



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, October 6, 2020 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive

Agenda

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

Draft Motion

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

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

Draft Motion

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

- a) Regular meeting of Council – September 15, 2020.

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

8. **Question and Answer Period**

9. **Presentations / Delegations**

10. **Communications**

- a) Annamaria Cross, Director for the Environmental Assessment and Permissions Division - Ministry of the Environment, Conservation and Parks

Re: Notice of a proposal regarding the types of projects subject to requirements for a comprehensive environmental assessment under the Environmental Assessment Act, 2020-09-11

Reference: Received for Information

- b) Brandi Teeple, Deputy Clerk – Loyalist Township

Re: Support - Canadian Ferry Association's request that ferries be considered part of the local transit system, 2020-09-15

Reference: Received for Information

- c) Danny Whalen, President - FONOM

Re: Support for satellite internet access for improved services to Northern Ontario, 2020-09-15

Reference: Received for Information

d) Township of North Glengarry

Re: Support – Funding to increase full-time positions in place of casual and part-time labour positions in long-term care homes and increased inspection measures, 2020-09-15

Reference: Received for Information

e) Bernice Crocker, Clerk – Township of Wollaston

Re: Support – Review the Municipal Elections Act for amendments for non-resident electors and for additions to the voter’s list, 2020-09-16

Reference: Received for Information

f) Tammy Fowkes, Deputy Clerk - Town of Amherstburg

Re: Support – Website Compliance Extension Request, 2020-09-21

Reference: Received for Information

g) Tammy Fowkes, Deputy Clerk - Town of Amherstburg

Re: Request for Consideration of Amendments to Bill 108 - The Ontario Heritage Act, 2020-09-21

Reference: Received for Information

h) Graydon Smith, President - AMO

Re: Feedback on AMO OPP Detachment Board Discussion Paper, 2020-09-21

Reference: Received for Information

i) DeafBlind Ontario Services

Re: Media Release – What does it mean to have an Accessible Home, 2020-09-25

Reference: Received for Information

j) Lorna Desmarais, Vice President – Tri Town Ski and Snowboard Village

Re: Sponsorship and Partnership – Jump Start Sport Relief Funding, 2020-09-30

Reference: Motion to be presented under New Business

k) Enterprise Temiskaming

Re: Northern Ontario Recovery Program, 2020-10-01

Reference: Received for Information

l) The Honourable Steve Clark, Minister of Municipal Affairs and Housing

Re: Phase 2 – Safe Restart Agreement, 2020-10-01

Reference: Referred to Senior Management

Draft Motion

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

11. Committees of Council – Community and Regional

Draft Motion

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

a) Minutes of the Temiskaming Shores Public Library Board held on June 17, 2020.

12. Committees of Council – Internal Departments

Draft Motion

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

- a) Minutes of the Public Works Committee meeting, held on September 3, 2020;
- b) Minutes of the Corporate Services Committee meeting, held on September 8 2020; and
- c) Minutes of the Recreation Committee meeting, held on September 14, 2020.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

- a) **Sponsorship and Partnership – Tri Town Ski and Snowboard Village – Jump Start Sport Relief Funding**

Draft Motion

Whereas the Tri Town Ski and Snowboard Village requires a registered charitable organization to sponsor and apply to the Jump Start Sport Relief Funding program to assist them with the impact of COVID-19 on operations for the 2020/2021 season; and

Whereas the Tri Town Ski and Snowboard Village (TTSSV) has requested the City of Temiskaming Shores to apply on their behalf for the aforesaid program.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor and apply to the Jump Start Sport Relief Funding program on behalf of the Tri Town Ski and Snowboard Village.

b) Notice of Motion – Land Disposition of the Former Haileybury and New Liskeard Library Buildings (Councillor Hewitt)

Draft Motion

Whereas Council passed Resolution No. 2020-399 on August 11, 2020, directing staff to prepare two Request for Tenders (RFT) for disposition of the former New Liskeard Library building located at 50 Whitewood Avenue, and the former Haileybury Library building located at 545 Lakeshore Road; and

Whereas Section 34.1 of Procedural By-law No. 2008-160 states that no matter decided within the calendar year shall be reconsidered without the consent by resolution of the Council and that such consent shall require an affirmative vote of 2/3 of the members present and voting.

Now therefore be it resolved that City Council agrees to waive the rules of procedure and allow reconsideration of the Land Disposition of the Former Haileybury and New Liskeard Library Buildings.

c) January to September 2020 Year-to-Date Capital Financial Report

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt the January to September 2020 Year-to-Date Capital Financial Report for information purposes.

d) Memo No. 018-2020-CS - City Hall Holiday Hours

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 018-2020-CS; and

That Council approves the following City Hall operating schedule during the 2020 holiday season:

Thursday, December 24, 2020	Normal hours of operation
Friday, December 25, 2020	Closed (Statutory Holiday)
Saturday, December 26, 2020	Closed
Sunday, December 27, 2020	Closed
Monday, December 28, 2020	Closed (Statutory Holiday)
Tuesday, December 29, 2020	Closed

Wednesday December 30, 2020	Closed
Thursday, December 31, 2020	Closed
Friday, January 1, 2020	Closed (Statutory Holiday)

e) Memo No. 019-2020-CS - Organizational Change and Position Title Update

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 019-2020-CS; and

That Council adopted a revised organizational structure for the City effective June 16, 2020, and there are many by-laws that make reference to the Director of Public Works for the purpose of delegating authority on behalf of Council or to carry out such duties as may be set out in those by-laws; and

That Council directs staff to prepare the necessary by-law to delegate authority to the appropriate employees of the City under the reorganized structure for consideration at the October 6, 2020 Regular Council meeting.

f) Administrative Report No. CS-037-2020 – Land Acquisition from Pedersen Materials Ltd.

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-037-2020; and

That Council for the City of Temiskaming Shores directs staff to proceed with the acquisition of Parts 1-4 from Pedersen Materials Ltd. as described on Appendix 1.

g) Administrative Report No. CS-038-2020 – Zoning By-law Amendment No. ZBA-2020-002 – Robert Koch 843313 Dales Road

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-038-2020; and

That Council agrees to amend the City of Temiskaming Shores Comprehensive Zoning By-law 2017-154, to rezone the subject lands from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1), to permit the continuation of existing agricultural uses, and to prohibit residential uses; 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 October 6, 2020 Regular Council meeting.

h) Administrative Report No. CS-039-2020 – New Liskeard Marina Request for Proposal

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-039-2020; and

That Council directs staff to release Request for Proposal CS-002-2020 for the New Liskeard Marina facility.

i) Fire Prevention Week Proclamation

Draft Motion

Whereas the City of Temiskaming Shores is committed to ensuring the safety and security of all those living in and visiting Temiskaming Shores; and

Whereas fire is a serious public safety concern both locally and nationally and homes are the locations where people are at greatest risk from fire; and

Whereas cooking is one of the leading causes of home fires and fatal home fires in Ontario; and

Whereas children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and

Whereas Temiskaming Shores residents should stay in the kitchen when cooking food on the stovetop, keep a one-metre kid-free zone around cooking areas and keep anything that can catch fire away from stovetops; and

