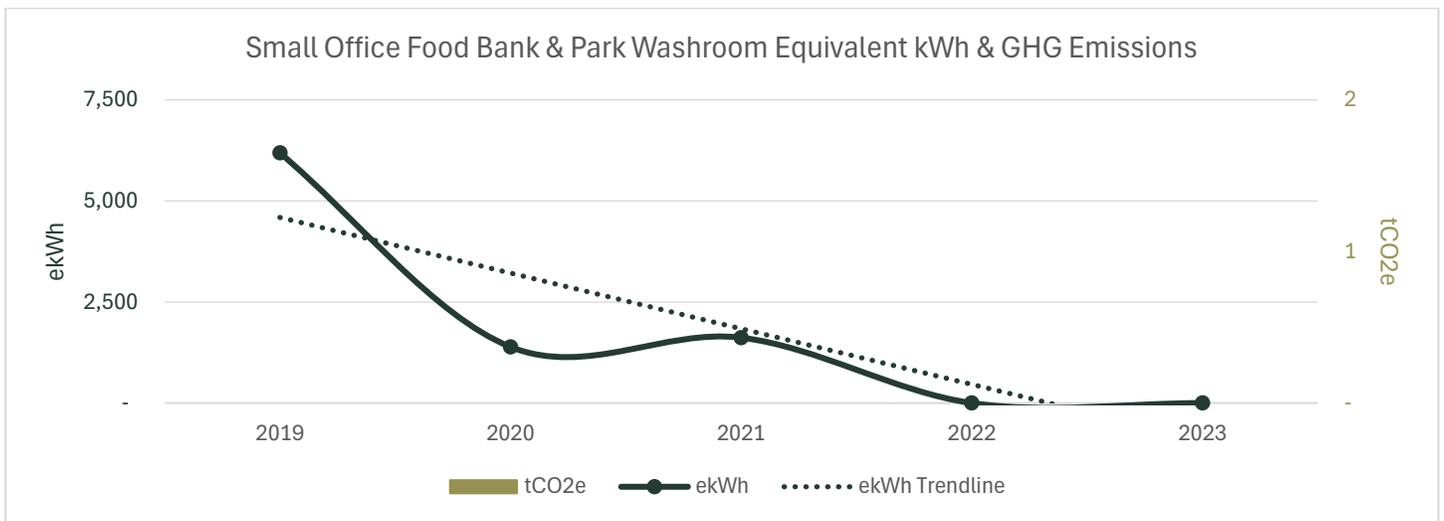
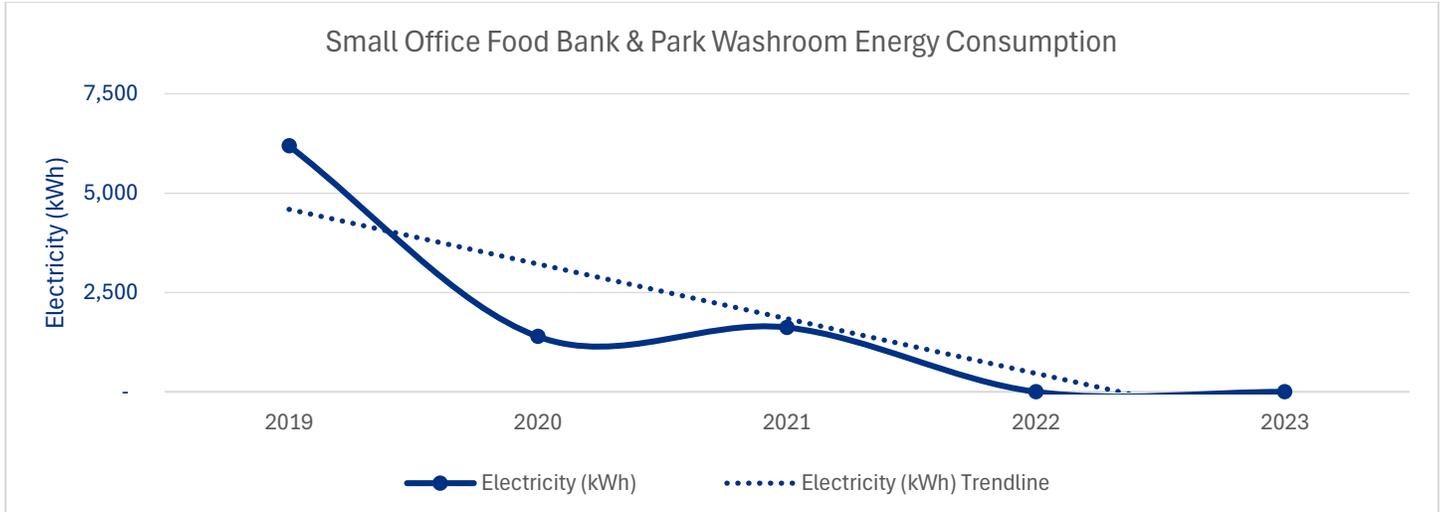
Valleyview Cemetery Office – 30 Shepherdson Rd, New Liskeard



The Valleyview Cemetery Office achieved a 10% reduction in energy consumption, from 1,479.84 ekWh in 2019 to 1,331.98 ekWh in 2023, while GHG emissions remained stable at 0.15 tCO2e throughout this period. Efforts to reduce energy consumption will continue as funding becomes available in the next five years.

Parks

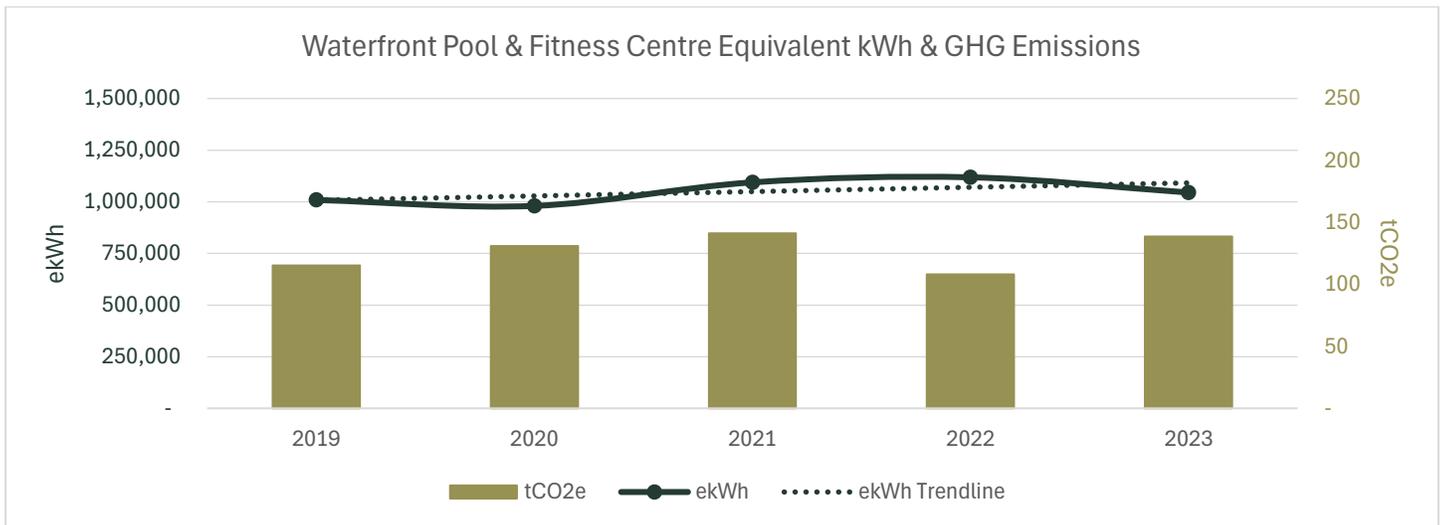
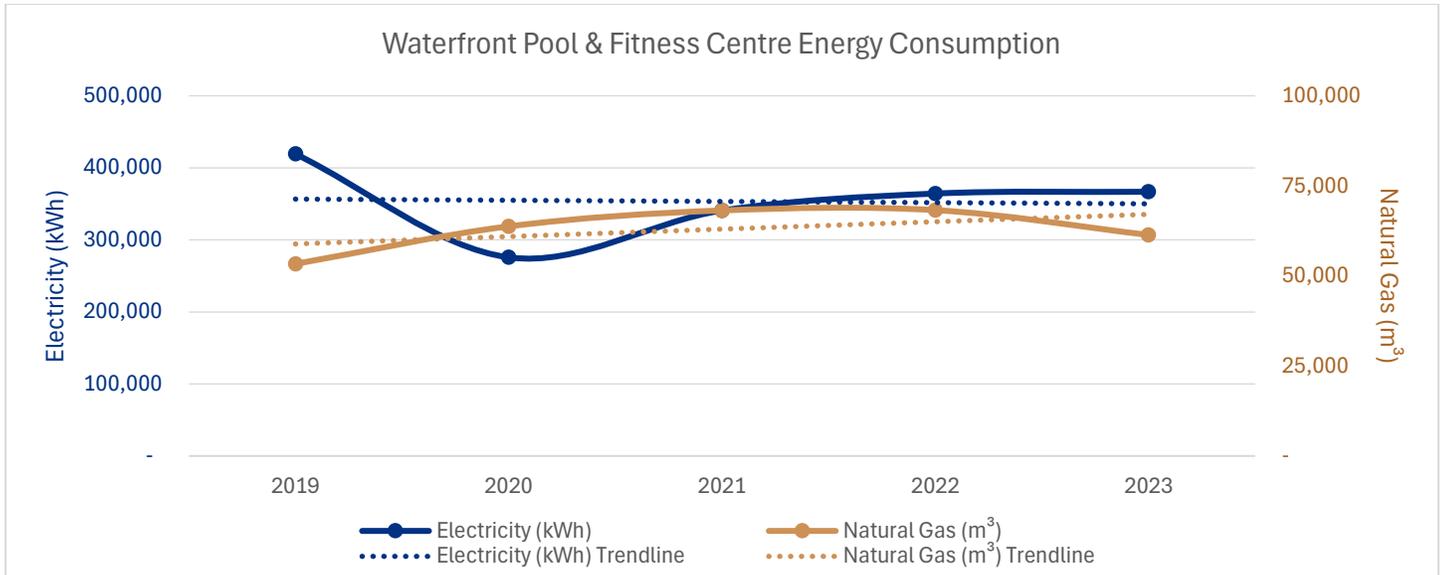
Small Office Food Bank & Park Washroom – 400 Morissette Dr, Haileybury



The Small Office Food Bank & Park Washroom facility eliminated its energy use entirely, going from 6,185.86 ekWh in 2019 to zero in 2023, while GHG emissions decreased from 0.68 tCO2e to zero. This 100% decrease in energy consumption was the result of the building's demolition in 2022.

Pool and Fitness Centre

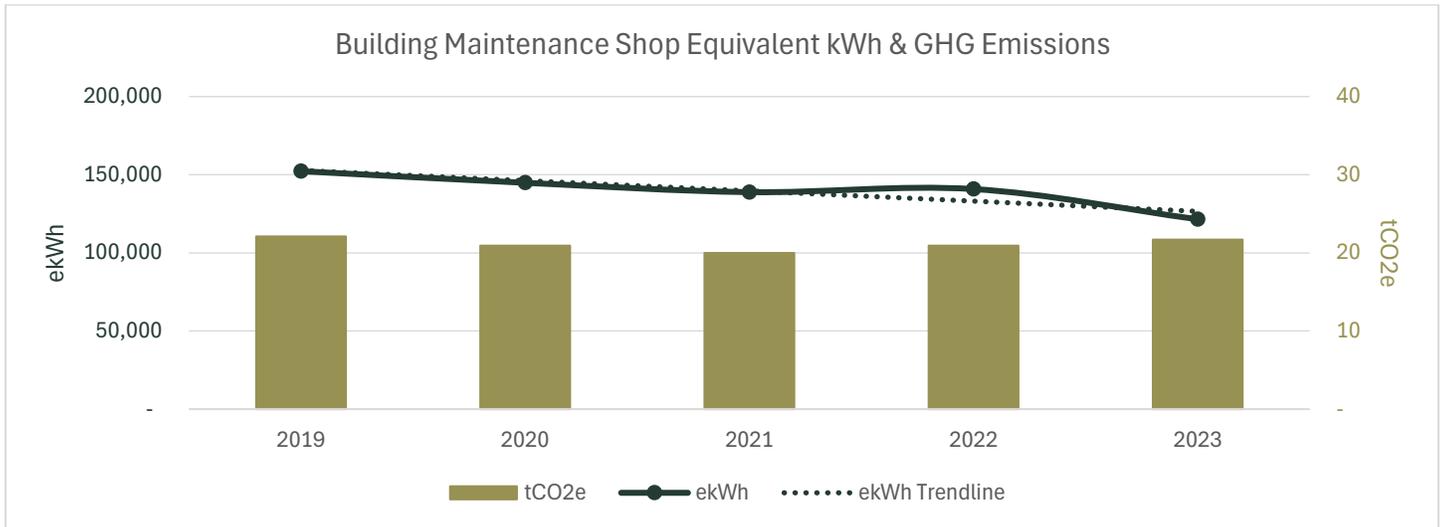
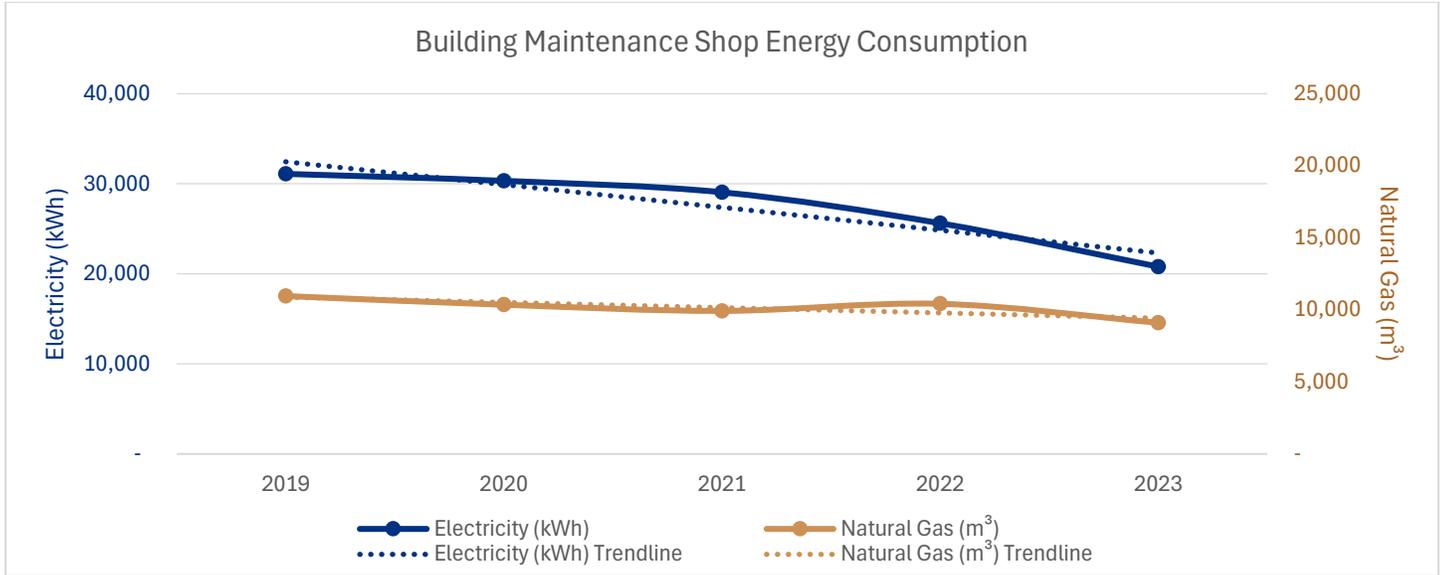
Waterfront Pool & Fitness Centre – 77 Wellington St S, New Liskeard



Between 2019 and 2023, the Waterfront Pool & Fitness Centre experienced a 4% rise in energy use, from 1,008,594.66 ekWh to 1,044,851.97 ekWh, and a 20% increase in GHG emissions, from 115.2 to 138.7 tCO₂e. Notably, patron usage increased substantially during this period, with average monthly attendance in 2023 up by 38% compared to 2019. The facility underwent a roof replacement in 2022 and is part of the 2024 Building Decarbonization Feasibility Study to chart a path towards net-zero emissions by 2050, aligning with the Corporate Greenhouse Gas Reduction Plan. This study, with support from the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future energy-saving retrofits and projects. Additional energy conservation measures will be implemented as funding becomes available annually, through 2024-2029.

Public Works

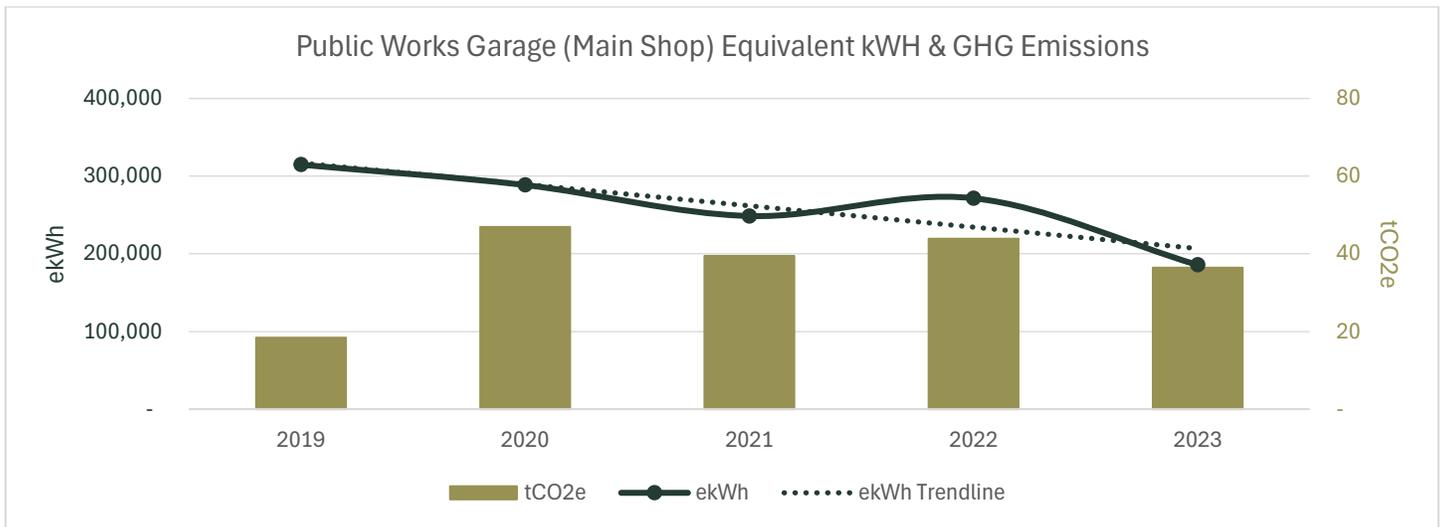
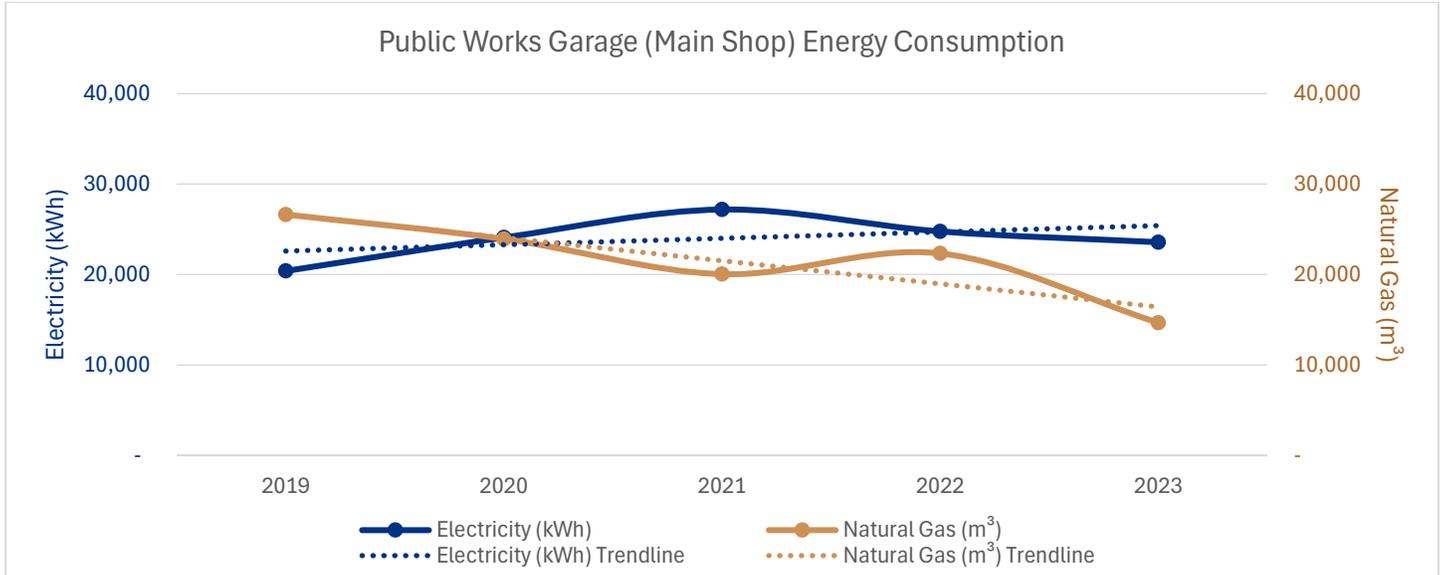
Building Maintenance Shop – 500 Broadway St, Haileybury



Over the past five years, the Building Maintenance Shop has seen a 20% reduction in energy consumption, from 152,223.47 ekWh in 2019 to 121,455.99 ekWh in 2023, and a slight 2% decrease in GHG emissions, from 22.1 to 21.7 tCO₂e. This facility is part of the 2024 Building Decarbonization Feasibility Study to achieve net zero emissions by 2050, aligning with the Corporate Greenhouse Gas Reduction Plan. This study, supported by funding from the Federation of Canadian Municipalities under the Green Municipal Fund, will inform future energy-saving retrofits and initiatives. LED lighting upgrades and additional conservation measures will be implemented as funding becomes available, through 2024-2029.

Public Works

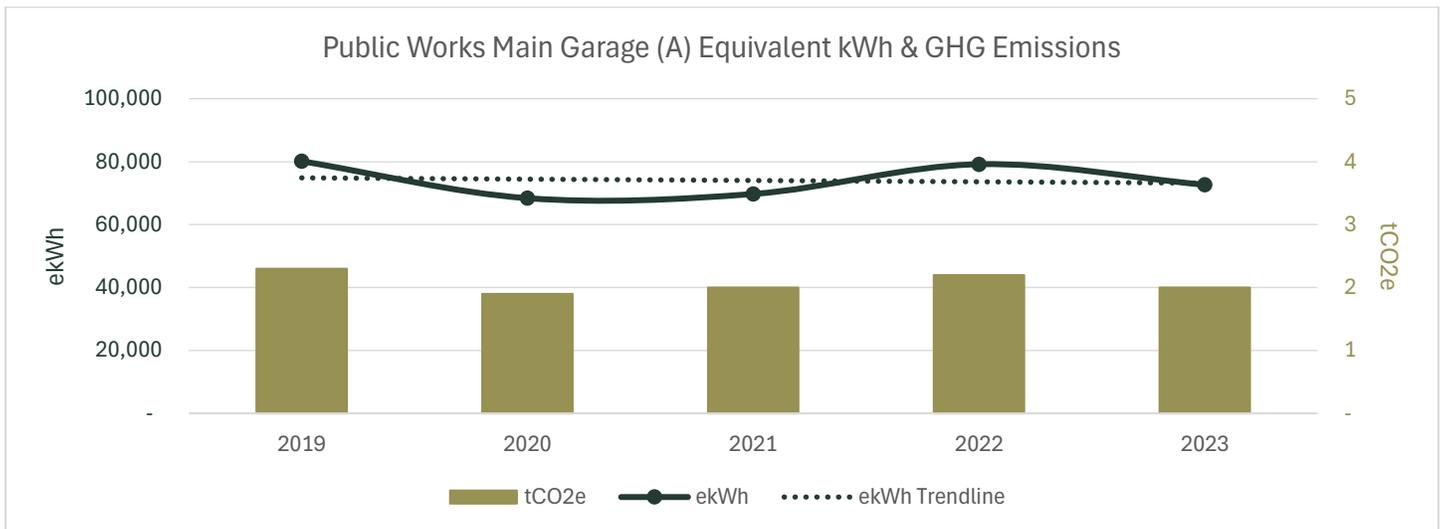
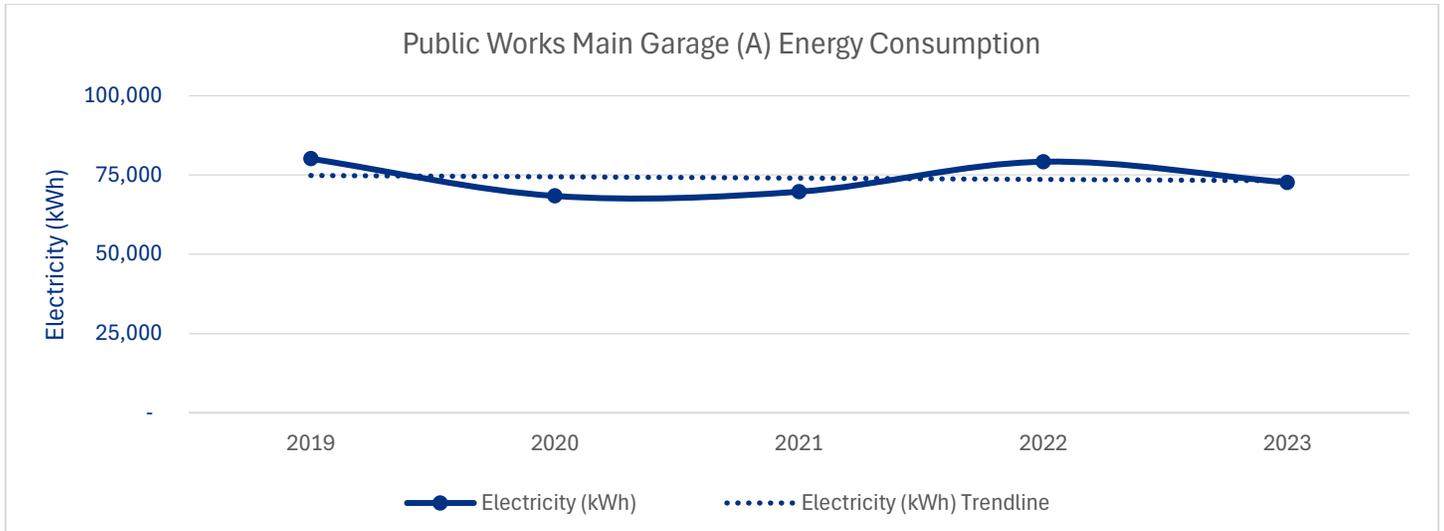
Public Works Garage - Main Shop – 501 Broadway St, Haileybury



The Public Works Garage - Main Shop experienced a 41% reduction in energy consumption, from 314,736.49 ekWh in 2019 to 185,662.2 ekWh in 2023, yet saw a 98% rise in GHG emissions, from 18.4 to 36.4 tCO₂e. This facility is part of the 2024 Building Decarbonization Feasibility Study, with the goal of net-zero emissions by 2050, in line with the Corporate Greenhouse Gas Reduction Plan. Supported by the Federation of Canadian Municipalities under the Green Municipal Fund, the study will inform necessary retrofits and energy improvement projects, with additional measures introduced as funding becomes available annually in the next five years.

Public Works

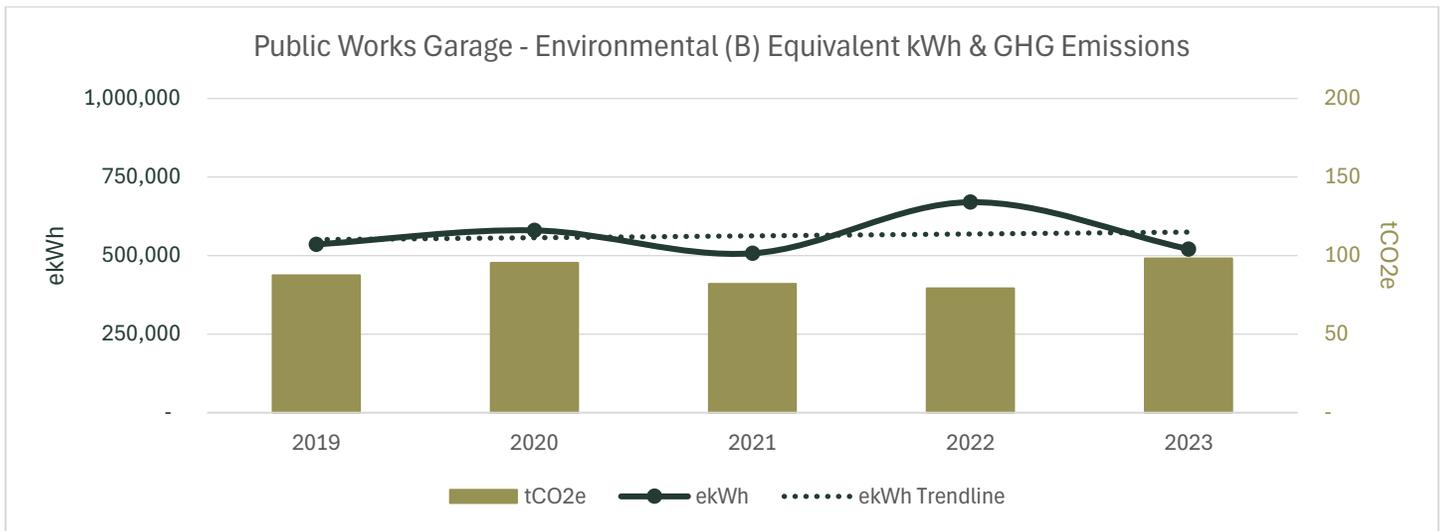
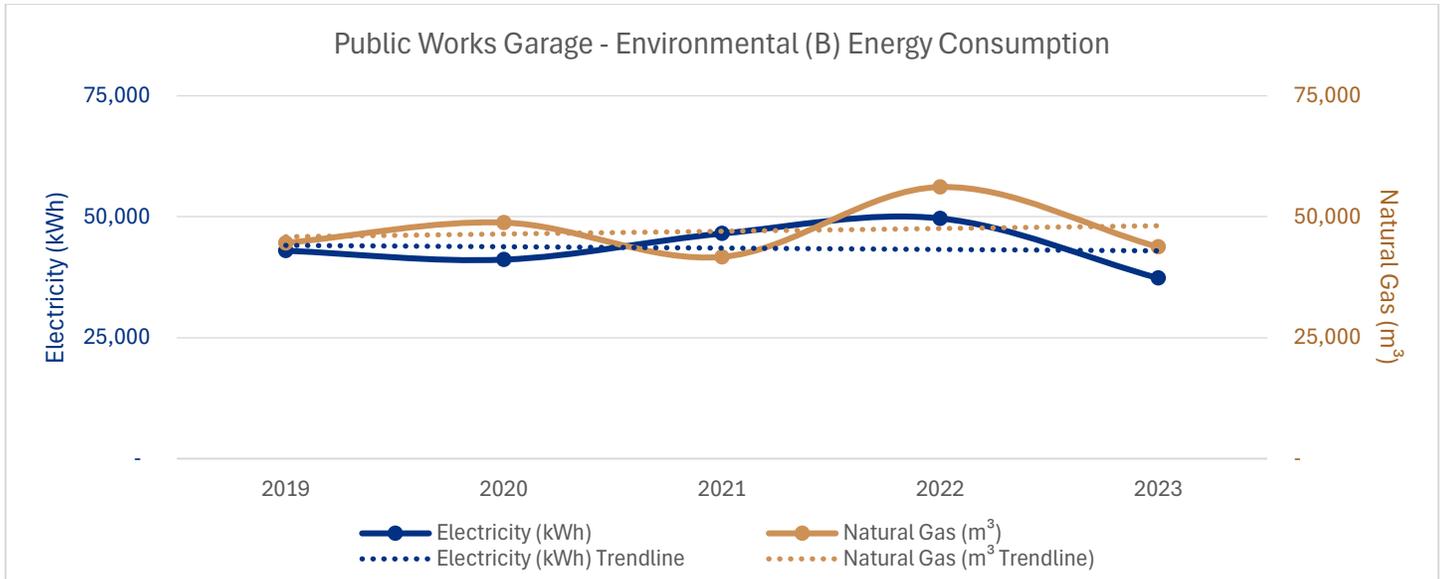
Public Works Main Garage (A) – 200 Lakeshore Rd N, New Liskeard



From 2019 to 2023, the Public Works Main Garage (A) saw a 13% reduction in both energy consumption, down from 80,134.35 ekWh in to 72,660.9 ekWh, and GHG emissions, from 2.3 to 2.0 tCO₂e. It's worth noting, the facility's gas consumption is documented under Public Works Garage - Environmental (B)'s meter, due to a shared metering system. As part of the effort to reach net-zero emissions by 2050, in line with the Corporate Greenhouse Gas Reduction Plan, the garage is part of the 2024 Building Decarbonization Feasibility Study. This initiative, backed by the Federation of Canadian Municipalities' Green Municipal Fund, will guide the implementation of future retrofits and energy-saving projects, with additional measures planned as funding allows over the 2024-2029 period.

Public Works

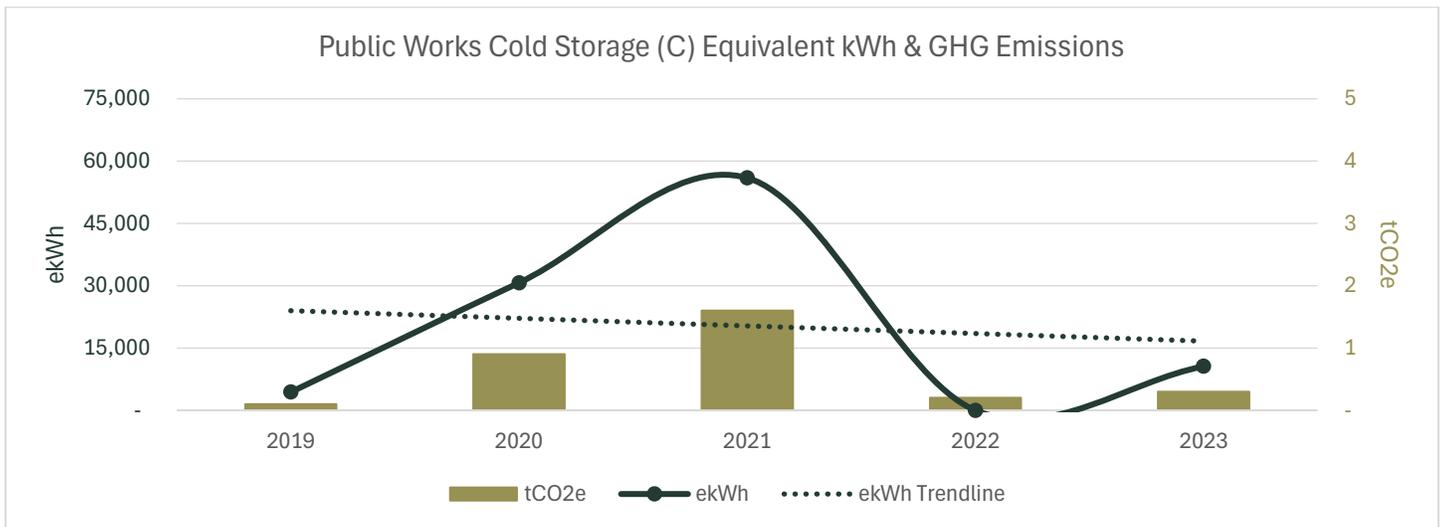
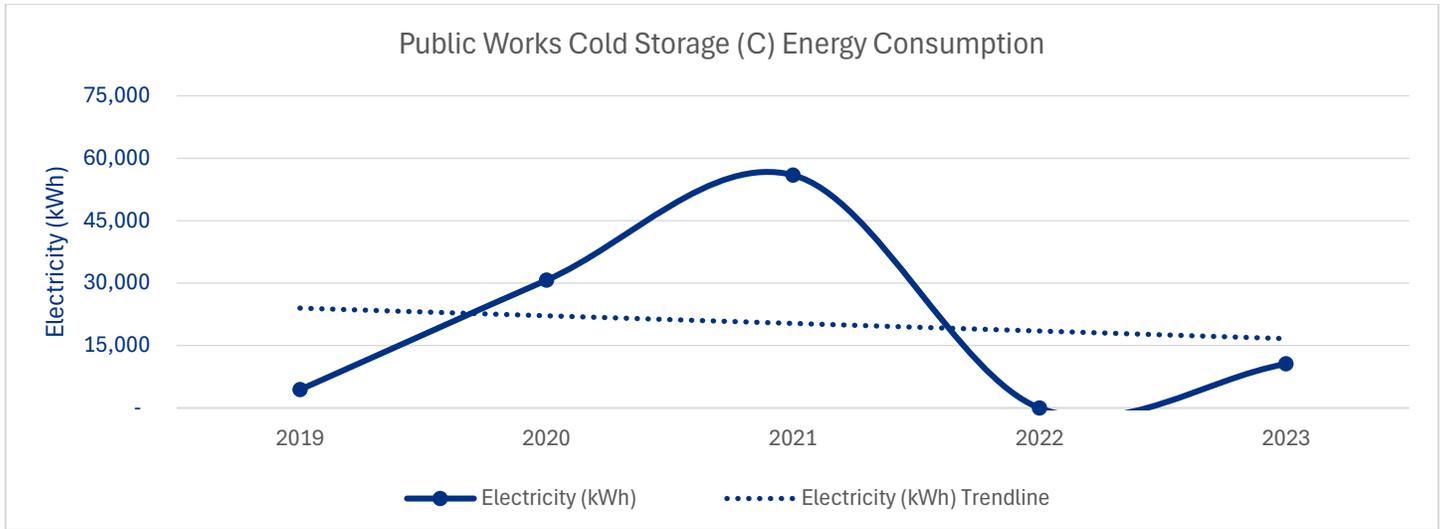
Public Works Garage - Environmental (B) – 200 Lakeshore Rd N, New Liskeard



The Public Works Garage - Environmental (B) saw a 3% decrease in energy consumption, from 535,797.59 ekWh in 2019 to 520,817.97 ekWh in 2023, but experienced a 12% increase in GHG emissions, from 87.4 to 98.2 tCO2e. Notably, this facility shares its gas meter with the Public Works Main Garage (A), which results in the gas consumption of Garage (A) being logged under this facility's account. In alignment with the Corporate Greenhouse Gas Reduction Plan targeting net-zero emissions by 2050, the garage is part of the 2024 Building Decarbonization Feasibility Study. This study, supported by the Federation of Canadian Municipalities under the Green Municipal Fund, will shape future retrofits and energy projects. Additional energy-saving measures will be introduced as funding permits, over the next five years.

Public Works

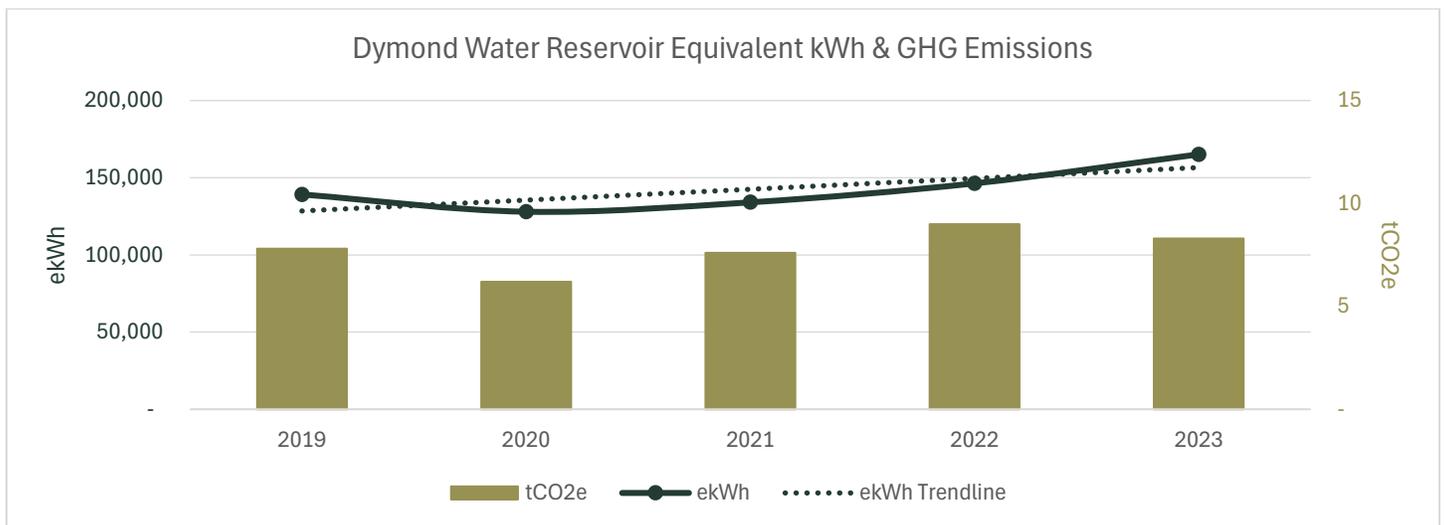
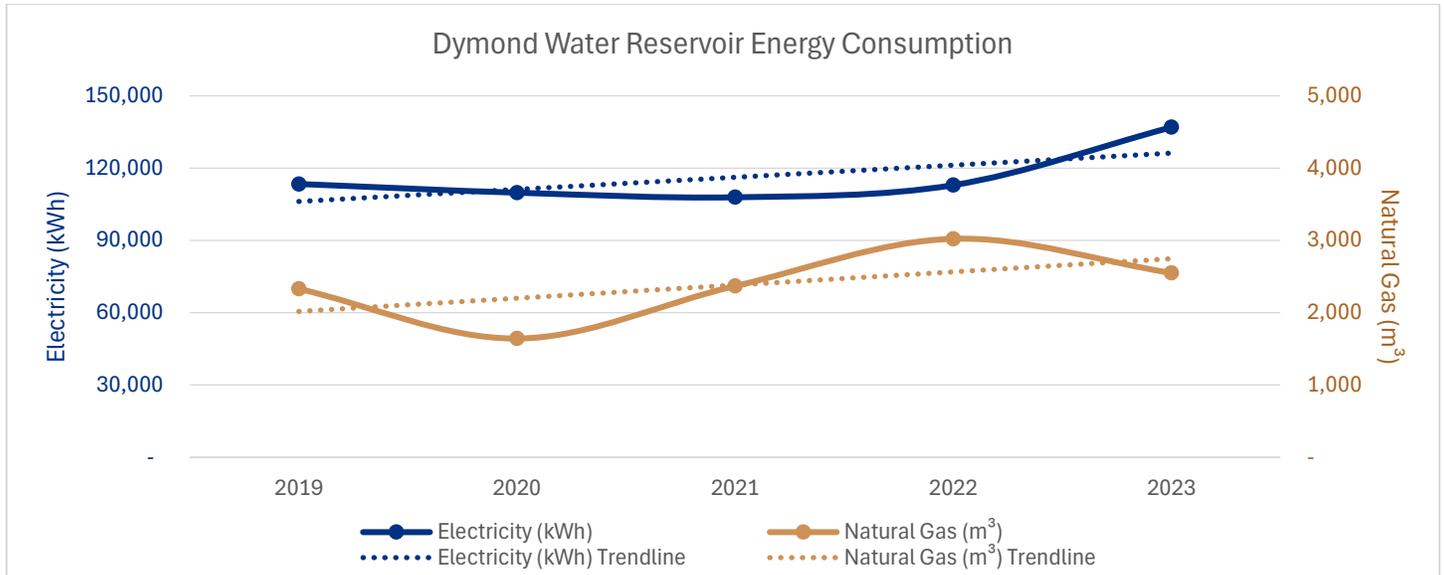
Public Works Cold Storage (C) – 200 Lakeshore Rd N, New Liskeard



Between 2019 and 2023, the Public Works Cold Storage (C) experienced a 141% rise in energy usage, from 4,395.87 ekWh to 10,588 ekWh, and a 200% increase in GHG emissions, from 0.1 to 0.3 tCO₂e. There was a significant decrease in 2019 with the construction of this new facility replacing the old Quonset building. Moving forward, energy-saving measures will continue to be implemented as funding becomes available annually, through 2024-2029.

Water and Wastewater

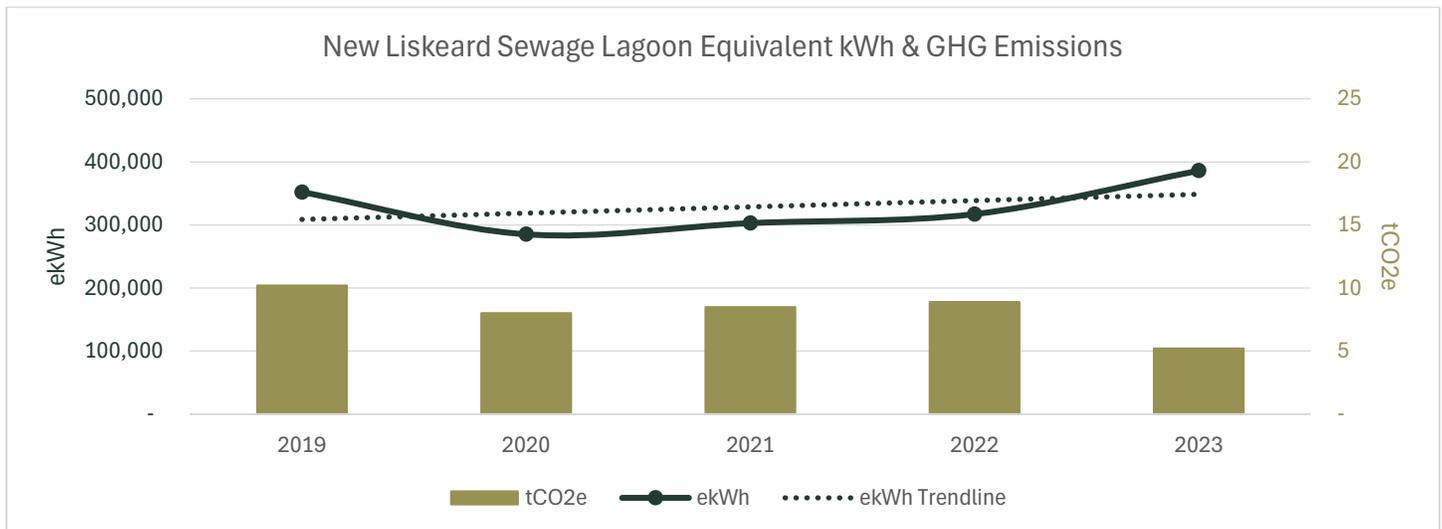
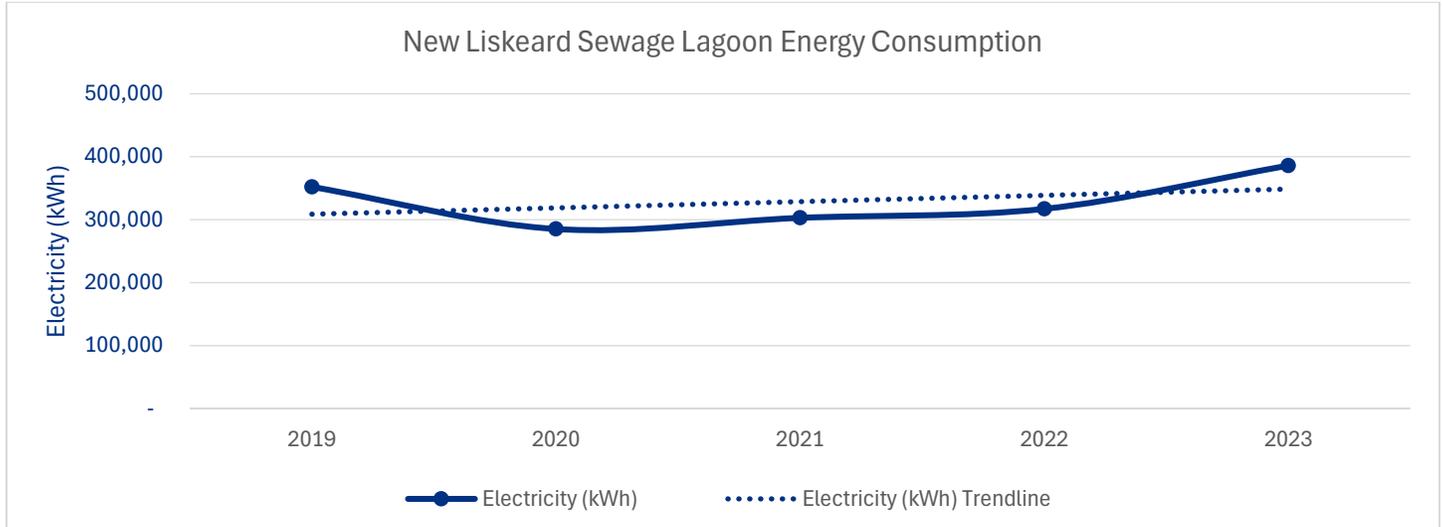
Dymond Water Reservoir – 286 Raymond St, New Liskeard



The Dymond Water Reservoir experienced a 19% increase in energy consumption, from 139,134.8 ekWh in 2019 to 165,097.99 ekWh in 2023, and a 6% rise in GHG emissions, from 7.8 to 8.3 tCO₂e, alongside a 52% jump in average influent annual flow rate, from 19.83 Mgal/d to 30.15 Mgal/d. The increase in energy use and emissions is directly tied to the higher water demand, reflected in the increased flow rate. Looking ahead to 2024-2029, energy conservation strategies will be implemented to manage this increased demand.

Water and Wastewater

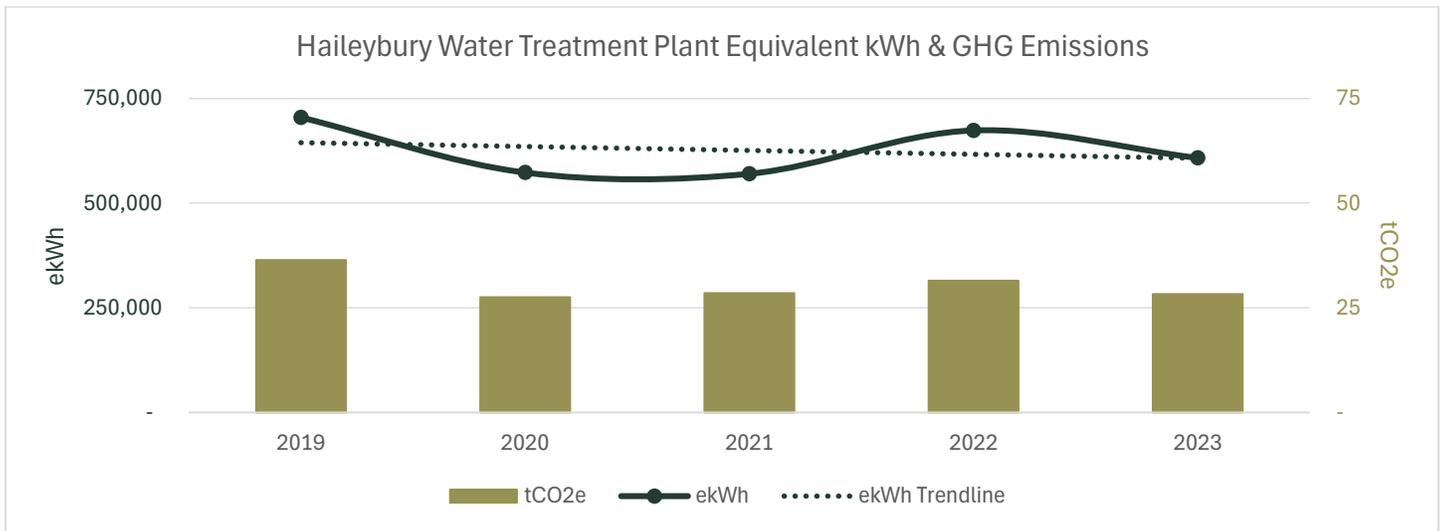
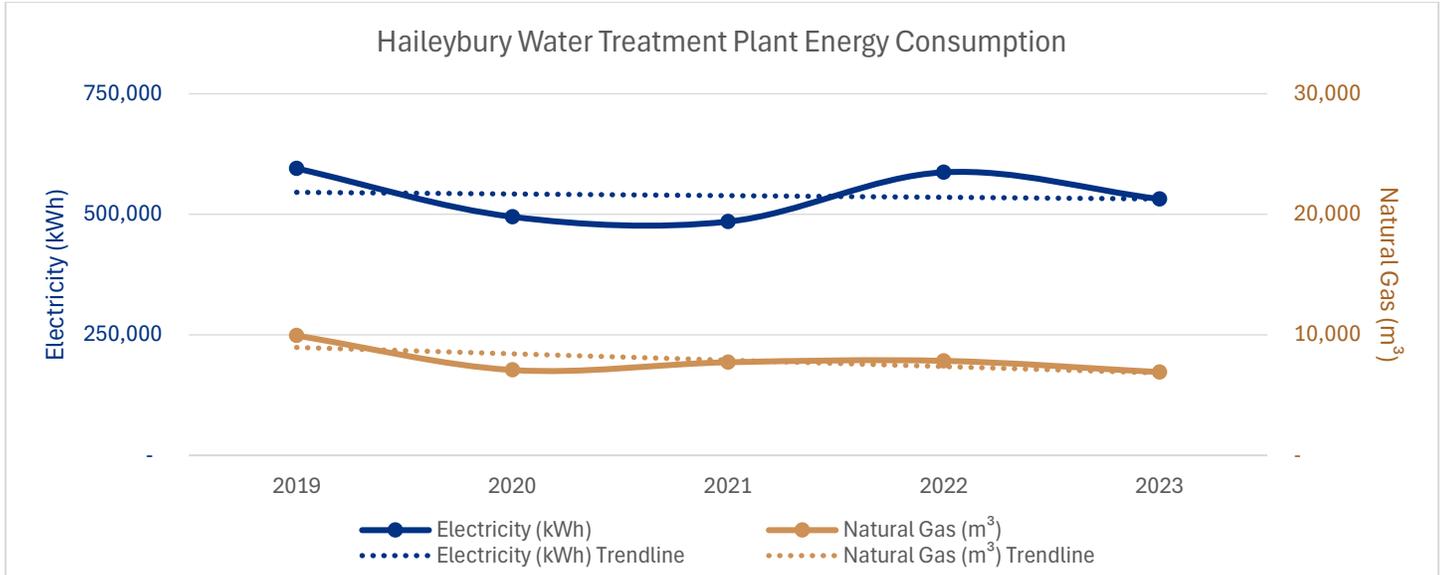
New Liskeard Sewage Lagoon – 177304 Bedard Rd, New Liskeard



From 2019 to 2023, the New Liskeard Sewage Lagoon saw a 10% increase in energy consumption, rising from 352,100 ekWh to 385,921.73 ekWh, along with a 49% decrease in GHG emissions, from 10.2 to 5.2 tCO₂e. This period also experienced a 24% increase in the average influent annual flow rate, from 449.12 Mgal/d to 558.25 Mgal/d. Efforts will continue to be made to enhance operations to balance increased demand through 2024-2029.

Water and Wastewater

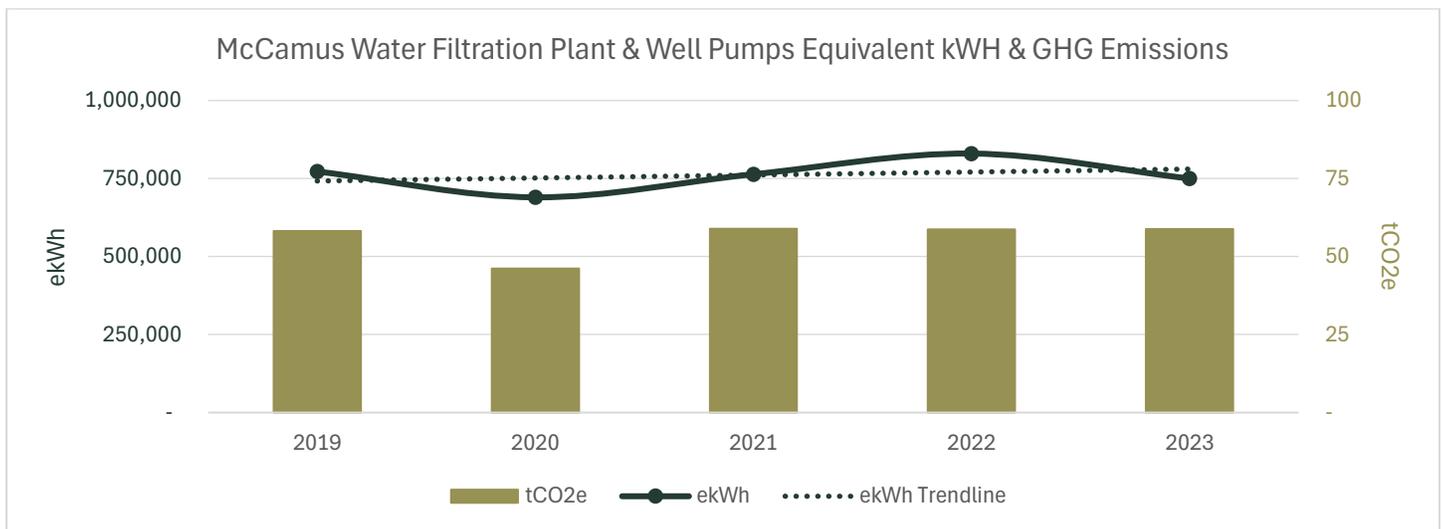
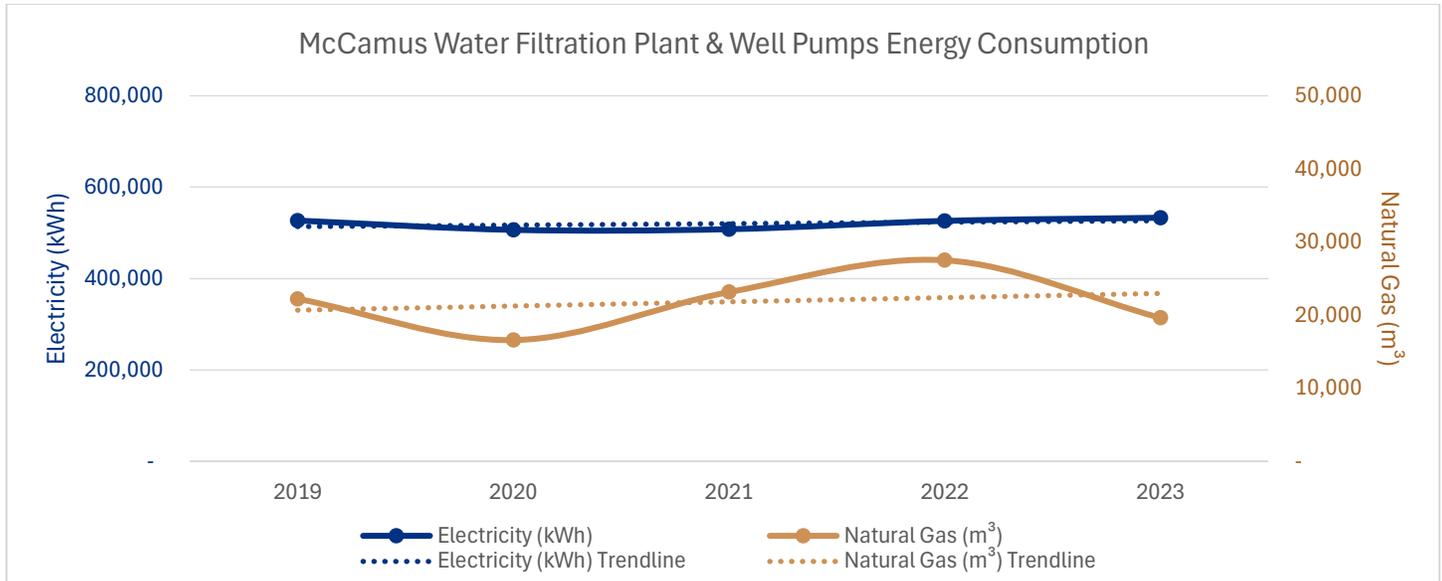
Haileybury Water Treatment Plant – 322 Browning St, Haileybury



Between 2019 and 2023, the Haileybury Water Treatment Plant saw a 14% reduction in energy usage, from 704,749.19 ekWh to 607,939.63 ekWh, and a 22% decrease in GHG emissions, from 36.4 to 28.3 tCO₂e, alongside a 14% drop in the average influent annual flow rate, from 253.36 Mgal/d to 218.98 Mgal/d. Filter rehabilitation has taken place, with the first two filters completed between 2022 and 2024, and the third filter is scheduled for completion in 2024, leading to improved operational efficiency and reduced energy consumption going forward. Future energy conservation efforts will continue over the next five years.

Water and Wastewater

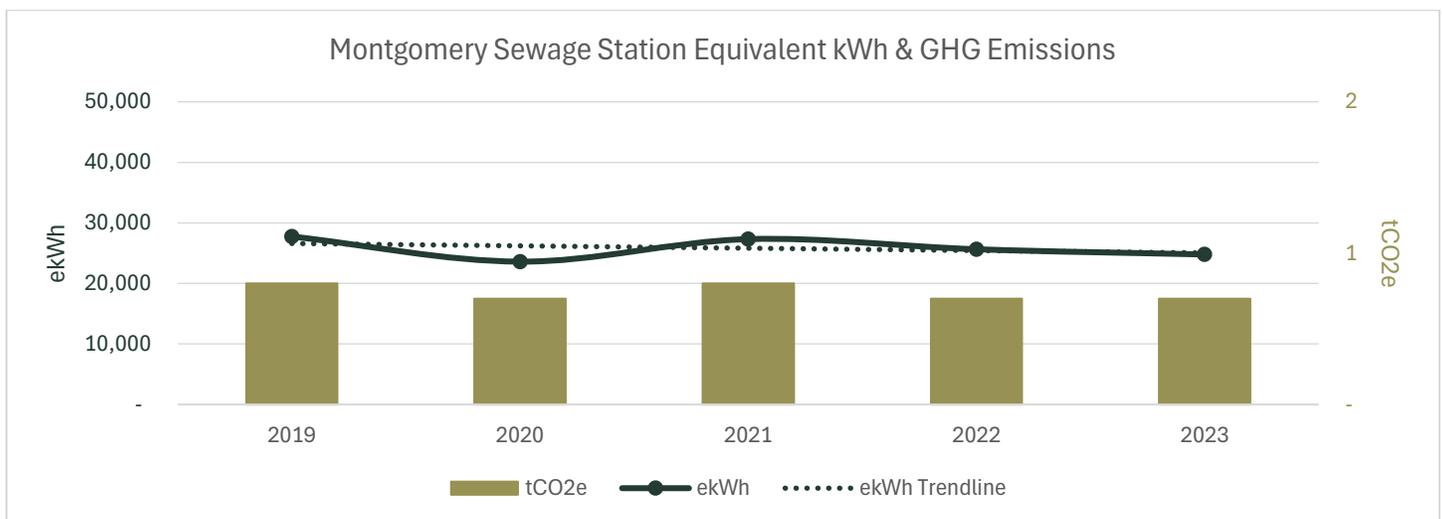
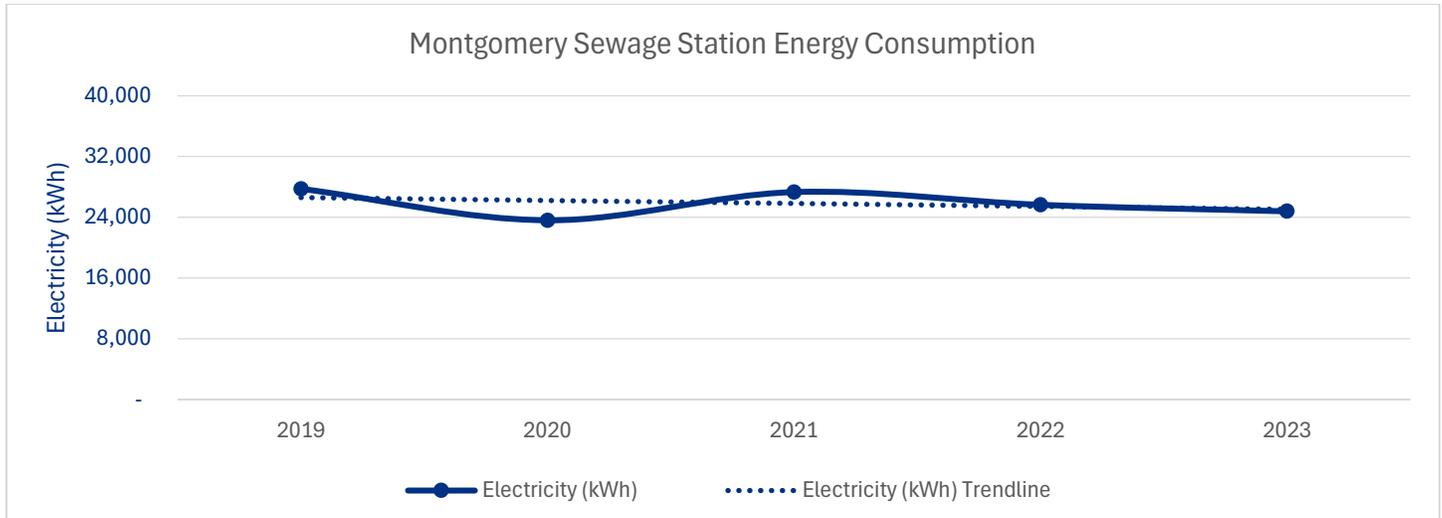
McCamus Water Filtration Plant & Well Pumps – 299-300 McCamus Ave, New Liskeard



The McCamus Water Filtration Plant & Well Pumps saw a 3% decrease in energy usage, from 772,360.27 ekWh in 2019 to 749,975.32 ekWh in 2023, but a slight 1% rise in GHG emissions, from 58.2 to 58.8 tCO₂e. This occurred alongside a 6% reduction in the average daily water processed, from 310.52 Mgal/d to 291.33 Mgal/d. Efforts will persist in optimizing energy consumption and minimizing emissions throughout 2024-2029.

Water and Wastewater

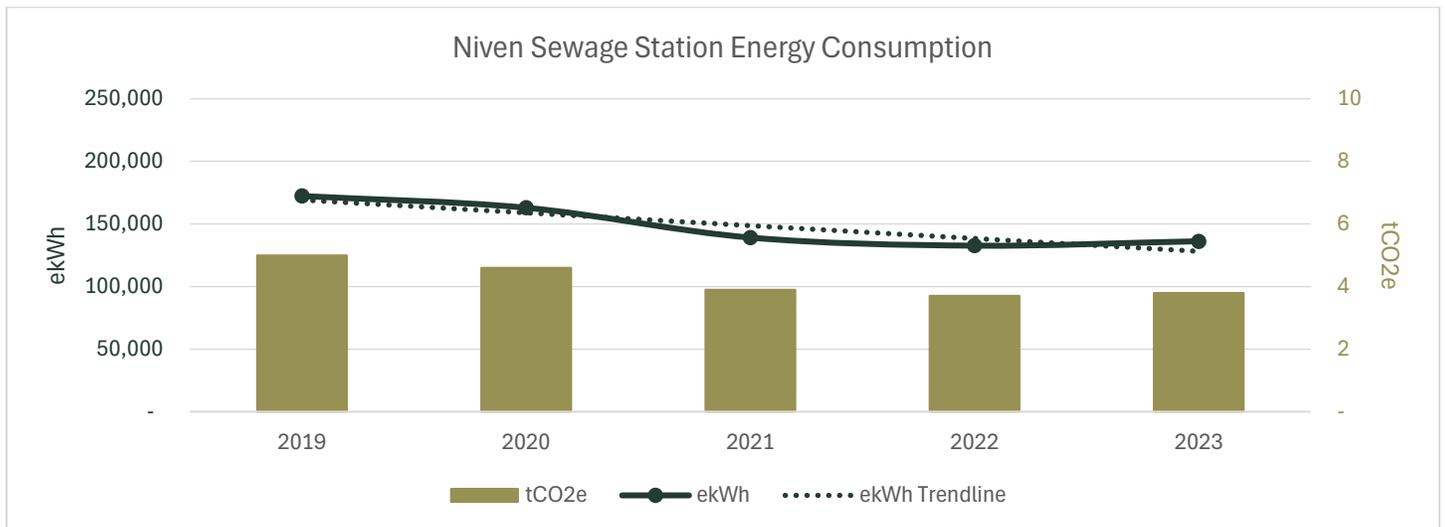
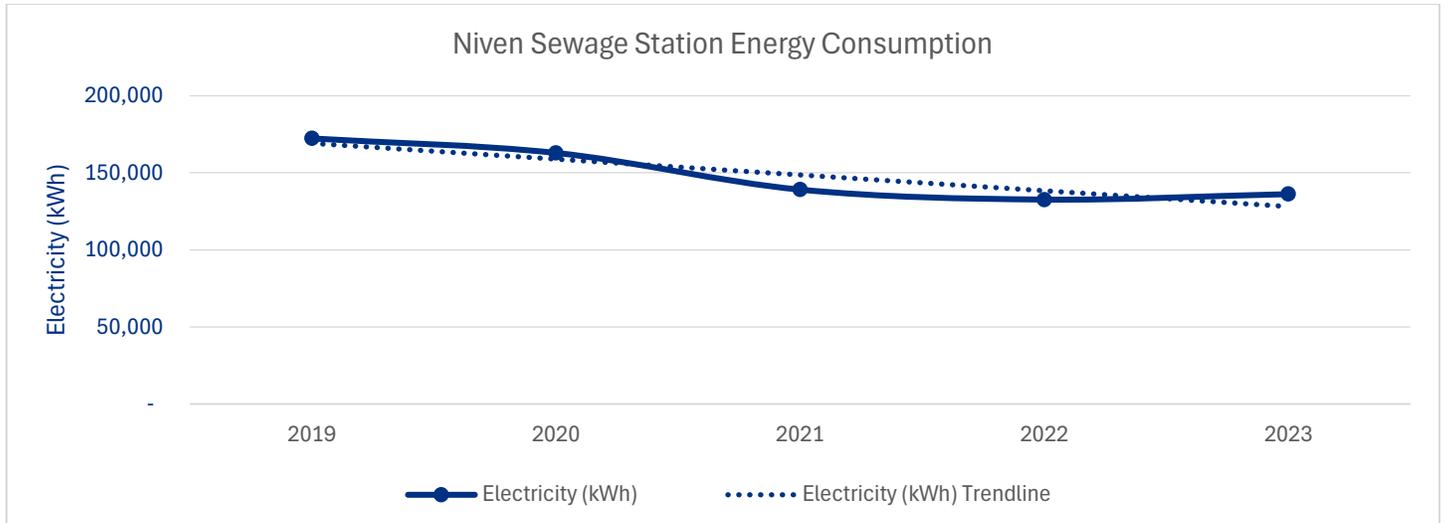
Montgomery Sewage Station – 125 Montgomery Ave, New Liskeard



From 2019 to 2023, the Montgomery Sewage Station saw an 11% reduction in energy consumption, from 27,745.86 kWh to 24,782.49 kWh, and a 13% decrease in GHG emissions, from 0.8 to 0.7 tCO₂e. This was accompanied by an 11% drop in the average daily flow rate, from 44.53 Mgal/d to 39.77 Mgal/d. Looking ahead to 2024-2029, efforts will continue in optimizing performance and reducing energy use.

Water and Wastewater

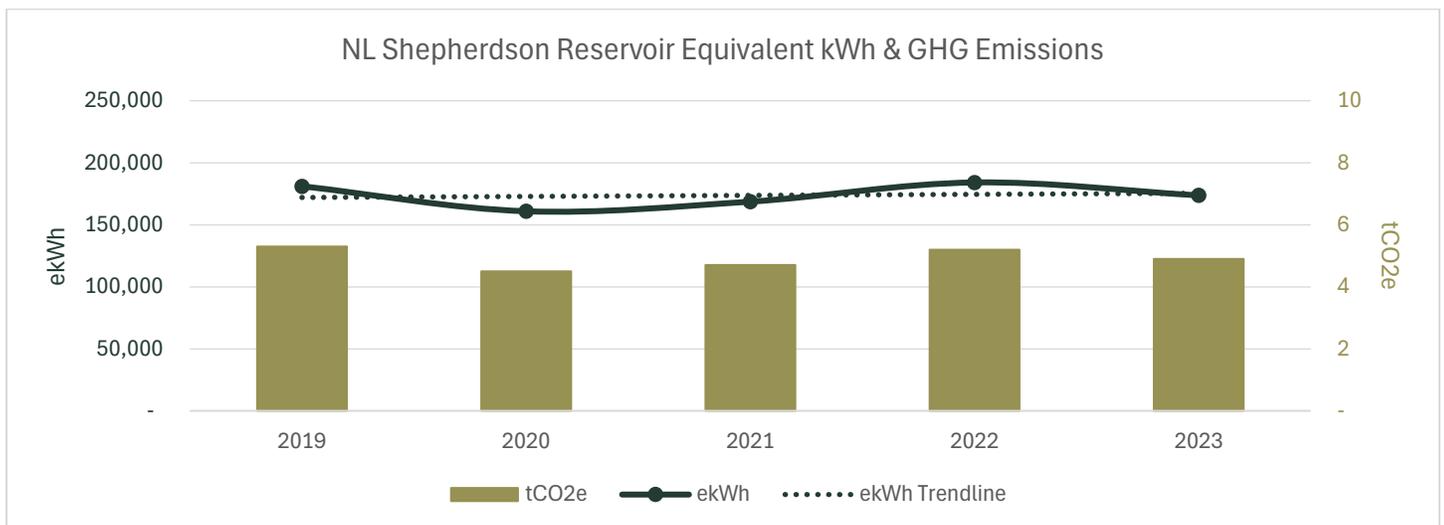
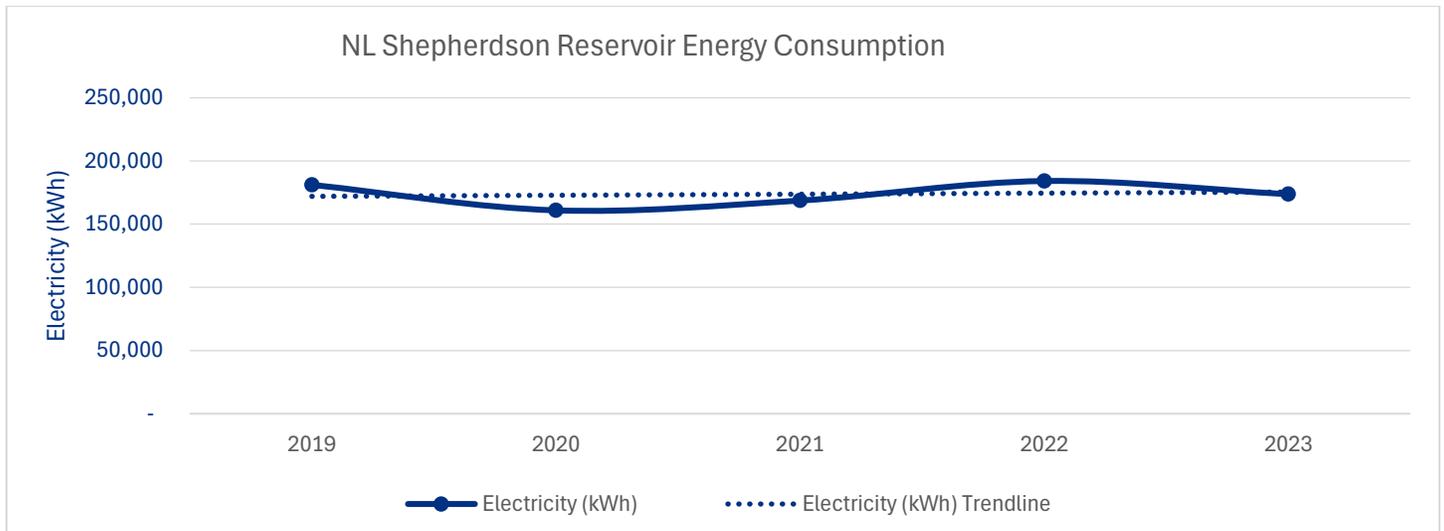
Niven Sewage Station – 184 Niven St N, New Liskeard



The Niven Sewage Station experienced a 21% reduction in energy usage, from 172,320 ekWh in 2019 to 136,180.58 ekWh in 2023, and a 24% decrease in GHG emissions, from 5 to 3.8 tCO₂e. This aligns with a 7% drop in the average daily flow rate, from 243.14 Mgal/d to 225.4 Mgal/d. Energy conservation efforts will continue, through 2024-2029.