Whereas residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

Whereas working smoke alarms cut the risk of dying in reported home fires in half; and

Temiskaming Shores first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and fire safety education; and

Whereas Temiskaming Shores residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

Whereas the 2020 Fire Prevention Week theme TM, “Serve Up Fire Safety in the Kitchen!” effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

Now therefore be it resolved that Council for the City of Temiskaming Shores does hereby proclaim October 4 to 10, 2020 as Fire Prevention Week and urges all residents to check their kitchens for fire hazards and use safe cooking practices; and

Further that residents be encouraged to support the many public safety activities and efforts of Temiskaming Shores fire and emergency services during Fire Prevention Week.

j) Administrative Report No. PPP-010-2020 - Appointment of Volunteer Firefighter

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-010-2020; and

That Council hereby appoints Grant Noble as a Volunteer Firefighters to the Temiskaming Shores Fire Department in accordance with the *Recruitment and Retention Program*.

k) Memo No. 017-2020-PW – Tender Award – Roy’s Bridge Replacement

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 017-2020-PW for information purposes.

l) Administrative Report No. PW-023-2020 – New Liskeard Library Project – Budget Update

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-021-2020; and

That Council acknowledges the City Manager approved and signed change orders with Venasse Construction totalling \$56,110 plus HST for the New Liskeard Library Relocation Project (renovations to 285 Whitewood Avenue) in accordance with Section 6.2 of the City's *Procurement Policy* (By-law No. 2017-015).

m) Administrative Report No. PW-024-2020 – 2020 – 2021 Winter Operations Plan

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Administrative Report No. PW-024-2020 and;

That Council directs Staff to prepare the necessary by-law, for the implementation of the 2020 – 2021 Winter Operations Plan for consideration at the October 6, 2020 Regular Council meeting; and

That Council directs the Manager of Transportation Services to advise staff in the Public Works Department, in writing of the intent to commence the Winter Operations Schedule on or about Sunday, November 1, 2020 and conclude on or about Thursday, April 9, 2021.

n) Memo No. 013-2020-RS – Drive-In-Theatre Use Agreements

Draft Motion

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 013-2020-RS; and

That Council delegates authority to the Director of Recreation to execute agreements for the use of the Fall Fair Grounds for the purposes of hosting pop-up drive-in-theatre events with all event organizers, subject to the following conditions:

1. The organizer provide the City proof of liability insurance in the amount of \$2,000,000 and that the city be named as co-insured;
2. All electrical installations and modifications are performed by licensed electricians with a permit from the Electrical Safety Authority if applicable and any damages are repaired at no cost to the City;
3. The Timiskaming Health Unit provides written confirmation that the event has taken reasonable precautions to minimize the risk of transmission of COVID-19 (if applicable) and a copy be submitted to the City;
4. The New Liskeard Agricultural Society provides written confirmation that they have reviewed the event plan and have no objections to it taking place and a copy is submitted to the City; and
5. All applicable provincial regulations are followed.

16. By-lawsDraft Motion

Be it resolved that:

- | | |
|---------------------|--|
| By-law No. 2020-100 | Being a By-law to amend By-law No. 2017-154 to rezone the south half of Lot 9 on Concession 6 Dymond (843313 Dales Road) from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1) to permit the continuation of existing agricultural uses and to prohibit residential uses |
| By-law No. 2020-101 | Being a by-law to amend and interpret the by-laws of the City of Temiskaming Shores reflecting the changes to the organizational structure effective June 16, 2020 |
| By-law No. 2020-102 | Being a by-law to adopt the 2020-2021 Winter Operations Plan for the City of Temiskaming Shores |

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

By-law No. 2020-100;
By-law No. 2020-101; and
By-law No. 2020-102;

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

17. Schedule of Council Meetings

- a) Regular – Tuesday, October 20, 2020 at 6:00 p.m.
- b) Regular – Tuesday, November 3, 2020 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Draft Motion

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

- a) **Adoption of the September 15, 2020 – Closed Session Minutes**
- b) **Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Provincial Offences (POA)**

Draft Motion

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

20. Confirming By-law

Draft Motion

Be it resolved that By-law No. 2020-103 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on October 6, 2020 be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that By-law No. 2020-103 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

21. Adjournment

Draft Motion

Be it resolved that City Council adjourns at _____ p.m.

Mayor- Carman Kidd

Clerk - Logan Belanger



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, September 15, 2020 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive

Minutes

1. Call to Order

The meeting was called to order by Mayor Kidd at 6:01 p.m.

2. Roll Call

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

Present: Christopher Oslund, City Manager
Logan Belanger, Municipal Clerk
Kelly Conlin, Deputy Clerk
Shelly Zubyck, Director of Corporate Services
Mathew Bahm, Director of Recreation
Brad Hearn, IT Administrator
Steve Burnett, Manager of Environmental Services
Mitch Lafreniere, Manager of Transportation Services
Laura Lee MacLeod, Treasurer

Regrets: N/A

Members of the Public Present: 6

3. Review of Revisions or Deletions to Agenda

None.

4. Approval of Agenda

Resolution No. 2020-440

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

None.

6. Review and adoption of Council Minutes

Resolution No. 2020-441

Moved by: Councillor McArthur

Seconded by: Councillor Foley

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

- a) Regular meeting of Council – September 1, 2020; and
- b) Special meeting of Council – September 3, 2020.

Carried

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

- a) Zoning By-law Amendment (ZBA-2020-02)

Applicant: Robert Koch

Purpose: The purpose of the application is to amend the Zoning By-law to rezone the subject lands from Prime Agricultural (A1) to Prime Agricultural Special Exception Ten (A1-10) to permit the continuation of existing agricultural uses, and to prohibit residential uses.

Mayor Kidd outlined that the purpose of this public meeting is for one (1) Zoning By-law amendment application. The Planning Act requires that a public meeting be

held before Council decides whether to pass a by-law adopting a proposed amendment.

The public meeting serves two purposes: first, to present to Council and the public the details and background to the proposed amendment and second, to receive comments from the public and agencies before a decision is made by Council.

Mayor Kidd declared the meeting to be open and to be a public meeting pursuant to Section 34 of the Planning Act, and requested the Clerk, Logan Belanger to outline the details of the application.

Municipal Clerk Logan Belanger, utilizing PowerPoint, outlined the background, purpose, and planning analysis related to the zoning by-law amendment. Prior to the public meeting, no comments were received.

Notice of the public meeting was provided via the Community Bulletin in accordance with the statutory notice requirements of the Planning Act.

Mayor Kidd stated that if there are any members of the public wanting to speak to this issue to input their comments into the chat box. The Director of Corporate Services indicated no comments were received.

Mayor Kidd inquired if there were any comments from members of Council, and no comments were received.

Mayor Kidd declared that this public meeting is closed, and Council will give due consideration to the application.

8. Question and Answer Period

None.