Water and Wastewater

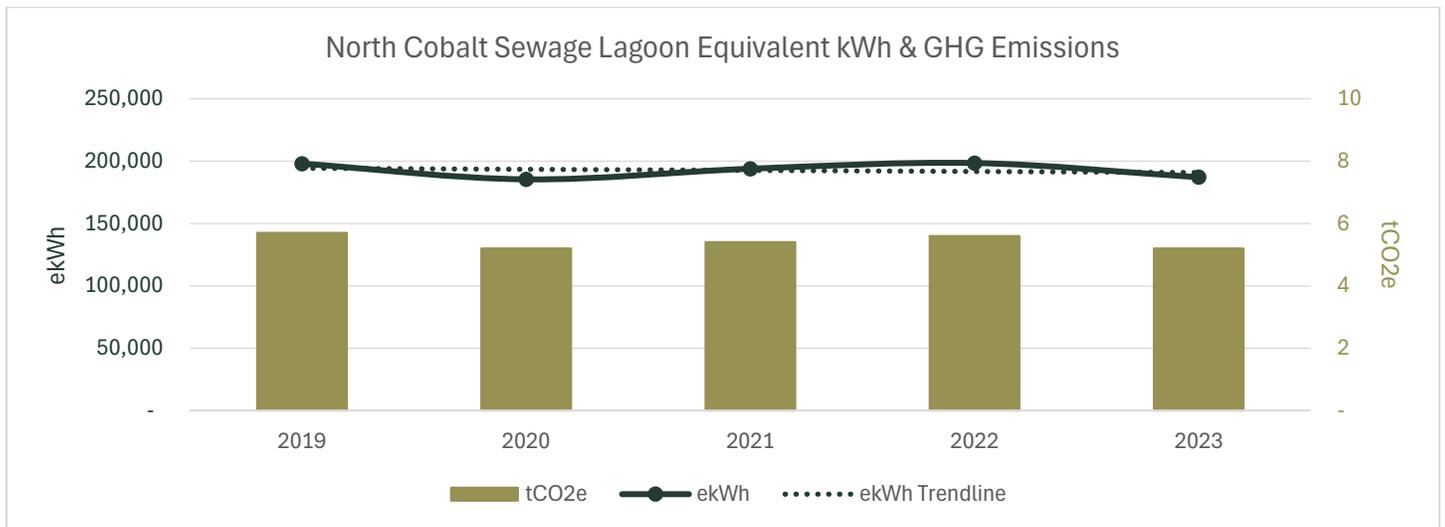
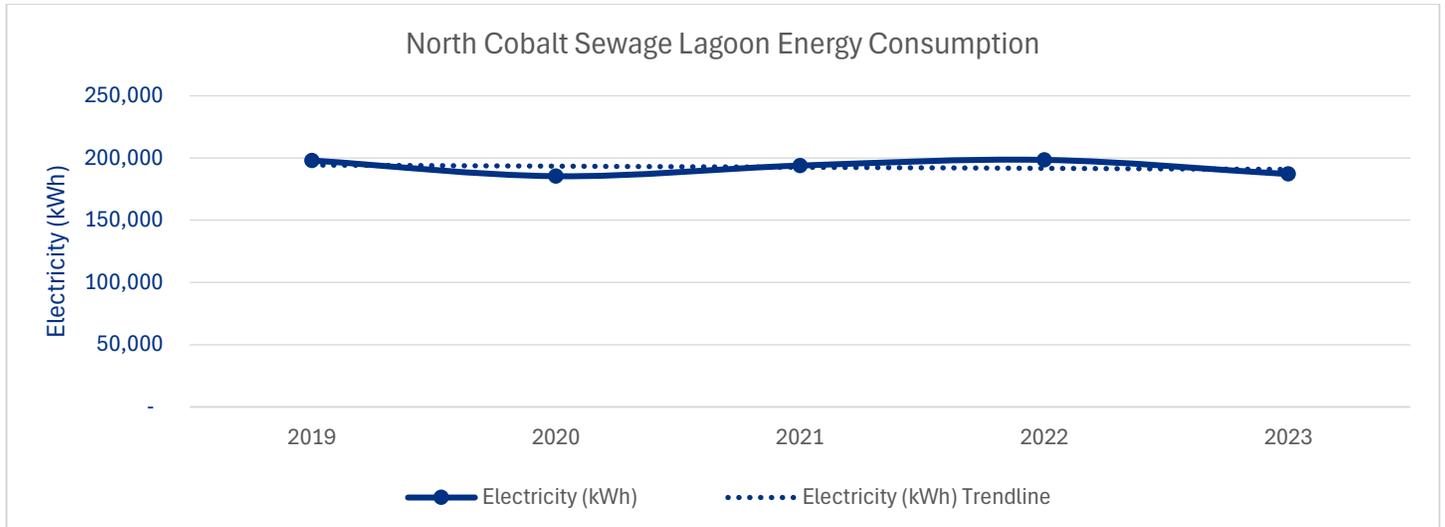
NL Shepherdson Reservoir – 176 Shepherdson Rd, New Liskeard



Between 2019 and 2023, the NL Shepherdson Reservoir saw a 4% reduction in energy consumption, from 181,080 ekWh to 173,700 ekWh, alongside an 8% decrease in GHG emissions, from 5.3 to 4.9 tCO₂e. This was accompanied by a 5% drop in the average daily water flow rate, from 36.74 Mgal/d to 34.99 Mgal/d. Looking ahead to 2024-2029, energy conservation efforts will continue.

Water and Wastewater

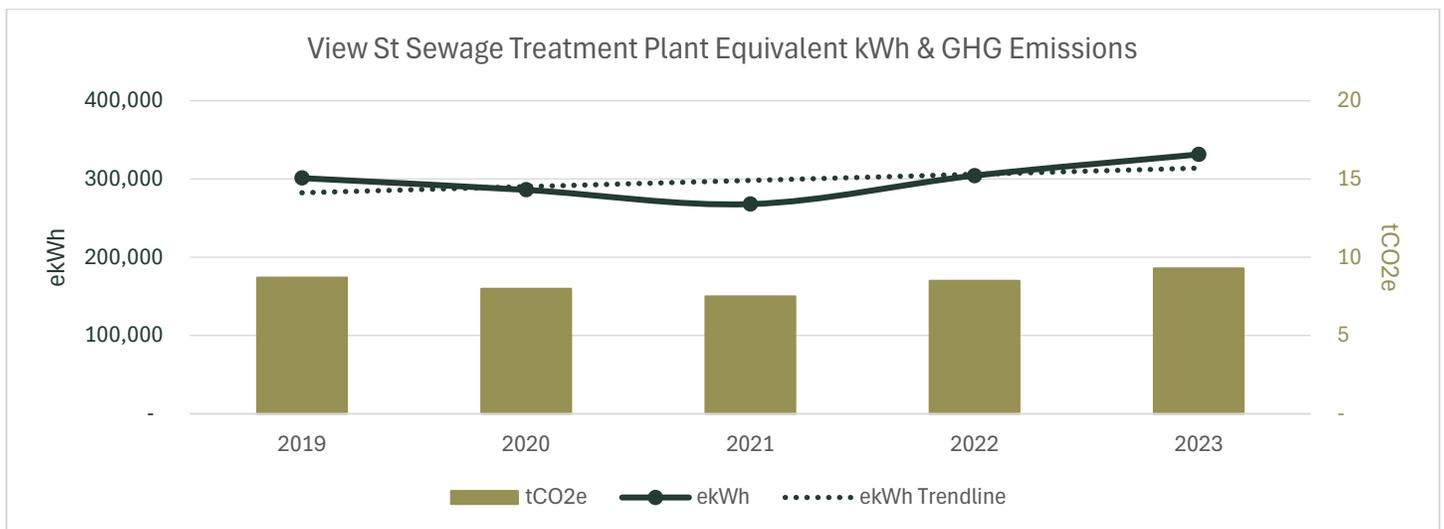
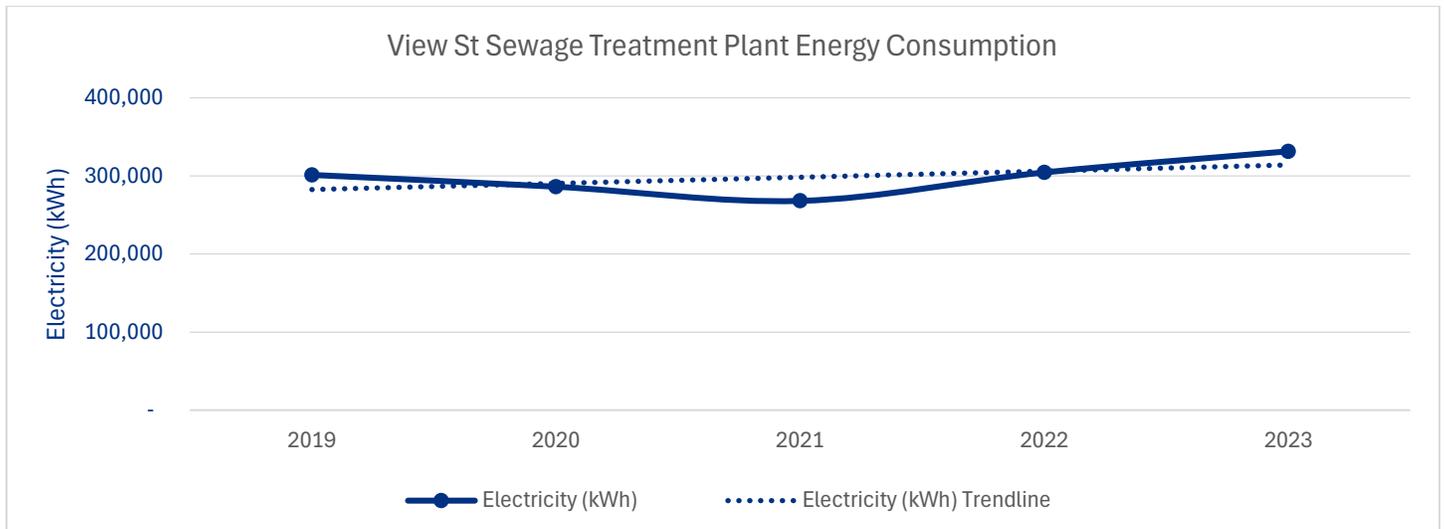
North Cobalt Sewage Lagoon – 543147 Proctors Rd, North Cobalt



The North Cobalt Sewage Lagoon experienced a 6% reduction in energy consumption, from 198,000 ekWh in 2019 to 187,080 ekWh in 2023, and a 9% decrease in GHG emissions, from 5.7 to 5.2 tCO₂e. This coincided with a 9% drop in the average daily water flow rate, from 54.51 Mgal/d to 49.71 Mgal/d. Efforts to enhance efficiency will persist through 2024-2029.

Water and Wastewater

View St Sewage Treatment Plant – 275 View St E, Haileybury



Between 2019 and 2023, the View St Sewage Treatment Plant saw a 10% rise in energy consumption, from 301,200 ekWh to 331,434.44 ekWh, and a 7% increase in GHG emissions, from 8.7 to 9.3 tCO₂e. This occurred despite a 6% decrease in the average influent flow rate, from 212.01 Mgal/d to 198.94 Mgal/d. Moving forward into 2024-2029, the focus will be on implementing strategies for greater efficiency.

Subject: Block Party 2024 Request for Assistance

Report No.: RS-010-2024

Agenda Date: April 30, 2024

Attachments

Appendix 01: Block Party Request for Assistance Letter

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-010-2024; and
2. That Council approve the request from Thirsty and Company and the Haileybury Legion Branch 54 for the use of the City's portable event stage, including setup and take down and the usage of other various equipment on Saturday September 7, 2024.

Background

The Haileybury Block Party is a community event which has taken place each of the past 3 years in downtown Haileybury. As part of the event, City staff have provided various in-kind services to the event organizers over the years, mostly involving road closures and event fencing.

Staff met with the event's organizers and received a written request for assistance to help with the event (Appendix 01). Organizers explained that due to the Rockin' on Canada Day event taking place on the same weekend as the previous three Block Party events and the change in location for Open Studio Libre, a new partnership between the Haileybury Legion Branch 54 and Thirsty Co. would put on the 2024 Block Party. It is proposed to host the event in the Legion Branch 54 parking lot on the day of September 7, 2024.

The Manager of Transportation received the organizer's Event Road Closure Request Form to review and consider their request for closure of Broadway Street.

Analysis

The Block Party is a favourite event for locals and tourists and the City has supported the event each of the past three years.

Support for various festivals and events is not a core service provided by the City of Temiskaming Shores Recreation department and the majority of equipment previously owned by the City which was used to support large events was either donated or sold. Recreation staff have the capacity to support the Haileybury Block Party's 2024 event based on the assistance they've requested. Further, this event helps to support the City's Recreation Master Plan vision for Haileybury as a lifestyle destination.

Staff are recommending to provide the stage rental service and approving the road closure request.

The provision of these services to the Haileybury Block Party has been calculated at \$5,100. The majority of the subsidy costs are associated with the set fee for the stage rental. Staff time to move, set up and take down the stage was calculated at approximately \$1,400.

Relevant Policy / Legislation / City By-Law

- Municipal Alcohol Policy – By-law 2019-068
- Recreation Master Plan – By-law 2020-088

Consultation / Communication

- Consultation with the Manager of Transportation Services
- 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

Direct costs associated with supporting this event have been included within the proposed 2024 operating budget and are within the estimated amounts.

Alternatives

Council could decline the request for assistance from the Haileybury Block Party.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

Original signed by

Original signed by

Mathew Bahm
Director of Recreation

Amy Vickery
City Manager



Thirsty
&

City of Temiskaming Shores
325 Farr Dr, Haileybury
ON, P0J 1K0

RE: REQUEST FOR ROAD CLOSURE FOR HAILEYBURY BLOCK PARTY, SEPTEMBER 7th - SEPTEMBER 8th, 2024

Dear Mathew Bahm,

We are thrilled to announce the upcoming fourth annual edition of the Haileybury Block Party (HBP), a collaboration between the Haileybury Legion Branch 54 and Thirsty and Company. Our primary goal is to support the Legion Branch 54, an organization deeply rooted in our community and dedicated to its betterment.

Building on the success of our 2023 event, which raised an impressive \$5500 for the Tri-Town Ski and Snowboard Village during a challenging operating season, we are now directing our efforts towards supporting the Haileybury Legion Branch 54.

In addition to providing crucial financial support, the HBP serves as a unifying force within Temiskaming Shores, fostering celebration and connection, particularly important after the recent difficult times.

The day's agenda promises an exciting lineup of live music performances, delicious food, and refreshing beverages. We are actively collaborating with downtown businesses, expecting increased participation from our neighbors this year.

In preparation for the event's success, we kindly request the following accommodations:

1. Road Closure: We ask for the temporary closure of Broadway street, from Ferguson Ave to the Haileybury Legion Branch 54 parking lot, to facilitate the setup of our event area and beer garden.
2. Event Stage and Cover: We request that city staff provide the Rotary Club of Temiskaming Shores event stage and cover. This stage not only ensures the security and protection of our musical acts but also enhances the visibility for our ever-growing audience of attendees.

3. Event Fencing: While not essential, if possible, we would appreciate the provision of event fencing and its setup to enclose the event space, along with additional sandbags and trash cans. Ideally, we propose having the fencing in place from 9 am on Saturday, September 7, 2024, until 12:00 PM on September 8th, 2024, to facilitate the setup and removal of tables, stages, and other event-related items. We are open to the idea of having the fencing set up one day before and removed one day after if it proves more convenient.

We assure you that liability insurance coverage, naming the City of Temiskaming Shores as an insured party, will be provided by the Legion Branch 54.

In appreciation of your partnership, we are committed to acknowledging our collaboration through various channels, including social media posts, event tickets, and signage. Should you require further information or have additional queries, please do not hesitate to contact us.

We eagerly anticipate your positive response and extend our heartfelt thanks in advance for your support in making this community event a resounding success.

Warm regards,



Don Martin
President
Haileybury Legion Branch 54
rclegion54@yahoo.ca



Marc-André Therrien
Thirsty and Company
thirstyandcompany@gmail.com
613-513-7044

Subject: Community Fridge MoU

Report No.:

RS-011-2024

Agenda Date:

April 30, 2024

Attachments

Appendix 01: Draft Memorandum of Understanding

Appendix 02: Community Fridge Pilot Evaluation Report

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-011-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into a Memorandum of Understanding with the Temiskaming Shores Public Library for the purpose of operating a Community Fridge Program, for consideration at the May 21, 2024, Regular Council meeting.

Background

The City of Temiskaming Shores offers programming through the Recreation department to increase the quality of life for our citizens. This is delivered through the “Age-Friendly” and “Healthy Kids” programs. Our Age Friendly Coordinator is tasked with delivering programs which meet the needs of our citizens through these two umbrellas.

In conjunction with community volunteers and the Temiskaming Shores Public Library, a tri-party partnership was negotiated to bring a community fridge to the City.

A memorandum of understanding was drafted and passed by City of Temiskaming Shores council at its December 6, 2022 regular meeting. ([By-law 2022-171](#))

The fridge was installed and began operating in early 2023.

Analysis

City staff have been working with community volunteers and other partners, to ensure the program is successful and sustainable. As community knowledge of the fridge and its purpose grows there has been an ongoing and growing number of donations, mostly from local grocers.

At the conclusion of the pilot program for the fridge a report was drafted by the Temiskaming Health Unit which outlined the program's implementation and its successes (Appendix 02).

Due to the success of the pilot program, staff are proposing to update the memorandum of understanding to maintain the community fridge program. To streamline the organization of the project, the new MoU has been modified to include only two parties, the City of Temiskaming Shores and the Temiskaming Shores Public Library. Volunteers helping with the program will be covered under the umbrella of the City of Temiskaming Shores and overseen by the Age Friendly Coordinator. The Temiskaming Health Unit will continue to provide support for the program as part of their regular programming.

The Temiskaming Shores Public Library, as a partner in the project, reviewed and considered the MoU at their April 24, 2024 regular meeting with the following motion:

Motion #2024-228

Moved by: Nadia Pelletier-Lavigne

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board agrees to continue the partnership with the City of Temiskaming Shores in providing a Community Fridge in the lobby of the library in accordance with the approved and signed Memorandum of Understanding.

Carried

The Donation of Food Act ensures that there is no legal liability to people who donate food to others as long as the food is not unfit for consumption and not intended to cause harm. This program, and others like it, are covered by this law and steps are outlined in the agreement to ensure that it covers this program.

This initiative will ultimately help the City to meet its goals within the Healthy Kids program and the Age Friendly program by providing a mechanism for residents to access healthy food for free they otherwise would not receive.

Staff are therefore recommending that Council enter into the Memorandum of Understanding with the Temiskaming Shores Public Library for the purpose of operating a Community Fridge Program.

Relevant Policy / Legislation / City By-Law

- [Donation of Food Act, 1994, S.O. 1994, c. 19](#)
- [By-law 2022-171](#)

Consultation / Communication

- Consultation with the Age Friendly Community Committee
- Consultation with the Temiskaming Shores Public Library
- Consultation with the Timiskaming Health Unit

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 obligations and costs for the City to continue to operate the Community Fridge program were included within the 2024 Recreation operating budget.

Climate Considerations

The climate lens was used to consider the impacts of changing this policy. Based upon the results of the climate lens, there are no anticipated adverse climate effects associated with this agreement. Depending on where food donations are sourced from there may be positive climate impacts should food that otherwise would be thrown out is consumed through the program. Further details on the climate effects of the program were included in the pilot evaluation report (Appendix 02)

Alternatives

1. Council could direct staff to negotiate other provisions for this MOU.
2. Council could direct staff to cancel the Community Fridge Program.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Amy Vickery
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to authorize the execution of a Memorandum of Understanding between The Corporation of the City of Temiskaming Shores and the Temiskaming Shores Public Library for the purpose of operating a Community Fridge Program

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

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

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

Whereas Council for the City of Temiskaming Shores acknowledged receipt of Administrative Report No. CS-011-2024 at the April 30, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into a Memorandum of Understanding with the Temiskaming Shores Public Library for the purpose of operating a Community Fridge Program, for consideration at the May 21, 2024 Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to execute a Memorandum of Understanding between The Corporation of the City of Temiskaming Shores and the Temiskaming Shores Public Library for the purpose of operating a Community Fridge Program, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

DRAFT



Schedule "A" to
By-law No. 2024-000

Memorandum of Understanding between
The Corporation of the City of Temiskaming Shores
And
The Temiskaming Shores Public Library

This agreement made this 21st day of May, 2024.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter referred to as the "City")

and

The Temiskaming Shores Public Library
(hereinafter referred to as the "Library")

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Temiskaming Shores Public Library, and the Corporation of the City of Temiskaming Shores.

WHEREAS the Library is a Public Library Board that has been established pursuant to the provisions of the Public Libraries Act, RSO, 1990, c. P.44 (hereinafter referred to as "the PLA") as amended and which operates the public libraries within the geographic boundaries of the City of Temiskaming Shores in accordance with the provisions of that Act;

WHEREAS the City is a municipal corporation incorporated pursuant to the provisions of the Municipal Act, 2001, SO., 2002, c.25 as amended;

WHEREAS the City and the Library wish to enter into a Memorandum of Understanding to outline the roles and responsibilities of the Community Fridge project in Temiskaming Shores;

AND WHEREAS the Age Friendly Coordinator from the City of Temiskaming Shores serves as a backbone support organization and back-up the project in the event that the volunteers or the Timiskaming Health Unit (THU) are unable to fulfill their roles in this project.

NOW, THEREFORE, THE LIBRARY AND THE CITY HEREBY STATE AS FOLLOWS:

1. COMMUNITY FRIDGE OVERVIEW

- The City of Temiskaming Shores – Age Friendly Community has funded the Fridge.
- The Fridge is located at the Temiskaming Shores Public Library entrance lobby on the right-hand side of the stairwell.

- The food in the Fridge will be available to anyone free of charge.
- The City will accept food donations for the Fridge from local community members and local food premises such as restaurants, caterers, and grocery stores.
- The City will be supported by community volunteers (reviewed and approved by the City) to assist with the provision of the Community Fridge Project

2. FRIDGE REGISTRATION

- The Fridge is registered as a food premise and inspected by health inspectors from the THU.
- The THU will schedule routine inspection(s) of the fridge.
- The Community Fridge has been entered into the inventory as a food premise with the following information:
 - **Owner Name:** City of Temiskaming Shores, 325 Farr Drive.
 - **Operator's Name:** Community Food Action network
 - **Address:** Temiskaming Shores Public Library, 285 Whitewood Ave. West.
- The City is entirely responsible for operating the Community Fridge project. The Library is solely a host organization, and the City also provides in-kind support.
- The City will provide all of the services as set out in Appendix 1, attached hereto.
- Volunteer training (when needed) to be supported by Timiskaming Health Unit staff as availability allows.
- A disclaimer has been added in the fridge area, stating that the Library is solely a host organization.
- The City will be responsible for providing contact information to answer users' questions and respond to reported issues.

3. FOOD DONATIONS

- Anyone (local businesses or community members) interested in donating food will contact the Age Friendly Coordinator or volunteers to accept and inspect the food before placing it in the Fridge.
- The Age Friendly Coordinator or volunteers will handle Community Fridge food donors (local businesses or community members) and will require them to fill out a *Donation Information Form* to record what was donated, the quantity, and by whom.
- For large batch donations by food businesses, the Age Friendly Coordinator or volunteers can coordinate pickups with food donors, inspect them, and place them in the Fridge.
- The Age Friendly Coordinator or volunteers will conduct all required quality checks of the donated food and temperature checks of the Fridge.

4. OVERHEAD COSTS

- The City will oversee utility expenses; any utility increase will be budgeted as necessary.
- The City will provide additional garbage removal service for the Temiskaming Shores Library as required.
- The City will provide maintenance of the Fridge.
- Cleaning supplies will be supplied by the City's Age Friendly Coordinator: (spray, cloth, gloves, bucket, paper towel, dustpan and brush, broom)

5. LIABILITY AND LIABILITY INSURANCE

- The Donation of Food Act (1994) Provides protection to food donors and those distributing donated food from liability for damages from injuries or death caused by consuming donated food.
- The City shall provide liability insurance for its building, under which the Fridge shall be covered.

6. CLEANING

- The City will be responsible for nightly cleaning of the fridge area by adding to the City's regular cleaning time and schedule.
- Additional cleaning supplies will come from the City's regular stock. If cleaning becomes a burden, the City will budget for additional resources to keep the Fridge in a welcoming and sanitary condition.
- The Age Friendly Coordinator shall make the fridge cleaning schedule available for the volunteers to document the date, time, and person's name and send it out monthly.

7. EATING INSIDE THE LIBRARY

- The Library has rules limiting what types of food can be eaten inside.
- Large meals are not allowed inside the Library.
- Small snacks and beverages are allowed in approved areas.

8. HEALTH AND SAFETY

- Users will be encouraged to sanitize their hands upon entering the Library and before using the Fridge.
- The Library custodian will make an alcohol-based hand rub (at least 70%) available for fridge users.

This is the entire operating agreement between the Library and the City. Any amendments to this Memorandum of Understanding will be produced in writing and signed by the approved signing officers (noted below).

This agreement will be in place in perpetuity.

The Library and the City hereby agree that either party to this Memorandum of Understanding may terminate the Memorandum of Understanding upon providing to the other party no less than six months prior written notice, including a motion of Council or the Board, of its intention to terminate this Memorandum of Understanding.

Any matters in dispute between the parties in relation to this Memorandum of Understanding (and amendments thereto) may be referred by either party to binding

mediation by an agreed-upon mediator. The cost of mediation will be shared equally between the parties.

Any notice or other communication to be given in connection with this Memorandum of Understanding shall be given in writing and may be given by personal delivery, facsimile, email or by registered mail addressed to the recipient as follows:

TO THE CITY:

The Corporation of the City of Temiskaming Shores
PO Box 2050, 325 Farr Drive
Temiskaming Shores, Ontario
P0J 1K0
Attention: City Clerk

TO THE LIBRARY:

Temiskaming Shores Public Library Board
PO Box 668, 285 Whitewood Ave. West
Temiskaming Shores, Ontario
P0J 1P0
Attention: Library CEO

Or such other address or individual may be designated by written notice by either party to the other. Any notice given by personal delivery or facsimile shall be conclusively deemed to have been given on the day of actual delivery or transmission thereof and if made or given by registered mail on the third day, not counting Saturday, Sunday or statutory holiday in Ontario, following the deposit thereof in the mail.

This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of Ontario.

Neither this Memorandum of Understanding nor any of the rights or obligations of either of the parties hereunder may be assigned without the prior written consent of the other party to this Memorandum of Understanding.

Remainder of this page left intentionally blank

In witness whereof the parties have executed this Memorandum of Understanding the day and year first above written.

Signed and sealed in
the presence of)

The Temiskaming Shores Public Library

Rebecca Hunt, Library CEO

Witness
Name: _____

Municipal Seal)

**The Corporation of the City of Temiskaming
Shores**

Mayor

Clerk

Appendix 1

1. LEFTOVERS AND WASTE MANAGEMENT

- The City and/or its volunteers will donate any food leftover (before it goes bad) to other community initiatives.
- A community compost bin may be purchased by the City and placed in a community garden in the community.

2. FOOD DONATIONS AND ACCEPTED FOODS

- Accepted foods are whole fresh vegetables and fruits. These are low-risk food, and no labelling is required.
- Also accepted are sealed, pre-packaged, grab-and-go, ready-to-eat food items (i.e., cheeses, unopened pasteurized milk and yogurt, hummus, peanut butter, granola bars, salads, soups, nuts, dried fruits), eggs (traceable stamped eggs, with clean shells and a use-by date), plant-based beverages (fortified soy beverage, almond beverage, etc.), water bottles, 100% fruit juice in single servings, bread and bakery items (bread without fillings, whole grains, and pasta).
- Fresh produce grown in backyards is accepted if it is in a good condition.
- Priority is to be given to food that requires refrigeration
- Non-perishables may be accepted if there is extra room in the Fridge.
- Donations of non-perishable goods would be better suited to other initiatives in the community, such as food banks.
- The City will provide signage for redirection locations of non-perishable food donations.
- Food items requiring a freezer will not be accepted.
- Non-Food item donations will not be accepted.
- High-risk foods such as homemade food/meals, mouldy produce, raw meats/fish and seafood, foods with damaged packaging (e.g., dented cans, opened packages), home-canned foods, unpasteurized dairy products, juices, unstamped eggs, alcohol, spoiled/mouldy food, leftovers, expired food, and partially consumed foods, will not be accepted.

3. FOOD SAFETY

Multiple rules to be put in place to ensure food safety:

- The THU staff will prepare food donation guidelines to be placed on the Fridge.
- The Fridge will be registered as a food premise and inspected by health inspectors from the Timiskaming Health Unit.
- The Fridge and its contents are to be monitored regularly by the City and/or its volunteers to ensure food that is inappropriate to consume is removed, and the Fridge is kept clean.

4. FRIDGE OPERATION AND ADMINISTRATION

- The City and/or its volunteers will help with the following:
 - Recruit 10-20+ volunteers through community outreach.
 - Volunteers to fill out a *volunteer signup form*.
 - Community outreach:
 - To connect with local food businesses/farms to rescue food.
 - To connect with other initiatives in the community, such as food banks, to share excess donations.
 - Answer online inquiries.
 - Post social media updates on fridge status.
 - Provide and monitor the *volunteer cleaning signup sheet*.

- The City and/or its volunteers will help with the following:
 - Spread the word about the community fridge
 - Take and edit photos of fridge contents.
 - Coordinate pickups and stock food donations in the Fridge (when needed).
 - Distribute and deliver donations to other initiatives in the community.
 - Organize the Fridge throughout the day, so products are safely and attractively displayed and grouped.
 - Conduct frequent quality checks and inspect products in the Fridge.
 - Keep the Fridge clean and organized throughout the day
 - Support proper disposal of waste when needed (ex: separating packaging, sorting recycling).

5. FRIDGE TEMPERATURE CHECKING

- The City and/or its volunteers will be responsible for monitoring the Fridge temperature.
- The Fridge must be kept at 4C or colder.
- A digital thermometer is to be kept inside the Fridge.
- Donated food will be a low risk; the temperature will be checked at least once daily on a maintained schedule, and a check record will be documented to follow food safety best practices.

Community Fridge Pilot Project Evaluation

Contents

- Background 2
- Purpose of Evaluation 2
- Evaluation Findings 3
 - Coordination and Monitoring & Operations 3
 - Donation Process 3
 - Human Resources for Project Success 4
 - Engagement 5
 - Volunteers Experience 5
 - Library Staff Experience 5
 - Food Donations 6
- Overhead Cost and Revenue 6
- Conclusion and Recommendations 7

Background

The Community Fridge (CF) Project is a novel project that has been piloted through a joint venture between the Community Food Action Network, the Temiskaming Shores Public Library, the Corporation of the City of Temiskaming Shores, and Timiskaming Health Unit. The project launched in the new Temiskaming Shores Public Library building on May 5, 2023. The fridge is in a public and accessible location within the community, offering donated foods by the local community and its premises such as grocery stores.

The project was developed to address a gap in food access to nutritious food and decrease food waste. Pre-pandemic, 1 in 10 families in Timiskaming struggled to put food on the table,¹ but by 2022, that number increased to an estimated 1 in 5 households in Timiskaming,² with 15% living with low income.³ Their income is not enough to pay for all basic expenses. Their options include using the local food bank; however, food banks primarily offer non-perishable food (e.g., canned legumes, rice), with missing essential fresh foods for healthy eating. Moreover, food waste is a serious issue in Canada, about 58% of all food produced goes to waste annually, contributing to environmental issues.⁴ Reducing food waste is the first step in the ladder to effectively address the food waste.

The goal of the fridge is to decrease food waste in the community by rescuing food that is still in good shape and would otherwise go to waste, while also increasing access to fresh and nutritious food for all, including low-income individuals and families who struggle to afford healthy food. While in southern Ontario there are similar community fridge projects, this is the first of its kind in Timiskaming, aiming to complement the local food banks and give access to fresh fruits, vegetables and perishables including dairy products and other pre-packaged foods.

Purpose of Evaluation

The purpose of the pilot evaluation is to determine if project outcomes were met during the implementation process using appropriate indicators and create recommendations for next steps. Indicators have been grouped under the following 3 categories for this evaluation:

- Coordination and Monitoring & Operations,
- Food Donations & Consumption,
- Overhead Costs & Revenue.

¹ Dias L. The Cost of Eating Healthy in Timiskaming. <https://www.timiskaminghu.com/websites/timiskaminghu.com/files/CDPInjury/Food%20Insecurity/Cost%20of%20Healthy%20Eating%20-%202019-EN.pdf>. 2019. Accessed Feb 28, 2024.

² Ontario Agency for Health Protection and Promotion (Public Health Ontario). Response to scientific/technical request: Household food insecurity estimates from the Canadian Income Survey 2018- 2020. 2023.

³ Statistics Canada. *2021 Census of Population (Timiskaming District)*. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa; 2022.

⁴ Nikkel, L., Maguire, M., Gooch, M., Bucknell, D., LaPlain, D., Dent, B., Whitehead, P., Felfel, A. The Avoidable Crisis of Food Waste: Roadmap; Second Harvest and Value Chain Management International; Ontario, Canada. 2019.

TABLE 1: PROJECT INDICATORS CATEGORIZATION

Project Process Categorization	Indicators
Coordination and Monitoring & Operations	Donation process
	Number of volunteers recruited, trained, sustained throughout the program, number of volunteers who drop out, and total # of hours worked by each volunteer
	Donors, library staff, and volunteers' satisfaction
	Number of user complaints, nature of complaint, action taken
	Number of hours spent by the CFA Network members, the Age-Friendly Coordinator and the THU Dietitian to coordinate the planning, branding, social marketing, implementation, and evaluation of the community fridge project
	Date and number of times fridge was closed if there is an inability of the CFA network to provide services as outlined in the MOU appendix
	Date and time and frequency of Fridge inspections by health inspectors from the Timiskaming Health Unit
	Provision of a disclaimer in fridge area installed stating that the Community Food Action Network entirely runs this project, and the library is solely a host organization
Food Donations	Amount of food donated including donor, food type/category, quantity timeframe
	Number of food donor partners
	Quantity of food left in the fridge, amount spoiled and discarded
	Number and date of fridge monitoring - daily quality and temperature checks of the donated food
Overhead Cost & Revenue	All expenses related to fridge utility expenses, garbage removal, fridge maintenance, cleaning supplies as needed
	All revenue generated for the project through grants, including in-kind donations to the project
	Monetary donations
	# Of followers, # of posts and costs associated with operation of Facebook/Instagram page –
	Quantity and cost of supplies purchased for fridge including fridge thermometer, bins to put the food out while cleaning, hand sanitizer dispenser and gel, garbage bin/waste container, recyclable bags/garbage bags, a fridge clipboard for tracking donations and other items as needed for the operation of the Fridge
	Cost and provision of signs/materials for fridge including food allergy warning, safe fridge temperature, community fridge guide, volunteers guide, and other materials/signs.
	Cost and provision of liability insurance for the library building under which the Fridge shall be covered.

Evaluation Findings

Coordination and Monitoring & Operations

Donation Process

The donation process has worked seamlessly throughout the 6-month evaluation from both the perspective of the donors and the Community Fridge Action Network (CFAN) members who are coordinating and operating the CF. For the donations, the Second Harvest App was utilized to partner with local grocery stores. The donation process started when CFAN members received an email from Second Harvest notifying them that a donation was ready to be rescued. Then, a CFAN member would go and pick up the donation, drop it off and stock the fridge. If there was food donation surplus, then the

individual would place half of the donation in the fridge, and the other half was placed at the Waterfront Pool and Fitness Centre staff fridge nearby for storage. The food in storage would then be moved to the CF when the fridge was empty. During the drop off a fridge check was conducted, including checking the temperature of the fridge and cleaning it. The CFAN member would report the food rescue on the Second Harvest app and record the donation in a tracking dashboard created for the purpose of this evaluation. After the food was donated, the last step was the promotion of the fridge restock on social media platforms such as Instagram and Facebook that were created for this specific project. Table 2 highlights the donation process.

TABLE 2: CF DONATION PROCESS



The primary donors over the past 6 months have been the Independent Grocer, Snack Shack, community members and community garden. Donor feedback found that they are very satisfied with the process as donations are picked up quickly. According to them, everything is operating well and there is nothing challenging about the donation process or using the Second Harvest App. Donors noted that *“as long as there is a need, donation will continue to come”* from them.

Human Resources for Project Success

As this was the first project of its kind in our region, the human resources needs were high. The CFAN members met monthly for an hour. The THU Registered Dietitian responsible for the project, who also chairs the CFAN, spent approximately 130 hours over the past 7 months on this project e.g., volunteer training, volunteer tracking spreadsheets, volunteer coordination, social media promotion, coordination and administration support for CFAN meetings. CFAN members who actively cleaned and stocked the fridge spent roughly 28 hours per member over the past 7 months. The Age Friendly Coordinator for the City of Temiskaming Shores spent 140 to 168 hours for the past 7 months. Activities undertaken by the CFAN include coordinating the planning, branding, social marketing, implementation, and evaluation of the community fridge project. The CFAN was always able to provide the services outlined in the MOU (appendix B) which resulted in the continuous operation of the fridge with no major user complaints. The primary complaint was from community members wanting the fridge to be stocked more often.

Engagement

The project was promoted across 2 social media platforms, Instagram and Facebook. The Facebook Temiskaming Shores Community Fridge has 519 followers and 383 likes as of January 17th, 2024. The last fridge stock post reached 2,196 people and comments primarily focused on when the fridge will be restocked. On Instagram, the fridge account has 175 followers and 45 posts as of January 29th, 2024. Total accounts reached over the last 90 days include 150 accounts. The platforms are used to share important information regarding the fridge use, provide guidelines to donating fresh produce to the fridge by community members, and encourage local businesses to collaborate with the project, in addition to fridge restocks.

Volunteer Experience

Volunteers played a key part in the smooth operations of the CF during the pilot. Community volunteers interested in supporting the project were invited to participate in training sessions. In August 2023, two training sessions were offered and held at the library and covered the following topics: understanding the CF initiative and its goals, food donations and guidelines for food safety, fridge inventory management, and communication and coordination among volunteers. The volunteers started in September of 2023 and primarily conducted fridge checks and cleaned the fridge, taking about 10 minutes to complete. They were assigned dates based on a monthly schedule which aimed to have the fridge checked and cleaned 2-3 times per week. The volunteers would take a photo of the fridge and email it to the CF Gmail and record the following information: time of fridge check, temperature of the fridge in Celsius, if the fridge is stocked, if they cleaned the fridge, a list of discarded items, any comments about the food quality or quantity. Volunteers reported being very satisfied with the overall experience supporting the CF and the training received. They found the process of conducting fridge checks to be easy and take very little time. For example, one volunteer said *“The fridge check role is very easy to do and takes very little time. I like that I can do it at any time during the day (within library hours)”* and another mentioned *“Easy to take a photo and email a note to the Community Fridge gmail from my own phone.”*

Library Staff Experience

Provision of a disclaimer in the fridge area was installed stating that the Community Food Action Network entirely runs this project, and the library is solely a host organization. Satisfaction survey (appendix A) results from the library staff demonstrated that they were somewhat satisfied to very satisfied with the donation process. Library staff reported that *“People seem to be able to access the Fridge very easily. It seems to be a much-needed service, based on the number of people who are using it and asking about it. So far operationally everything has worked well”* and that *“Volunteers have been helpful in answering questions we receive from the public.”* All library staff surveyed support and would recommend the CF to continue being housed at the library. For example, one member said *“YES. This is a perfect place for such a thing. I just wish more people knew and could access it”* while another mentioned *“Yes! It is a great resource for the community and is very well-used. The library hours allow access on weekends and several evenings a week. I think it is a great project and am happy we are hosting it at the library.”* According to one member, a challenge identified is *“If there is time between stock-up days we sometimes have a lot of inquiries--at times people didn't seem to understand that it was not the library that is stocking the Fridge. On a few occasions some people seemed to be taking everything in the Fridge and not leaving anything for others. If the Fridge is continually stocked it seemed like this was happening less frequently.”*

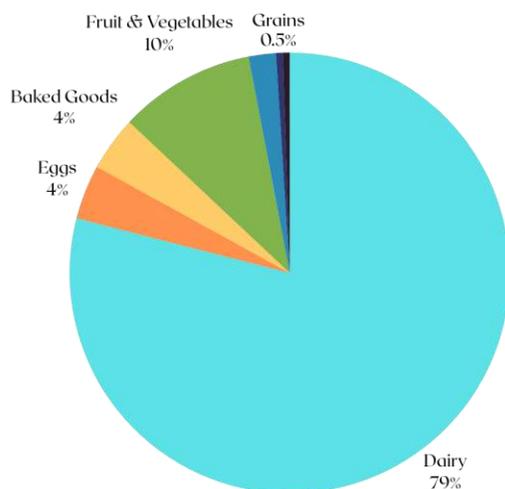
Food Donations

The amount of food rescued through the Second Harvest application from one donor, the Independent Grocer, includes 24 rescues which equate to 2,567 Kgs of Green House Gas emissions that have been saved from going into the atmosphere and an estimated amount of \$2,148. Food category rescues includes:

- 79% dairy products,
- 4% eggs,
- 4% baked goods,
- 10% vegetables and fruits,
- 0.5% grains,
- 0.5% water and juice.

Of the total amount of food items donated, which was roughly around 2,800, only 1.6% were thrown out, all the rest were taken by local community members.

TABLE 3: FOOD DONATIONS BY CATEGORIES



Overhead Cost and Revenue

The cost of the fridge and insurance was covered by the City of Temiskaming Shores Age Friendly budget. The utility expenses, garbage removal and fridge maintenance costs were minimal. The project received primarily in-kind donations such as the thermometers, signs/materials for fridge including food allergy warning, safe fridge temperature, community fridge guide, volunteers guide, and other materials/signs from the Timiskaming Health Unit. A routine yearly inspection was conducted by a THU health inspector. No revenue was generated through the project and the project did not receive grants. The pilot did start accepting monetary donations halfway through the pilot. Monetary donations include a donation from CEA was in the amount of \$150 which was used to purchase the initial food when opening and the refreshments for the ceremony, \$20 cash from a community member and 93 dollars in

Independent Gift Cards. The money was used to purchase foods for the CF when it was running low on donations.

Table 4: Revenue and Cost of Project

All Cost	City Temiskaming Shores Age Friendly budget for fridge and insurance. In-kind donations from Timiskaming Health Unit i.e., Thermometers. Cleaning supplies and bins cost were \$35.31.
All Revenue	N/A. Did not receive any grants. The fridge was purchased through the Age Friendly Budget in 2021.
Monetary Donations	\$20 cash, \$93 in Independent Gift Cards.

Testimonials

To showcase the importance of this project and the impact it has had on the community see as follows:

“A patient came into the clinic the other day and was noticeably unwell. He was stating that this month was difficult for him and that he was struggling. I noticed that he was pale, seemed very tired and that his stomach was growling quite loudly. The patient admitted that it had been a few days since he had last eaten, but that he was getting some money in a few days and would be ok. After providing him with a bite to eat, I told him about the Community Fridge and explained that it was there and he could access it during times when he was struggling. This patient does not use the food bank even though he is able to, saying he likes to save that for families who need it more than himself.

The patient called me the next day, thanking me profusely for telling him about the community fridge. He was able to get some eggs, bread and juice to ‘tide him over’ until he had some money. He is very thankful that the Community Fridge is there as it really helped him this month!”

Conclusion and A Key Role for Public Health

The project objectives were met during the implementation of the Community Fridge Pilot Project as the pilot decreased food waste in the community by rescuing food that is still in good shape and would otherwise go to waste, while also increasing access to fresh and nutritious food for all, including low-income individual and families who struggle to afford healthy food. While progress towards also increasing access to fresh and nutritious food for all has been made, challenges remain. A challenge throughout the implementation has been ensuring that the fridge is stocked more consistently, as that has been one of the main concerns from the comments on the social media pages. Therefore, it is recommended to continue to pursue more partnerships with other local donors and continue efforts to

increase awareness about the project. In addition, it is recommended to explore a process through which local restaurants and other food premises, not only grocery stores, would be able to donate food that would otherwise go to waste. The project required extensive human resource investments, over 130 hours over the past 6 months, from the Health Unit to create all the needed promotional materials, tracking and safety documents, volunteer training and coordination, etc. This number of hours spent is not sustainable for the continuation of the project as this is only a part of the RD's portfolio. Therefore, it is recommended for the next stages of the CF to focus on building capacity within the community through volunteers to take ownership of the CF moving forward. Overall, the project has been successful at being implemented as planned and could be duplicated in other regions such as Kirkland Lake. Additionally, as the majority of the resources and process guideline have been created, it is highly likely that they could be shared with groups interested in starting a CF project in their community resulting in a smaller number of human resources hours needed to get the project off the ground than this pilot.

Community Fridge Donor Survey

Please take 3 minutes to complete the Community Fridge Survey to help us continue to improve the volunteer experience. Your insights help us understand your experiences, preferences, and areas for improvement. All responses are anonymous and will inform the pilot project evaluation and project next steps.

1. How satisfied are you with the donation process?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

2. What is working well with the donation process? Please describe.

3. Is there anything challenging with the donation process? If yes, please describe.

3. Have there been challenges with the Second Harvest app? If yes, please describe.

4. Is there a way to improve the donation process for donors? Please describe.

5. How can we continue to encourage retail donors to donate to the Community Fridge Pilot Project?

Thank-you for being a volunteer with the Community Fridge pilot project and for completing this survey.

Community Fridge Evaluation – Library staff survey

Please take 3 minutes to complete the Community Fridge Survey to help us continue to improve the volunteer experience. Your insights help us understand your experiences, preferences, and areas for improvement. All responses are anonymous and will inform the pilot project evaluation and project next steps.

1. How satisfied are you with having the Community Fridge at the Temiskaming Shores Public Library?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

2. What has worked well with having the Community Fridge at the library? Please describe.

3. Have there been any challenges with having the Community Fridge at the library? If so, please describe.

4. Would you recommend the Community Fridge continue to be at the library? Please explain.

Thank-you for being a volunteer with the Community Fridge pilot project and for completing this survey.

Community Fridge Evaluation – Volunteers

Please take 3 minutes to complete the Community Fridge Survey to help us continue to improve the volunteer experience. Your insights help us understand your experiences, preferences, and areas for improvement. All responses are anonymous and will inform the pilot project evaluation and project next steps.

1. What is your volunteer role? Please check all that apply.

- Fridge temperature check
- Drop off
- Pick up

2. How satisfied are you with your volunteer orientation and training?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

3. How satisfied are you with your volunteer experience overall?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

4. What has worked well in your volunteer role with the Community Fridge Pilot project? Please describe.

5. Have there been any challenges in volunteering with the Community Fridge Pilot Project? If yes, please describe.

6. Have community members asked you about the Community Fridge Pilot Project?

- Yes
- No

7. Do you have any suggestions on how to improve the volunteer experience?

8. Do you have any suggestions on how we can increase the effectiveness of the Community Fridge project?

Thank-you for being a volunteer with the Community Fridge pilot project and for completing this survey.

Subject: Harbour Office Lease Agreement

Report No.:

RS-012-2024

Agenda Date:

April 30, 2024

Attachments

Appendix 01: Draft Lease Agreement By-law

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-012-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into a lease agreement with John Blanchard and Tanya Perry for the rental of the Harbour Office at HarbourPlace, for consideration at the May 21, 2024, Regular Council meeting.

Background

Prior to 2020, the City of Temiskaming Shores headquartered operations of the Haileybury Marina out of the office space at the HarbourPlace building. When the fuel tank was moved in 2019 from that building to the Service Marina, staff began offering marina services from the service marina location as it made the most sense to be near the fuel. Subsequently, the office space at HarbourPlace has been left vacant.

John Blanchard was a tenant of the Haileybury Marina in 2023 with multiple boats. He operates a sportfishing business on Lake Timiskaming. John approached city staff about utilizing the HarbourPlace office to expand his business.

Analysis

The space has not been used by the City since moving marina operations to the Service marina in 2020 and no individual besides John has expressed interest in the space. The subsequent drop in presence in the area has seen an increase in vandalism to the HarbourPlace building. Staff are recommending to enter into a lease agreement with John Blanchard for use of this office. It is expected that the increase in presence in this

area will help to cut down on the amount of vandalism that has taken place and, otherwise, this space will just be vacant.

The proposed terms of the lease would be a 12-month term with an additional 12-month mutual renewal period. Rent would be set at \$100/month with the City continuing to pay for heat and hydro of the space as we do currently.

A draft lease agreement is attached as Appendix 01.

Relevant Policy / Legislation / City By-Law

- 2024 Recreation Services Operation Budget

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

The City would expect to receive approximately \$700 in rental income in 2024 from this lease. This income was not included within the 2024 Recreation operations budget.

Climate Considerations

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

Alternatives

Council could direct staff to forego a tenant for this space.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Amy Vickery
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

**Being a by-law to authorize a lease agreement with John
Blanchard and Tanya Perry for the rental of the Harbour Office at
HarbourPlace**

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

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

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

Whereas Council considered Administrative Report No. RS-012-2024 at the April 30, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into a lease agreement with John Blanchard and Tanya Perry for the rental of the Harbour Office at HarbourPlace, for consideration at the May 21, 2024, Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to enter into an Agreement with John Blanchard and Tanya Perry for the rental of the Harbour Office at HarbourPlace, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk



**Schedule “A” to
By-law No. 2024-000**

Lease Agreement between

The Corporation of the City of Temiskaming Shores

And

John Blanchard & Tanya Perry

for the lease of “Harbour Place”

This lease made this 21st day of May 2024.

Between:

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

And:

John Blanchard & Tanya Perry
(hereinafter called the "Lessee")

Whereas the Lessor is the owner of the lands in the City of Temiskaming Shores, District of Timiskaming, in the Province of Ontario, (hereinafter called the "Land"), and there is located on the Lands a building (hereinafter called the "Building"), having an entrance off Farr Drive in the City of Temiskaming Shores, in the Province of Ontario.

And whereas the parties hereto have agreed to enter into this Lease.

1. Leased Premises

The Lessor hereby demises and leases to the Lessee the "Harbour Office" in the Lessor's Building located at 451 Farr Drive, Haileybury, Ontario being hereinafter called the "premises". The "Harbour Office" being further described as a room on the first floor of the Harbour Place building of approximately 64 sqft. in size with an entrance on the east side of the building.

2. Ingress and Egress

Together with the right of ingress and egress for the Lessee's employees, servants and agents, customers, patients and invitees, and the use of elevators, entrances, lobbies, hallways, stairways, driveways, sidewalks, common loading and stopping areas in and about the Lands and Building (hereinafter called the "common areas").

3. Term

To hold the premises for a term commencing on the 1st day of June 2024 and ending on the 31st day of May 2025.

4. Rent

And paying therefore, to the Lessor, subject to the provisions of this Lease, the sum of \$100 per month plus HST. Rent is payable to the City of Temiskaming Shores and due on the first day of each and every month during the term hereof.

And the parties hereto covenant and agree as follows:

5. Tenant's Covenants

The Tenant covenants with the Landlord:

- a) **Rent** - to pay rent;
- b) **Telecommunications** - to pay the cost of telecommunications to the premises;
- c) **Compliance with by-laws** - to comply with and conform to the requirements of every applicable statute, law, by-law, regulation, requirement and order from time to time in force during the term of this agreement, and any extension thereof, affecting the condition, maintenance, use or occupation of the Lands or the Premises; and in so doing the Tenant shall make the necessary alterations, repair, or addition to or deletion from any part of the Premises or any equipment or other facility used in connection with or appurtenant to the Lands provided that the use of any part of the Lands as a non-conforming use under the applicable zoning by-law is not a violation of the provisions of this paragraph;
- d) **Repair** - to repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to permit the Landlord to enter and view the state of repair and to repair according to notice in writing, reasonable wear and tear and damage by fire, lightning and tempest only excepted; and to leave the premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted;
- e) **Cost of repair where Tenant at fault** - that if the building including the premises, boilers, engines, pipes and other apparatus (or any of them) used for the purpose of heating or air conditioning the building or operating the elevators, or if the water pipes, drainage pipes, electric lighting or other equipment of the building or the roof or outside walls of the building get out of repair or become damaged or destroyed through the negligence, carelessness or misuse of the Tenant, his servants, agents, employees or anyone permitted by him to be in the building (or through him or them in any way stopping up or injuring the heating apparatus, elevators, water pipes, drainage pipes, or other equipment or part of the building) the expense of any necessary repairs, replacements or alterations shall be paid by the Tenant to the Landlord forthwith on demand;
- f) **Assigning or subletting** - not to assign, sublet or part with possession of any part of the premises without leave of the Landlord, which leave shall not be unreasonably withheld, and which leave shall not be required in the event of a sublease to add a health team member to the group comprising the Tenant or to a management corporation which may be incorporated by the Tenant;
- g) **Entry by Landlord** - to permit the Landlord or its agents to enter upon the premises at any time and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to the building, and the Tenant shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the Landlord shall give reasonable advance notice to avoid

inconvenience to the Tenant, given the private and confidential nature of the profession of the Tenant;

- h) **Indemnity** - to indemnify and save harmless the Landlord against and from any and all claims by or on behalf of any person or persons, firm or firms, or corporation or corporations arising from the conduct or any work, by or through any act of negligence of the Tenant or any assignee, subtenant, agent, contractor, servants, employee or licensee of the Tenant;
- i) **Exhibiting premises** - to permit the Landlord or its agents to exhibit the premises to prospective Tenants during the last month of the term;
- j) **Alterations** - not to make or erect in or to the premises any installation, alteration, addition, or partition without submitting plans and specifications to the Landlord and obtaining the Landlord's prior written consent (in each instance); such work shall if the Landlord so elects, be performed by employees of or contractors designated by the Landlord; in the absence of such election, such work may be performed with the Landlord's consent in writing (given prior to letting of contract) by contractors engaged by the Tenant but in each case only under written contract approved in writing by the Landlord and subject to all conditions which the Landlord may impose; the Tenant shall submit to the Landlord or the Tenant's contractors (as the case may be), when due the costs of all such work and of all materials, labour and services involved therein and of all decoration and all changes in the building, its equipment or services, necessitated thereby;
- k) **Name of building** - not to refer to the building by any other name other than that designated from time to time by the Landlord nor use the name of the building for any purpose except as the business address of the Tenant. The Tenant shall be permitted to display a sign on the exterior of the building in a location and manner approved by the Landlord;
- l) **Termination by Tenant** – Notwithstanding any unexpired term of this agreement, in the event that the Tenant is not otherwise in default of the terms of this lease, they shall be entitled to terminate this lease upon giving 60 days written notice to the Landlord;
- m) **Monthly tenancy** – If upon the termination of this lease or any extension thereof the Landlord permits the Tenant to remain in possession of the Lands and Building and accepts rent, a tenancy from year to year is not created by implication of law and the Tenant is deemed to be a monthly tenant only, subject to all the terms and conditions of this lease except as to duration;
- n) **Insurance** - The tenant shall maintain adequate insurance coverage on its equipment, supplies, inventory and the Tenant's fixtures and all other property belonging to it. The Tenant agrees to not carry on or permit to be carried on any business in the Building which may make void or voidable any insurance held by the Landlord or other occupants of the Building.

The tenant will keep in force a full policy of public liability insurance (at a minimum of \$2,000,000 of coverage) with respect to the business operated by the Tenant in the Leased Premises. The policy shall name the Landlord and Tenant as insured and shall contain a clause that the insurer will not cancel or change the insurance without first giving the Landlord 10 days written notice. A certificate of such insurance shall be delivered to the Landlord prior to the commencement of the term and, so far as renewals are concerned, thirty days prior to the expiry of any such policy;

- o) **Cleaning** – The tenant shall be responsible for maintaining the cleanliness of the Premises.
- p) **Equipment** – To permit the landlord to mount telecommunications and other electronic equipment on the wall in the premises.

6. Landlord's Covenants

The Landlord covenants with the Tenant;

- a) **Quiet enjoyment** - for the quiet enjoyment;
- b) **Taxes** – to pay all taxes and rates levied against the premises or to the Landlord on account thereof;
- c) **Electricity** - to pay for the electricity supplied to the premises;
- d) **Heat** - to heat the premises;
- e) **Structural soundness** - to keep the premises, common areas and parking lot structurally sound and to look after any structural defects which may arise;
- f) **Notice** – the Landlord may terminate the lease upon giving 60 days written notice in accordance with the provisions stated in the Commercial Tenancies Act;
- g) **Insurance** - The Landlord shall maintain adequate fire and other perils insurance coverage on the Leased premises and its fixtures for the full value thereof and shall maintain such insurance throughout the term of this Lease and any renewal thereof. Such policy shall contain a waiver of subrogation as against the Tenant and its employees and officers;
- h) **Keys** - to provide two (2) keys to access the Premises;

7. Provisos

Provided always and it is hereby agreed as follows:

- a) **Fixtures** - The Tenant may remove his fixtures, but all installations, alterations, additions, partitions and fixtures except trade or Tenant's fixtures in or upon the premises, whether placed there by the Tenant or by the Landlord, shall be the

Landlord's property without compensation therefore to the Tenant and shall not be removed from the premises at any time (either during or after the term);

- b) **Fire** - In case of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt; and the Landlord, instead of re-building or making the premises fit for the purpose of the Tenant, may at its option terminate this lease on giving to the Tenant within thirty days after such fire, lightning or tempest, notice in writing of its intention (so to do) and thereupon rent and any other payments for which the Tenant is liable under this lease shall be apportioned and paid to the date of such fire, lightning or tempest, and the Tenant shall immediately deliver up possession of the premises to the Landlord;
- c) **Damage to property** - The Landlord shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Tenant or to the employees of the Tenant or to any other person while in the building or in the yard of the building unless such loss, damage or injury shall be caused by the negligence of the Landlord or its employees, servants or agents for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the building or from the water, steam or drainage of the building or from any other place or quarter nor for any damage caused by or attributable to the condition or arrangement of any electric or other wiring omitted by any other Tenant;
- d) **Impossibility of Performance** - It is understood and agreed that whenever and to the extent that the Landlord shall be unable to fulfill, or shall be delayed or restricted in fulfilling any obligation hereunder for the supply or provision of any service or utility or the doing of any work or the making of any repairs because it is unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfill such obligations or by reason of any statute, law or order-in-council or any regulation or order passed or made pursuant thereto or by reason of the order or direction of any administrator, controller or board, or any government department or officer or other authority, or by reason of not being able to obtain any permission or authority required thereby, or by reason of any other cause beyond its control whether of the foregoing character or not, the Landlord shall be relieved from the fulfillment of such obligation and the Tenant shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned;
- e) **Default of Tenant** - If the rent reserved or any part thereof shall not be paid on the day appointed for payment, whether lawfully demanded or not, or in case of breach or non-observance or non-performance of any of the covenants or agreements or rules or regulations herein contained or referred to on the part of the Tenant to be observed and performed, or in case the premises shall be vacated or remain unoccupied or in case the term shall be taken in execution or attachment for any cause whatsoever, (and in every such case) the Landlord shall be entitled thereafter to enter (into and) upon the premises (or any part thereof in the name of the whole) and the same to (have again), repossess and enjoy as of its former estate, anything herein contained to the contrary notwithstanding;

- f) **Bankruptcy of Tenant** - In case without the written consent of the Landlord the premises shall remain vacant or not used for the period of fifteen days or be used by any other person than the Tenant or for any other purpose than that for which they were let or in case the term or any of the goods and chattels of the Tenant shall at any time be seized in execution or attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of creditors or any bulk sale of any act (now or hereafter in force) for bankrupt or insolvent debtors (or if the Tenant is a company any order shall be made for the winding up of the Tenant), then in any such case this lease shall at the option of the Landlord cease and terminate and the term shall immediately become forfeited and void and the current month's rent and the next ensuing three month's rent shall immediately become due and payable and the Landlord may re- enter and take possession of the premises as though the Tenant or other occupant (or occupants) of the premises was (or were) holding over after the expiration of the term without any right whatever;
- g) **Distress** - The Tenant waives and renounces the benefit of any present or future statute taking away or limiting the Landlord's right of distress, and covenants and agrees that notwithstanding any such statute none of the goods and chattels of the Tenant on the premises at any time during the term shall be exempt from levy by distress for rent in arrears;
- h) **Right of Re-entry** - On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord in addition to all other rights may do so as the agent of the Tenant, using force if necessary, without being liable for any prosecution therefore, and may re-let the premises as agent of the Tenant, and receive the rent therefor, and as agent of the Tenant may take possession of any furniture or other property on the premises and sell the same at a public or private sale without notice and apply the proceeds of such sale and any rent derived from re-letting the premises upon account of rent under this lease, and the Tenant shall be liable to the landlord for any deficiency;
- i) **Right of Termination** - On the Landlord's becoming entitled to re-enter the premises under any of the provisions of this lease, the Landlord, in addition to all other rights, shall have the right to terminate this lease forthwith by leaving upon the premises notice in writing of its intention, and thereupon rent and any other payments for which the Tenant is liable under this lease shall be computed, apportioned and paid in full to the date of such termination, and the Tenant shall immediately deliver up possession of the Premises to the Landlord, and the Landlord may re-enter and take possession of the premises;
- j) **Right of Renewal** - The Tenant shall have the right of renewing the lease for a single additional one (1) year term (June 1, 2025 to May 31, 2026). Such renewal shall only be permitted if the Tenant is not in default and the Landlord agrees to the renewal. All terms and conditions to remain the same. The Tenant shall be required to give written notice of their intention to renew the lease on or before the 31st day of March 2025;
- k) **Non-waiver** - Any condoning, excusing or overlooking by the Landlord of any default,

breach or non-observance by the Tenant at any time in respect of any covenant, provision or condition herein contained shall not operate as a waiver of the Landlord's rights hereunder in respect of any subsequent default, breach or non-observance, and shall not defeat or affect in any way the rights of the Landlord herein in respect to any default, breach or non-observance by the Landlord, mutatis mutandis;

- l) **Overholding** - If the Tenant shall continue to occupy the premises after the expiration of this lease with or without the consent of the Landlord, and without any further written agreement, the Tenant shall be a monthly Tenant at the monthly rental herein mentioned and on the terms and conditions herein set out except as to length of tenancy;
- m) **Arbitration** - Any dispute between the parties hereto arising out of the provision of this lease shall be referred to the arbitration of three persons, one to be appointed by each of the parties hereto and the third to be chosen by the two so appointed. If either of the parties fails to appoint an arbitrator for 15 days after the one party has appointed an arbitrator and has notified the other party in writing of the appointment and of the matter in dispute to be dealt with, the decision of the arbitrator appointed by the first of such parties shall be final and binding on both of the parties hereto. If the two arbitrators appointed by the parties hereto fail to agree upon a third arbitrator for 15 days after the appointment of the second arbitrator, either party hereto may apply on 15 days' notice (written) giving the order to a Judge of the District Court of the District of Timiskaming as a persona designate to appoint such third arbitrator. The said Judge, upon proof of such failure of appointment and of the giving of such notice, may forthwith appoint an arbitrator to act as such third arbitrator. If any arbitrator refuses to act or is incapable of acting or dies, a substitute for him may be appointed in the manner herein before provided. The decision of the three arbitrators so appointed, or a majority of them, shall be final and binding upon the parties hereto. All costs and expenses of any such arbitration shall be borne by the parties hereto equally;
- n) **Subordination** - This lease and everything herein contained shall be postponed to any charge or charges now or from time to time hereafter created by the Landlord in respect of the premises by way of institutional mortgage or mortgages and to any extension, renewal, modification, consolidation or replacement thereof, and the Tenant covenants that it will promptly at any time during the term hereof as required by the Landlord give all such further assurances to this provision as may be reasonably required to evidence and effectuate this postponement of its rights and privileges hereunder to the holders of any such charge or charges. The Tenant further covenants on demand at any time to execute and deliver to the Landlord at the Landlord's expense any and all instruments which may be necessary or proper to subordinate this lease and the Tenant's rights hereunder to the lien or liens of any such extension, renewal, modification, consolidation, replacement or new mortgage or mortgages, and the Tenant hereby irrevocably constitutes and appoints the Landlord as its attorney with full power and authority to execute any necessary documents in the implementation hereof for and on behalf of the Tenant and any assumption of this lease by any assignee of the Tenant named herein shall in itself include this provision so that the assignee assuming this lease does thereby irrevocably constitute and appoint the Landlord as its attorney with

full power and authority to execute any necessary documents in the implementation hereof for or on behalf of the said assignee;

- o) **Notice** - Any notice required or contemplated by any provision of this lease shall be deemed sufficiently given if contained in writing enclosed in a sealed envelope addressed as follows:

Landlord P.O. Box 2050
 Haileybury, Ontario
 P0J 1K0

Tenant 170 Carter Blvd
 North Cobalt, Ontario
 P0J 1R0

The date of receipt of such notice shall be the fourth day next following the date of so mailing by registered mail. Provided that either party may, by notice to the other, designate another address in Canada to which notices mailed or delivered more than ten days thereafter shall be addressed.

8. Headings

The headings in this lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this lease or any provisions hereof.

9. Effect of Lease

This lease and everything herein contained, shall extend to and bind and may be taken advantage of by the heirs, executors, administrators, successors and assigns, as the case may be, of each (and every) of the parties hereto, and where there is more than one Tenant or there is a female party or a corporation, the provisions hereof shall be read with all grammatical changes thereby rendered necessary and all covenants shall be deemed joint and several.

Remainder of Page left Blank Intentionally

**FIRE DEPARTMENT ACTIVITY REPORT
OFFICE OF THE FIRE CHIEF**



April 30th, 2024

EMERGENCY RESPONSES

Total responses for the period March 28, 2024 – April 24, 2024

Total Emergency Responses (All Stations)	Estimated Dollar Loss	Estimated Dollar Saved
4	Nil	Nil

Station 1 - Incident Response Summary

Nil

Station 2 - Incident Response Summary (2 Calls)

- Fire Call, 60 Scott Street – False Alarm, Alarm System Malfunction.
- Fire Call, 141 Dymond Avenue – False Alarm, Human – Malicious Intent, Prank.

Station 3 - Incident Response Summary (2 Calls)

- Fire Call, 998006 Hwy 11 - False Alarm, Human – Malicious Intent, Prank.
- MVC, Hwy 569 and Development Road – Call cancelled on route.

Total responses this year to date,

Total Emergency Responses (All Stations)	Estimated Dollar Loss	Estimated Dollar Saved
36	Pending	\$950,000

Activity Report – March 28, 2024 – April 24, 2024

FIRE PREVENTION DIVISION

Fire safety inspections conducted for the period of March 28, 2024 – April 24, 2024, by reason included the following:

Request	Complaint	Routine	Licensing	Follow-up	Annual	Burning Permits	Total Inspections
2	1	7		1	2	22	35

Total Inspections year to date 2024 – **92**

Vulnerable Occupancy mandatory fire drill verification completed at Extendicare.

Public Education/Events

- CJTT monthly morning chat, Emergency Preparedness Week May 5th to 11th.
- Fire safety information via social media, CJTT, and the Speaker.

ONGOING INVESTIGATIONS/CHARGES

Nil

TRAINING AND EDUCATION

- Station 1 – Apparatus and equipment checks, Structural Search and Rescue, SP103 Forest Firefighting Training.
- Station 2 - Apparatus and equipment checks, Basic Pumper Operations.
- Station 3 - Apparatus and equipment checks, Structural Search and Rescue.
- RTC – NFPA 1002 Pump Ops course set for June, online portions starts on May 3rd, 6 members from Temiskaming Shores Fire participating.
- RTC - Emergency Management Ontario offering EM 200 – Basic Emergency Management course June 18th and 19th.

MAINTENANCE

- Regular maintenance.

Subject: Appointment of Auxiliary Firefighters **Report No.:** PPP-005-2024
Agenda Date: April 30, 2024

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-005-2024; and
2. That Council hereby appoints Calvin Barton as Auxiliary Firefighter to the Temiskaming Shores Fire Department in accordance with the Recruitment and Retention Program.

Background

The Auxiliary Firefighter Program was established in 2016 and allows for up to six (6) Auxiliary members to be on the department.

The program allows an opportunity for candidates aged 18 years of age and older, interested in serving their community and preparing themselves to become an active Volunteer Firefighter. The program is also designed to provide candidates who may also wish to become auxiliary firefighters to serve in other tasks that are not considered life threatening, or candidates who do not plan to become a full member Volunteer Firefighter.

Analysis

Candidate Calvin Barton has demonstrated a strong desire to be a member of the Temiskaming Shores Fire Department team. As Station #1 Haileybury currently has a full complement of Volunteer Firefighters at 25, becoming an Auxiliary Firefighter will allow Candidate Barton to participate in training activities and prepare for the next available Volunteer Firefighter opening.

Relevant Policy / Legislation / City By-Law

- By-Law No. 2016-040, Temiskaming Shores Fire Department Recruitment and Retention Program.
- By-Law No. 2005-001, Fire Department Establishing and Regulating By-law.

Consultation / Communication

- Consultation with Station #1 District Chief.

Financial / Staffing Implications

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

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

Financial implications include the provision of appropriate honorariums which have been included in the 2024 Fire Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire department’s operational budget.

Currently there are two Auxiliary Firefighters on the department.

Alternatives

No alternatives were considered.

Submission

Prepared by:



Reviewed and submitted for Council’s consideration by:

“Original signed by”

Steve Langford
 Fire Chief

Amy Vickery
 City Manager



Q1 CAPITAL - BUDGET VARIANCE REPORT

For the Period Ending March 31st, 2024

GENERAL CAPITAL
Budget Variance Report
as at March 31st, 2024

		2024			
Project		Actual	Budget (in principle)	Variance	Status
EXPENSES					
Corporate Services:	Organizational Review Consultant	-	50,000	(50,000)	On Track
	Strategic Plan Consultant	-	50,000	(50,000)	On Track
	Cemetery Columbarium	-	27,000	(27,000)	On Track
	Cemetery Lawn Mower (Mount Pleasant)	-	10,000	(10,000)	On Track
	Cisco Router Licences	29,956	40,480	(10,524)	On Track
	Electric Vehicle Charger		100,000	(100,000)	At Risk
Fire:	NFPA Washer / Extractor	12,219	15,000	(2,781)	On Track
	6 Radios		15,000	(15,000)	On Track
	Enclosed Trailer + 6 Radios		35,000	(35,000)	Cancelled
Public Works:	Albert Street Reconstruction (PW share Phase 2)		1,026,194	(1,026,194)	On Track
	Dymond Industrial Paving (Phase 1/3)		710,000	(710,000)	At Risk
	2024 Roads Program		385,000	(385,000)	On Track
	Street Lighting Upgrades		125,000	(125,000)	On Track
Solid Waste:	Haileybury Landfill Closure		640,000	(640,000)	On Track
Property Mtnce:	Energy Audits (PW, PFC, CH, DSMA, RP) (Carryover)	19,703	200,000	(180,297)	On Track
	Pound Renovation	4,487	75,000	(70,513)	On Track
	Library Roof Repair		35,000	(35,000)	At Risk
	Floor Machine Hlby		6,000	(6,000)	On Track
	Haileybury Arena AODA Engineering		31,500	(31,500)	On Track
	Dymond Apartment Bathroom Reno		15,000	(15,000)	On Track
	Dymond Hall Door Replacement		13,000	(13,000)	At Risk
	Bandstand Roof Replacement		10,000	(10,000)	At Risk
	NL Arena Upgrades	1,140	-	1,140	1
Fleet:	Triaxle (New) (carryover)	330,261	338,580	(8,319)	On Track
Transit:	Buses (2 New) (1 Used)	155,300	573,000	(417,700)	2
Recreation:	Olympia Replacement (carryover)	169,179	166,828	2,351	On Track
	Albert Street - STATO		176,210	(176,210)	On Track
	Hlby Beach Mushroom Conversion (carryover)		20,000	(20,000)	On Track
	TS Recreational Park Upgrades		598,000	(598,000)	At Risk
	Gym Equipment (Hack Squat, Treadmill)	9,858	25,000	(15,142)	On Track
	St Michel AT Path		85,000	(85,000)	On Track
	Dymond Sports Park Fence		25,000	(25,000)	At Risk
	Spurline Concrete		45,000	(45,000)	On Track
TOTAL EXPENSES		\$ 732,104	\$ 5,666,792	\$ (4,934,688)	

NOTES:

- 1 - Project was not identified as a carryover as part of the 2024 budget deliberations.
- 2 - Purchase of used transit bus approved in February 2024. 2024 budget to be adjusted prior to final approval.

LEGEND

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

**ENVIRONMENTAL CAPITAL
Budget Variance Report
as at March 31st, 2024**

	2024			Status
	Actual	Budget (in principle)	Variance	
EXPENSES				
ICI Water Meters (carryover)	9,125	75,000	(65,875)	█
Hlby WTP Filter Replacement #2 (carryover)	68,729	150,000	(81,271)	█
Robert/Elm PS - By-pass Installation (carryover)	10,227	15,000	(4,773)	█
Roof Rehab (McCamus WTP)		120,000	(120,000)	█
Hlby WTP Filter Replacement #3		420,000	(420,000)	█
North Cobalt Lagoon Rehab		90,000	(90,000)	█
Cisco Router Licences (8% of total project)	4,859	3,520	1,339	█
Security Fencing - Hlby WTP		6,000	(6,000)	█
Intrusion Alarm Upgrades - (WTP)	2,260	15,000	(12,740)	█
Intrusion Alarm Upgrades - (WWTP)		12,000	(12,000)	█
Albert Street Reconstruction	126	-	126	█
TOTAL EXPENSES	\$ 95,325	\$ 906,520	\$ (811,195)	

2024 Capital Project Funding Reconciliation

Description	GL Acct	Actual	Budget	Variance	Expenses	Funding Sources					Variance	Notes	
					2024 YTD Actuals	Funding	Partners	Borrowing	Reserves	City			
Organizational Review Consultant	5-4-0250-3000	-	50,000	(50,000)	-	-	-	-	-	-	-	-	-
Strategic Plan Consultant	5-4-0250-3000	-	50,000	(50,000)	-	-	-	-	-	-	-	-	-
Cemetery Columbarium	5-4-5310-1000	-	27,000	(27,000)	-	-	-	-	-	-	-	-	-
Cemetery Lawn Mower (Mount Pleasant)	5-4-5310-1000	-	10,000	(10,000)	-	-	-	-	-	-	-	-	-
Cisco Router Licences	5-4-0250-4600	29,956	40,480	(10,524)	29,956	-	-	-	-	(29,956)	-	-	2024 Capital Levy
Electric Vehicle Charger	5-4-0250-3500	-	100,000	(100,000)	-	-	-	-	-	-	-	-	-
NFPA Washer / Extractor	5-4-2210-1250	12,219	15,000	(2,781)	12,219	-	-	-	(12,219)	-	-	-	Fire Equipment Reserve
6 Radios	5-4-2210-1250	-	15,000	(15,000)	-	-	-	-	-	-	-	-	-
Enclosed Trailer + 6 Radios	5-4-2210-1250	-	35,000	(35,000)	-	-	-	-	-	-	-	-	-
Albert Street Reconstruction (PW share Phase 2)	5-4-3110-2020	-	1,026,194	(1,026,194)	-	-	-	-	-	-	-	-	-
Dymond Industrial Paving (Phase 1/3)	5-4-3110-2025	-	710,000	(710,000)	-	-	-	-	-	-	-	-	-
2024 Roads Program	5-4-3110-2060	-	385,000	(385,000)	-	-	-	-	-	-	-	-	-
Street Lighting Upgrades	5-4-3110-3015	-	125,000	(125,000)	-	-	-	-	-	-	-	-	-
Haileybury Landfill Closure	5-4-4510-1000	-	640,000	(640,000)	-	-	-	-	-	-	-	-	-
Energy Audits (PW, PFC, CH, DSMA, RP) (Carryover)	5-4-4900-1045	19,703	200,000	(180,297)	19,703	(19,703)	-	-	-	-	-	-	Net Zero Pathway Funding, Working Capital Reserve
Pound Renovation	5-4-4900-1255	4,487	75,000	(70,513)	4,487	-	-	-	-	(4,487)	-	-	2024 Capital Levy, Working Capital Reserve
Library Roof Repair	5-4-4900-1230	-	35,000	(35,000)	-	-	-	-	-	-	-	-	-
Floor Machine Hilby	5-4-7110-1145	-	6,000	(6,000)	-	-	-	-	-	-	-	-	-
Haileybury Arena AODA Engineering	5-4-4900-1215	-	31,500	(31,500)	-	-	-	-	-	-	-	-	-
Dymond Apartment Bathroom Reno	5-4-4900-1020	-	15,000	(15,000)	-	-	-	-	-	-	-	-	-
Dymond Hall Door Replacement	5-4-4900-1020	-	13,000	(13,000)	-	-	-	-	-	-	-	-	-
Bandstand Roof Replacement	5-4-4900-1100	-	10,000	(10,000)	-	-	-	-	-	-	-	-	-
NL Arena Upgrades	5-4-4900-1030	1,140	-	1,140	1,140	-	-	-	(1,140)	-	-	-	Working Capital Reserve
Triaxle (New) (carryover)	5-4-3920-1060	330,261	338,580	(8,319)	330,261	-	-	-	(330,261)	-	-	-	Working Capital Reserve
Buses	5-4-3920-1000	155,300	573,000	(417,700)	155,300	(155,300)	-	-	-	-	-	-	Gas Tax and Investing in Canada Infrastructure Program (ICIP) Funding
Olympia Replacement (carryover)	5-4-7110-1040	169,179	166,828	2,351	169,179	-	-	-	(169,179)	-	-	-	Working Capital Reserve
Albert Street - STATO	5-4-7110-1100	-	176,210	(176,210)	-	-	-	-	-	-	-	-	-
Hilby Beach Mushroom Conversion (carryover)	5-4-7110-1160	-	20,000	(20,000)	-	-	-	-	-	-	-	-	-
TS Recreational Park Upgrades	5-4-7110-1050	-	598,000	(598,000)	-	-	-	-	-	-	-	-	-
Gym Equipment (Hack Squat, Treadmill)	5-4-7110-1020	9,858	25,000	(15,142)	9,858	-	-	-	-	(9,858)	-	-	2024 Capital Levy
St Michel AT Path	5-4-7110-1030	-	85,000	(85,000)	-	-	-	-	-	-	-	-	-
Dymond Sports Park Fence	5-4-7110-1005	-	25,000	(25,000)	-	-	-	-	-	-	-	-	-
Spurline Concrete	5-4-7110-1165	-	45,000	(45,000)	-	-	-	-	-	-	-	-	-
		\$ 732,104	\$ 5,666,792	\$ (4,934,688)	\$ 732,104	\$ (175,003)	\$ -	\$ -	\$ (512,800)	\$ (44,301)	\$ -	\$ -	-
ICI Water Meters (carryover)	6-4-0800-4125	9,125	75,000	(65,875)	9,125	-	-	-	(9,125)	-	-	-	Working Capital Reserve - Enviro
Hilby WTP Filter Replacement #2 (carryover)	6-4-0800-4060	68,729	150,000	(81,271)	68,729	-	-	-	(68,729)	-	-	-	Working Capital Reserve - Enviro
Robert/Elm PS - By-pass Installation (carryover)	6-4-0800-4135	10,227	15,000	(4,773)	10,227	-	-	-	(10,227)	-	-	-	Working Capital Reserve - Enviro
Roof Rehab (McCamus WTP)	6-4-0800-2010	-	120,000	(120,000)	-	-	-	-	-	-	-	-	-
Hilby WTP Filter Replacement #3	6-4-0800-4060	-	420,000	(420,000)	-	-	-	-	-	-	-	-	-
North Cobalt Lagoon Rehab	6-4-0800-2080	-	90,000	(90,000)	-	-	-	-	-	-	-	-	-
Cisco Router Licences (8% of total project)	6-4-0800-4600	4,859	3,520	1,339	4,859	-	-	-	(4,859)	-	-	-	Working Capital Reserve - Enviro
Security Fencing - Hilby WTP	6-4-0800-1020	-	6,000	(6,000)	-	-	-	-	-	-	-	-	-
Intrusion Alarm Upgrades - (WTP)	6-4-0800-1020	2,260	15,000	(12,740)	2,260	-	-	-	(2,260)	-	-	-	Working Capital Reserve - Enviro
Intrusion Alarm Upgrades - (WWTP)	6-4-0800-1020	-	12,000	(12,000)	-	-	-	-	-	-	-	-	-
Albert Street Reconstruction	6-4-0800-2020	126	-	126	126	-	-	-	(126)	-	-	-	Working Capital Reserve - Enviro
		\$ 95,325	\$ 906,520	\$ (811,195)	\$ 95,325	\$ -	\$ -	\$ -	\$ (95,325)	\$ -	\$ -	\$ -	-
Combined Totals		\$ 827,429	\$ 6,573,312	\$ (5,745,883)	\$ 827,429	\$ (175,003)	\$ -	\$ -	\$ (608,125)	\$ (44,301)	\$ -	\$ -	-

Memo

To: Mayor and Council
From: Shelly Zubyck, Director of Corporate Services
Date: April 30, 2024
Subject: Deeming By-law for TIME – 560 Browning Street; PLAN M73NB Lots 226 to 230
Attachments: Appendix 01: Draft Deeming By-law

Mayor and Council:

Temiskaming Industrial Mining Equipment has submitted a request for a deeming by-law for their property located at 560 Browning Street in Haileybury. The property owners recently purchased property from Ontario Northland Rail and would like to deem the newly acquired property with their existing property.

Lots on a plan of subdivision do not automatically merge on title when they are registered in the same ownership like properties described in the lot/concession format do (typically located in rural areas). In order to cause lots on a plan of subdivision to merge on title a deeming by-law must be passed by Council and registered on title to the applicable PIN(s). A deeming by-law is passed under the authority of Section 50(4) of the Planning Act. Once a deeming by-law is passed, any further transactions involving any individual pieces of the property will require approval of an application for consent to sever.

The subject property is designated Mixed Use Area in the City of Temiskaming Shores Official Plan and is zoned General Industrial (M1) in the City of Temiskaming Shores Zoning By-law.

If the Deeming By-law is passed it will be registered on title at the owner's expense.