9. Presentations / Delegations

a) 2019 Audited Financial Statements – Laura Lee MacLeod, Treasurer

Laura-Lee MacLeod, Treasurer for the City of Temiskaming Shores read a portion of the opinion contained in the Independent Auditors' Report prepared by Kemp Elliott & Blair in regards to the 2019 Financial Statement for the City of Temiskaming Shores, being *"In our opinion, the accompanying consolidated financial statements fairly, in all material respects, the financial position of the Corporation of the City of Temiskaming Shores as at December 31, 2019, and the results of its operations, change in net financial assets (net debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards."*

Ms. MacLeod proceeded to review certain aspects of the audited statements using a slide deck which included financial assets, liabilities, non-financial assets, revenues and expenditures for 2019.

Mayor Kidd thanked Laura-Lee for the presentation.

Resolution No. 2020-442

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt and approves the 2019 Consolidated Financial Statements for the City of Temiskaming Shores as prepared by the firm of Kemp, Elliott and Blair L.L.P. – Chartered Accountants; and

That Council directs the Treasurer to provide public notice that a copy of the 2019 Consolidated Financial Statements are available at City Hall and on the City's website in accordance with Section 295 of the Municipal Act, 2001.

Carried

- b) Local Forest Management Corporation Proposal – Jeff Barton and John Kenrick, Temagami Advisory Team

Mr. John Kenrick from the Temagami Management Team outlined the background, on-going actions/ decisions made with respect to the proposal, and discussed a local appointee for the board.

A local forest management corporation (LFMC), is a self-established crown agency, approved at the discretion of the government under the Ontario Forest Tenure Modernization Act. The corporation would bring together municipal and Indigenous communities and industry to steward the sustainable harvesting and management of local forests. The Corporation would have the right to sell, market, and enable access to predictable and competitively priced supply of forest material, and provides for economic development opportunities.

The proposal includes 12 partners, equally comprised of four municipalities, four First Nation communities, and four local industries. Currently, the Team is compiling the business case for financial feasibility, conducting outreach and applying its own local nomination process to identify candidates for the board of directors, followed by the issuance of the Sustainable Forest License.

The benefits of a local corporation are a stronger voice on a governance board; sharing accountability; advancing the health and health and sustainability of crown forests; a commitment to honour wood supply; economic benefits; resource revenue (crown dues) stay with the Corporation to be spent locally; improved

marketing of underutilized forest products; recognition and continued respect of treaty rights achieving low wood costs, and development of broader outreach.

The Team believes this proposal is sustainable and viable. Mr. Kenrick referenced a chart outlining projected wood flow and stumpage revenue and a financial projection summary. The net revenue would be used to establish a contingency reserve to ensure the Corporation can meet risks over the first 10-year period, and to set aside for other corporate projects.

Lastly, Mr. Kenrick discussed the board appointment process and skills matrix, where local nominees are evaluated (skill-based nomination process). All nominees must go through the process and are appointed by the Lieutenant Governor of Ontario.

Councillor Hewitt inquired about the hybrid management/ governance structure of the proposed corporation, the requirements with respect to regulations, and the long-term viability of the proposal related to additional harvesting.

Mr. Fenrick responded that the nomination process is currently open to nominees for consideration on the board, and the ability to increase the harvest would not be large. Mr. Fenrick commented that additional harvesting would be the aspiration, as it would help the corporation and the forest.

Mr. Barton discussed the regulations and how the governance model overlaps with forestry activities. There are four regulated manuals that the process follows; however, changing the governance from a Crown management unit to a LFMC does not change the requirements under these manuals.

Mayor Kidd thanked Mr. Kenrick and Mr. Barton for their presentation.

Resolution No. 2020-443

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Whereas Council of the City of Temiskaming Shores received notification of a proposal to establish a local forest management corporation for the purpose of managing the Temagami Management Unit from the MNRF on August 21, 2020; and

Whereas the MNRF has posted a Voluntary Policy Proposal on the Environmental Registry (<https://ero.ontario.ca/019-2148>); and

Whereas Council received a presentation on September 15, 2020 from representatives of the Temagami Advisory Team regarding the establishment of a Local Forest Management Corporation for the Temagami Forest Unit; and

Whereas a request was made to Council to propose a prospective municipal board member, from the public, that meets many of the skills matrix requirements to sit on the LFMC to be approved through the Public Appointment Process; and

Whereas support from our four local First Nations, our four Industry partners, and our four Municipal partners, as per the letter attached, would be beneficial in supporting this initiative, as it proceeds through the governmental approval process.

Now therefore be it resolved that the Council of the City of Temiskaming Shores, hereby endorses the establishment of a local forest management corporation for the Temagami Management Unit and authorizes the Mayor to sign the attached letter on behalf of the many residents who rely on the forest industry for their livelihoods.

Carried

c) Recreation Master Plan Update - Jim Scott, Trace Studios

Mr. Jim Scott from Trace Studio provided an update on the Plan since the last presentation at the August 11, 2020 regular Council meeting, particularly noting the comments that were received and reviewed. Mr. Scott reinforced the four goals of the plan 1) Developing a platform and supporting recreation delivery groups; 2) Developing a platform to deliver sport and recreation venues for those purposes; 3) Developing a platform for long-term planning and adaptability for changes to the sport environment; and 4) Developing facilities with regional partners (both cost and delivery).

A statistical analysis was included within the report; this quantitative data was provided to understand how we deliver products in a competitive environment, relative to other communities and economic development; as well as providing information to ensure facilities are provided at an equitable level throughout the region.

Going forward, the first three phases of the plan will assist in getting the platforms in good condition - one being, the active transportation plan. The Recreation Master plan speaks to how residents relate to assets and programs within the City, and the transportation plan would speak to how we connect all those components.

Mr. Scott thanked the Mayor, members of Council, staff and all the residents that took part in the development of the plan.

Councillor McArthur thanked the entire Recreation staff; Mathew Bahm, Director of Recreation; Tammy Caldwell (retired Director of Recreation); Mayor Kidd and Council for allowing this project to be part of the budget over the past two years, and were lucky to have Jim Scott from Trace Studios working on this project, as they engaged groups and the public to get true answers over the next 10 years, and beyond. Councillor McArthur stated that it was a pleasure to work together to develop these great recommendations, and thanked everyone for being part of the vision for recreation actions for the future.

Councilor Hewitt commented that she would like to see more online webinars and online participation in the future, as it was a very successful method for engaging constituents.

Mayor Kidd thanked Mr. Scott for the presentation.

d) A Public Health Perspective on the City of Temiskaming Shores' Master Recreation Plan - Janet Smale, Timiskaming Health Unit

Janet Smale, utilizing PowerPoint, outlined the role of public health, the review process, key points, and opportunities for continued collaboration.

During the review, a scan of other health unit work was completed, as well as a review of related municipal plans and key evidence. Overall, they believe that the Recreation Master Plan was very well thought out, and will be valuable to the community. The Timiskaming Health Unit (THU) appreciated that the plan was undertaken. Ms. Smale offered a comment that some voices may have been under-represented given the consultation methods (including youth under 25, indigenous, and francophone populations, as well as those without internet access), and requested Council to consider this during the implementation of the Plan.