Reviewed by:

"Original signed by"

Shelly Zubyck
Director of Corporate
Services

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Amy Vickery
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

**Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision
560 Browning Street - Roll No. 5418-030-012-12705**

Whereas Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13, as amended authorizes the Council of a municipality to designate by by-law, a plan of subdivision, or any part thereof, that has been registered for eight (8) years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subdivision control; and

Whereas Council considered Memo No. 016-2024-CS at the April 30, 2024 Committee of the Whole meeting and directed staff to prepare the necessary by-law to deem Lots 226 to 230 on Plan M73NB Bucke Township to no longer be lots on a plan of subdivision for consideration at the May 21, 2024 Regular Council meeting.

Now therefore the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as:
PLAN M73NB Bucke Township LOTS 226 TO 230.
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.
6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.

7. That this by-law shall not be effective until a certified copy or duplicate of this by-law is registered by the Clerk of The Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
8. That the passing of this by-law shall be subject to the provisions of the Planning Act.
9. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

Schedule "A"

City of Temiskaming Shores – PLAN M73NB LOTS 226 TO 230



Memo

To: Mayor and Council
From: Logan Belanger, Municipal Clerk
Date: April 30, 2024
Subject: Approval of Council Meeting Schedule – July 2024 to January 2025
Attachments: N/A

Mayor and Council:

The Council meeting schedule is established on a biannual basis, in accordance with the City’s Procedural By-law No. 2023-022. Section 5 of the By-law outlines that:

- Committee of the Whole Meetings shall be held on the first Tuesday of each month commencing at 3:00 p.m. unless otherwise decided by Council (5.1);
- Regular Council Meetings shall be held on the third Tuesday of each month commencing at 6:00 p.m. unless otherwise decided by Council (5.2); and
- For the months of July and August, Committee of the Whole shall be held on the 2nd Tuesday of the month commencing at 3:00 p.m., followed by a Regular meeting, unless otherwise decided by Council (5.3).

As such, it is recommended that Council confirms the following schedule of meetings for the months of July 2024 to January 2025:

Tuesday, July 9, 2024	Committee of the Whole Meeting, followed immediately by the Regular Meeting
Tuesday, August 13, 2024	Committee of the Whole Meeting, followed immediately by the Regular Meeting
Tuesday, September 3, 2024	Committee of the Whole Meeting
Tuesday, September 17, 2024	Regular Meeting
Tuesday, October 1, 2024	Committee of the Whole Meeting
Tuesday, October 15, 2024	Regular Meeting
Tuesday, November 5, 2024	Committee of the Whole Meeting
Tuesday, November 19, 2024	Regular Meeting
Tuesday, December 3, 2024	Committee of the Whole Meeting
Tuesday, December 17, 2024	Regular Meeting



Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Logan Belanger
Municipal Clerk

Shelly Zubyck
Director of Corporate
Services

Amy Vickery
City Manager

Memo

To: Mayor and Council
From: James Franks
Date: April 30, 2024
Subject: Northern Ontario Mining Showcase at MINExpo 2024
Attachments: MINExpo 2024 Brochure

Mayor and Council:

The City has led the very successful Northern Ontario Mining Showcase at the PDAC conference for the past 11 years. 2014 is not mentioned often as the event was held over one day only at Steam Whistle Brewery but was ultimately the first year of the project. 2021 is not referenced either as the events were held virtually and were not as successful as the annual in-person activities. The event is extremely successful garnering millions of dollars in new sales annually for Northern Ontario mining supply and service companies.

Over the years, companies have reported additional sales of over \$100 million and created 900 new jobs across Northern Ontario. With 10% of the attending businesses based in Temiskaming, it provides an estimate of the benefit to our own region. One regionally based mining supply company has moved their operations to Temiskaming Shores and last year another mining supplier purchased a large parcel of land to double the size of their existing facility.

MINExpo is the world's largest mining trade show and conference. (See Appendix 1) It is held every 4 years in Las Vegas, Nevada and draws over 54,000 attendees from around the world. It is twice the size as the PDAC event in Toronto. We have received several requests from companies who would like to be able to attend MINExpo using a similar pavilion as we have at PDAC and CIM.

Staff have approached FedNor to ask if they would support a pavilion at MINExpo since we have received several requests to participate. We did consider creating a pavilion for the last event which was held in 2020, but since it was during the pandemic, it was decided that it would not be suitable to attend. FedNor has approved a phase one submission and has now requested that the City provide a phase two detailed proposal.

It is anticipated that approximately 25 mining supply and service companies will participate in the program, therefore the space will be similar in size to what we do at the CIM event in Vancouver next month. Staff have reserved the services of Cloud 9 Productions to set up the exhibit and MineConnect to assist in coordinating the event.

The City will be recognized as a sponsor of the MineConnect Roadshow event to be held September 25, 2024. A silver sponsorship was purchased which will provide tickets for



representatives from FedNor, the City and our businesses to participate in the evening networking function. In addition, the program will provide some visibility to the City at the international event.

As with the PDAC and CIM events, this pavilion will enable these companies to connect with global clients that they would not have the opportunity to meet. In speaking with companies who have attended previously, the attendance at MINExpo is not only larger than the other two shows we currently coordinate, but there are also more countries participating enabling new lead generation and export opportunities.

The City's cash contribution to the project is \$5,000 toward the MineConnect Northern Ontario Road Show event as sponsor. This amount will be taken from our Northern Ontario Night reserve fund, therefore will not affect the 2024 budget. All other costs for the Northern Ontario Mining Showcase at MINExpo are covered by Fed Nor and the private sector businesses who exhibit at the pavilion.

Staff time from the Economic Development Officer will be required to ensure this project is successful. Although an event coordinator is hired as part of the project costs, municipal staff are required to manage and provide administration for the project.

Prepared by:

"Original signed by"

James Franks
Economic Development
Officer

Reviewed by:

"Original signed by"

Shelly Zubyck
Director of Corporate
Services

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Amy Vickery
City Manager

**INNOVATION
LIVES HERE**

MINEXPO

20 | **SEPTEMBER 24-26, 2024**
24 | **LAS VEGAS, NEVADA, USA**

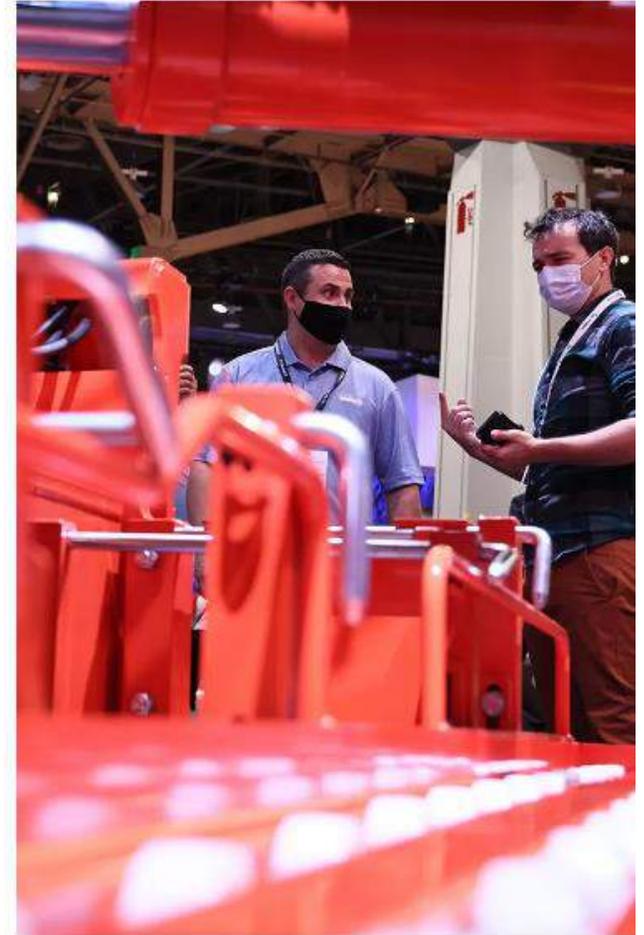
[MORE INFORMATION](#)

IF IT'S MINING, IT'S HERE.

Only MINExpo, the world's largest mining event, connects you with the full range of innovations that are transforming the way your work gets done. With a focus on all things mining (and only mining), this event delivers what others can't — a chance to glimpse the future of your industry and find exactly what your operation needs now. And with access to technical staff that can answer your questions in real time, you'll get the information you need to make smart purchasing decisions.

Whether you're involved in site development or processing and preparation, this is where you can:

- Explore cutting-edge technology, including sensors, AI and robotics
 - Purchase equipment, parts and services from a global network of suppliers and manufacturers
 - Share ideas with people facing the same operational issues
 - Get ahead of industry trends and changes that impact your day-to-day
-

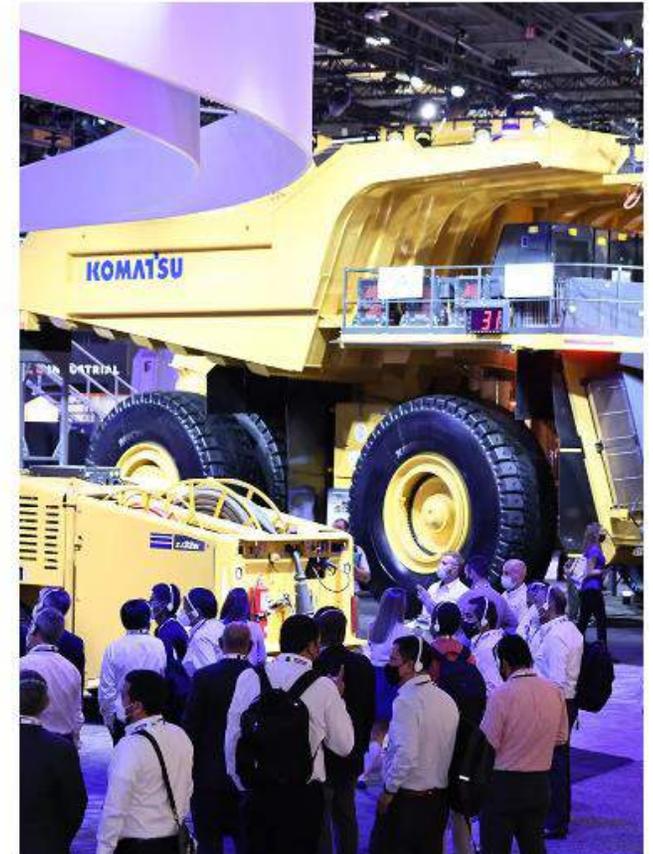


THIS IS WHERE YOU'LL BE IN YOUR ELEMENT.

MINExpo, owned and produced by the National Mining Association, brings professionals, experts and decision-makers from the global mining industry together to collaborate, learn and engage. The show floor will feature mining products for safety, drilling, engineering, materials handling, training & HR and much more.

Our attendees and exhibitors specialize in these industry sectors:

- Precious metals
- Nonferrous metals
- Ferrous metals
- Coal
- Industrial minerals
- Stone mining & quarrying
- Sand & gravel



The world's largest mining show is your place to discover new solutions for every element of your operation, from the latest processing equipment to productivity-enhancing technology.

Meet leading manufacturers, global suppliers and cutting-edge startups specializing in:

- Auxiliary Equipment & Supplies
- Components & Replacement Equipment
- Drilling & Drilling Equipment
- Electrical Equipment & Supplies
- Engineering Construction & Mining Services
- Material Handling
- Mining Equipment
- Power & Power Transmission
- Processing/Preparation
- And many other categories!



THE GLOBAL MINING INDUSTRY GATHERS HERE

MINExpo is your place to see all of the latest mining equipment and technology in person. With a sole focus on mining, this event does what others can't — it shows you where the industry is headed and delivers ideas and solutions you can use right away. Whether you're looking for new ways to lower costs, increase profitability, improve safety or manage risk, you'll find what you need to achieve your operational goals here, at the world's largest mining show.

[REGISTER TODAY](#)

BY THE NUMBERS

44,000+

mining professionals from around the world

1,900+

leading manufacturers, suppliers and service providers

65,000+

square meters of innovations to explore

35%

of attendees are from outside the U.S.

126

countries represented



Subject: Community Based Strategic Plan
Project Award

Report No.: CS-011-2024
Agenda Date: April 30, 2024

Attachments

Appendix 01: Draft By-law, being a by-law to provide for an Agreement with McSweeney & Associates Consulting Inc. for consulting services for the preparation, development, and presentation of a Community Based Strategic Plan for the City of Temiskaming Shores.

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-011-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with McSweeney & Associates in the amount of \$47,500, plus applicable taxes, for consideration at the May 21, 2024, Regular Council meeting; and
3. That the following two members of Council be appointed to the Project Team for the Community Based Strategic Plan Project _____.

Background:

The City was created by the amalgamation of the former Town of New Liskeard, Town of Haileybury and the Township of Dymond in 2004 and is known as a service and commercial hub for the region. Temiskaming Shores is a community with opportunity within a setting that offers many amenities.

Since incorporation, the City has made many strategic decisions and worked to develop and implement policies, studies and plans to create positive growth. However, there has not been an overall strategic plan adopted by council to date.

Municipalities continue to be challenged with several urgencies and it is necessary to collectively establish a vision, goals, and priorities for the community to ensure alignment and proper allocation of resources.

The development of a new Community-Based Strategic Plan was identified as a priority in the 2024 Budget with funds allocated for the project. CS-RFP-002-2024 was released March 14, 2024, and closed April 9, 2024.

Analysis:

Five submissions were received in response to CS-RFP-002-2024 by the closing date of April 9, 2024, at 2:00pm.

The submissions received are listed below:

McSweeney & Associates Consulting Inc.	\$47,500.00
StrategyCorp Inc.	\$49,980.00
J.L. Richards & Associates Limited	\$49,805.00
VS Municipal Solutions	\$39,446.00
CKL Ecological and Planning Services	\$36,813.00

Note: four submissions were confirmed at the bid opening and due to a technical error, a fifth bid was confirmed shortly thereafter and confirmed to be received in the system on time and a qualifying submission.

The bid submissions were reviewed for completeness and evaluated by three separate staff in accordance with the evaluation criteria set out in CS-RFP-002-2024.

McSweeney & Associates Consulting Inc. has completed numerous similar projects and provide a full in-house professional consulting service. Based on the combined evaluation score of 872, it is recommended that CS-RFP-002-2024 be awarded to McSweeney & Associates Consulting Inc. and an agreement be entered into at the May 21, 2024, Regular Council meeting.

Relevant Policy / Legislation / City By-Law

- 2024 Corporate Services Capital Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with Senior Management Team and Municipal Clerk

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 project has been prioritized in the 2024 Budget at a total budget amount of \$50,000.

The City will be responsible for supporting the project by appointing a Project Manager and Project Team to oversee and direct the development of the plan and deliverables. It is expected the project team would gather at the project start-up to determine the final work plan and track progress in accordance with an agreed upon meeting schedule.

The City will also provide public information, promotion of the project and allocation of resources to the project for engagement and public consultation such as venues for workshops, open houses, etc.

Project Team:

It is recommended that the City Manager be assigned the responsibility of Project Manager, and the Project Team will include the Director of Recreation, Economic Development Officer, Director of Corporate Services, Mayor and two members of Council and supported by the Communications and Strategic Initiatives Intern.

Climate Considerations

After review with the City's Climate Lens, no considerations for increased CO2 emissions, temperature or precipitation adaptation were noted. The proponent proposal identified a commitment to include climate change conversations into the project.

Alternatives

No alternatives were identified.

Submission

Prepared by:

“Original signed by”

Amy Vickery
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to authorize an Agreement with McSweeney & Associates Consulting Inc. for consulting services for the preparation, development, and presentation of a Community Based Strategic Plan for the City of Temiskaming Shores

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

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

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

Whereas Council considered Administrative Report No. CS-011-2024 at the April 30, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law with McSweeney & Associates Consulting Inc. for consulting services for the preparation, development, and presentation of a Community Based Strategic Plan in the amount of \$47,500.00 plus applicable taxes, for consideration at the May 21, 2024 Regular Council Meeting.

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

1. That the Mayor and Clerk be authorized to enter into an agreement with McSweeney & Associates Consulting Inc. for consulting services for the preparation, development, and presentation of a Community Based Strategic Plan in the amount of \$47,500.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

DRAFT



Schedule “A” to

By-law 2024-000

Agreement between

The Corporation of the City of Temiskaming Shores

And

McSweeney & Associates Consulting Inc.

for consulting services for the preparation, development, and presentation of a
Community Based Strategic Plan for the City of Temiskaming Shores

This agreement made this 21st day of May, 2024.

Between:

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

and

McSweeney & Associates Consulting Inc.
(hereinafter called "the Consultant")

Witnesseth:

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

Article I:

The Consultant will:

- a) Provide all material and perform all work described in the following Contract Documents:
 - i. Request for Quotation No. CS-RFP-002-2024, titled Community-Based Strategic Plan; and
 - ii. McSweeney & Associates Consulting Inc. submission in response to CS-RFP-002-2024 (Appendix 01).
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents.
- c) Complete, as certified by the City Manager, all the work by **November 29, 2024.**

Article II:

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the material and services aforesaid Forty-Seven Thousand, Five-Hundred Dollars and Zero Cents (\$47,500.00) plus applicable taxes, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

The Consultant:

McSweeney & Associates Consulting Inc.
201-900 Greenbank Road
Ottawa, ON K2J 1S8

The Owner:

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

The City Manager:

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

Remainder of this page left blank intentionally



Appendix 01 to
Schedule "A" to

By-law No. 2024-000

Form of Agreement

(Appendix 01 to Schedule A: Confidential due to a Proprietary Notice)

Subject: Rockin' on Canada Day Event

Report No.:

CS-012-2024

Agenda Date:

April 30, 2024

Attachments

Appendix 01: Summary of Q&A – Rockin' on Canada Day

Appendix 02: Rockin' On Canada Day letter of request for financial assistance

Appendix 03: Site Plan – Tenting

Appendix 04: Traffic Plan (3)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-012-2024; and
2. That Council confirms items of request as set out in the report by individual resolutions of council.

Background

In 2007, the City began entering into agreements with the group known as the New Liskeard Bikers Reunion for the “Biker’s Reunion” annual event, hosted on municipal property. The Bikers Reunion was a significant community event and raised a generous sum of money for the local community cancer care program.

The final Biker’s Reunion event was eight years ago; however, financial support to the Cancer Care Program continues in perpetuity from investment proceeds of the Not-for-Profit Corporation and their fundraising efforts.

This group is now proposing a new event geared to seniors and veterans during Canada Day Weekend, June 29-30, 2024; titled Rockin’ on Canada Day.

City officials reached out to the Chair of the Committee in the fall of 2023 when hearing about the event. Some meetings were held with the Chair to determine the scope of the event and provide information to assist the group with planning and requirements of a third-party special event.

A meeting was initiated by City officials on October 6, 2023, to request information on the event. A further meeting was held December 18, 2023, with Barry Phippen, Chair, and representatives from MTO, OPP and the City in regard to the plans for the site, Corporate Services

access, traffic flow and safety measures, etc. On February 27, 2024, a follow up meeting was held to determine the status of the event planning with a focus on traffic management, parking, access, parade route and safety of the public. On March 5, 2024, at the Committee of the Whole meeting, Council received a presentation by the Committee highlighting the event and requests for support.

Following the Committee of the Whole meeting, staff compiled all information received to date and requested additional information and details of the requests in support of this report. A summary of the Q&A can be found in **Appendix 01**.

Analysis:

Summary of Event:

Based on the information provided by the event organizers to date, the following is the summarized proposed information:

Event: Third Party - Family Event and Community Celebration on Canada Day weekend, with an emphasis on honouring seniors and veterans, including a parade, concerts, entertainment, etc.

Date & Time: Saturday June 29, 2024, 11:00 am to June 30 at 2:00 am; and Sunday June 30, 2024, between the hours of 11:00 am – 11:59 pm.

Location: Former government agricultural farm, Armstrong Street North. (private property).

Participants: 1,550 for the main concert (indoor), 2,500 participants maximum on event grounds at any one time.

Site Plans: None provided for venue at this time; however, the tent site plan is attached in **Appendix 03**.

Traffic Plan: Attached in **Appendix 04**.

Municipal Role in Third Party Events:

This event is considered a Third-Party Event hosted by the New Liskeard Biker's Reunion with the venue to take place on private property.

Special events improve the quality of life for our residents and brings visitors to the area, however we need to ensure the execution of a safe event, and Council must approve requests for support that are not currently budgeted, or available within normal operating procedures. Depending on the size and scale of the event, the Alcohol and Corporate Services

Gaming Commission of Ontario (AGCO) Special Occasion Permit Application (SOP) requires the City to deem the event as an “event of municipal significance.”

Also, as a third-party event on private property, City officials have the roles of inspection and/or approval authority for items such as public assembly under the Ontario Building Code, traffic and pedestrian safety under the Highway Traffic Act, and dealing with access and providing exemption to the noise by-law for entertainment purposes, to name a few.

Note: In and around 2010, following a service delivery review, the City stepped away from leading and organizing special events and activities to concentrate on core services. Since that time, Council has committed to assisting organizations through the provision of in-kind equipment, facilities, and staffing where possible and within operational budgets. On February 5, 2019, Council considered a RS-004-2019 Report and sanctioned a number of events as being “events of municipal significance”, such as the New Liskeard Fall Fair; New Liskeard Festival of Lights; Village Noel Temiskaming; Haileybury Night of Lights; and North on Tap (not an inclusive list).

Request for Support:

The information provided to date requires confirmation from Council and some further details and commitments from event organizers. The following requests are summarized with further information pertaining to each request and staff recommendations based on the information provided at the time of the report.

- 1. Deem the “event of municipal significance”** – The AGCO administers the Special Occasion Permit (SOP) program, which allows for the sale, service and in most cases consumption of liquor on special occasions, such as cash bars at larger scale events that are open to the public, such as charity fundraisers.

Public Events may be held for events of significance and/or to raise funds for charitable purposes and objects that benefit the public-at-large.

Public Event permits by the AGCO can be issued for events of municipal, provincial, national, or international significance. An event of municipal significance requires a designation by the municipality in which the event will take place. As such applications to the AGCO must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

It should be noted that the designation as a Municipally Significant Event does not, in and of itself, provide authorization to sell and serve alcohol. The AGCO has the final decision of whether to issue a Special Occasion Permit for the sale and service of alcohol at a public event. In addition, the Designation does not

satisfy any obligations the Event Organizer may have to give notice of the event to the City or other agencies, and that they will conduct this event in a manner that is safe, legal, and in compliance with all legislation, policies, and other obligations that may apply, including, but not limited to AGCO permit/licensing requirements, applicable City By-Laws, and the Liquor Licence and Control Act, 2019.

As such, the event organizers would be responsible for meeting all conditions of the SOP permit and providing the City with a certificate of insurance.

Recommendation – That Council deem the event for Rockin’ on Canada Day for 2024 as an “event of municipal significance” to permit the organizers to apply for an event permit.

Alternative – The Council may choose not to declare the event as an event of municipal significance. In this case, the Event Organizers would not satisfy the requirement for the SOP Permit to the AGCO for public events.

- 2. Noise Exemption** – By-law 2012-019 – In Temiskaming Shores, sounds or noises from or created by any radio or phonograph, public address system, sound equipment, loud speaker, or similar device or devices, or any musical or sound producing instrument of whatever kind, when such device or instrument is played or operated in such a manner or with such volume, as to likely annoy or disturb the peace, quiet, comfort of repose of any individual in any location beyond the *Lot Line* of the property on which such device or instrument is located, is prohibited.

Section 5 of By-law 2012-019 provides that Council may grant exemption and sets out the procedure for considering the exemption. In accordance with the Noise By-law, the Clerk prepared the public notice for Council to consider a report for the exemption at the May 21, 2024, Regular meeting, to be published a minimum 10 days prior to consideration.

Recommendation – That Council consider the exemption, subject to the process set out in By-law 2012-019 at the regular meeting of May 21, 2024.

If approved, the City will notify the Temiskaming Detachment of the OPP and provide the details of the event once the Noise By-Law Exemption has been granted and provide public notification with the dates and times of the sound activities.

Alternative – Council may choose to reduce the exemption period or not grant the exemption.

3. Sponsorship request of \$20,000 plus marketing support - see attached letter received April 9, 2024, in Appendix 02.

There were no provisions for financial support set out in the 2024 budget, and the budget was adopted in principle on December 19, 2024. Cash donations are not typically made to third party events that are fundraisers. For third-party events, the level of support provided has been restricted to marketing support, in-kind equipment, facilities, and staff time in accordance with operational budgets. A recent example of a third-party fundraising event would be North on Tap held mid July each year.

Recommendation – That upon deeming the event as an “event of municipal significance,” Council provide support and subsidy as similar fundraising events for equipment, supplies, marketing support and staffing as estimated in **Table 1**.

Alternative 1 - Council could consider a financial contribution in the form of a repayable loan to assist with upfront costs to host the event, upon examination of the City’s financials and the event budget.

Alternative 2 - Offer a donation that could be applied to the event at the discretion of the organizers. The amount would be recommended by staff based on further budgetary review and in consultation with the event organizers and the City’s financials and event budget. The amount would be presented to Council for review and consideration.

Alternative 3 – Offer a combined approach of the above options (i.e. in-kind support, repayable loan, and/or financial contribution).

Similarly with other recipients of a City sponsorship, a completed financial report from the organization would be required upon acceptance of the City’s support, and upon completion of the project/ event.

4. Provision of municipal land to be used as a tenting area for 300-700 sites. Armstrong Street.

Organizers provided the proposed site plan attached in **Appendix 03**, and confirmed the area would be managed by the New Liskeard Lions Club. The organizers have confirmed there is no other location for tenting proposed. Please note, this item of concern was highlighted in the very early stages of discussions.

Should an area for tenting be approved, the City would require a comprehensive detailed layout/site plan indicating fencing, washroom facilities, lighting, waste

removal, traffic management, etc. (full management plan) and emergency plan along with proof of insurance coverage and name the City as additional insured.

Recommendation - Due to the risk and potential exposure, staff recommend the event organization find an appropriate third-party space with transportation options, and/or provide adequate communications that camping is not available for the event and further consider presale of event tickets to manage attendance.

Additional provision: The City should prepare their own communications and prepare a contingency plan to mitigate any unauthorized camping that may arise.

Alternative – allow for the use of municipal space for camping and require the event organizing committee to manage the space including the coordination of fencing, washroom facilities, shower facilities, lighting and garbage removal, safety and provide proof of insurance coverage for this activity and name the City as Additional Insured.

Additional provisions of insurance coverages and premiums may be necessary.

5. Traffic Management & Road Closures (venue and parade) For information

By-law No. 2015-141 has delegated the authority to approve Temporary Road Closures to the Manager of Transportation Services and/or the Roads Superintendent for the purpose of special events and infrastructure construction and/or repair.

Event organizers have provided a traffic management plan. The plan has been sent to the Ministry of Transportation Traffic Section and under review in accordance with Ontario Traffic Manual, Book 7. The plan is attached in **Appendix 04**. The plan proposes traffic reduced to two lanes through the area with traffic stoppers controlling the flow of pedestrian traffic.

The posted speed in this area is 50 km/hr and the area to be posted as an advisory speed of 30 km/hr. during the event. The City does not have traffic control accessories for the scope of this traffic plan.

Road Closure application is received for streets south of the site Hesse Avenue and Heard and no concerns noted based on the assumptions provided.

6. Rental of Porta Potties for event grounds (general admission) area – An estimate was not provided by Event Organizers; however, based on participant totals, staff estimate the event grounds would require a minimum 28 porta

potties for 1,500 in attendance and an additional 20 if the attendance was 2,500. Layout and location would be required to properly calculate, and the Timiskaming Health Unit would require information to:

- Ensure the provision of an adequate supply of potable (safe for drinking) water for the event.
- Provide a sufficient number of toilets/portable toilets and handwashing facilities.
- Where portable sanitary fixtures (portable toilets and handwashing sinks) are provided, ensure they are maintained in a sanitary condition.
- Provide or arrange for the sanitary disposal of garbage and liquid waste.
- Tobacco, Vaping and Cannabis - It is prohibited to smoke or hold lighted tobacco/vaping products in any enclosed public space or enclosed workplace. Event organizers should confirm the requirements with the THU to ensure compliance with the Smoke-Free Ontario Act.

Recommendation - The responsibility and provision of potable water, portable toilets and handwashing sinks and compliance with Smoke-Free Ontario Act should be provided by the event organizers, as the provision falls under the event organizers insurance, permits and event management plan.

Alternatives – None considered.

7. **Security and Emergency Medical Services** – Estimate and requirements were not provided by Event Organizers. It is anticipated that due to the size of the event and/or where alcohol is being served, event organizers will be required to provide security personnel or police officers for security, crowd control and traffic control. Please note a paid duty officer is an off-duty police officer performing policing duties for an individual or organization. Event organizers must contact the OPP to determine if paid-duty officers are required and/or available.

Recommendation – The responsibility and provision of security and emergency medical services should be provided by the event organizers as the provision would be stipulated in the AGCO permit requirements and in consultation with the OPP and under the event organizers insurance and permits.

Alternatives – None considered.

8. **Fire watch** – Fire Department personnel are requested to provide fire watch for indoor concert on June 29 and in the event of rain on June 30. Fire personnel are volunteers and commitments can be confirmed for the main concert, however, cannot be confirmed for a weather permitting situation on June 30

Recommendation – Fire Department personnel be authorized to provide fire watch during main concert on June 29, 2024, only, and that it is understood fire watch is not security.

Alternative – Council could not authorize the fire watch.

9. Summary of Recommended Support

The City could provide in-kind support and resources like other designated events. Based on units/staff available, the following is an estimate of support available.

Staff have calculated estimates for the expected rental costs of the municipally owned equipment requested, and most of these estimated costs are not direct costs to the municipality.

Table 1:

Subsidy Calculation			
Item	Estimated units	Estimated Subsidy per unit	Total Subsidy
Stage Rental	2	\$ 3,060.00	\$ 6,120.00
Stage Set up & Take Down – Staff Time	96	\$ 41.69	\$ 4,002.24
Fencing	250	\$1.50	\$ 375.00
Fencing Set up - Staff	16	\$ 41.69	\$ 667.04
Round Tables	50	\$ 25.00	\$ 1,250.00
Picnic Tables	15	\$ 51.00	\$ 765.00
Staff Time - All Tables	20	\$ 41.69	\$ 833.80
Free Tipping Fees (Landfill)	5	\$ 20.00	\$ 100.00
Garbage Cans	25	\$ 25.50	\$ 637.50
Street Closure (barricades)	2	\$ 510.00	\$ 1,020.00
Staff Time - Landfill Disposal	16	\$ 41.69	\$ 667.04
Trailer Rental	1	\$ 204.00	\$ 204.00
Management Time	20	\$ 62.41	\$ 1,248.18
Director Staff Time	7	\$ 106.11	\$ 742.75
Fire watch / Vehicle	8	\$700.00	\$5,000.00
		TOTAL	\$ 23,632.55
**Note: Staff overhead included.			

Relevant Policy / Legislation / City By-Law

- 2024 Budget
- Highway Traffic Act
- Ontario Building Code Act
- Municipal Insurance Coverages
- By-law 2012-019, Noise By-law
- By-Law No. 2017-015, Procurement Policy
- Liquor Licence Act, R.S.O. 1990, c. L.19, administered through the Alcohol and Gaming Commission of Ontario (AGCO)

Consultation / Communication

- Management Staff & Officials of the City
- Municipal Insurer
- Detachment Commander & Staff Sergeant of the Temiskaming Detachment of the OPP
- Ministry of Transportation Corridor Control & Traffic Section

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 recommendations above, limit support to this event that will fit within the 2024 operating budget in principle. Considerations over and above the recommendations may have significant financial and staffing implications.

Climate Considerations

After review with the City's Climate Lens, no considerations for increased CO2 emissions, temperature or precipitation adaptation were noted. The proponent proposal identified a commitment to include climate change conversations into the project.

Submission

Prepared on behalf of all departments by:

“Original signed by”

Amy Vickery
City Manager

Questions from City – Rockin’ On Canada Day

Department	Questions	Rockin’ On Canada Day Committee Response
Recreation	When do the stages need to be setup and taken down?	<ul style="list-style-type: none"> • Setup: June 5/24 • Taken down: July 2nd/2024.
	<p>Does the request include the use of the City’s temporary fencing?</p> <p>If yes, how much is needed?</p> <p>If no, is the request for assistance with the setup and take down of fencing provided by others? If so, staff require the length of fencing, a description of how much support is provided from the Event Organizers, and a diagram of where the fence is to be setup.</p>	<ul style="list-style-type: none"> • Yes. White fencing around smoking area and porta potties area (as in the past). • White fencing (and base): 200 feet • Snow fencing (and posts): 1,200 feet • This was provided by City (as in past). We request assistance with setting up and tearing down of all fencing. • Diagram of setup – see attachment
	Please provide the number of garbage containers requested from the City, and the total number of garbage containers City staff are requested to empty over the course of the weekend.	<ul style="list-style-type: none"> • Garbage containers requested = 75 (with +++garbage bags) • Total garbage containers to empty over the course of weekend = 125 (we supply 50) • Please note that City supplied during past events, a blue bin onsite, to dispose of all event garbage.
	Does the request include free tipping fees at the landfill?	<ul style="list-style-type: none"> • Yes please (as in the past).
	Please provide a diagram/ description of the areas where the City is requested to perform lawn maintenance.	<ul style="list-style-type: none"> • Land beside Navigateur School • Along Hwy 11B (both sides); from intersection at the Mall to Ford dealership. • Throughout the City of Temiskaming Shores to beautify our area for our visitors (as in the past).
	<p>What support are the Event Organizers providing for tenting on municipal land?</p> <p>Will the Event Organizers provide equipment and/or volunteers to assist? If yes, please provide specifics on what will be provided.</p>	<ul style="list-style-type: none"> • Manned by the New Liskeard Lions Club. • The marking out of tenting sites done by organizers. • No equipment provided.

Questions from City – Rockin’ On Canada Day

	Does the request for tables include the setup and take down of picnic tables and round tables, or just the supply of these items?	<ul style="list-style-type: none"> • Tables (round tables & picnic tables) to be delivered by City staff to the event grounds by June 12/24. • Tables to be setup/taken down by event organizers. • Tables to be picked up by City staff on July 2nd/24.
Public Works (Transportation)	The City (Road Authority) would recommend and allow for a reduction to the speed limit in the traffic zone to 30km/hr. Please add signs to the Traffic Plan.	<ul style="list-style-type: none"> • As discussed with MTO and Pedersen Construction. • Signage is in the traffic plan provided. (very small print)
	Please describe the plan for a pedestrian road crossing at the event entrance, and include in the Traffic Plan.	<ul style="list-style-type: none"> • Automated two-lane traffic stopper provided by Demora. • Location to be determined by the OPP, City staff (road authority), construction companies (Pedersen Construction and Demora) closer to the event during setup phase. • Location will be near pedestrian pathway from tenting area.
	Please submit a signed copy of the Event Road Closure Permit application form , and provide the associated insurance certificate. This will confirm set-up and take-down times.	<ul style="list-style-type: none"> • To be sent directly to Manager of Transportation Services, Mitch McCrank
	Please describe the parade route. Is there an OPP escort?	<ul style="list-style-type: none"> • Yes there is an escort by OPP (as in the past). • Please refer to attached map of parade route (Barry)
	Please identify the location of designated parking lots (estimated number of parking spaces).	<ul style="list-style-type: none"> • Mall parking lot = 750 • Wilson Body Shop = 100 • Wilson Ford Dealership = 100 • Kal Tire = 50
	<p>Notes: The Public Works Department does not have signs or delineators to assist to the extent requested. As such, most, if not all, should come from contractors.</p> <p>Accesses to businesses must be maintained during the event.</p>	

Questions from City – Rockin’ On Canada Day

Public Works (Environmental)	<p>Notes: The City does not own porta-potties.</p> <p>Historically, the City has not provided recycling bins at events. Recycling often becomes garbage waste due to cross-contamination of the waste streams in the bins.</p> <p>Staff recommend contacting waste management companies.</p>	<ul style="list-style-type: none"> We request that the City pay for the rental of required porta-potties for the public/visitors on the event grounds, and the organizers will pay for the porta-potties for the concert hall.
Building	<p>Please provide the total number of expected participants, to confirm the minimum number of water closets (porta potties) required.</p> <p>Please provide the total number of expected participants for the main event (i.e. main concert).</p>	<ul style="list-style-type: none"> 2,500 participants total concert hall: 1,500 and event grounds: 1,000 (per hour) This is the expected number of participants per hour (max) 1,550 participants for the main event (i.e. main concert).
Building	<p>Please provide a grounds layout showing the location and size of the event tents. Note: no combustible flooring inside the tent area.</p>	<ul style="list-style-type: none"> Exact location of each tent to be determined: size 20’ x 20’ Lions Club tents; tents WILL NOT be joined (10 feet in between tents); floor for tents = ground Locations of tents: playland for parents/kids for shade (depending on size of inflatables); 2 tents in outdoor concert area; 1 in outdoor beer garden; 1 in car show area; 1 in motorcycle area; 1 tent in vendor area; 1 in tenting area (camping); 2 around event grounds.
Building	<p>Please provide a grounds layout showing the number of tenting locations, grouping size and planned egress routes for the biker tents.</p>	<ul style="list-style-type: none"> Please refer to attached diagram of tenting area
Building	<p>Notes:</p> <p>A building permit is required for any tent or group of tents having an individual footprint or accumulative footprint of 225 m2 or greater.</p> <p>Individual tents having a footprint of 225 M2 shall be certified to CAN/ULC-S109 or MFPA 701.</p>	<ul style="list-style-type: none"> Please note that we will only be erecting 20’ x 20’ tents which equal 37 m2.

Questions from City – Rockin’ On Canada Day

Corporate Services	<p>Staff will use the presentation letter as the request for Noise Exemption. Closer to the event, the City will issue a public notice that Council will be considering a resolution for an exemption during the event weekend.</p> <p>The public notice will <u>require a contact person</u> (name, telephone, email, etc.), should members of the public require additional information. Please provide the requested information for the designated contact person.</p>	<ul style="list-style-type: none"> Organizers’ designated contact person is France Gauthier 705-647-6588.
	<p>Who will be paying for EMC and OPP to attend?</p>	<ul style="list-style-type: none"> City of Temiskaming Shores (as in the past).
	<p>For the AGCO permit, is the Organization either a Registered charity, or a Non-profit organization? If not, staff will prepare a report requesting a resolution to designate the event as Municipally Significant.</p>	<ul style="list-style-type: none"> Yes We believe this is a requirement because of the size of the event but will further inquire.
	<p>Will there be camping locations available on site (i.e. private land); if so, please identify location and number camping sites.</p>	<ul style="list-style-type: none"> No. There will be no other location for tenting except for the land beside Navigateur School which will hold up to 700 camping sites (we’re expecting 300).
Fire	<p>Please provide a clear description of the measures that will be taken by the Event Organizers to ensure the occupant load of the main arena is not exceeded for the concert.</p>	<ul style="list-style-type: none"> Numbered tickets, with wrist identification to the approved occupancy level (determined by City official) All entrances and exits will be manned by organizers & staff.
	<p>Please confirm hours of the event. Submission outlines: Date: June 29 & 30/2024 (Sat/Sun) Hours: SAT 11:00 am - <u>2:00 am</u>, SUN 11:00 am - <u>12:00 am</u></p> <p>However, there is also a note that outlines: SUN 11:00 am - 12:00 am: same as Saturday</p>	<ul style="list-style-type: none"> Saturday June 29th: 11:00 am – 2:00 am Sunday June 30th: 11:00 am – 12:00 am

Questions from City – Rockin’ On Canada Day

	<p>Please confirm the location of the concert on Sunday? It is our understanding the concert will be held outside (open air event) – if so, will the location remain the same if it rains/ or during inclement weather?</p>	<ul style="list-style-type: none"> • Open Air event (weather permitting) • Concert Hall (arena) in the event of rain. • We would hope that the City could provide a fire watch on June 30th if required.
	<p><u>Notes:</u> Should Council approve:</p> <ul style="list-style-type: none"> - the Fire Department can provide fire watch for the live music/concert event on Saturday June 29, 2024 only. - the Fire Department can assist with traffic control at some intersections during the parade on Sunday. (Assistance will be based on volunteer availability). <p>The Fire Department does not provide security services.</p> <p>Main intersections, particularly those located on Highway 11, are best to be controlled by the OPP.</p>	<ul style="list-style-type: none"> • All the help we can get to man the intersections during the parade is greatly appreciated. • We agree with that the main intersections are best controlled by the OPP.



April 9, 2024.

City Council
City of Temiskaming Shores
325 Farr Drive
Haileybury, ON P0J 1K0

Mayor Laferriere & Councillors,

I hope this letter finds you well. As we gear up for this year's Canada Day celebrations, I am writing to humbly request sponsorship support from the City Council for our upcoming event, "Rockin On Canada Day."

We are proud to announce that the proceeds from Rockin' On Canada Day will be donated to the Temiskaming Hospital to aid in their ongoing efforts to provide exceptional healthcare services to our residents. We are committed to supporting the fight against cancer by contributing to the purchase of diagnostic and medical equipment for our hospital.

In order to make Rockin' On Canada Day a memorable and impactful event, we are seeking financial assistance in the amount of \$30,000 (\$20,000 in past events + promotional ads, etc...) from the City Council. This sponsorship will enable us to cover essential expenses such as permits, marketing materials, and entertainment, ensuring that our event is a resounding success.

We understand the importance of fiscal responsibility and assure you that every dollar contributed will be utilized efficiently and effectively to ensure a successful event and maximum benefit to the Temiskaming Hospital.

By partnering with us as a sponsor, the City of Temiskaming Shores will not only demonstrate its commitment to promoting community engagement and cultural

celebration but will also directly support the betterment of healthcare facilities and services in our area.

We believe that Rockin' On Canada Day has the potential to become a cherished annual tradition in our city, bringing people together in the spirit of camaraderie and patriotism. With your generous support, we can make this vision a reality and create lasting positive impact in our community.

Thank you for considering our sponsorship request. We look forward to the opportunity to work together to make Rockin' On Canada Day a resounding success.

Sincerely,

France Gauthier
Secretary/Treasurer
New Liskeard Bikers Reunion



April 24, 2024.

Logan Belanger

Municipal Clerk

Corporation of the City of Temiskaming Shores

325 Farr Drive

Haileybury, ON P0J 1K0

Subject: Rockin' On Canada Day Event Notice

Ms. Belanger,

I am writing to formally notify you of an exciting upcoming event in our community: Rockin' On Canada Day. This celebration, brought to you by the New Liskeard Bikers Reunion, promises to be a fantastic occasion for all residents and visitors. Here are the details:

- **Event Name:** Rockin' On Canada Day
- **Date:** June 29th and 30th, 2024
- **Time:**
 - June 29th: 11:00 am to 2:00 am
 - June 30th: 11:00 am to 12:00 am
- **Location:** 340 Armstrong St. N. (formerly the Agricultural Farm next to the OPP Station)

Event Highlights:

- **Community Spirit:** Come together with fellow community members to celebrate our shared Canadian identity.
- **Family-Friendly:** Bring your loved ones for a day filled with fun activities suitable for all ages.
- **Live Music:** Enjoy rockin' tunes from local bands and artists.

- **Food and Refreshments:** Indulge in delicious food and beverages available on-site.
- **Car Show:** From meticulously restored vintage cars that evoke nostalgia, to the raw power of muscle cars with roaring engines, and sleek sports cars built for speed, there's something for every car lover.

We kindly request your support in spreading the word about this event. As the Municipal Clerk, your assistance is invaluable in ensuring the success of Rockin' On Canada Day. We encourage you to share this information with other relevant departments and community organizations.

Should you require any additional details or have any questions, please feel free to contact our event organizers, Barry Phippen at [REDACTED] or France Gauthier at [REDACTED]

Thank you for your attention, and we look forward to celebrating Canada Day together!

Sincerely,

France Gauthier

Secretary/Treasurer
[REDACTED]
[REDACTED]





Subject: Organizational Review RFP Award	Report No.: CS-013-2024
	Agenda Date: April 30, 2024

Attachments

Appendix 01: Submission Opening Results
Appendix 02: Draft By-law and Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-013-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with HR Strategies Consulting, Inc. for the purpose of a Comprehensive Organizational Review, for consideration at the May 21, 2024, Regular Council meeting.

Background

The City of Temiskaming Shores invited proposals to complete a comprehensive Organizational Review with expertise relating to job evaluation, compensation, job description development, pay equity and organizational structure review for the City.

The review is to involve an analysis of the organizational structure and position descriptions in relation to corporate, departmental and staff responsibilities and workload. As well as, a review of the salary grid and benefits and comparison to similar sized and local municipalities with recommendations to attract and retain staff.

A key component of this process will include consultation will Staff and members of Council to support engagement, knowledge and successful implementation.

Analysis

Five (5) submissions were received in response to RCS-RFP-001-2024 by the closing date of March 28th, 2024, at 2:00pm.

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

The Comprehensive Organizational Review project was included in the 2024 Corporate Services Budget with an amount of \$50,000. HR Strategies Consulting, Inc., has proposed \$39,865 as their bid.

Alternatives

None considered.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Amy Vickery
City Manager

Document Title: **CS-RFP-001-2024 "Organizational Review"**

Closing Date: **Thursday, March 28, 2024**

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

Department: **Corporate Services**

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

Attendees via teleconference: **Microsoft Teams**

City of Temiskaming Shores:

Logan Belanger, Municipal Clerk 	Shelly Zubyck Director of Corporate Services 	
--	--	--

Others (teleconference):

Submission Pricing

Bidder: *HR Strategies Consulting Inc.*

Description	Amount (Without HST)
Lump Sum Proposal Price:	\$ <i>39,865.00</i>

Bidder: *Mercer Canada Limited*

Description	Amount (Without HST)
Lump Sum Proposal Price:	\$ <i>50,000 - 64,000.00</i>

Refer to Section 5 of Proposal

Bidder: *Pesce + Associates Inc.*

Description	Amount (Without HST)
Lump Sum Proposal Price:	\$ <i>47,600.00</i>

Bidder: *VS Municipal Solutions*

Description	Amount (Without HST)
Lump Sum Proposal Price:	\$ <i>39,973.00</i>

Bidder: *KPMG LLP*

Description	Amount (Without HST)
Lump Sum Proposal Price:	\$ <i>198,000.00</i>

Bidder:

Description	Amount (Without HST)
Lump Sum Proposal Price:	\$

Note: Since this is a Request for Proposal all submissions are required to be evaluated based on a set of pre-determined evaluation criteria. All offered prices are offers only and subject to scrutiny. All proponents whether successful or not will be notified of results, in writing at a later date.

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to enter into an agreement with HR Strategies Consulting, Inc. for the purpose of a Comprehensive Organizational Review for the City of Temiskaming Shores

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

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

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

Whereas Council considered Administrative Report No. CS-013-2024 at the April 30, 2024 Committee of the Whole Meeting and directed staff to prepare the necessary by-law to enter into an agreement with HR Strategies Consulting Inc. for the purpose of a Comprehensive Organizational Review at the upset limit of \$39,865 plus applicable taxes, for consideration at the May 21, 2024 Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to execute an agreement with HR Strategies Consulting, Inc. for the purpose of a Comprehensive Organizational Review at the upset limit of \$39,865 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk



Schedule "A" to

By-law 2024-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

HR Strategies Consulting Inc.

for the purpose of a Comprehensive Organizational Review

This agreement made this 21st, day of May, 2024.

Between:

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

and

HR Strategies Consulting, Inc.
(hereinafter called “the Consultant”)

Witnesseth:

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

Article I:

The Consultant will:

- a) Undertake a Comprehensive Organizational Review in accordance to the specifications contained in their submission in relation to the following:

**Corporation of the City of Temiskaming Shores
Request for Proposal (CS-RFP-001-2024)
Organizational Review**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement attached hereto as Appendix 01 – HR Strategies Consulting Inc. Submission and forming part of this agreement.
- c) Complete, as certified by the City Manager, all the work by **December 20, 2024.**

Article II:

The Owner will:

- a) Pay the Consultant in lawful money of Canada for the completion of a Comprehensive Organizational Review in the amount of **Thirty-nine Thousand, Eight Hundred and Sixty Five Dollars and Zero cents (\$39,865.00)** plus applicable taxes;
- b) Make progress payments, typically monthly, based on receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier,

facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Consultant:

HR Strategies Consulting, Inc.

100 York Blvd, Suite 200

Richmond Hill, ON

L4B 1J8

Attn.: Peter Santini

The Owner:

City of Temiskaming Shores

325 Farr Drive / P.O. Box 2050

Haileybury, Ontario

P0J 1K0

Attn.: Shelly Zubyck

Remainder of Page left Blank Intentionally

Signed and Sealed in
the presence of

HR Strategies Consulting, Inc.

Name: _____
Senior Account Executive

Municipal Seal

**The Corporation of the City of Temiskaming
Shores**

Mayor – Jeff Laferriere

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2024-000

Form of Agreement
Comprehensive Organizational Review



The City of Temiskaming Shores

Organizational Review

CS-RFP-001-2024

March 28, 2024

Prepared By: **Peter Santini**
Senior Account Executive
1-833-477-2427-706
psantini@hrstrategiesconsulting.com

HR Strategies Consulting, Inc.
100 York Blvd, Suite 200
Richmond Hill, ON
L4B 1J8

**City of Temiskaming Shores
CS-RFP-001-2024
Organizational Review**

Form of Proposal

Proponent's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, HR Strategies Consulting, Inc.
(Registered Company Name/Individuals Name)

Of, 100 York Blvd, Suite 200, Richmond Hill, ON L4B 1J8
(Registered Address and Postal Code)

Phone Number: 833-477-2427 Email: presales@hrstrategiesconsulting.com

We/I hereby offer to enter into an agreement for the goods and/or services, as required in accordance with the Proposal for a price of (must be CDN funds and without HST):

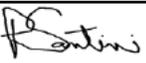
Description	Amount (CDN fund and without HST)
Lump Sum Proposal Price:	\$39,865

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER 1, 2, and 3 in preparing my/our Proposal.

Proponent's Authorized Official: Peter Santini

Title: VP of HR Management Consulting

Signature: 

Date: March 26, 2024

Form 1 to be submitted.

**City of Temiskaming Shores
CS-RFP-001-2024
Organizational Review**

Non-Collusion Affidavit

I/We HR Strategies Consulting, Inc. the undersigned am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such bid.

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

Neither the Proponent 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 Proponent, 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 Proponent, firm or person to fix the price or prices in the attached bid or of any other Proponent, or to fix any overhead, profit or cost element of the bid price or the price of any Proponent, 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 Proponent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

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

Dated at: 11:00 a.m. this 26 day of March, 2024.

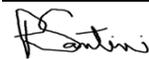
Proponent's Authorized
Official:

Peter Santini

Title:

VP of HR Management Consulting

Signature:



Date:

March 26, 2024

Form 2 to be submitted.

**City of Temiskaming Shores
CS-RFP-001-2024
Organizational Review**

Conflict of Interest Declaration

Please check appropriate response:

I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Proposal submission or performing/providing the Goods/Services required by the Agreement.

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

List Situations:

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

Dated at: 11:00 a.m. this 26 day of March, 2024.

Signature: 

Proponent's Authorized Official: Peter Santini

Title: VP of HR Management Consulting

Company Name: HR Strategies Consulting, Inc.

Form 3 to be submitted.



March 28, 2024

Logan Belanger, Clerk
The City of Temiskaming Shores
325 Farr Drive
P.O. Box 2050
Haileybury, ON P0J 1K0

Dear Mr. Belanger:

Re: CS-RFP-001-2024 — Organizational Review

HR Strategies Consulting, Inc. (“HR Strategies”) is pleased to submit a proposal to supply the City of Temiskaming Shores (“the City”) with an Organizational Review. We have a long tenure working with organizations across both private and public sectors and have an intimate understanding of key success factors that ensure a successful implementation and transition to new solutions.

As an experienced software implementation partner, we understand the City’s objective to implement a comprehensive solution that will modernize HR, automate many of the manual processes and workflows, and meet both your immediate and long-term needs with regards to an Organizational Review.

SAP SuccessFactors preference is to use their 22,000 strong partner networks to resell and deliver their solutions. HR Strategies is a certified SAP Gold Partner and is willing and capable of delivering the best solution for the City. HR Strategies is proposing the SAP SuccessFactors solution to meet the needs of the City as outlined in the solicitation document. SAP SuccessFactors is the leading provider of cloud-based HXM solutions, and we believe that these products will not only meet the City’s current needs but will provide a system that can grow with their future needs as well.

As your software implementation partner, HR Strategies will bring over 20 years of experience leading HR transformations and software implementations to the table. We have worked extensively with organizations in a variety of verticals including service, retail, hospitality, education, healthcare, and more to deliver projects of varying size and complexity on time and on budget. As a trusted implementation partner, HR Strategies will support the City throughout the implementation process, and as needed once the project is completed.

We look forward to establishing our partnership with the City and to identifying opportunities for increased efficiencies and service quality by taking a more integrated approach to the development and delivery of this initiative. Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ruby Maini".

Ruby Maini
President & CEO
HR Strategies Consulting, Inc.

TABLE OF CONTENTS

QUALIFICATIONS, EXPERTISE AND PERFORMANCE ON SIMILAR PROJECTS	1
Canadian Public-Sector Experience	1
References.....	2
Company Overview.....	2
PROPOSED MANAGER AND SUPPORT TEAM.....	6
Key Personnel.....	6
Specialized Expertise.....	9
COMPLETENESS AND SCHEDULE	11
Project Planning.....	11
Leadership Commitment and Information Gathering	11
Proposed Workplan and Timeframe	11
HR Strategies' Key Components	14
Anticipated Project Timeline	19
ESTIMATED FEES AND DISBURSEMENTS.....	20
APPENDIX A: FINANCIAL VIABILITY	1
APPENDIX B: RESUMES.....	2
APPENDIX C: PROOF OF INSURANCE	3

QUALIFICATIONS, EXPERTISE AND PERFORMANCE ON SIMILAR PROJECTS

Legal name of company, address, telephone number and contact person assigned to manage this contract;

HR Strategies Consulting, Inc.
 100 York Blvd, Suite 200 , Richmond Hill, ON L4B 1J8
 1-833-477-2427
 Peter Santini, VP HR Management Consulting Practice

Experience with similar municipal projects.

Canadian Public-Sector Experience

We have provided a variety of advisory services to numerous public sector and not-for-profit organizations in Canada. These services have included but are not limited to HR process redesign, HR transformation, HR strategy, governance, pay equity, job evaluation, collective bargaining, organizational effectiveness, practice/policy development, job consolidation, total rewards, and many other forms of HR projects and services. In Canada, some of our consulting clients have included the following:

MUNICIPALITIES	BROADER PUBLIC SECTOR	NOT-FOR-PROFIT
<ul style="list-style-type: none"> • Township of Smith • Ennismore Lakefield • Town of Aurora • Region of Halton • City of Mississauga • Region of Peel • City of Brampton • City of Hamilton • City of Toronto • City of Markham • City of Burnaby • Region of York • Town of Pelham • City of Port Colborne 	<ul style="list-style-type: none"> • Humber College • George Brown College • York University • Fanshawe College • William Osler Health Services • Province of Ontario Ministry of Health • Toronto Central LHINS • Baycrest Hospital • OMERS • Province of Ontario Ministry of Labour • Norfolk General Hospital • Loyalist College • York Region District School Board • Metro Toronto Convention Centre • York Regional Police 	<ul style="list-style-type: none"> • CHATS • Ontario Hospital Association • Guelph Wellington Community Living • Lookout Society • Plan Canada • Kids Help Phone • Ontario Genomics • TFO Media • AMI • Insurance Bureau Association of Ontario

Past ability to successfully complete projects within timelines and budgets.

HR Strategies has a stellar record of working with our clients to complete projects within the agreed upon timelines and agreed upon costs/expenses. We are providing the following three references to attest to our ability to deliver and provide values to our customers.

References

COMPANY NAME	METRO TORONTO CONVENTION CENTRE	YORK REGION DISTRICT SCHOOL BOARD	INSURANCE ASSOCIATION OF ONTARIO	BUREAU OF
Project Description	Non-union compensation review, including competitive market assessment, salary range review and development, salary administration practice development, incentive plan review and development.	Non-union job evaluation, market assessment, salary range development, and salary administration practice development.	Development of new job evaluation system and implementation; Salary structure development and implementation; competitive market compensation survey	
Contact Name	Marna Santo Vice President Human Resources	Rosemarie Cameron Senior Manager, Human Resources	Brett Boadway	
Contact Email	[REDACTED]	[REDACTED]	[REDACTED]	
Contact Phone #	[REDACTED]	[REDACTED]	[REDACTED]	

Stability and reputation of firm.

Company Overview

Headquartered in Richmond Hill, Ontario, with presence in Canada, the USA, Australia, and India, HR Strategies Consulting, Inc. is a privately-held, full-service business transformation firm focused on providing HR products and services with specialization in HR strategy, process, search, compensation, pay equity, leadership development, and HR technology implementations. We presently have approximately 80 qualified professionals certified in varying areas of HR consulting and technology expertise.



A woman-owned, WeConnect certified business, we have been working with leading organizations in both the private and public sectors for over 20 years to help them achieve organization-wide efficiencies that improve operations, meet legislative requirements and increase profitability.

As your partner, HR Strategies will bring our extensive experience in HR to the table. We have provided solutions to hundreds of global clients since our founding in 1990. Our worldwide client base ranges from public-sector and Fortune 500 companies to small and medium sized enterprises, and represents a wide variety of verticals including government, non-profit, higher education, healthcare, technology, banking, telecommunications, consumer goods, hospitality, retail, and media.

At HR Strategies, we are proud of the work we have done for our public-sector clients. Our extensive work in the sector helps us understand your strategic objective and mandates in the context of the public

sector landscape. We understand the unique needs, values, and culture of municipalities, as well as regulatory and labor issues within.

Our experienced team and dedicated resources enable us to provide our clients with local knowledge of the environment with an understanding of your needs, married with global insight, and eye to industry best practices across all disciplines, and innovation which further increases realized value and engagement success.

Supplier Diversity

At HR Strategies, diversity and inclusion is more than just a box to check or a target to hit – it’s a core company value. Diverse and inclusive teams not only have a positive impact on our workplace, but they also help us better serve our clients and partners from every background. We strive to foster a sense of belonging and empowerment in our diverse workplace and will bring that same celebration of diversity approach to our work with the City.



HR Strategies Consulting is a proudly woman and minority owned Canadian business. We are a certified WeConnect firm with a strong understanding of the need for community diversity. A partnership with HR Strategies not only allows our clients access to an organization that understands the role diversity holds in your operations, as we are diverse ourselves, but also allows our clients with supplier diversity programs to satisfy their mandates and meet expectations for supplier diversity.

In addition, recent community education efforts have included a focus on improving the diversity, equity, inclusion, and belonging (DEIB) efforts of our clients. In April 2022, HR Strategies hosted a webinar featuring trusted industry thought leaders as they discuss their views on the DEIB experience within their own organizations and how attendees could incorporate the lessons learned into their own organization's practices. Should the City be interested, the Diversity... Embrace, Experience, Elevate webinar is [available online](#) for you to watch.

Please see below a snapshot of our core values:



Internal Resources

HR Strategies is experienced in all aspects of the HR business transformation process and has a wealth of expertise and extensive resources to ensure the ongoing ability to provide timely and professional services to the City. HR Strategies is uniquely positioned to provide the City with an exemplary experience. Below is an outline of some of our unique characteristics that we feel will positively impact the City should you choose to partner with us for your HR transformation project:

- **Focus on HR** – HR Strategies has been providing HR consulting and HR business transformation consulting to public and private sector organizations in Ontario since 1990. Over the last 20+ years, we have built a strong, highly integrated HR service offering, focused on optimizing our clients’ investment in HR by delivering business value and improved services at a lower cost than can be done internally.
- **Local presence, global reach** – HR Strategies is headquartered in Richmond Hill, meaning our team is connected to the community and to Canadian HR best practices on a localized level. Through our partnership with SAP, we are able to provide our clients with access to leading edge solutions that allow them to transform their HR practices, but do so with a strong knowledge of local industry trends.
- **Service quality** – We pride ourselves on providing the highest quality of service, integrity, and the highest touch engagement models of any consulting organization in the ecosystem. Our HR transformation practice at HR Strategies is focused on partnering with clients to review and redesign their HR organizational structures, HR operating models, cost structures, HR processes, HR technologies, strategic HR vision, and HR governance models. This helps ensure that the goals of the City are achieved in the best and most effective way while considering HR best practices for success now and into the future.

How We’re Re-Imagining HR



Strategic Consulting

Our HCM practice provides advice, insights, expertise, and unique solutions to drive value.

- Ad hoc project consulting
- Job evaluation solution
- Compensation market assessments
- Pay equity
- DEIB audits/solutions
- HR technology readiness consulting
- Solution adoption
- Technology selection support
- Data management & analytics
- HR outsourcing
- Change management



HRIT

We focus on the employee experience and bring holistic solutions that align with our clients’ business strategies.

- Technology implementation & adoption
- Project oversight
- Technology reviews & roadmaps
- Training



Ongoing Support

We provide professional services and support around the world.

- Reseller and services partner
- Certified trainers
- Project managers
- Product implementation
- Ongoing post go-live support and maintenance
- Application managed services
- Staff augmentation services



Company Mission

We believe in the importance of “people, process, and performance.” HR Strategies’ mission is to optimize the HR journey for our clients as they recruit, compensate, lead, develop, and transition employees. We help our clients implement best practices and streamline processes for greater productivity, improved customer service delivery, cost efficiency, growth, profitability, and competitive advantage.

Financial Stability

As a private company, HR Strategies does not disclose our revenue. We have included in [Appendix A](#) HR Strategies’ bank letter to demonstrate our financial viability.

PROPOSED MANAGER AND SUPPORT TEAM

Experience and qualifications of key team members

Key Personnel

With a combined 100+ years of industry experience, our consulting experts are focused and passionate about what they do. They excel at bringing together industry expertise and practical knowledge. The diverse team of associates listed below are a sampling of the available key personnel that may work with existing the City staff to apply specialized strengths, training, experience, and talents to the City's particular concerns.

Complete resumes can be found in [Appendix B](#).

Peter Santini — Project/Client Manager

Peter has 33+ years in Human Resources leadership/operational and HR Consulting. Most recently, Peter was CHRO of a multi-branch financial services organization in south-west Ontario, where he helped lead the organization through a successful merger and a major enterprise-wide banking system transition. Previous to this role, Peter was in HR leadership roles with Mobilicity, Circle of Care, Villa Colombo Homes for the Aged, and Bell ExpressVu. Peter also brings experience as a practicing Human Resources Management Consultant to the table. Peter has just over 5 years of consulting experience primarily working with organizations in the financial services and health care sectors.

His has expertise in performance management, compensation, talent management, talent acquisition, employee engagement and retention, labour relations, HR operational delivery, talent development and leadership development. His approach is to build practical, effective HR business practice and works with his partners/clients extensively to ensuring they build organizational capability and achieve business and personal success

Peter has developed rewards systems and pay for performance models in both large and small organizations including base salary structures, job evaluation, pay equity compliance, incentive plans and benefits programs. Past experience includes program design and implementation for health care, telecommunications, media, financial services, manufacturing and technology-based companies.

Peter is a Certified Human Resources Professional and a Certified Human Resources Leader (CHRP/CHRL) through the Human Resources Professionals Association. Peter graduated from McMaster University with a B.A. in Psychology and obtained is Graduate Diploma in Human Resources Management from Seneca College.

Denise Bilsland — Senior HR Consultant

Denise has 20+ years in compensation and HR consulting. Previously she was VP of HR for a multi-national technology company. She has also worked as a management consultant for over 10 years, supporting a variety of organizations with their strategic HR initiatives and employee development programs.

She works with organizations in the design and development of strategic compensation plans, job design, and total rewards strategies, and she has experience working with organizations in both the public and private sector. She has developed rewards systems and pay for performance models in both large and small organizations, including base salary structures, job evaluation, pay equity compliance, incentive plans, and benefits programs. Her past experience includes compensation program design and implementation for hospitals and health care, pharmaceuticals, publishing, police services, tourism, universities, manufacturing, and technology.

Her expertise in performance management, compensation, talent management, employee retention and leadership development contribute to facilitate well-rounded strategies for building performance capability within teams. She builds practical, best practice approaches and works with her clients extensively to ensure they reach the performance results they are targeting.

Denise is a Certified Human Resources Executive (CHRP/CHRE) through the Human Resources Professionals Association. She was previously an instructor for the Compensation Management Program at Seneca College. Denise graduated from The University of Western Ontario. She recently served as President of the Board of Directors for the York Region Children's Aid Society and currently serves on the Board for 360Kids.

Suzanne Thomson — Senior Compensation Consultant

Suzanne has over 25 years of compensation experience. She provides consulting advice to clients in the areas of compensation administration, competitive market reviews, the design and development of salary structures and human resource policies and practices. She also provides advice, project management, and customized solutions in the design, preparation, and delivery of custom compensation survey solutions.

Suzanne will act as the Survey Manager, and is responsible for the design, development, and marketing of the survey. She will be responsible for the confirmation, analysis and review of all data collected for use in the final report product.

Sandra Gokool — Senior Compensation Analyst

Sandra is a Senior Executive Compensation Consultant with 20+ years of experience in executive and broad-based compensation and benchmarking experience. She specializes in conducting a wide variety of in-depth data analyses. Sandra has effective and proven project management skills with a demonstrated ability to initiate process improvements.

Sandra is an expert compensation consultant at HR Strategies Consulting with over 20 years experience in executive and broad-based compensation.

Prior to joining HR Strategies, Sandra worked at a major compensation consulting firm where she her key focus was to develop, execute and manage a number of total compensation surveys and studies, as well as small and large custom surveys for various industry sectors in Canada and globally. She also managed the Canadian Global Total Compensation Survey, training and managing the team in Canada. Sandra also provided technical and analytical expertise on compensation design/strategy assignments.

Sandra has also conducted executive compensation and board of director studies for private and public sector clients. She has successfully conducted multiple Pay Equity reviews for a variety of public sector organizations.

Sandra completed her HR Certification at Durham College and is currently enrolled at Mohawk College in HR Systems.

Valerie Troy – Senior HR Consultant

Valerie is an accomplished HR professional with more than 30 years' experience as a leader in organizations undergoing structural and cultural change. Recognized by both executives and employees as a valued Human Resources business partner, Valerie is also known for being passionate about delivering high quality results that meet objectives, and for her unwavering commitment to ethical behaviour, integrity, and striving for excellence.

Lesley Dalzell – Senior HR Consultant

Lesley is based in Vancouver, British Columbia, and she has 18 years of experience in human resources working with a variety of different industries, such as post-production, retail, high-tech, telecommunications, biotech, and clean tech, with her last couple of experiences focusing on dual country (Canadian and US) companies to help integrate the company's culture and policies with each region. Most recently, she was Director of People and Culture for Ostara Nutrient Recovery Technologies Inc., working with this global start-up clean-tech company to develop all people and culture programs while integrating the company values in Canada and the US.

Previous to this role, Lesley worked in key HR roles with GenomeDx Biosciences, Mobilicity, Robeez Footwear, Elastic Path Software, Intrinsic Software, and Creo/Kodak.

Lesley has expertise in the startup/entrepreneurial environments from start to finish. One of her top focuses is developing talent throughout an organization from employee to senior leadership. She has done this by partnering with internal client groups and developing and customizing HR programs, such as performance management, compensation, talent acquisition, and employee engagement and retention that reflect an organization's values and culture.

She also has extensive expertise in right-sizing organizations and knowing how to balance the organization's focus with operations and people through a company's growth cycle.

Most recently, Lesley developed an innovative performance management and compensation/rewards program for a startup company focused on the culture that changed the traditional way employee performance was evaluated.

Lesley is a Certified Human Resources Professional (CHRP) through the Human Resources Professionals Association, as well as a Certified Prosci Change Practitioner. Lesley graduated from Carleton University with an Honours B.A. in Law with a minor in Business Law and a focus in Restorative Justice. As well she holds a BA in Sociology/Anthropology.

Specialized expertise

Specialized Expertise

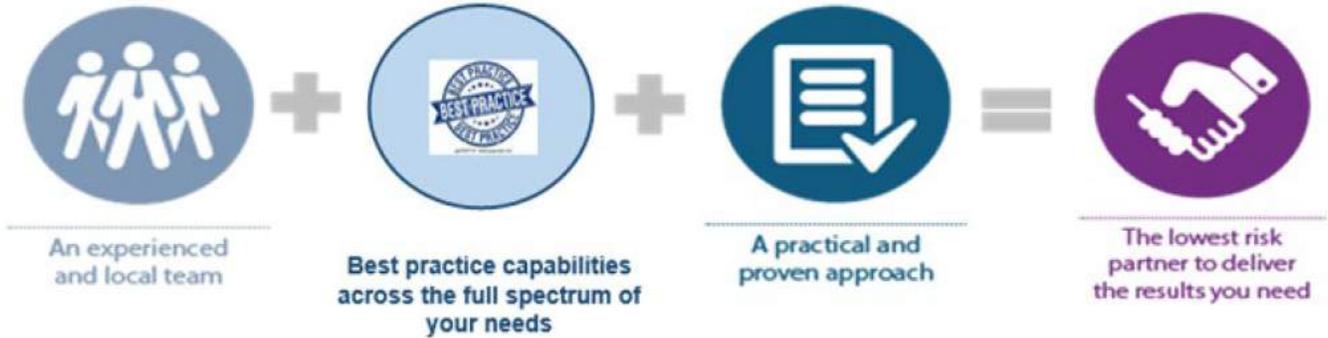
We believe HR Strategies is uniquely qualified to assist you with this project for the following reasons:

- **Extensive experience** — We've successfully implemented numerous compensation and related HR effectiveness programs at similar organizations. Our references will attest to our contributions to their organizations.
- **Specialized Custom Surveys** — We offer the ability to develop and deploy custom compensation surveys for our clients. We have a deep level of experience and knowledge to assist our clients in gathering and consolidating the specific data for their organizations.
- **Benchmarking Data** — Our compensation measurement database is a database of pay information, compiling data from key industry standard surveys that is updated annually. The database covers information on all aspects of compensation, including base salaries, annual incentives, long-term incentives, broad and supplemental benefit plans, and perquisites. Additionally, we maintain a mix of private and public-sector cuts of the data, which can be used to assess your competitive position.
- **Agility** — We partner with you to ensure an appropriate balance, leveraging the best external data and leading practices while customizing solutions to meet your specific needs. This results in the highest-quality outcomes while relying on our proven and tested methods. We possess the analytical tools to accurately measure, compare, and assess information. We provide meaningful, high-quality information that you can trust to answer your important questions.
- **Our Team** — Finally, we provide you with details regarding our key project team members, their biographies and relevant experiences working on projects similar to this one. At the end of the day, much of what you are paying for when you hire a consulting firm is the skills and capabilities of those consultants who will be assigned to work on the engagement with you. We have assembled a team that includes many of our very best consultants. It is an experienced team, because that is what we believe you need: higher order thinking. We sincerely hope that you will have a chance to meet some of our lead consultants as no proposal, no matter how well crafted, can possibly convey the full value that they can provide and which clients can often glean from even a brief initial meeting.

HR Strategies' expertise with compensation consulting projects — backed by an established process and robust tools — is apparent and our pricing is competitive for the value received. Specifically, we offer:

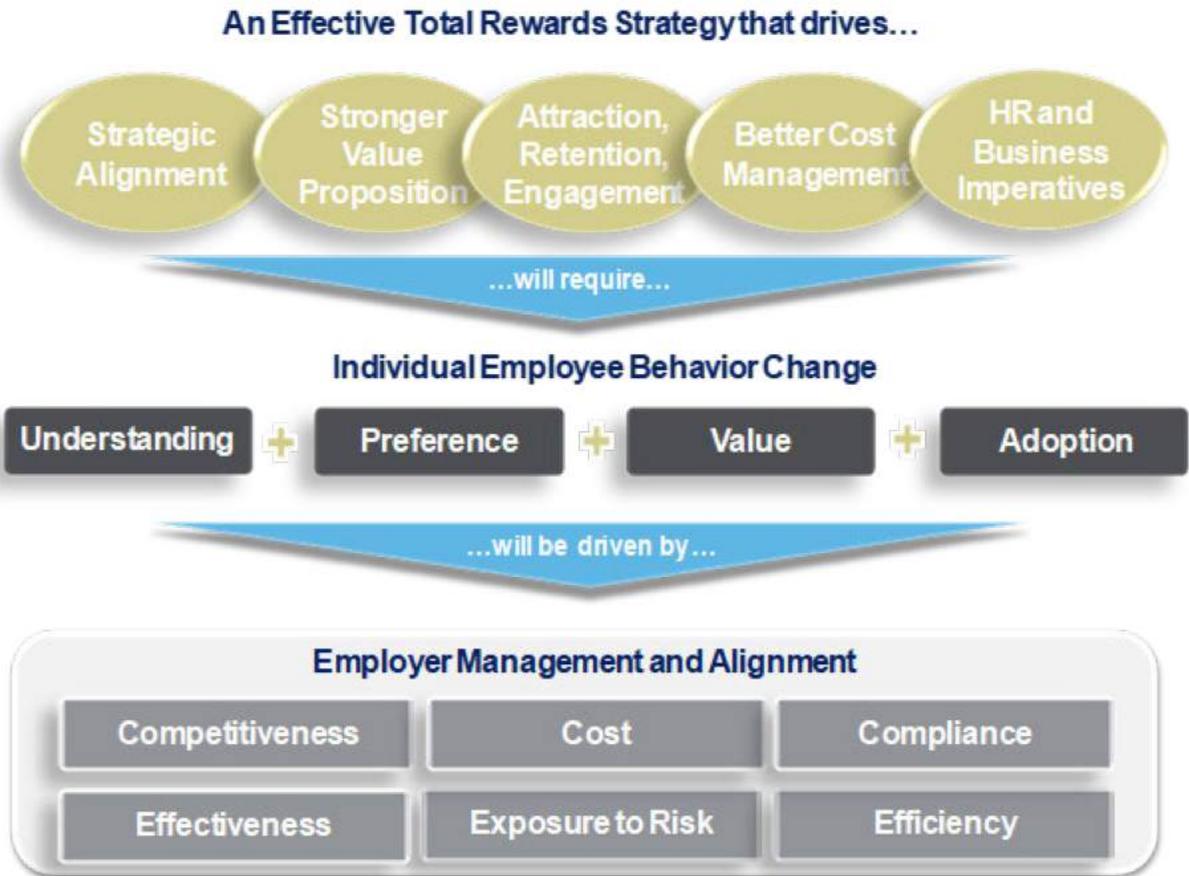
- **Unmatched Team/Experience** — The consulting team selected for this project includes experts in total rewards strategy, diagnostics, design, implementation, communication, and change management of these various HR systems. We also have recent experience working on a variety of projects in multinational organizations including operations in the USA and Canada.
- **Unmatched Discipline in Governance, Process, and Project Management** — The ability to gather and synthesize large amounts of data to form meaningful insights and recommendations, work collaboratively with client teams, be appropriately persuasive, and keep a complex project on track is critical. Your HR Strategies team has a track record of leading projects of similar scope,

outcomes, and complexity that required adaptability, creativity, and efficiency to deliver high-quality results on-time and on-budget.



HR Strategies Total Rewards Strategy

A well-conceived total rewards strategy requires multiple inputs, should drive employee behavior and performance results, and ideally should be evaluated using a broad array of metrics, as depicted below:



COMPLETENESS AND SCHEDULE

Methodology and Schedule for delivery of service

We believe that the ability to develop and execute a targeted project methodology is vital to the success of a project. We understand that the methodology must be aligned to the key project deliverables. Our proposal provides a comprehensive approach that can be adapted to suit the City’s needs and leverage your internal resources as appropriate. An outline of our proposed methodology is described below.

Project Planning

In keeping with our commitment to working with you as a partner, we believe project planning is essential to ensuring agreement and understanding on project objectives and expectations. We will meet with the project team of the City to review our proposed project approach, confirm objectives, and review success factors and/or limitations. In addition, we will create a project plan for mutual agreement, which clearly outlines deliverables and milestones with associated timing, clarifies project member role expectations, and identifies key decisionmakers and milestones. Additional planning sessions may be incorporated with other project phases to help ensure project deliverables and timelines continue to be met. Ongoing effective project management is critical to the project’s success and progress.

Ongoing and effective communication to all stakeholders and project contributors is critical to the success of any project. HR Strategies will work with the City to develop the appropriate communication strategies/approach. We will assist with providing templates, drafting key communication messaging, and provide updates to the respective stake holders as required.

Leadership Commitment and Information Gathering

During this phase, the senior members of our team will conduct a presentation to your project team in order to familiarize them with the methodology and proposed project plan. The objective of this presentation is to educate the project team on the approach and to obtain their commitment to the project and methodology. In our experience, senior leadership buy-in and support is one of the keys to successful project execution and implementation.

At this stage we will also gather, analyze and validate all pertinent existing human resources program documentation and details, including the documentation of the City’s compensation philosophy, to ensure that our new recommendations are aligned with your business strategy, human resources philosophy, HR programs and desired culture.

Proposed Workplan and Timeframe

The below table presents our detailed project plan, including deliverables, activities, roles and responsibilities, and timelines:

PHASE	DELIVERABLE	DESCRIPTION	RESPONSIBILITY	ESTIMATED TIME
1	Project Planning and Communications	<p>Develop project approach, confirm objectives, and review success factors/limitations.</p> <p>Develop deliverables and milestones with associated timing, clarifies project member role expectations and identify key decisionmakers and milestones.</p> <p>Establish project team decision-making process.</p> <p>Establish a project communication approach/cadence.</p> <p>Determine project team cadence.</p>	HR Strategies Consultants, the CityProject Team	1–2 weeks
2	Organizational Review	<p>Review and analyze the relevant business operating documentations/practices (organizational operating practices, organizational charts, business plans, Key Performance Indicators, Job Descriptions, etc.).</p> <p>Review and analyze all the current non-union job descriptions.</p> <p>Facilitate meetings and/or conduct interviews with key stakeholders (up to five interviews) to obtain their input and views with respect to the structure, policies, processes, and practices where necessary.</p> <p>Develop/present organizational structure recommendations.</p>	HR Strategies Consultants, the City Project Team, and Leadership	3–4 weeks
3	Job Hierarchy Development	<p>Update Job Descriptions.</p> <p>Implement HR Matrix Job Evaluation Tool.</p> <p>Implement HR Matrix Position Description Questionnaire.</p> <p>Distribute and collect Position Description Questionnaires to staff.</p>	HR Strategies Consultants, the City Project Team, Employees, Managers, Leadership	8–10 weeks

		<p>Evaluate jobs using HR Matrix Job Evaluation tool.</p> <p>Facilitate job hierarchy “sore thumbing” process with City team members.</p> <p>Finalize new job hierarchy.</p>		
4	Market Competitive Analysis	<p>Review current Benchmark jobs and determine if new benchmark jobs should be identified. HR Strategies recommends two benchmark jobs per classification level.</p> <p>Conduct competitive market analysis using proprietary and publicly available sources (e.g., public-sector salary disclosure as well as available published compensation surveys within the public and/or not for profit sector. HR Strategies anticipates collecting and analyzing data for 15 to 18 benchmark jobs.</p> <p>Review and recommend revisions to salary range structure.</p> <p>Recommend revisions and changes.</p> <p>Conduct costing analysis on recommended changes.</p>	HR Strategies Consultants, the City Project Team	6–8 weeks
5	Findings/Recommendation Draft Reports	<p>Draft report to be reviewed by City leadership.</p> <p>Review/revise draft report.</p> <p>HR Strategies has provided for up-to two revisions for the report.</p>	HR Strategies Consultants, the City Project Team	1–2 weeks
6	Final Reports and Presentations	<p>HR Strategies to produce and provide a final report.</p> <p>HR Strategies will present (virtually or in person) the final reports, discuss the analysis of current position alignments, and provide recommendations to align to the new recommendations.</p>	HR Strategies Consultants, the City Project Team, Council	1–2 weeks

HR Strategies' Key Components

Job Description Approach

As we describe above, HR Strategies will guide the project team with most effective approach for gathering job descriptions. The existing format will be reviewed to determine whether a revision will be sufficient to extract the pertinent job content to apply the methodology. HR Strategies will then provide strategies and design features for documentation and assist in coordination of the completion of the job description questionnaires should risk assessments deduce revision requirements.