Ms. Smale provided an overview of the importance of municipal recreation, and recommended the inclusion of a comprehensive definition of "recreation" to help decisionmakers agree on the important components of the Plan. The parks network/ access and active transportation networks were discussed and their importance during the varying stages of life. Local network linkages were also discussed, and the THU recommends and supports an interconnected system, while planning for accessibility. Ms. Smale reviewed the demographics of the region and population projections, to ensure these are considerations during the design of facilities. Ms. Smale discussed regional networks and regional hubs, emerging recreation, and the importance of strong urban centres. Short-term facility refinement was reviewed to ensure the promotion of health and to ensure facilities are physically and financially accessible to all residents, including the promotions and use of trails. Long-term facility refinement was also discussed to ensure future plans meet the needs of the entire population, and from a health perspective, to discourage the municipality from valuing recreation assets in a singular sense, but rather as indicators and contributions to community members health. The THU recommends the City facilitate access to all populations, particularly to people living with low income. Lastly, municipal administrative support was reviewed and for the City to consider internet access, and the development of an Access to Recreation Policy, to promote inclusive, safe and affordable recreation for all populations.

Overall, Ms. Smale relayed that the THU was very pleased with the plan; however, noted several additional considerations, such as the inclusion of climate change impacts, and the development of an active travel plan. The THU encourages the City to apply a health equity lens during the plan's implementation, for the removal

barriers to recreation and access, to ensure no population is disadvantaged over another.

The THU is well positioned to support the plan going forward with ongoing collaboration and engagement. The plan will create health equity for indoor and outdoor recreation opportunities, and they look forward to supporting the City in the implementation of the plan.

Councillor McArthur commented that all were equitably considered during the development of the plan.

Mayor Kidd thanked Ms. Smale for her presentation.

10. Communications

- a) Suzie Fournier, Municipal Clerk - Municipality of Temagami

Re: Support - Broadband Access Petition - 2020-08-06

Reference: Received for Information

- b) Mayor Carman Kidd, City of Temiskaming Shores

Re: Rising Costs of Municipal Insurance in Ontario - 2020-08-24

Reference: Received for Information

- c) Suzie Fournier, Municipal Clerk - Municipality of Temagami

Re: Support – Internet Service Providers (ISP) Reseller Ability - 2020-08-27

Reference: Received for Information

- d) Ryan Primrose, Ontario Centre for Archeological Research & Education

Re: Concerns for the Disposition of the New Library Building - 2020-08-28

Reference: Received for Information

- e) Timiskaming Health Unit

Re: Report to the Board of Health, 2020 Second Quarter

Reference: Received for Information

Note: Councillor Foley requested that the Harm Reduction Program summary on page 6, be directed to the Temiskaming Municipal Association for discussion as a district.

- f) Robert Baker, Management Forester - Ministry of Natural Resources and Forestry

Re: Inspection of MNRF-Approved Prescribed Burn Plan for Slash Pile Burning for Temagami Management Unit, 2020-09-01

Reference: Received for Information

- g) Robert Baker, Management Forester - Ministry of Natural Resources and Forestry

Re: Follow-up on Aerial Herbicide Projects on the Temagami Management Unit, 2020-09-08

Reference: Received for Information

Resolution No. 2020-444

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2020-445

Moved by: Councillor Whalen

Seconded by: Councillor Foley

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

- a) Minutes of the Timiskaming Board of Health held on June 3, 2020.

Carried

12. Committees of Council – Internal Departments

None.

13. Reports by Members of Council

Councillor Jelly updated that he attended the Ontario Association of Police Services Board meeting on September 10, 2020, and the amendments to the Police Services Act are moving slowly through the government. A fall labour seminar will be held virtually on November 12 and 13, 2020, and it is anticipated that the spring seminar will also be virtual. The OAPSB dues will be increasing 2 percent in 2021, representing the last year of the multi-year rate phase-in.

Mayor Kidd commented that the virtual Fall Fair will be commencing this weekend.

Councillor McArthur inquired about who makes the decision on Halloween and the Santa Claus parade. Mayor Kidd recommended waiting on a statement from the Premier. City Manager, Christopher Oslund recommended discussing at the bi-weekly Board of Health municipal call.

14. Notice of Motions

Councillor Hewitt requested reconsideration of the resolution from the August 11, 2020 regular meeting, regarding the land disposition decision for the Haileybury and New Liskeard Library Buildings.

15. New Business**a) Memo No. 012-2020-RS - Recreation Master Plan Final Report - Public Comments****Resolution No. 2020-446**

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 012-2020-RS for information.

Carried

b) Support - 20th Annual Child Care Worker and Early Childhood Educator Appreciation DayResolution No. 2020-447

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Whereas years of research confirms the benefits of high quality child care for young children's intellectual, emotional, social and physical development and later life outcomes; and

Whereas child care promotes the well-being of children and responds to the needs of parents and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

Whereas trained and knowledgeable Early Childhood Educators and child care staff are the key to quality in early learning and child care programs and champions for children.

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby proclaim October 22, 2020 as the 20th annual "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.

Carried**c) Signing Authorities**Resolution No. 2020-448

Moved by: Councillor Foley

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores approves the following as signing authorities for the City of Temiskaming Shores:

- Mayor Carman Kidd **or** Councillor Jeff Laferriere as alternate; plus
- Laura-Lee MacLeod, Treasurer; **or** Julie Gregoire as alternate; and

That Council authorizes the mechanical or electronic reproduction of signatures on a cheque of the municipality in accordance with Section 287 of the Municipal Act, 2001, c.25, as amended; and

Further that Council for the City of Temiskaming Shores hereby repeals Resolution No. 2019-002 (December 3, 2018).

Carried

d) Administrative Report No. CS-036-2020 – Municipal Employee Group Benefit Plan

Resolution No. 2020-449

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-036-2020; and

That Council for the City of Temiskaming Shores directs staff to renew the Great West Life Employee Benefit Plan administered through Gallagher Benefit Services Canada Group Inc.; and

That Council approves the Municipal Employee Benefit Plan with premiums of \$390,732 for 2020-2021 in addition to the costs paid by the City for health benefits as they are incurred with applicable administrative fees under the Administrative Services Only portion of the Plan.

Carried

e) Administrative Report No. RS-009-2020 – ESCSM Lease Agreement, New Liskeard Community Hall

Resolution No. 2020-450

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Administrative Report No. RS-009-2020; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with École Secondaire Catholique Sainte-Marie for the use of the Hall located in the New Liskeard Community Hall from September 21, 2020 to December 18, 2020 for consideration at the September 15, 2020 Regular Council meeting.

Carried

16. By-laws

Resolution No. 2020-451

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2020-098 Being a by-law to authorize the entering into a Lease Agreement with école Secondaire Catholique Sainte-Marie for the rental of space at the New Liskeard Community Hall

be hereby introduced and given first and second reading.

Carried

Resolution No. 2020-452

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2020-088 (Recreation Master Plan);

By-law No. 2020-098;

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

Carried

Clerk's Note: By-law No. 2020-088, being a by-law to adopt a Recreation Master Plan for the City of Temiskaming Shores, received First & Second Reading at the August 11, 2020 Regular meeting of Council.

17. Schedule of Council Meetings

- a) Regular – Tuesday, October 6, 2020 at 6:00 p.m.
- b) Regular – Tuesday, October 20, 2020 at 6:00 p.m.

18. Question and Answer Period

Mr. Rob Ritchie inquired when the tender would be released for the New Liskeard Library. Mayor Kidd commented that the tender has not yet been released, and will be held until reconsideration of the resolution requested by Councillor Hewitt.

19. Closed Session

Resolution No. 2020-453

Moved by: Councillor Whalen
Seconded by: Councillor McArthur

Be it resolved that Council agrees to convene in Closed Session at 7:35 p.m. to discuss the following matters:

- a) **Adoption of the September 1, 2020 – Closed Session Minutes**
- b) **Under Section 239 (2) (f) of the Municipal Act, 2001 – advise subject to solicitor-client privilege – Stock Transportation Land Use Agreement**

Carried

Resolution No. 2020-454

Moved by: Councillor Whalen
Seconded by: Councillor Hewitt

Be it resolved that Council agrees to rise with report from Closed Session at 8:30 p.m.

Carried

Matters from Closed Session

Adoption of the September 1, 2020 Closed Session Minutes

Resolution No. 2020-455

Moved by: Councillor Jelly
Seconded by: Councillor Foley

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

- a) Closed Session Minutes from the Regular meeting of Council – September 1, 2020.

Carried

Under Section 239 (2) (f) of the Municipal Act, 2001 – advise subject to solicitor-client privilege – Stock Transportation Land Use Agreement

Council provided direction to the Manager of Transportation Services.

20. Confirming By-law

Resolution No. 2020-456

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that By-law No. 2020-099 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on September 15, 2020, and at its Special meeting held on September 3, 2020, be hereby introduced and given first and second reading.

Carried

Resolution No. 2020-457

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that By-law No. 2020-099 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2020-458

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that City Council adjourns at 8:05 p.m.

Carried

Mayor- Carman Kidd

Clerk - Logan Belanger

Logan Belanger

From: EA Modernization (MECP) <EAModernization.MECP@ontario.ca>
Sent: Friday, September 11, 2020 8:13 PM
To: EA Modernization (MECP)
Subject: Notice of a proposal regarding the types of projects subject to requirements for a comprehensive environmental assessment under the Environmental Assessment Act

Hello,

The Government of Ontario is committed to modernizing its almost 50-year old environmental assessment program by proposing sensible, practical changes that would ensure strong environmental oversight while reducing delays on infrastructure projects that matter most to Ontario communities.

A modernized environmental assessment program will help communities bounce back from the COVID-19 outbreak by ensuring municipalities and other proponents have more certainty, enabling the creation of jobs and allowing key infrastructure to be built faster, while maintaining strong environmental protections.

The vision of a modernized Environmental Assessment Program was set out in a discussion paper titled, “Modernizing Ontario’s Environmental Assessment Program”, which the Ministry of the Environment, Conservation and Parks (MECP) consulted on in April 2019. It was also referenced as a key commitment in the government’s 2018 Made-in-Ontario Environment Plan.

Amendments to the Environmental Assessment Act (EAA) were passed in the legislature on July 21, 2020 as part of the COVID-19 Economic Recovery Act, 2020. We are now taking the next steps by seeking input on a proposed list of projects that will be subject to Comprehensive Environmental Assessment requirements. This Project List will be set out in a regulation.

If this regulation is made, and the corresponding amendments to the EAA are brought into force, the list of projects described in the regulation will require an approval under the Comprehensive Environmental Assessment provisions (Part II.3) of the amended EAA. Until this happens, the EAA will continue to apply as it does currently.

A second regulation setting out projects that will be subject to the Streamlined Environmental Assessment provisions of the amended EAA (Part II.4) will be developed in the future. As the ministry transitions from class environmental assessments and applying exemption regulations to using a new process of Streamlined Environmental Assessments, we will be consulting on regulations that define the types of projects that would be subject to this process.

Until the Streamlined Project List is in place, the projects which undergo a Streamlined Environmental Assessment under a Class Environmental Assessment or regulation will continue to be required to do so.

How you can provide input

The government is committed to building a strong environmental assessment program that considers the input of local communities and supports getting projects off the ground quickly while building safer and stronger communities and we look forward to receiving your feedback on the proposal, including advice on which projects should be considered for inclusion in the Project List for comprehensive environmental assessments.

Details of our policy proposal, including the proposed list of projects that would be subject to a Comprehensive Environmental Assessment, are available on the Environmental Registry of Ontario [here](#) (posting 019-2377).

Please review the proposal and submit your comments via the Environmental Registry of Ontario [here](#) or directly by e-mail to EAmodernization.mecp@ontario.ca by November 10, 2020.

If you would like to provide comments on the proposal and ask questions through a webinar forum, you may register for one of the webinars being held on October 6 and 7, 2020. To register, click on the Eventbrite link below. Once you have registered, you will receive further details, including login information, in an email that will be sent close to the webinar date.

<https://www.eventbrite.ca/e/modernizing-ontarios-environmental-assessment-program-tickets-120537018467>

Please do not hesitate to contact the ministry at EAmodernization.mecp@ontario.ca with any questions you may have at any time.

Sincerely,

Annamaria Cross
Director
Environmental Assessment and Permissions Division
Ministry of the Environment, Conservation and Parks



September 15, 2020

Hon. Caroline Mulroney
5th Floor, 777 Bay St.
Toronto ON, M7A 1Z8

Dear Hon. Caroline Mulroney,

Please be advised that at the Regular Meeting of Council on August 24, 2020, the Council of Loyalist Township passed the following resolution:

Resolution No. 2020.33.11

Moved by: Councillor Porter

Seconded by: Councillor Townend

Whereas the Ontario government, in partnership with the federal government, is delivering on its commitment to provide up to \$4 billion in urgently needed one-time assistance to Ontario's 444 municipalities;

And Whereas in addition to the support for municipalities, the government is providing over \$660 million in the first phase of transit funding to the 110 municipalities with transit systems to provide immediate relief from transit pressures, such as lower ridership, as well as for new costs due to COVID-19, such as enhanced cleaning and masks for staff;

And Whereas in the second phase, additional allocations will be provided based on expenses incurred to ensure the funding meets the needs of municipalities;

And Whereas as part of the Safe Restart Agreement with the federal government, up to \$2 billion is being provided to support public transit in Ontario;

And Whereas Ontario Regulation 191/11 being the Integrated Accessibility Standards, which applies to every designated public sector organization including municipalities, establishes accessibility standards, including transportation and as such, recognizes ferries as a form of public transportation;

And Whereas many municipalities located along large bodies of water such as Lake Ontario, including the Township of Frontenac Islands and Loyalist Township, are only accessible by public ferries which are connecting links to mainland highways and roads and form part of Ontario's road systems, making them critical public services;

And Whereas due to the COVID-19 Pandemic and restrictions placed on ferry services by Transport Canada as well as public health guide lines, ferry transit, similar to conventional transit, has experienced reduced ridership, additional costs to cover increased sanitization and requirement for masks for ferry operators, and reduced revenue due to the inability to collect cash fares;

Therefore, Be It Resolved that Loyalist Township requests that the Ministry of Transportation support the Canadian Ferry Association's request that ferries be considered part of the local transit system and that lost revenue be eligible for reimbursement;

And Further That a portion of the (pandemic) Federal funds be allocated towards municipal transportation ferry revenue loss and ferry expenditures resulting from the pandemic;

And that this resolution be circulated to all Ontario municipalities.