The collection of the job description may be completed in a number of ways:

- Web-based online forms for job data collection that is uploaded to the HRMatrix System® JE Module
- Managers or employees provide information (or both)
- Use of current job descriptions
- Approach for multi-incumbent jobs
- Completion/Training workshops

The descriptions will be pay equity compliant, reflect the job evaluation system and will be relatively easy to complete.

the City's work will be described consistently, using common language, modifiers and formats across all roles. The resulting descriptions will have a much longer "shelf life," thereby virtually eliminating the need for time-consuming and often inconsistent preparation of detailed job descriptions whenever a job changes, even if only slightly, and serve as a template for good job design.

Evaluation of Roles/Jobs

HR Strategies recommends the use and implementation of our proprietary job evaluation tool, HRMatrix System.

After many years of working with organizations and diverse stakeholders in providing custom designed Job Evaluation Plans, we have leveraged the trends and addressed anomalies in the processes in our Job Evaluation product offering. HR Strategies has developed a proprietary Point Factor Rating Methodology embedded in The **HRMatrix System®** for Job Evaluation and Job Description completion. Although we have completed 80% of the design, the methodology is flexible, and we will work with and encourage the City to provide factors and content that is specific and custom to you to reflect your environment.

Job evaluation will measure the relative internal value of jobs within your organization and ensures the application of a standard set of factors that are meaningful to the organization, to the market, and consistent with legislated requirements.

This methodology/tool is designed to provide:

- A clear ranking of positions
- A reliable base for an equitable salary structure
- A means of market comparison
- A methodology to comply with Pay Equity Legislation
- An organizational overview of relationship between positions
- A database for career planning and succession
- A starting point for position profiles
- An objective reference to solve job titling issues

The **HRMatrix System®** JE Module is fully compliant with pay equity guidelines that require compensable factors to fulfill the mandatory categories of:

- Qualifications
- Responsibilities
- Effort required
- Working Conditions

The Job Evaluation process with our methodology exercises informed judgment based on job analysis and provides a consistent and credible framework and structured step by step guide for assessing roles in all the different parts of your organization. The result will be a ranking for equitable basis and benchmarks for pay grades/structures.

The **HRMatrix System®** Job Evaluation Module has been designed with simplistic phrasing in a two-dimensional approach. The methodology encompasses the following Flexible Compensable Factor Definitions and Dimensions:

COMPENSABLE FACTOR	DIMENSIONS
Knowledge	Education Experience
Leadership	Scope of Direction Level of Work Directed
Problem Solving	Complexity Creativity
Decision Making	Independence of Action Impact of Decisions
Communications	Internal External
Effort	Mental Concentration Physical Effort
Working Conditions	Exposure Frequency

Our Creative Approach to Innovate Your Processes

The use of best practice methodologies enables the project team to ensure all required steps are covered in the appropriate order and used to set expectations. These methodologies are a starting point for our approach. The approach for every project is custom tailored to the specific client and project objectives.

We augment our approach to the SWOT (strength, weakness, opportunity, and threat) analysis with SOAR (strengths, opportunities, aspirations, and results) using the appreciative inquiry approach. We believe that planning is an opportunity to help organizations soar with their strengths and to elevate an

entire system’s learning capacity to innovate from thought to finish. Planning or restructuring change can be one of the most positive times in an organization’s life, offering the following:

- A rarefied time that cultivates the most elevated thought and action.
- A ritual-like time for the public re-creation of high-quality connections across an entire system.
- A precious time for drawing upon the “positive core” of a system in ways that ignites upward spirals in purposeful vision and dynamic action

To assist the City in this project, HR Strategies proposes the following components:



Appreciative Inquiry

The Appreciative Inquiry approach is based on the assumption that every organization has something that works well and that these strengths are the starting point for creating positive change. Traditional “deficit-based” problem-solving methods cause defensiveness in stakeholders and limit creativity. We use appreciative inquiry to empower project stakeholders, which greatly increases the buy-in for the improvements we develop and multiplies the lasting benefits of the changes.

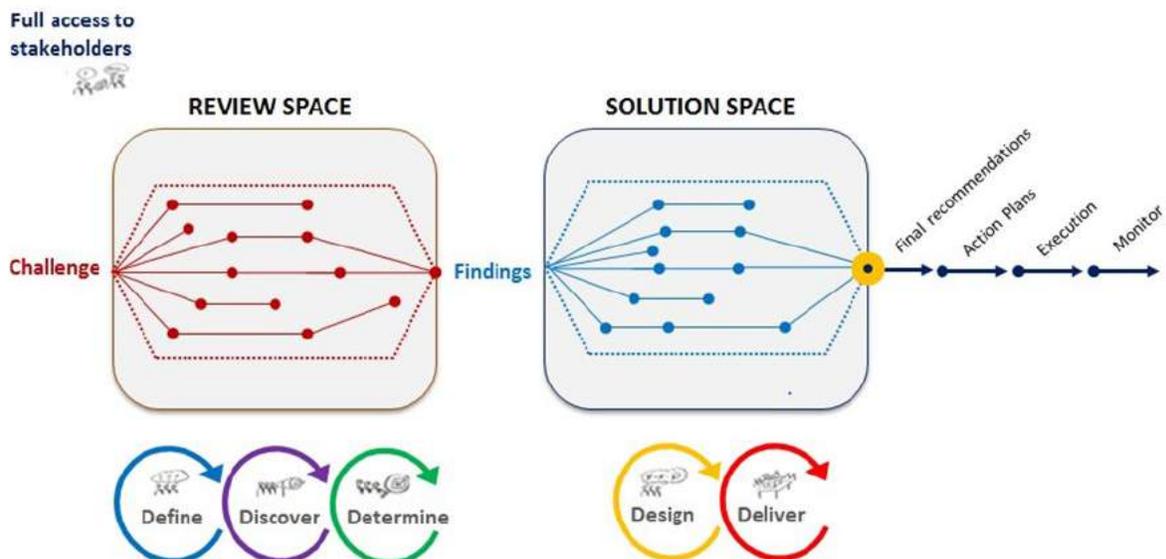


SOAR Matrix based on Stavros, Cooperrider, and Kelley, 2003

Our Co-Innovation Process

Today's organizations can benefit from an appreciative approach of inquiry, which invites organizational members to learn and value the history of their organization and its culture.

Co-Innovation Process Cycle
Multi-Dimensional Hexagonal Business Review of Streams

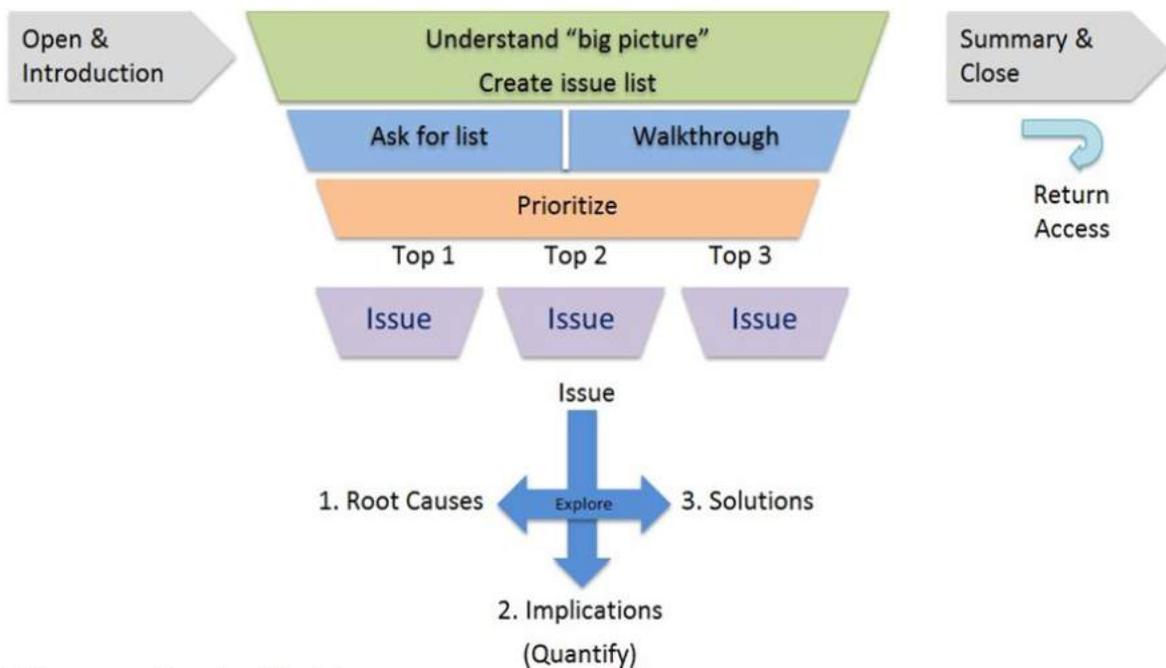


The Appreciative Intent (AI) approach allows them to build on their strengths (the positive core), discover opportunities, visualize goals and strategic alternatives, identify enabling objectives, design strategies and tactics that are integrated with their most successful programs and partners, and implement a strategic plan that is a dynamic, continuous, and living document. Numerous organizations have used AI, including private and public non-profit organizations, for-profit organizations, and government and international agencies worldwide.

Co-Innovation Process Cycle Multi-Dimensional Hexagonal Business Review of Streams We will approach this initiative with these five key elements:

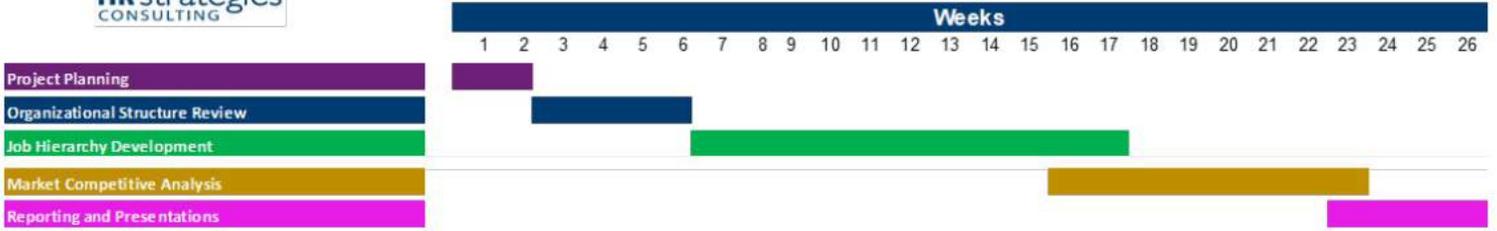
- **Define** — To establish the focus for the review exercise we first need to understand the current context by studying the changing external and internal organizational environments. We take into account the existing structures, legislative requirements/compliance and relevant directives (if required), and the current and anticipated best practices leading-edge human resources management and information systems.
- **Discover** — During this step we will work with the City to analyze the data, define the core strengths, and outline the opportunities, challenges, and concerns for the future. The incumbent consultations/interviews will be conducted and through this process we will ensure all of those involved in leading and facilitating the process have a shared understanding of the desired direction of the City.
- **Determine** — This step will involve the development of recommendations/edits in the context of the current landscape and all key considerations for the review. This is an important step in that the end goals will reflect the widely held core beliefs and buy-in to expedite a successful change management implementation.
- **Design** — The design stage allows staff to engage in defining the new processes/procedures and roles. The AI process encourages staff to think about the potential opportunities for efficiencies and greater productivity rather than just focusing on the problems that are associated with change.
- **Deliver** — We will provide implementation support by working with the project committee to define the overall implementation plan in a final report.

Interview Structure



HRSC Discovery Session Model

Anticipated Project Timeline



ESTIMATED FEES AND DISBURSEMENTS

Fee schedules with per diem rate or hourly rate for each consultant staff and sub-consultant of the project team together with an upset limit. This should relate to a detailed person-hour and cost breakdown of the workload by consultant or sub-consultant staff; Disbursement costs; Provisional Items; Additional estimate of costs for any potential additional studies or work recommended; Applicable taxes

Consulting Resource Fees	Total Fees
Project Planning	\$ 2,686.00
Organizational Structure Review	\$ 5,984.00
Job Hierarchy Development	\$ 12,835.00
Market Competitive Analysis	\$ 14,110.00
Reporting & Presentations	\$ 4,250.00
Total Consulting Fees	\$ 39,865.00
HST (13%)	\$ 5,182.45
Total Maximum Cost	\$ 45,047.45

Consultant Hours	Project Components					Totals
	Project Planning	Job Hierarchy Development	Market Competitive Analysis	Organizational Structure Review	Reporting & Presentations	
Senior Consultant	5	45	20	8	5	83
Senior Consultant	3	25	0	24	15	67
Senior Compensation Consultant	3	0	60	0	0	63
Engagement Manager	6	16	6	8	8	44
Totals	17	86	86	40	28	257

Consultant Rates	Hourly Rate
Senior Consultant	\$ 180.00
Senior Compensation Consultant	\$ 190.00
Engagement Manager	\$ 220.00

Compliance with City of Temiskaming Shores insurance requirements.

Please refer to [Appendix C](#).

Subject: NL Lions Club Lease – Quonset Hut

Report No.: CS-014-2024
Agenda Date: April 30, 2024

Attachments

Appendix 01: Draft Lease Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-014-2024; and
2. That Council directs staff to prepare the necessary by-law to enter into a five (5) year lease agreement with the New Liskeard Lions Club for the use of storage space in the Quonset Hut located on May Street, for consideration at the May 21, 2024 Regular Council Meeting.

Background

The New Liskeard Lions Club have leased a Quonset Hut located on City property (May Street) for the purpose of storage since 2019. The current lease agreement expires on May 31st, 2024.

Analysis

Staff have communicated with the New Liskeard Lions Club and the Club would like to continue the use of the Quonset Hut for storage. At this time, the City does not have a use for the space and therefore, staff is recommending the continued use by the New Liskeard Lions Club for a term of 5 years.

The draft lease agreement is attached as Appendix 1.

Consultation / Communication

Financial / Staffing Implications

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

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to enter into a lease agreement with the New Liskeard Lion's Club for cold storage space within Quonset Hut on May Street

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

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

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

Whereas the Council of The Corporation of the City of Temiskaming Shores considered Administrative Report No. CS-014-2024 at the April 30, 2024 Committee of the Whole Meeting, and directed staff to prepare the necessary by-law to enter into a five (5) year lease agreement with the New Liskeard Lion's Club for cold storage space within the Quonset Hut located on May Street, for consideration at the May 21, 2024 Regular Council meeting.

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

1. That Council authorizes the entering into a five (5) year lease agreement with the New Liskeard Lion's Club for cold storage space within the Quonset Hut located on May Street at an annual rate of \$1,500, a copy of which is attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

DRAFT



Schedule "A" to

By-law 2024-000

Lease Agreement between

The Corporation of the City of Temiskaming Shores

and

The New Liskeard Lions Club

For cold storage space within Quonset Hut

Located on May Street

DRAFT

This agreement made this 21st day of May 2024.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called “the City”)

And:

New Liskeard Lion’s Club
(hereinafter called “the Tenant”)

Witnesses that in consideration of the covenants and provisos herein contained, the City hereby permits the tenant to occupy and use a portion of certain lands known as the Quonset Hut located at 21 May Street south, in the City of Temiskaming Shores, District of Timiskaming, for a term **commencing on the 1st day of June, 2024 and ending on the 31st day of May, 2028; and**

Whereas the City is the owner of the property located at, 21 May Street South; and

And whereas the New Liskeard Lion’s Club is a not for profit organization of persons dedicated to serving our community.

Now therefore, in consideration of the sum of \$1,500/year plus applicable taxes due on the **1st of June**, and other good and valuable consideration paid by the New Liskeard Lion’s Club to the City, the parties hereto do hereby agree as follows:

SECTION ONE – NEW LISKEARD LIONS CLUB COVENANTS:

The New Liskeard Lions Club covenants with the City as follows:

1. **Improvements** - The New Liskeard Lions Club shall be entitled to improve the facility from time to time provided such improvements are set out in detail to the City prior to commencement of construction of same, and approval of Council is obtained prior to commencement of construction. All proposals to the City for improvements shall set out the costs to be incurred and the means by which the New Liskeard Lions Club shall pay for same. All improvements once installed or constructed at the facility shall become the property of the City.
2. **Equipment** - The equipment and fixtures, which are owned by the City and which are situated at, 21 May Street South shall not be removed without the prior written consent of the City.
3. **Cleanliness** - The New Liskeard Lions Club shall maintain the facility in a clean and orderly condition.

4. **Use of Building** – not to permit the space at 21 May Street south to be used for any purpose other than dry storage for the New Liskeard Lions Club. The New Liskeard Lions Club will not permit the storage of any flammable items.
5. **Insurance** – The New Liskeard Lions Club shall provide the City proof of insurance, and identify the City as an additional insured.
6. **Taxes** – In the event the property located at 21 May street becomes assessable the New Liskeard Lions Club acknowledges and agrees that it shall be responsible for the payment of any property and education tax levied.
7. **Right of Renewal** – The New Liskeard Lions Club shall be required to give written notice of its intention to renew the agreement at least (90) days prior to the termination of this agreement.

SECTION TWO – CITY’S COVENANTS

The City covenants with the New Liskeard Lions Club as follows:

1. **Utilities**– The City shall provide hydro to the said facility; there will be no heat provided in the winter months;
2. **Fire Safety/Protection** – The City shall be responsible for the development and maintenance of the Fire Safety Plan for the building, and for the provision and maintenance of all fire protection equipment as outlined in the building’s Fire Safety Plan. The New Liskeard Lions Club will be responsible to ensure a copy of the Fire Safety Plan is posted at all times, and to ensure all members of the New Liskeard Lions Club are made familiar with the Fire Safety Plan and its requirements.

SECTION THREE – NOTICES

1. **Notice to Terminate** – either party may withdraw or terminate from this agreement by providing at least 60 days notice in the appropriate form. Any prepaid rent or rent due will be prorated to the date of termination.
2. **General** – All notices given pursuant to this agreement are sufficiently given if mailed, prepaid and registered, in the case of the City, addressed as follows:

City of Temiskaming Shores
P.O. Box 2050
HAILEYBURY, ON P0J 1K0

and in the case of the New Liskeard Lions Club addressed as follows:

New Liskeard Lions Club
P.O. Box 308
New Liskeard, ON P0J 1P0

unless either party gives notice to the other of a change of address by registered mail. The date of receipt of any notice is deemed to be seven days after mailing.

Default - In the event that either party believes that the other is in default of its obligation under the terms of this agreement, it shall be obliged to give to the other party 30 days notice of the alleged default. The defaulting party shall have the said 30 days to remedy the default, failing which, this agreement shall be null and void and the parties' obligations hereunder terminated.

In witness whereof the parties have executed this Agreement the day and year first above written.

Remainder of Page left Blank Intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in
the presence of

) **New Liskeard Lions Club**

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

Municipal Seal

) **The Corporation of the City of Temiskaming Shores**

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

)

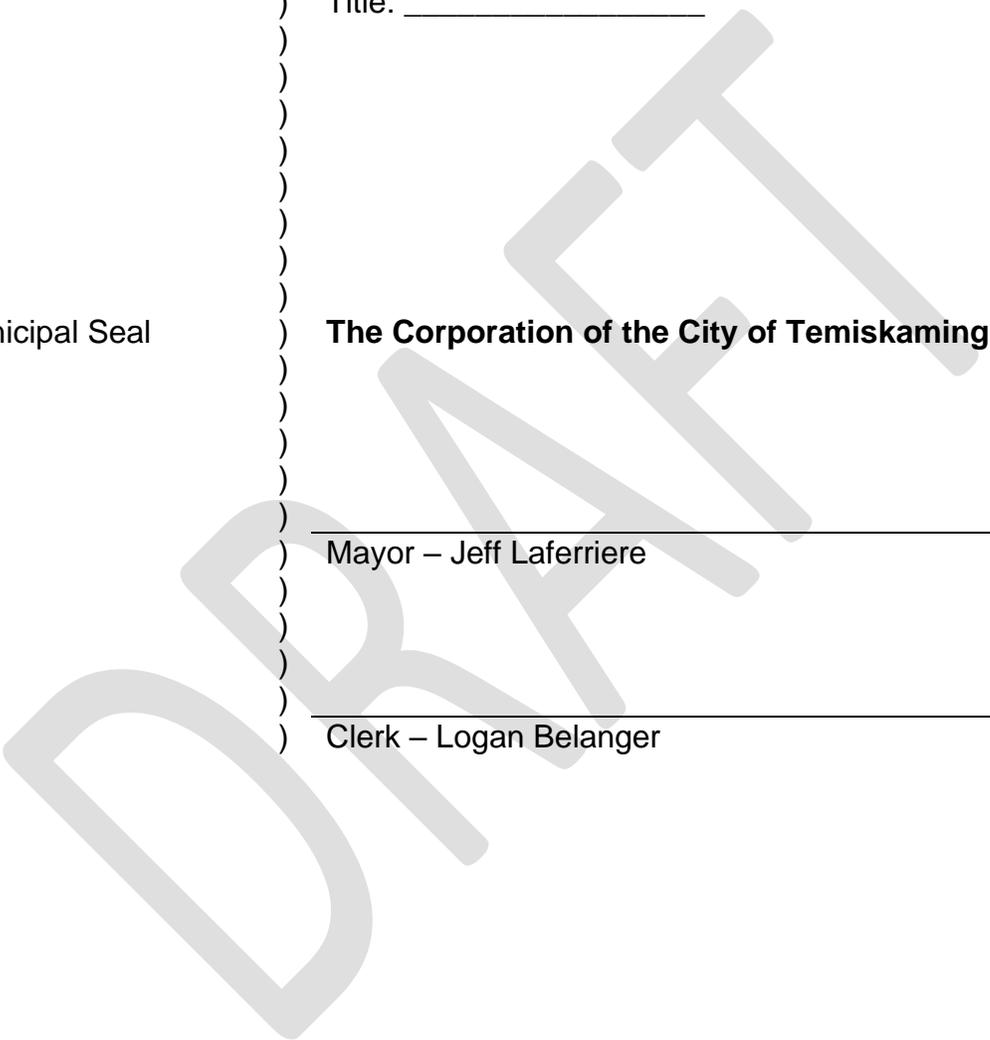
)

Name: _____

Title: _____

Mayor – Jeff Laferriere

Clerk – Logan Belanger



Subject: ZBA-2024-01: R. Breau 195 Roland Road **Report No.:** CS-015-2024

Agenda Date: April 30, 2024

Attachments

- Appendix 01:** Planning Report
Appendix 02: Application Package
Appendix 03: Revised Site Plan
Appendix 04: Draft By-law to amend Zoning By-law No. 2017-154

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-015-2024;
2. That Council directs staff to amend the provisions of the City of Temiskaming Shores Zoning By-law 2017-154 to amend the R4-18 zone provisions to permit the construction of a Duplex Dwelling (2 units) to replace the building containing a rental office and to increase the number of permitted units from 18 to 20; and
3. That Council directs staff to prepare the necessary by-law to amend the City of Temiskaming Shores Zoning By-law 2017-154 for consideration at the May 21st, 2024 Regular Council meeting.

Background

In 2019, the City sold the property on the northwest corner of Roland Road and Raymond Street to R.K. Breau Holdings Inc. for the purpose of a multi residential development.

Council passed a Zoning By-law Amendment on September 3rd, 2019 to rezone the land from Low Density Residential (R2) to High Density Residential Exception (R4-18) to permit the construction of three single-storey residential buildings on the property each containing six dwelling units, as well as a rental/amenities building.

A site plan control agreement was entered into on December 1st, 2020. (By-law 2020-122)

Given the need for housing in the area, Mr. Breau has revised the development to include a duplex building to replace the rental/amenities building.

Notice of the application was advertised in the Temiskaming Speaker on March 27th, 2024 in accordance with the requirements of the Planning Act. Notice was also mailed to property owners within 120m of the subject property in accordance with the City's common practice.

The Planning Act also sets out the list of external agencies and public bodies that must be circulated notice of Planning Act applications. This notice was sent out in accordance with the Planning Act requirements.

Municipal department heads were circulated the complete application, including all supporting information. The following comments were received:

Chief Building Official – *A building permit must be acquired for the proposed construction.*

Fire Chief – *No concerns.*

Director of Recreation – *My only comment is the applicant has not provided any outdoor bicycle parking on the property as part of their development. To encourage all forms of transportation and to help meet the goals of the City's Active Transportation, the applicant should incorporate some bicycle parking on their site.*

City Manager – *No concerns in general for the proposed duplex units. It does however appear an amendment to the Site Plan Control By-law 2020-122 and the previously issued building permit will need consideration.*

Clerk – *No concerns.*

Manager of Transportation Services – *No concerns.*

Ministry of Transportation: *Thank you for providing the attached information. The subject lot is located within the Ministry of Transportation's (MTO) permit control area; and therefore, is subject to review under the Public Transportation and Highway Improvement Act R.S.O. 1990 and will require proper permits with the MTO. I can confirm that the MTO supports the proposed zoning by-law amendment to permit the construction of a duplex residential building on the subject lot, with the following comments to consider:*

- *An MTO building/land use permit will be required for the construction of the new 1-story duplex residential building (building 4).*
- *MTO sign permit(s) will be required for the placement of any signs within 400 meters of the Hwy 11 right-of-way, visible to the travelled portion of Hwy 11.*

- *Since the previous stormwater management report (SWMP) took building 4 into account. The MTO has concluded that a new SWMP will not be required. (Previous SWMP attached)*
- *No traffic study will be required at this time.*
- *Any future development or rezoning on the subject lot will be subject to MTO approval.*

The statutory public meeting was held on April 16th, 2024. No members of the public made oral submissions at the public meeting and no written submissions have been received as of April 26th, 2024.

Analysis

The planning report attached as Appendix 01 provides information regarding the application within the policy framework.

It is the opinion of the undersigned that the proposed Zoning By-law amendment is consistent with the Provincial Policy Statement (2020), does not conflict with the Growth Plan for Northern Ontario, and complies with the City of Temiskaming Shores Official Plan. It is recommended that Council adopt the proposed Zoning By-law amendment.

The Site Plan Control Agreement, By-law 2020-122 will be amended to reflect the change in the development.

Relevant Policy / Legislation / City By-Law

- 2020 Provincial Policy Statement
- Growth Plan for Northern Ontario
- City of Temiskaming Shores Official Plan
- City of Temiskaming Shores Zoning By-law 2017-154

Consultation / Communication

- Consultation with applicant
- Consultation with applicable City staff
- Public consultation per the requirements of the Planning Act

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

Based on the use of the Clean Air Partnership Climate Lens, it is noted that the construction and operation of new buildings generally results in an increase in greenhouse gases. It should be noted and considered, however, that providing higher-density residential development within existing built-up areas, in close proximity to transit, and in easy walking distance to community amenities is generally less impactful than allowing further and continued suburban-style development on greenfield sites. Additionally, the utilization of existing infrastructure, including both underground and above-ground services, is less invasive than installing new services.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

'Original signed by'

Shelly Zubyck
Director of Corporate Services

Amy Vickery
City Manager



Planning Report

Zoning By-law Amendment Application: ZBA-2024-01

Applicant: RK Breau Holdings Inc

Property: Northwest corner of Roland Road & Raymond Street

Roll No.: 5418-020-002-143.02, 5418-020-002-143.03, part of 5418-020-002-143.04

April 30th, 2024

Subject Land

Northwest corner of Roland Road and Raymond Street; Dymond Concession 4, South Part of Lot 9; Plan M-275 Lot 1 and part of Lot 2; 54R-6002 Parts 1 and 3.

Background and Purpose of the Application

In 2019, the applicant purchased the subject land from the City. A zoning by-law amendment was approved on September 3rd, 2019 to permit the construction of three residential townhouses each containing six units, as well as a building containing a rental office and amenities for the residents of the complex. A site plan control agreement was entered into on December 1st, 2020.

The purpose of the application is to amend the R4-18 zone provisions to permit the construction of a Duplex Dwelling (2 units) to replace the building containing a rental office and to increase the number of permitted units from 18 to 20.

The property is designated Mixed Use Areas in the City of Temiskaming Shores Official Plan.

Statutory Public Notice

The complete application was received on March 11, 2024. Notice of the complete application and public hearing was advertised on the City's website, in the Temiskaming Speaker and was sent to public agencies in accordance with the statutory notice requirements of the Planning Act. The notice was also mailed to property owners within 120m of the subject land.

The public hearing was held on April 16th, 2024. No members of the public made submissions or asked questions at the public meeting. No written comments have been received as of the date of this report.

Site Analysis

The property is located in the former Township of Dymond at the northwest corner of Roland Road and Raymond Street. The property includes a large block of land directly adjacent to this intersection, as well as one complete subdivision lot north of the block, and a part of the next subdivision lot adjacent to the Dymond Township reservoir. There are two constructed on the property with a private road.

Servicing

Municipal water and sanitary sewer services have been extended to service the development. Each unit will be connected to service lines on the interior of the property, not directly to the City's system.

In 2019, the City identified a need to upgrade the water service in the area to ensure adequate pressure is available for existing and proposed developments in this area of Dymond Township. The upgrade project was completed in 2020.

Stormwater drainage in the area is by localized storm sewer system which drains along Raymond Street and outlets into the ravine to the north of the property near the intersection at Crystal Crescent. Due to the location of the property and the natural drainage of the property, the Ministry of Transportation will be required to review the revised plan.

Access

The property fronts on Roland Road and also abuts Raymond Street which are both municipally owned and maintained year-round. The site plan submitted with the Zoning By-law amendment application shows two townhouses facing Raymond Street with each unit having direct driveway access to the street, as well as an internal roadway with access to Roland Road to service the third townhouse as well as the duplex building and some additional parking spaces.

Access to the area is gained via Highway 11/Roland Road, Highway 11/Drive In Theatre Road, and Highway 65/Grant Drive/Drive In Theatre Road/Raymond Street. As Highway 65 and Highway 11 are both owned and controlled by the Provincial Government, and the property is within the 395m permit control area around the Highway 11/Roland Road intersection, the application was circulated to MTO. No objections to the proposal were noted by MTO.

Existing Land Use

The property currently has two residential buildings.

Adjacent Land Uses

North: Vacant and Dymond reservoir
South: Roland Road, residential, highway commercial
East: Raymond Street, residential
West: Residential

Planning Analysis

Provincial Policy Statement (2014)

The property is located within the established settlement area boundary for the City within a developed residential area and in proximity to the north end of an established highway commercial area.

1.0 Building Strong Healthy Communities

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

1.1.1 Healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;*
- f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;*

1.1.3 Settlement Areas

The vitality of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.3.2 Land use patterns within settlement areas shall be based on:

- a) densities and a mix of land uses which:*

1. *efficiently use land and resources;*
 2. *are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
 3. *minimize negative impacts to air quality and climate change, and promote energy efficiency;*
 4. *support active transportation;*
 5. *are transit-supportive, where transit is planned, exists or may be developed;*
 6. *are freight supportive; and*
- b) *a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.*

The subject property is located directly adjacent to a built-up residential neighbourhood in close proximity to a developed highway commercial area. The development represents a mix of land uses, with higher-density residential development being located generally on the periphery of the residential subdivision. The property is within an area that has easy access to an existing commercial node, as well as the transportation networks connecting to the rest of the City and a major Provincial corridor. Existing municipal services are available on Roland Road and Raymond Street and will be extended to service the development as the building are constructed. The Temiskaming Transit route runs along this corridor and four stops currently being located within a 1km walking distance of the subject property, with one of these stops being located directly in front of the subject property on Raymond Street.

1.4 *Housing*

1.4.3 *Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

- a) *establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities;*
- b) *permitting and facilitating:*
 1. *all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and*
 2. *all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;*
- c) *directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*
- d) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and*
- e) *establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.*

Dymond Township is comprised primarily of single-detached dwellings, and the revised development will contribute to the mix of housing forms and density within this area. The property is located at the periphery of the developed residential node, which is a less intrusive way to add density to an area without compromising the character of the existing neighbourhood. Municipal infrastructure is available in this area.

2.0 *Wise Use and Management of Resources*

2.1 *Natural Heritage*

2.1.7 *Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.*

Based on the above information it is my opinion that the proposed development demonstrates consistency with the Provincial Policy Statement (2014).

Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario was developed under the Places to Grow Act to ensure greater growth occurs in an economically and environmentally sustainable manner.

A review of the Growth Plan for Northern Ontario confirms the proposal does not conflict with any of the Growth Plan policies.

City of Temiskaming Shores Official Plan

The property is designated Mixed Use Areas in the City of Temiskaming Shores Official Plan.

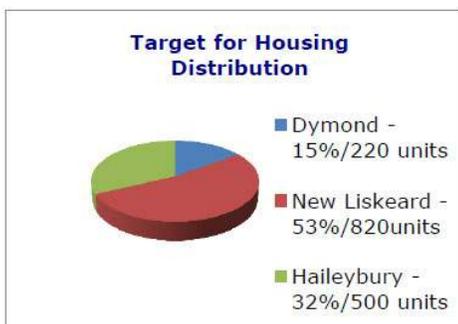
3. *Housing and Growth Management*

3.3 *Objectives*

To facilitate measures for residential intensification.

3.5 *Targets*

The intent of the Official Plan is to provide an adequate supply of land to accommodate an appropriate range and mix of employment opportunities, and a range of housing types and densities designed to meet the City's population, housing and employment projections. The following targets and range of permitted uses are illustrated as part [of] the policy direction of the Plan:



Location	Target for Housing Densities		
	Low	Medium	High
New Liskeard	70-80%	5-10%	15-20%
Dymond	80-90%	10-20%	0%
Haileybury	70-80%	5-10%	15-20%

Range of Housing Types Permitted:
Low Density
<ul style="list-style-type: none"> • Single detached • 2-unit (duplex, semi-detached)
Medium Density
<ul style="list-style-type: none"> • Tri-plex and 3 unit or more converted dwellings • Town houses • 4 or more multiple unit dwellings
High Density
<ul style="list-style-type: none"> • Apartments

The property is located in Dymond Township which is an area that has been identified for medium density residential development, but includes a 0% target for high density residential development. The proposed development exceeds this target, and expands higher density development into Dymond Township where residential development has traditionally taken the form of single detached dwellings. The property is located at the periphery of a developed residential subdivision, which is generally less intrusive than locating higher density developments throughout a predominantly lower-density neighbourhood.

4. *Community Development*

4.7 *Mixed Use Areas*

4.7.2 *Mixed-Use Areas may include a mix of industrial, commercial and institutional uses, associated accessory uses and public service facilities and residential uses compatible with*

a Mixed-Use Area.

- 4.7.3 *All uses will be appropriately zoned. All land uses in a Mixed-Use Area will be subject to site plan control (see Section 15.15).*
- 4.7.5 *Development will be subject to the urban design principles of this Plan (see Section 4.9) and residential uses shall be integrated to avoid or mitigate adverse effects from non-residential land uses through such techniques as:*
- a. Appropriate separation distances;*
 - b. Buffering and screening using landscaping, fencing intervening buildings, parking areas and amenity areas;*
 - c. Noise attenuation;*
 - d. Dust and air quality measures;*
 - e. Designing mixed-use areas to be transit, pedestrian and cycling friendly;*
 - f. Designing Mixed-Use Areas to retain and enhance features of the natural environment wherever feasible.*

The property is located on the periphery of an established residential neighbourhood, in close proximity to a developed commercial strip. Adjacent properties to the south, east, and west are developed residential properties. The property to the north is owned by the City of Temiskaming Shores and contains the Dymond reservoir. The Temiskaming Transit route runs past the property along Raymond Street and there is a stop located on the road allowance directly in front of the subject property.

Based on the above information it is my opinion that the proposed development demonstrates consistency with the City of Temiskaming Shores Official Plan.

City of Temiskaming Shores Zoning By-law

The property is currently zoned High Density Residential Exception 18 (R4-18) in the City of Temiskaming Shores Zoning By-law. The purpose of the amendment is amend the current zoning of the property (High Density Residential Exception (R4-18)) to permit the construction of a Duplex Dwelling (2 units) to replace the building containing a rental office and to increase the number of permitted units from 18 to 20.

Comments Received from the Agency Circulation and Public Notification Process

The application was circulated to municipal departments, agencies, and the public. The following comments were received:

Chief Building Official – *A building permit must be acquired for the proposed construction.*

Fire Chief – *No concerns.*

Director of Recreation – *My only comment is the applicant has not provided any outdoor bicycle parking on the property as part of their development. To encourage all forms of transportation and to help meet the goals of the City's Active Transportation, the applicant should incorporate some bicycle parking on their site.*

City Manager – *No concerns in general for the proposed duplex units. It does however appear an amendment to the Site Plan Control By-law 2020-122 and the previously issued building permit will need consideration.*

Clerk – *No concerns.*

Manager of Transportation Services – *No concerns.*

Ministry of Transportation: *Thank you for providing the attached information. The subject lot is located within the Ministry of Transportation's (MTO) permit control area; and therefore, Is subject to review under the Public Transportation and Highway Improvement Act R.S.O. 1990 and will require proper permits with the MTO. I can confirm that the MTO supports the proposed zoning by-law amendment*

to permit the construction of a duplex residential building on the subject lot, with the following comments to consider:

- *An MTO building/land use permit will be required for the construction of the new 1-story duplex residential building (building 4).*
- *MTO sign permit(s) will be required for the placement of any signs within 400 meters of the Hwy 11 right-of-way, visible to the travelled portion of Hwy 11.*
- *Since the previous stormwater management report (SWMP) took building 4 into account. The MTO has concluded that a new SWMP will be not be required. (Previous SWMP attached)*
- *No traffic study will be required at this time.*
- *Any future development or rezoning on the subject lot will be subject to MTO approval.*

Public Comments: None.

Recommendation

Based on the information presented in this report, in my opinion, the proposed Zoning By-law amendment is consistent with the Provincial Policy Statement (2014); does not conflict with the Northern Ontario Growth Plan; and complies with the City of Temiskaming Shores Official Plan.

It is therefore recommended that Council approve the Zoning By-law Amendment application.

Respectfully submitted,

Shelly Zubyck
Director of Corporate Services



The City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario P0J 1K0
705-672-3363

Application for Zoning By-law Amendment Under Section 34 of the Planning Act

Fee for Application to Amend the Zoning By-law: \$1,000.00

Please read before completing this application

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulation 545/06 made under the Planning Act, RSO, 1990, as amended, as well as information required by the City of Temiskaming Shores to assist in the assessment of the proposal.

In addition to completing this form, the Applicant is required to submit the fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act.

Applicants are encouraged to consult with the Municipality prior to completing the application.