Regards,

A handwritten signature in cursive script that reads "B Teeple".

Brandi Teeple
Deputy Clerk
Loyalist Township

cc. All Ontario Municipalities

FONOM

The Federation of Northern Ontario Municipalities

September 16, 2020

MEDIA RELEASE

FONOM's Board of directors supports satellite internet access to bring improved services to Northern Ontario.

The Board adopted a resolution during a recent meeting in Hearst, held both electronically and in-person, supporting Starlink, a satellite internet service that's being developed by Space Exploration Technologies Corporation's (SpaceX).

The Resolution also calls on the Canadian Radio-television and Telecommunications Commission (CRTC) to permit and expand the company a Basic International Telecommunications Services (BITS) license.

"We know today our citizens require greater connectivity than 50/10 megabits per second," said FONOM President Danny Whalen. "FONOM believes that the Starlink program is our best option."

Discussions surrounding broadband and connectivity and advancing technologies dominated much of the meeting as FONOM looks to work with other municipal organizations and governments to bring improved Internet services to its 110 member communities. The FONOM executive will now be communicating with its partners to seek additional support for the Starlink program.

Other issues discussed during the meeting included Ontario Provincial Police governance and Ontario's Blue Box system support. The Board also explored how it can support industry and business in the North in a post-pandemic world. The Board also welcomed the announcement of the start of the Côté Gold Project, near Gogama, noting it demonstrates the vital role of Northern Ontario in the provincial and national economies.

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



President Danny Whalen
705-622-2479

MOTION



Subject: Starlink Program

File No.

Moved by Councillor:

Seconded by Councillor:

WHEREAS community social and economic well-being is dependent on fast, reliable, and affordable broadband connectivity and better cellular coverage;

AND WHEREAS Municipal, Provincial and Federal Governments as well as healthcare, education and other sectors will continue to depend on the internet to communicate, provide services and ensure accessibility to information;

AND WHEREAS digital literacy skills are essential to collaborate, innovate, and compete both regionally and globally and require appropriate and affordable broadband;

AND WHEREAS the availability of broadband that is on par with larger, urban areas in Canada is essential for Northern Ontario to achieve economic sustainability and social well-being;

AND WHEREAS in 2016 the Federation of Northern Ontario Municipalities (FONOM) requests that the internet be designated as an essential service and those efforts are undertaken to ensure all municipalities have access to affordable, fast, and reliable broadband;

AND WHEREAS the Federation of Northern Ontario Municipalities (FONOM) agreed that an option to explore and hopefully support would be the Starlink Program, by SpaceX.

THEREFORE BE IT RESOLVED THAT the _____ agrees that that Broadband is an essential service, and that the Canadian Radio-television and Telecommunications Commission (CRTC) should allow SpaceX and other private ventures to compete with those presently acting in the communication field, as they have the private financial ability to move forward.

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Federal Minister of Science, Innovation, and Economic Development, the Provincial Minister of Economic Development, Employment and Infrastructure, the Provincial Minister of Northern Development and Mines, the Canadian Radio-television Telecommunications Commission (CRTC), Northeastern MPs and MPPs, the Leaders of the Opposition Parties, and the Federation of Northern Ontario Municipalities.

Carried

Carried as amended

Lost

Conflict _____

Endorsement of Chair

Yeas _____

Nays _____

Record of Vote (*Upon Request of Councillor* _____)

Signature of Clerk _____

MOTION

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution # 12

Date: Monday, September 14, 2020

Moved by: Carma Williams

Seconded by: Brenda Noble

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care home in 2019; and

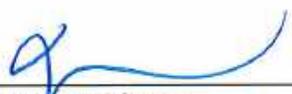
WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of North Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes , and sound infection control measures are put in place at all Ontario long term care homes and that this resolution be forwarded to Premier Ford, the Ministry of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

Carried

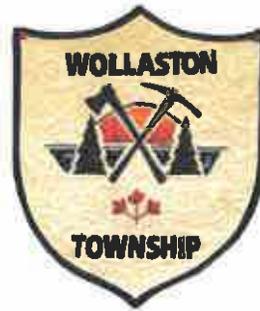
Deferred

Defeated



Mayor / Deputy Mayor

90 Wollaston Lake Road
COE HILL, ON K0L 1P0
clerk@wollaston.ca
www.wollaston.ca



MAYOR: BARBARA SHAW
CLERK: BERNICE CROCKER
613-337-5731 (Phone)
613-337-5789 (Facsimile)

September 16, 2020

**MINISTRY OF MUNICIPAL
AFFAIRS AND HOUSING**
17th Floor, 777 Bay street
TORONTO, ON
M7A 2J3

ATTN: THE HON. STEVE CLARK

Dear Minister Clark:

At a special meeting of council held on August 24, 2020, members discussed concerns regarding the 2018 municipal election.

In the last six weeks of the 2018 municipal election in Wollaston Township, seasonal property owners presented signed leases with family members for sleeping cabins, bunkies and sheds. The \$100.00 leases added a significant number of new non-resident electors to the voters' list.

Although concerns were raised regarding the Township's Comprehensive Zoning By-law and non-use of the standard lease form, the leases were used as eligibility, allowing the children of seasonal property owners access to a Township election for the first time.

Because this gave the appearance of a pay to play campaign, and because the leases were with family members, and because no people actually lived in these structures that lacked hydro, running water and washroom facilities, this was reported to the OPP, who have a duty to enforce the rules and regulations of the *Municipal Elections Act*.

The OPP did not proceed with charges because they said there was no case law.

The following Motion was adopted:

MOTION NO.: 03
MOVED BY: TIM CONLIN
SECONDED BY: DARLENE COLTON

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

THE HON. STEVE CLARK

September 16, 2020

Page 2

BE IT RESOLVED, that the Council of Wollaston Township ask Minister of Municipal Affairs and Housing, the Hon, Steve Clark, to review the *Municipal Elections Act* and provide amendments to ensure that loopholes are closed on any pay to play schemes in rural communities where non-resident electors are permitted to participate in elections so that \$100.00 leases do not turn into ballots for garden sheds.

AND BE IT FURTHER RESOLVED, that the County of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to review the *Municipal Elections Act* and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list.

AND BE IT FURTHER RESOLVED, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that there is a clear and accessible way to report election fraud.

AND BE IT FURTHER RESOLVED, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that the rules described in the *Municipal Elections Act* are actually enforceable even if there is not current case law.

AND BE IT FURTHER RESOLVED, that support for this resolution be sent to Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, all Ontario Municipalities and the Association of Municipalities of Ontario.

CARRIED

Should you have any questions or concerns regarding the above, do not hesitate to contact me.

Sincerely,



BERNICE CROCKER
Clerk/Administrator

cc. Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, AMO and all Ontario Municipalities.



The Corporation of The Town of Amherstburg

September 21, 2020

VIA EMAIL

The Right Honourable Raymond Cho, Minister for Seniors and Accessibility
College Park 5th Flr, 777 Bay St,
Toronto, ON
M7A 1S5

Re: AODA Website Compliance Extension Request

At its meeting of September 14, 2020, Council passed the following for your consideration:

Resolution # 20200914-281

- “1. **WHEREAS** Section 14(4) of O.Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021;
2. **AND WHEREAS** the municipality remains committed to the provision of accessible goods and services;
3. **AND WHEREAS** the municipality provides accommodations to meet any stated accessibility need, where possible;
4. **AND WHEREAS** the declared pandemic, COVID-19, has impacted the finances and other resources of the municipality;
5. **AND WHEREAS** the Accessibility for Ontarians with Disabilities Act contemplates the need to consider the technical or economic considerations in the implementation of Accessibility Standards;
6. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario extend the compliance deadline stated in Section 14(4) of O.Reg 191/11 to require designated public sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022; **AND**,
7. **BE IT THEREFORE RESOLVED THAT** the municipality requests that the Province of Ontario consider providing funding support and training resources to meet these compliance standards.”

The impacts of the pandemic on municipal finances and resources affect the ability of municipalities to meet the January 1, 2021 deadline for full compliance with WCAG 2.0 Level AA.

We humbly request the Ontario government consider an extension request, in addition to financial support and training due to the unprecedented impacts of the global pandemic.

Regards,



Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

The Right Honourable Doug Ford, Premier of Ontario
The Association of Municipalities of Ontario
All Ontario Municipalities



The Corporation of The Town of Amherstburg

September 21, 2020

VIA EMAIL

Hon. Lisa McLeod, Minister of Heritage, Sport, Tourism and Culture Industries
6th Flr, 438 University Ave,
Toronto, ON
M7A 1N3

Re: Request for Consideration of Amendments to Bill 108 re. The Ontario Heritage Act

At its meeting of September 14, 2020, Council passed the following for your consideration:

Resolution # 20200914-258:

“WHEREAS Royal Assent has been granted to Bill 108 entitled ‘More Homes, More Choice Act, 2019’ on June 6, 2019; and,

WHEREAS Schedule 11 of Bill 108 contains amendments to the Ontario Heritage Act which require appeals under the Ontario Heritage Act to be heard by the Local Planning Appeal Tribunal not the Conservation Review Board; and,

WHEREAS the Conservation Review Board is an adjudicative tribunal that, through the mandate provided by the Ontario Heritage Act, considers a number of matters such as:

- The proposed designation of a property as having cultural heritage value or interest;
- Applications for the repeal of a By-law on a specific property;
- Applications related to the alteration of a property covered by a By-law; and,
- Matters related to archaeological licensing. AND,

WHEREAS Schedule 11 of Bill 108 will come into effect on a date to be proclaimed by the Lieutenant Governor; and,

WHEREAS the Local Planning Appeal Tribunal are not experts in heritage matters unlike members of the Conservation Review Board; and,

WHEREAS the Local Planning Appeal Tribunal decisions are binding decisions unlike the Conservation Review Board non-binding recommendations; and,

WHEREAS the Ontario Heritage Act provides a means for municipalities to protect and preserve the cultural heritage value or interest of the municipality for generations to come; and,

WHEREAS the Conservation Review Board currently provides reports to municipal council’s setting out its findings of fact, and its recommendations so that a final decision can be rendered by municipalities about what is valuable in their community;

WHEREAS the Town of Amherstburg remains committed to the preservation and protection of property of cultural heritage value or interest;

Website: www.amherstburg.ca

271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5

Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519) 736-9860

NOW THEREFORE BE IT RESOLVED THAT the Town of Amherstburg strongly recommends that Schedule 11 of Bill 108 be amended to remove the powers provided to the Local Planning Appeal Tribunal, retaining authority for hearing certain appeals by the Conservation Review Board; and,

BE IT FURTHER RESOLVED THAT the Town of Amherstburg strongly recommends that Schedule 11 of Bill 108 be amended to return the authority for final decisions to municipal council's as the elected representative of the communities wherein the property and its features of cultural heritage value exist; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, Lisa McLeod the Minister of Heritage, Sport, Tourism and Culture Industries, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP John Fraser Interim Leader of the Ontario Liberal Party, Mike Schreiner MPP and Leader of the Green Party of Ontario, Taras Natyshak MPP Essex County; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), all MPP's in the Province of Ontario, the County of Essex and all Municipalities in Ontario for their consideration."

We strongly recommend that the Ontario government consider amendments to Bill 108 to return the final authority to municipal Council's to determine what is of cultural heritage value or interest in their communities with the benefits of the expert and professional advice provided by the Conservation Review Board.

Regards,



Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

The Right Hon. Doug Ford, Premier of Ontario
Andrea Horwath, MPP, Leader of the Official Opposition and the Ontario NDP Party
John Fraser, MPP and Interim Leader of the Ontario Liberal Party
Mike Schreiner, MPP and Leader of the Green Party of Ontario
Taras Natyshak, MPP of Essex County
All Ontario Municipalities

Sent via email to: fonom.info@gmail.com

September 21, 2020

Mr. Mac Bain
Executive Director
Federation of Northern Ontario Municipalities (FONOM)
615 Hardy Street
North Bay, ON
P1B 8S2

Re: Feedback on AMO OPP Detachment Board Discussion Paper

Dear Mr. Bain,

We are responding to the feedback we have received on the AMO OPP Discussion Paper for the development of new OPP Detachment Boards released last spring. The negative response from FONOM and several northern municipalities was followed by several supportive resolutions from various DSSABs.

AMO has heard the initial concern expressed by FONOM around the idea of exploring the potential use of DSSABS for new OPP Detachment Boards in the north. AMO staff presented the nature of the feedback received to the AMO Board of Directors at their August 2020 meeting. After discussion, it was directed that AMO discontinue exploration around the idea of using DSSABs for new OPP Detachment Boards moving forward.

As new OPP Detachment Boards are established through regulation, AMO is appreciative of the feedback on the discussion paper. AMO will continue to receive additional input and advocate for the key principles that support connecting police and democratic governance as the goal behind creating new OPP Detachment Boards.

We thank you for your feedback and are pleased to respond accordingly after a full and informative discussion.

Sincerely,



Graydon Smith
AMO President
Mayor of the Town of Bracebridge



FOR IMMEDIATE RELEASE

What does it mean to have an Accessible Home?

From walk-in closets to stainless steel appliances, fireplaces and custom cabinets, the list of coveted features in a house are endless. But, what about the elements that make a space 'age-friendly' and 'inclusive'?

More and more people are prioritizing accessibility when looking for a place to call home. Further, as the population ages, age-friendly communities are a necessity.