OFFICE USE ONLY

File No.: ZBA-2024-01

Date Received: March 11, 2024

Roll No.: 5418- 020 00214389

1. Owner Information

Name of Owner: RK Breau Development Inc.
Mailing Address: [REDACTED]
Email Address: [REDACTED] Phone: [REDACTED]

If more than one registered owner, please provide information below (attach separate sheet if necessary):

Name of Owner: _____
Mailing Address: _____
Email Address: _____ Phone: _____

2. Applicant/Agent Information (if applicant is not the owner or applicant is an agent acting on behalf of the owner):

Name of Agent: _____
Mailing Address: _____
Email Address: _____ Phone: _____

3. Please specify to whom all communications should be sent:

Owner Applicant/Agent

4. Property Information

a. Location of the subject land:

Dymond New Liskeard Haileybury

Municipal Address 195 Roland Road, New Liskeard, ON
Legal Description (concession and lot numbers, reference plan and lot/part numbers) Dymond Con 4 PT Lot 9 Plan M232TIM PT BLK G PT Lots 1 & 2 RP 54R6002 Parts 1 & 3 RP 54R6131 Part 1 RP 54R6178 Part 1 2.16 AC 212.28FR D

b. Date the subject land was acquired by the current owner: Aug 24, 2020

c. Names and addresses of the holders of any mortgages, charges, or other encumbrances of the subject land:

[REDACTED]

d. Are there any easements or restrictive covenants affecting the subject land?

Yes No

If yes, describe the easement or covenant and its effect:

Easement on exterior side of land parcel (Raymond Rd)

e. Dimensions of subject land:

Lot Area: 2.15 acres Road Frontage: 125.3m (Raymond) 64.7m (Roland)
 Water Frontage: N/A Lot Depth: 125.3m

f. Existing use(s) of the subject land (check all that apply):

- Residential Commercial Industrial
 Institutional Agricultural Vacant
 Mixed Use (specify): _____
 Other (specify): _____

g. Length of time the existing uses of the subject land have continued: June 1, 2021

h. Are there any buildings or structures existing on the subject land?

- Yes No

If yes, complete the table below (attach a separate sheet if necessary):

	Building 1	Building 2	Building 3	Building 4	Building 5
Type or use of building	Multi-unit (6)	Multi-unit (6)			
Height of building (m)	7.3m	7.3m			
Setback from front lot line (m)	6m	48m			
Setback from rear lot line (m)	64m	20m			
Setback from side lot line one side (m)	1.0m	38m			
Setback from side lot line other side (m)	48m	16m			
Setback from shoreline (m)	N/A	N/A			
Dimensions (m) or floor area (m ²)	787.1sq m	787.1sq m			
Date constructed	May 1/24	June 1/22			
Is building to remain or be removed?	Remain	Remain			

i. Has the subject land ever been used for commercial or industrial purposes?

- Yes No

If yes, has a Record of Site Condition ever been completed in accordance with Ontario Regulation 153/04?

- Yes No

j. Existing use(s) of abutting properties:

North: City land - water reservoir East: Roadway
 South: Roadway West: Residential/Commercial

k. Are any of the following uses or features on the subject land or within 500m (unless otherwise specified)?

Use or Feature	On the subject land	Within 500 metres of subject land (indicate approximate distance)
An agricultural operation including livestock or stockyard	<input type="checkbox"/>	<input type="checkbox"/> _____
A landfill	<input type="checkbox"/>	<input type="checkbox"/> _____
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/> _____
A provincially significant wetland (Class 1, 2 or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/> _____
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____
A waterbody, watercourse, river, or stream	<input type="checkbox"/>	<input checked="" type="checkbox"/> +100m - stream
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/> _____
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____
An active mine site, gravel pit or quarry	<input type="checkbox"/>	<input type="checkbox"/> _____
An industrial or commercial use (specify)	<input type="checkbox"/>	<input type="checkbox"/> _____
An active railway line	<input type="checkbox"/>	<input type="checkbox"/> _____
Utility corridor(s)	<input type="checkbox"/>	<input type="checkbox"/> _____
Provincial Highway	NA	<input checked="" type="checkbox"/> +100m-Hwy 11

5. Planning Information

a. Current Official Plan Designation(s): Mixed Use Area

b. Explain how the application conforms with the Official Plan:

Original site plan called for office/storage building on South-West corner of larger lot. Application to replace office/storage with a duplex consisting of two rental units mirroring the current six-plex units.

c. Current Zoning: High Density Residential - R418

d. Nature and extent of the rezoning being requested:

Increase from existing 18 units to 20 units

e. Reason why rezoning is being requested:

Greater need for housing than office/storage. Compliments existing use of entire building lot.

f. Is the subject land within an area where the municipality has predetermined the minimum and maximum density requirements or the minimum and maximum height requirements?

Yes No

If yes, provide a statement of these requirements:

Height restriction remains unchanged

g. Is the subject land within an area where zoning with conditions may apply?

Yes No

If yes, explain how the application conforms to the Official Policies related to zoning with conditions:

R418 - bylaw was for 18 units, expand to 20 units.

h. Does the application propose to change the boundary of a settlement area or establish a new area of settlement?

Yes No

If yes, provide details of the current Official Plan policies or Official Plan Amendment dealing with the alteration or establishment of an area of settlement:

i. Does the application propose to remove land from an area of employment?

Yes No

If yes, provide details of the current Official Plan policies or Official Plan Amendment dealing with the removal of land from an area of employment:

6. Proposed Use of Property

a. Proposed use(s) of the subject land (check all that apply):

- Residential Commercial Industrial
 Institutional Agricultural Vacant
 Mixed Use (specify): _____
 Other (specify): _____

b. Are any buildings proposed to be constructed on the property?

Yes No

If yes, complete the table below (attach a separate sheet if necessary):

	Building 1	Building 2	Building 3	Building 4	Building 5
Type or use of building			Multi-unit (6)	Duplex	
Height of building (m)			7.3m	7.3m	
Setback from front lot line (m)			64m	6m	
Setback from rear lot line (m)			6m	101m	
Setback from side lot line one side (m)			1.0m	38m	
Setback from side lot line other side (m)			48m	8.7m	
Setback from shoreline (m)			N/A	N/A	
Dimensions (m) or floor area (m ²)			787.1 sq m	266.6 sq m	

7. Access and Servicing

a. What type of access is proposed for the subject land?

- | | |
|--|--|
| <input type="checkbox"/> Provincial Highway | <input checked="" type="checkbox"/> Private Road |
| <input type="checkbox"/> Municipal Road, maintained all year | <input type="checkbox"/> Right-of-Way |
| <input type="checkbox"/> Municipal Road, maintained seasonally | <input type="checkbox"/> Water Access |
| <input type="checkbox"/> Other (specify): _____ | |

i. If access to the subject land will be by water only, describe the docking and parking facilities to be used and the approximate distance to these facilities from the subject land and the nearest public road:

b. What type of water supply is proposed for the subject land?

- Publicly owned and operated piped water supply (City water)
- Privately owned and operated individual well
- Privately owned and operated communal well
- Lake or other water body
- Water service not proposed
- Other (specify): Developer to extend services from existing installation on the property

c. What type of sewage disposal is proposed for the subject land?

- Publicly owned and operated sanitary sewage system (City sewer)
- Privately owned and operated individual septic system
- Privately owned and operated communal septic system
- Privy
- Sewage disposal service not proposed
- Other (specify): Developer to extend services from existing installation on the property

i. If the proposed amendment would permit development on a privately owned and operated individual or communal septic system, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report prepared by a qualified professional are required to be submitted:

- Title and date of servicing options report: _____
- Title and date of hydrogeological report: _____

d. What type of storm drainage is proposed for the subject land?

Storm sewer

Ditches

Swales

Other (specify): _____

8. Previous Applications

Has the subject land ever been the subject of any of the following applications under the Planning Act (if the answer to any of the following is yes, please provide the file number and status of the application if known):

Unknown

Official Plan Amendment Yes No File No.: _____ Status: _____

Zoning By-law Amendment Yes No File No.: _____ Status: _____

Minor Variance Yes No File No.: _____ Status: _____

Plan of Subdivision Yes No File No.: _____ Status: _____

Consent Yes No File No.: _____ Status: _____

Site Plan Control Yes No File No.: _____ Status: _____

Minister's Zoning Order Yes No File No.: _____ Status: _____

9. Concurrent Applications

Is the subject land currently the subject of any of the following applications under the Planning Act (if the answer to any of the following is yes, please provide the file number and status of the application if known):

Official Plan Amendment Yes No File No.: _____ Status: _____

Zoning By-law Amendment Yes No File No.: _____ Status: _____

Minor Variance Yes No File No.: _____ Status: _____

Plan of Subdivision Yes No File No.: _____ Status: _____

Consent Yes No File No.: _____ Status: _____

Site Plan Control Yes No File No.: _____ Status: _____

10. Provincial Policies

a. Is the proposed zoning by-law amendment consistent with the policy statements issued under subsection 3(1) of the Planning Act?

Yes No

i. If yes, explain how the zoning by-law amendment is consistent with the policy statements issued under subsection 3(1) of the Planning Act:

Contributes to a range of housing options in the community

b. Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

i. If yes, explain how the zoning by-law amendment conforms or does not conflict with the provincial plan or plans:

Does not conflict with the gross plan for Northern Ontario

11. Public Consultation Strategy

Detail the proposed strategy for consulting with the public with respect to the application:

Follow Planning Act requirements

Other (please specify):

12. Additional Studies or Information

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of additional studies or information required by the Municipality (to be provided by the Municipality):

- _____
- _____
- _____
- _____

13. Sketch

The application shall be accompanied by a site plan showing the following information:

- The boundaries of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- The approximate location of all natural and artificial features (for example: buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks, etc.) that:
 - Are located on the subject land and on land that is adjacent to the subject land, and
 - In the applicant's opinion, may affect the application;
- The current uses of land that is adjacent to the subject land;
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- The location and nature of any easement affecting the subject land.

14. Applicant/Agent Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We, _____ are the registered owners of the subject land and I/we hereby authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date: _____ Owner's Signature: _____

Date: _____ Owner's Signature: _____

15. Authorization for Site Visits

I/We authorize Municipal Staff and Council and/or Committee members, as necessary, to enter the subject property to gather information necessary in the assessment of the application.



Applicant Initial

Applicant Initial

16. Notice re: Use and Disclosure of Personal Information

In accordance with the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, I/We acknowledge and understand that any information collected on this form and any supplemental information submitted as part of this application can be disclosed to any person or public body.



Applicant Initial

Applicant Initial

17. Declaration of Applicant

- ✓ If the application is being submitted by the property owner and there is more than one registered owner, each owner must complete a separate declaration.
- ✓ If the application is being submitted by the property owner and the owner is a firm or corporation the person signing this declaration shall state that he/she has authority to bind the corporation or affix the corporate seal.
- ✓ This declaration must be completed in front of a Commissioner for Taking Affidavits.

I, Roger K. Breau of the City of Temiskaming Shores
in the District of Temiskaming make oath and say
(or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true and I make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Sworn (or declared) before me

at the City of Temiskaming Shores
in the Province of Ontario
this 11th day of March, 20 24

Roger K. Breau
Signature of Applicant

Paul Crombeen
A Commissioner for Taking Affidavits

PAUL CROMBEEN
Temiskaming Shores, ON
Solicitor

Seal

Consultants

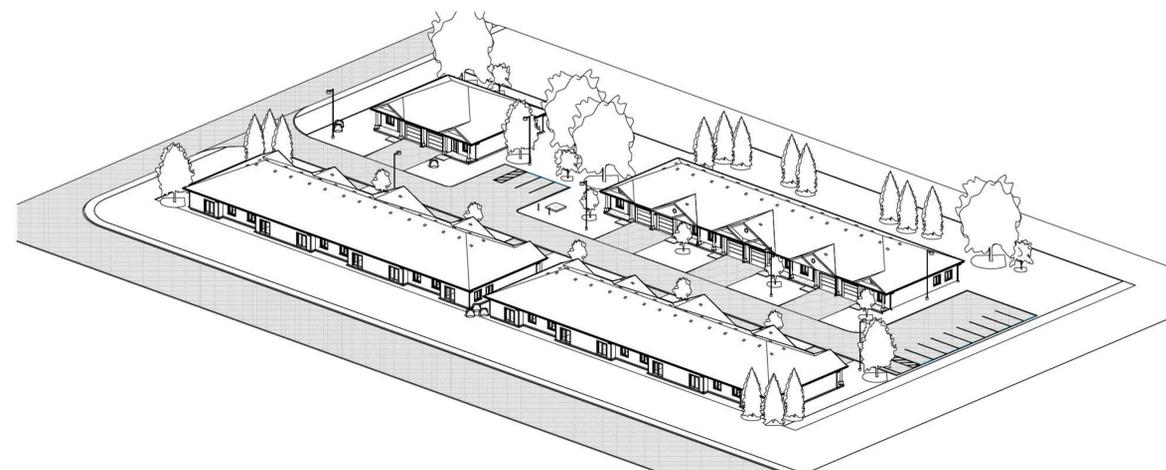
Dymond Square
R. K. Breau Development
 Roland Road, Dymond, Ontario

Revisions

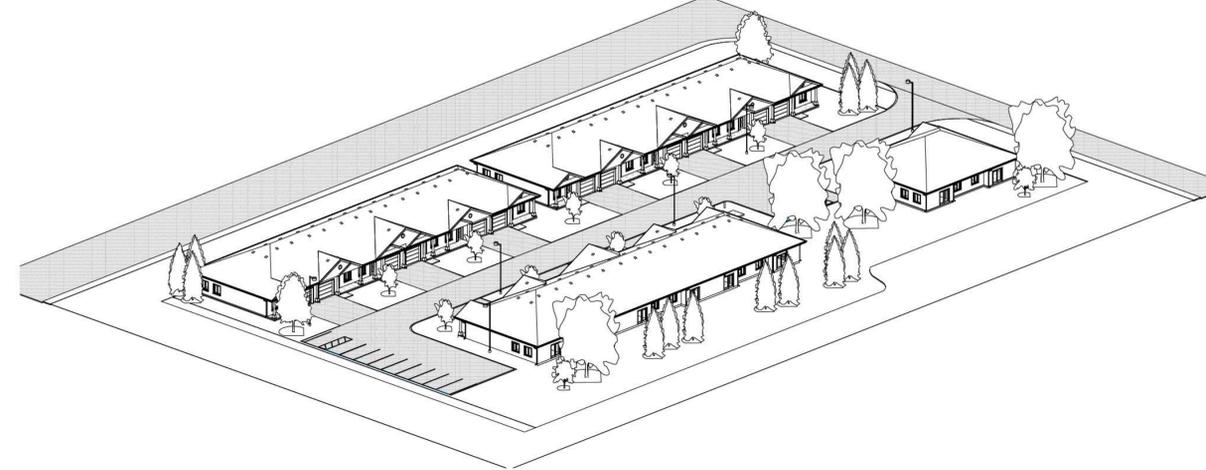
No.	Date	Description
A	November 18, 2020	City Req'd Changes
B	January 09, 2024	Client Changes

No.	Date	For / To:
9	January 09, 2024	Issued for Client Approval
8	May 12, 2021	Issued for Permit
7	March 24, 2021	Wall & Detail Coordination
6	March 18, 2021	Revise Wall Types & Dtls.
5	October 20, 2020	Revise Site Plan Control
4	June 17, 2020	Site Plan Control
3	Apr. 03, 2020	90% Coordination
2	Mar. 05, 2020	90% Client Review
1	Feb. 24, 2020	70% Client Review

Drawn By:	Scale:
Checked By:	Date:
Sheet Number:	05/12/21



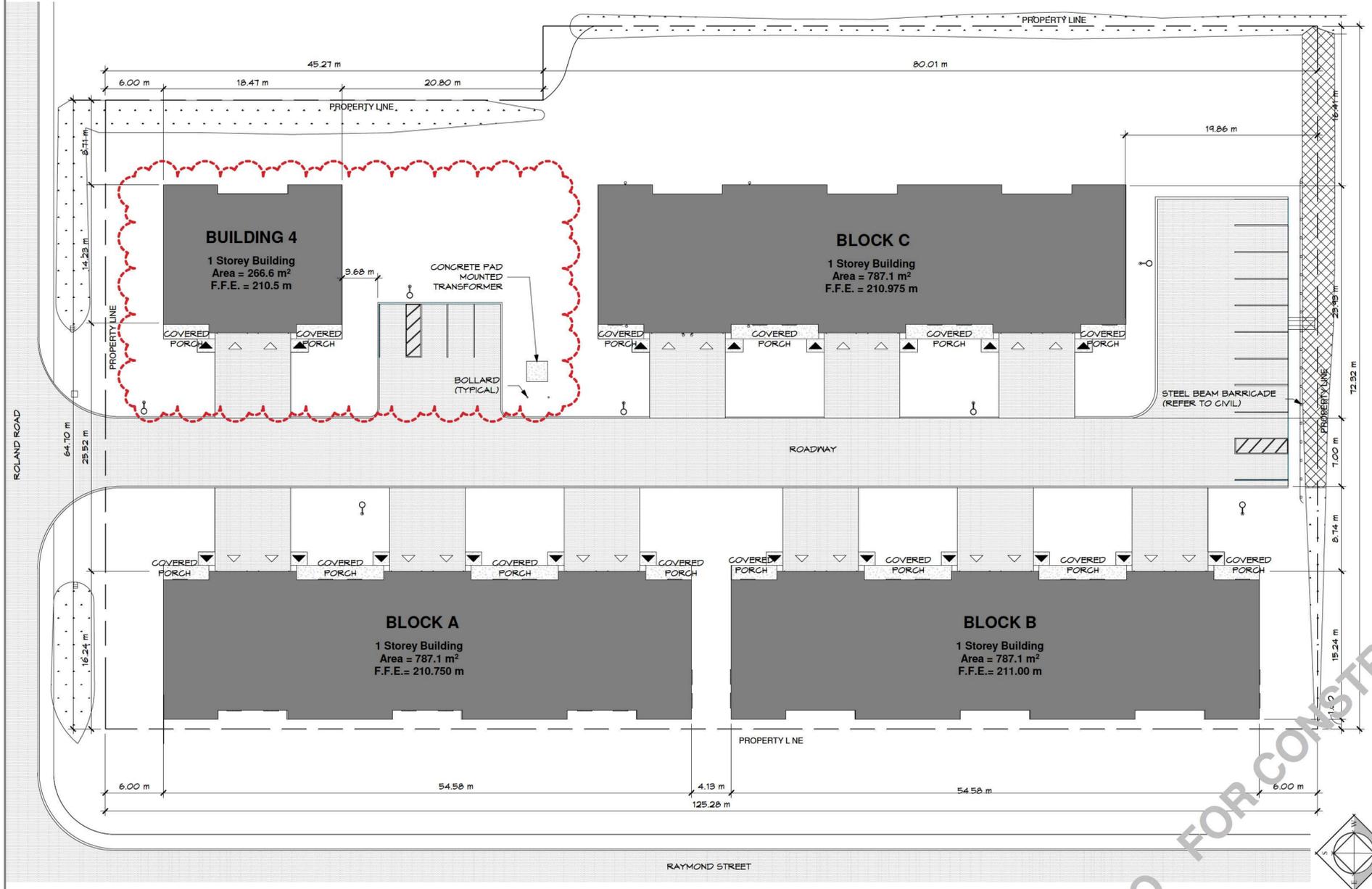
Isometric View from Northeast **3**
A100



Isometric View from Northwest **2**
A100

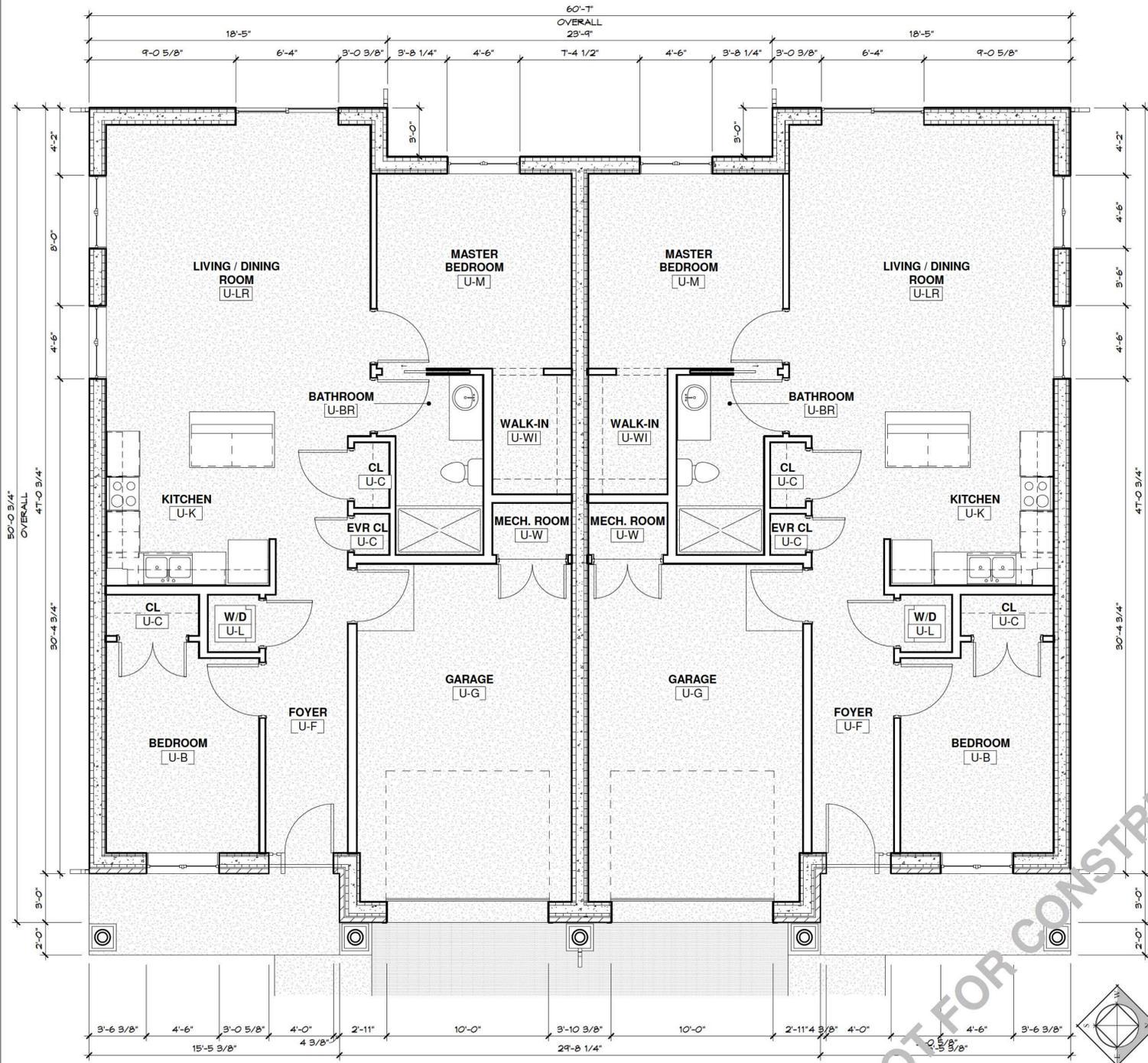
Site Statistics		
Address: Dymond, Ontario Zoning:		
LEGAL DESCRIPTION:	Not Applicable	
ZONING	REQUIRED/ALLOWED	EXISTING/PROVIDED
MIN. LOT AREA:	200 m ²	8718.7 m ²
MAX. LOT COVERAGE:	40%	30%
BUILDING AREA:	N/A	2627.9 m ²
MAX BUILDING HEIGHT:	11 m	7.29 m
FRONT YARD DEPTH (South):	6 m	6 m
EXTERIOR SIDE YARD DEPTH (East):	1 m	1 m
SIDE YARD DEPTH (West):	5 m	8.71 m (min.) 16.35 (max.)
REAR YARD DEPTH (North):	6 m	6 m (min.) 19.77 m (max.)

Site Legend	
Sym.	Site Element Description
⊙	SITE LIGHTING FIXTURE
⋯	LANDSCAPED AREA
▨	CONCRETE PAD
▩	ASPHALT PAVING
▤	SWALE
⊠	RIP-RAP
▲	BUILDING ENTRANCE / EXIT
△	GARAGE ENTRANCE
↔	TWO-WAY TRAFFIC



NO FOR CONSTRUCTION

Site Plan **1**
A203 A100 1:250



Dymond Square
R. K. Breau Development
 Roland Road, Dymond, Ontario

Revisions		
No.	Date	Description
A	January 09, 2024	Client Changes

No.	Date	For / To:
9	January 09, 2024	Issued for Client Approval
8	May 12, 2021	Issued for Permit
7	March 24, 2021	Wall & Detail Coordination
6	March 18, 2021	Revise Wall Types & Dtls.
5	October 20, 2020	Revise Site Plan Control
4	June 17, 2020	Site Plan Control
3	Apr. 03, 2020	90% Coordination
2	Mar. 05, 2020	90% Client Review
1	Feb. 24, 2020	70% Client Review

Drawn By:	Scale:
SB	1/4" = 1'-0"
Checked By:	Date:
PFL/NS	01/08/24
Sheet Number:	

Duplex - Floor Plan 1

Duplex - Floor Plan A204

C:\Users\stulmer\Documents\18-042 Roger Breau - Temiskaming Shores (R2024)_spencer.bulmer\F3TLB.rvt

DRAWINGS NOT TO BE SCALED
 This drawing is an instrument of service and shall remain the property of L360 ARCHITECTURE. It shall not be used for additions or alterations to the project or any other project without the permission of L360 ARCHITECTURE in writing. The Contractor shall check and verify all existing conditions on site and shall also check and verify all dimensions on the drawings and report any inconsistencies to L360 ARCHITECTURE before proceeding with the work.

The bearer of this documentation acknowledges and agrees that all information provided herein and in whatsoever format (including, but not limited to, printed material, computer disks, drawing(s) and document(s), reports, files etc.) are to be safeguarded and held in the strictest confidence while in their possession, or in the possession of their delegates, or other interested and related parties to whom this information may be entrusted. Any failure to safeguard or protect this information as prescribed herein will be considered as an acceptance of liability for any losses incurred as a result. The information will be returned upon request by the issuer, L360 ARCHITECTURE or its representative.

2024-01-09 3:58:26 PM

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

Being a by-law to enact a Zoning by-law Amendment to amend the High Density Residential Exception 18 (R4-18) in the City of Temiskaming Shores Zoning By-law 2017-154

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended, the Council of a Municipality may enact by-laws to authorize the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited; and

Whereas By-law No. 2017-154 regulates the use of land and the use and erection of buildings and structures within the City of Temiskaming Shores; and

Whereas Council considered Administrative Report No. CC-015-2024 at the Committee of the Whole meeting on April 30, 2024, and directed staff to prepare the necessary by-law to amend the City of Temiskaming Shores Zoning By-law No. 2017-154 (as amended) to revise the High Density Residential Exception 18 (R4-18) to permit the construction of a Duplex Dwelling (2 units) to replace the building containing a rental office, and to increase the number of permitted units from 18 to 20, for consideration at the May 21, 2024 Regular Council Meeting.

Now therefore the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. Text Changes

- a) Table 6.1 is amended to permit, in the R4-18 Zone, three Dwelling, Street Townhouse and one Duplex buildings on the property with a combined total of twenty dwelling units.
 - b) Table 6.2 is amended to remove, in the R4-18 Zone, a building containing a rental office and amenities that can be considered generally incidental and accessory to the main residential use of the property.
2. That all other provisions of By-law No. 2017-154 shall continue to apply.
 3. That the passing of this by-law shall be subject to the provisions of the *Planning Act*.
 4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

Schedule "1" to By-law 2024-000

City of Temiskaming Shores



Amended Zoning.

Subject: Mount Pleasant Cemetery Lawn Mower **Report No.:** CS-016-2024

Agenda Date: April 30, 2024

Attachments

Appendix 01: MCK Temiskaming Quote

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-016-2024; and
2. That Council provides the Municipal Clerk with the delegated authority to enter into an agreement with MCK Temiskaming Shores for the supply of one (1) Kubota Stand On Riding Lawnmower in the amount of \$12,374 plus applicable taxes.

Background

The City of Temiskaming Shores maintains and operates the Mount Pleasant Cemetery located in Haileybury. Staff maintain the cemetery with aging equipment that is less efficient in operations, and is seeking to a new piece of equipment for laboursaving purposes.

As part of the 2024 capital budget, staff proposed to purchase a new sit-on riding lawnmower. Over the winter, staff requested consideration of a standing lawnmower as research found that they have greater manoeuvrability and visibility when moving around obstacles in tighter spaces, such as around monuments (which would reduce the amount of trimming required), meaning more area mowed in less time. In addition, mowing in a stand-up position allows the operator to exit the machine with greater ease than in a sit-on unit, to lessen operator fatigue when climbing on and off the machine to move obstacles.

Analysis

The City's procurement by-law allows informal quotations by obtaining written competitive pricing for procurement from at least two (2) potential vendors for values for purchases less than \$15,000. As such, pricing was sought from four (4) suppliers, based on availability for a standing mower in two deck sizes for staff review.

Model	36" Deck (\$) Exclusive of HST	54" Deck (\$) Exclusive of HST
Toro (Quote from program partner within the Canoe Procurement Group)	\$ 11,273.00	\$ 14,383.00
John Deer	\$ 13,416.71	\$ 14,803.16
Cub Cadet	\$ 14,687.00	\$ 17,234.00
Kubota	\$ -	\$ 12,374.00

MCK Temiskaming Shores (Kubota) had an in-stock standing lawn-mower offered at a discounted rate (due to length of time in stock) of \$12,374, plus applicable taxes, inclusive of counterweight kit and mulching kit. As such, was determined to be the best value for use at the Mount Pleasant Cemetery.

In accordance with the Procurement Policy, the Municipal Clerk may approve invoices up to \$10,000, as such it is recommended that Council provides the Municipal Clerk with the delegated authority to enter into an agreement with MCK Temiskaming Shores for the supply of one (1) Kubota Stand On Riding Lawnmower in the amount of \$12,374 plus applicable taxes.

Relevant Policy / Legislation / City By-Law

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

Consultation / Communication

- City Manager

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 equipment purchase was included in the Cemetery 2024 Capital budget at \$10,000. The recommended unit was revised from a sitting to a standing lawnmower, which is a more expensive piece of equipment. Due to the reasons outlined above, and the opportunity for operator efficiency (i.e. more precise mowing around monuments due to

increase visibility and manoeuvrability to reduce trimming work), the overage of \$2,591 (difference with non-refundable HST) is recommended.

It is anticipated that that the City will realize savings from the columbarium foundation capital work planned in 2024 to offset the equipment variance, otherwise can be allocated from the cemetery working fund reserve.

Alternatives

Council could direct staff to obtain quotes for a sit-on riding lawn mower.

Council could issue an RFQ for this purchase.

Council could direct staff to cancel this procurement for 2024.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Logan Belanger
 Municipal Clerk

Shelly Zubyck
 Director of Corporate
 Services

Amy Vickery
 City Manager

MCK TEMISKAMING SHORES

P.O. BOX 1324, 883304 HWY 65, NEW LISKEARD, ON P0J1P0

Choose excellence! | Choisir l'excellence!



Quote # 1754580

Reference:

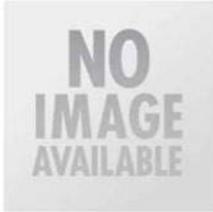
Expires: 03/08/2024

Prepared for: City Of Temiskaming Shores - Kelly [REDACTED]

By:

Equipment

1 New Kubota #SZ26-52 Stand On Rider 3600 Trans FT730 EFI \$12,000.00



\$Qty	Item	Class	Description	Serial #	Ext Price
1	#SZ26-52		Stand On Rider 3600 Trans FT730 EFI	11344	\$17,562.00
1	*SWK48		Weight Kit 48",52",61" Counterweight		\$303.00
1	*SBP52		ECO Plate Kit 52"		\$87.00
1	*SSK52-61		Striping Kit 52"-61" Deck		\$126.00
1	*SMK52		Mulch Kit 52"		\$432.00

* Not exactly as shown. Shown with optional product.

Discounts Include:

Seasonal Discount \$500.00

Purchasable Warranty included

Plus Purchasable Warranty MSRP \$550.00

Purchasable Warranty Rebate MSRP -\$550.00

Plus Purchasable Warranty MSRP \$0.00

Notes:

Quote Summary

Notes:

Equipment Total	\$12,000.00
Administration Fees	\$374.00
Other Taxable	\$0.00
Selling Price	\$12,374.00

Less Trades \$0.00

Total After Trades \$12,374.00

GST/HST \$1,608.62

PST/QST \$0.00

Non Taxable Environmental Charges \$0.00

Other Non-Taxable \$0.00

Total \$13,982.62

Liens outstanding on trade-in \$0.00

Quotation good for 30 days.

To accept, please sign here and return to dealer

Subject: Canada Day Fireworks Contract
2024 - 2026

Report No.: CS-017-2024

Agenda Date: April 30, 2024

Attachments

Appendix 01: RS-RFP-003-2024, 2024-2026 Canada Day Fireworks Submission Summary

Appendix 02: Draft By-law Agreement Capital Pyrotechnics

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-017-2024; and
2. That Council directs staff to prepare the necessary By-law to enter into a three (3) year agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events in the amount of \$19,000 for 2024, \$19,000 for 2025, and \$20,000 for 2026, plus applicable taxes for consideration at the May 21, 2024 Regular Council meeting.

Background

The City hosts an annual fireworks display during the Canada Day weekend. Over the years, we have used several different companies to provide fireworks displays and all have been very good. The agreements are put in place for three years and although 2020 was the final year of our most recent contract with Northstar Fireworks Entertainment Inc. we did not host the display in 2020 or 2021 due to the pandemic. In 2023, the project was canceled due to the fire ban. The annual display has a budget of \$20,000 with all of the funds covered by local business sponsors. The City issued Request for Proposals RS-RFP-003-2024 with a submission deadline of April 3, 2024.

Analysis

Three submissions were received in response to RS-RFP-003-2024; one from Northstar Fireworks Entertainment Inc. The second from Capital Pyrotechnics, and the other from Dream Catcher Fireworks.

Northstar Fireworks has changed hands in ownership between 2020 and today. The former management is now working with Capital Pyrotechnics, so they received much better scoring on community knowledge and location assessment while Northstar did not visit the community for a site visit prior to making their submission. Dream Catcher did make a trip to the community to visit the site and provide ideas for improvements.

When it comes to the financials for the fireworks displays, all companies bid around the \$20,000 mark as they all are aware of our annual budget for the fireworks display. For this reason, we chose to use an evaluation matrix which focused more on experience, community knowledge, methodology and economic impact to the community.

Staff has reviewed videos provided by the companies to try to distinguish which put on a more elaborate show, or have a greater selection of fireworks varieties, but it is still quite difficult to identify which companies are better than the others. In the past the City has contracted with BEM Pyrotechnic, David Whysall International Fireworks, and FX Worx Inc. and Northstar Fireworks.

All of the submissions have good references and some impressive client lists, however Capital Pyrotechnics is most familiar with our community, the site and the logistics involved there. The management has worked with us for the past 5 years and have been very flexible with respect to our contract requirements with them when we canceled events in 2020, 2021 and 2023. We provided no compensation for this loss of work.

It is not the intent of this report to discredit the proposal from either Dream Catcher Fireworks or Northstar Fireworks as those companies have provided good references and a good proposals. It is however the recommendation of staff that with all things being relatively equal, the City chose to work with Capital Pyrotechnics for the next three years as there proposal scored highest in our proposal evaluation criteria as was set out in the RFP documents. The proposals were scored by two separate staff and then reviewed. Both staff ranked the 3 proposals in the same order.

Relevant Policy / Legislation / City By-Law

- 2024 Corporate Services Budget

Financial / Staffing Implications

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

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

All of the proposals came in around our budget of \$20,000. There was a difference of \$1,175 of between the highest and lowest quote, however the lowest priced bid also scored lowest in the evaluation criteria by both reviewers.

Alternatives

An alternative would be for the City to train and certify a staff person to shoot of the fireworks display, however this would also carry a significant insurance risk.

Submission

Prepared by:

Reviewed By:

Reviewed and submitted
 for Council's
 consideration by:

"Original signed by"

James Franks
 Economic Development Officer

"Original signed by"

Shelly Zubyck
 Director of Corporate
 Services

"Original signed by"

Amy Vickery
 City Manager

Document Title: **RS-RFP-003-2024 "2024-2026 Canada Day Fireworks"**

Closing Date: **Wednesday, April 3, 2024**

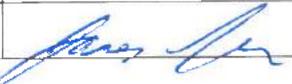
Closing Time: **2:00 p.m.**

Department: **Recreation**

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

Attendees via teleconference: **Microsoft Teams**

City of Temiskaming Shores:

Logan Belanger, Municipal Clerk	Kelly Conlin Deputy Clerk	James Franks Economic Development Coordinator	Sarah Goodyear Communications Coordinator
			

Others (teleconference):

Casey, Dream Catcher			

Submission Pricing

Bidder: ^{O/A} **Theodore Rogue, Dream Catcher**

Description	Amount (Without HST)
Lump Sum Price 2024:	\$ 20,000
Lump Sum Price 2025:	\$ 20,000
Lump Sum Price 2026:	\$ 20,000
Lump Sum Price Total:	\$ 60,000

Bidder: **Northstar Entertainment**

Description	Amount (Without HST)
Lump Sum Price 2024:	\$ 18,500
Lump Sum Price 2025:	\$ 18,500
Lump Sum Price 2026:	\$ 18,500
Lump Sum Price Total:	\$ 55,500

Bidder: *Capital Pyrotechnics*

Description	Amount (Without HST)
Lump Sum Price 2024:	\$ 19,000
Lump Sum Price 2025:	\$ 19,000
Lump Sum Price 2026:	\$ 20,000
Lump Sum Price Total:	\$ 58,000

Bidder:

Description	Amount (Without HST)
Lump Sum Price 2024:	\$
Lump Sum Price 2025:	\$
Lump Sum Price 2026:	\$
Lump Sum Price Total:	\$

Note: Since this is a Request for Proposal all submissions are required to be evaluated based on a set of pre-determined evaluation criteria. All offered prices are offers only and subject to scrutiny. All proponents whether successful or not will be notified of results, in writing at a later date.

The Corporation of the City of Temiskaming Shores

By-law No. 2024-000

**Being a by-law to authorize an agreement with Capital
Pyrotechnics for the provision of fireworks display services for
Canada Day events for 2024, 2025 and 2026**

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

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

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

Whereas Council considered Administrative Report No. CS-017-2024 at the April 30, 2024 Committee of the Whole meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events in the amount of \$19,000 for 2024, \$19,000 for 2025, and \$20,000 for 2026, plus applicable taxes for consideration at the May 21, 2024 Regular Council meeting.

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

1. That the Mayor and Clerk be authorized to enter into an agreement with Capital Pyrotechnics for the provision of fireworks display services for Canada Day events in the amount of \$19,000 for 2024, \$19,000 for 2025, and \$20,000 for 2026, plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 21st day of May, 2024.

Mayor

Clerk

DRAFT



Schedule “A” to

By-law 2024-000

Agreement between

The Corporation of the City of Temiskaming Shores

And

Capital Pyrotechnics

for the provision of fireworks display services for Canada Day events in 2024,
2025 and 2026

This agreement made this 21st day of May 2024.

Between:

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

and

Capital Pyrotechnics
(hereinafter called "the Contractor")

Witnesseth:

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

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the following Contract Documents:
 - i. Request for Proposal No. RS-RFP-003-2024, titled 2024-2026 Canada Day Fireworks.
 - ii. Capital Pyrotechnics submission in response to RS-RFP-003-2024 (Appendix 01).
- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents.
- c) Complete, as certified by the Economic Development Officer, all the work by **July 1, 2026.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid:

2024	\$19,000.00, plus applicable taxes
2025	\$19,000.00, plus applicable taxes
2026	\$20,000.00, plus applicable taxes

subject to additions and deductions as provided in the Contract Documents.

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

Article III:

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

The Contractor:

Capital Pyrotechnics
6536 Marina Drive
Manotick, ON, K4M 1B3

The Owner:

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

The Economic Development Officer:

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

Remainder of this page left blank intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in
the presence of)

Capital Pyrotechnics

Geoff Worthington, General Manager

Municipal Seal)

**The Corporation of the City of Temiskaming
Shores**

Mayor – Jeff Laferriere

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2024-000

Form of Agreement

Appendix 01 of Schedule A Confidential:
Submission as Private and Confidential