Statistics Canada 2019 data indicates that about 6.5 million people are 65 years and older in Canada and account for 17.5% of the population. The proportion of seniors in the population is expected to double by 2025.

With this in mind, what does it mean to have an accessible home?

DeafBlind Ontario Services, an Ontario-based not-for-profit, aims to raise awareness about large and small-scale projects to improve the accessibility of a space in their ***Accessibility Guidelines for Sensory Loss***.

The newly released third edition of ***Accessibility Guidelines for Sensory Loss***, was developed by DeafBlind Ontario Services with the accessibility needs of individuals with deafblindness, a combined loss of hearing and vision, in mind. However, this free for download resource can benefit anyone with sensory loss, including Canada's aging population.

According to the Canadian Institute of Health Information (CIHI), 22% or 70,080 of Ontario seniors in home care and long-term care reported experiencing vision and hearing loss combined.

"The purpose of this tool is to share guidelines and provide helpful tips that focus on establishing inclusive environments for individuals with varying sensory loss. Inclusion of accessible features and design emphasizes efficient environments, space maneuverability, the importance of illumination, and the use of colour, texture, as well as specialized materials to name a few," says Kelly Patterson, DeafBlind Ontario Services' Manager of Client Services and Specialized Training.

Contrary to popular belief, accessible design does not need to be expensive and may esthetically enhance a space.

When looking at a kitchen, for example, there are a number of factors that can improve accessibility, ensuring that the space is functional and safe. Some of these factors



include: efficient design, maneuvering space for mobility devices, minimal effort of use, ease of cleaning, illumination, and safety.

When designing kitchens, colour schemes need to be taken into consideration from the onset. Well thought out colour schemes in kitchens assist with defining the features and enhancing the ability of those with low vision to understand and discern the features in kitchen environments.

Light-coloured flooring schemes could be cream, white, or a light grey with defined perimeters of colour contrasting material, such as baseboard a minimum of 100 mm wide when combined with light-coloured walls.

An alternate colour scheme to consider is dark-coloured flooring, light coloured cabinets, dark counters, light backsplashes, dark coloured drawer pulls, dark-coloured walls with light coloured outlets on the wall and light coloured trim.

One simple home improvement in the kitchen can include changing cabinet handles. These should be selected in a contrasting colour to the cabinetry and a “D” type pull is recommended.

The ***Accessibility Guidelines for Sensory Loss***, free for download on DeafBlind Ontario Services’ website, features comprehensive Accessible Design Guidelines, Quick Design Tips, and a Do-It-Yourself (DIY) Accessibility Enhancements section to provide readers with all of the information necessary to improve the accessibility of a specific space.

“Together, we can proactively breakdown barriers to make an environment safer, accessible, and inclusive to everyone in it,” says Patterson.

DeafBlind Ontario Services provides accessible residential and customized support services in remote communities and urban centres across the province. Their holistic approach to Intervenor Services empowers people with deafblindness to achieve their goals and dreams.

Learn more at <https://deafblindontario.com/our-services/accessibility-guidelines/>

Associated Images



Inclusive kitchens take into consideration the needs of individuals with different abilities, fostering their independence.



Outdoor spaces are increasingly becoming extensions of interior spaces of homes.



Website: www.deafblindontario.com

Facebook: www.facebook.com/DBOntarioServices/

Twitter: @DeafBlindON

Instagram: @DeafBlindON

For more information, please contact: Communications Specialist, Samantha Marren at
1-855-340-3267 ext.234 or s.marren@deafblindontario.com.

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TRI TOWN SKI & SNOWBOARD VILLAGE

Box 1598

New Liskeard, ON P0J 1P0

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Wednesday September 30, 2020

Mayor and Council
City of Temiskaming Shores
325 Farr Drive
Haileybury, Ontario
POJ IKO

RE: JUMP START SPORT RELIEF FUNDING

Dear Mayor and Council,

The Tri Town Ski and Snowboard Village is applying to the Jump Start Sport Relief Fund for \$15,000. If successful in our application funds will be used to make renovations and retrofit the chalet to allow for physical distancing of guests including installation of Plexiglas, purchasing of masks for staff and children in group lessons, engaging a consultant to implement online processes to accommodate COVID related guidelines including the ability to book, pay and schedule ski/snowboard lessons, rental equipment and tubing/skiing lift passes in advance through website redesign and marketing plans.

Although we are incorporated as a not-for-profit organisation, the Tri Town Ski and Snowboard Village is not a registered charitable organization. As such, Jump Start requests that we obtain a 'sponsorship' from an organization or Municipality in order to receive any funds.

Therefore, on behalf of the Ski Village, it is respectfully requested that the City of Temiskaming Shores act as sponsor in regards to our application to the Jump Start Sport Relief Fund.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lorna Desmarais'.

Lorna Desmarais
Tri Town Ski and Snowboard Village Vice President

From: Chantal <ccharbonneau@enterprisetemiskaming.ca>
Sent: Thursday, October 1, 2020 11:31 AM
To: Logan Belanger
Subject: Northern Ontario Recovery Program

[View this email in your browser](#)



Northern Ontario Recovery Program

**Applications are now open for NOHFC's new
Northern Ontario Recovery Program**

On September 28, the Hon. Greg Rickford, Minister of Energy, Northern Development and Mines and Minister of Indigenous Affairs announced the creation of a new short-term Northern Ontario Recovery Program (NORP) to help businesses adapt to new COVID-19 public health guidelines and protect employees and customers.

Funding under this program is a conditional contribution (grant) of up to \$25,000. Costs are 100% covered by the program and reimbursed based on actual eligible costs incurred and paid. Funding is limited and will be on a first-come basis.

Northern Ontario businesses with at least one year of operations as of March 17th can apply to NORP for assistance with projects that help them adjust to the impacts of COVID-19, such as, but not limited to:

- Building renovations and new constructions
- Customer and employee safety installations
- Equipment purchases, including personal protective equipment (PPE)
- Marketing for new business initiatives
- Restructuring of business operations

Applications will be open from **October 1, 2020 to December 31, 2020**, with the Northern Ontario Heritage Fund Corporation (NOHFC) administering the new program. The current NOHFC program streams will close for applications as of September 30, 2020, to allow the NOHFC to focus exclusively on NORP funding applications.

Minister Rickford also announced plans for a new and improved NOHFC program to be launched in January 2021. The new program will make it easier for more people and businesses to apply and support more projects in rural northern communities. The program will target both existing and emerging market opportunities, provide more work opportunities for Indigenous people and address the skilled labour shortage in the north.

[Click here to learn more about the Northern Ontario Recovery Program.](#)



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**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2020-4339

October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, June 17, 2020

7:00 p.m. via Jitsi Meeting

1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:00 p.m.

2. Roll Call

Present: Jeff Laferriere, Brenda Morissette, Brigid Wilkinson, Claire Hendrikx, Danny Whalen, Emily Smith.

Regrets: Thomas McLean, Jessica Cooper, Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Motion #2020-20

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the agenda as presented.

Carried.

Additions: none

4. Declaration of conflict of interest

5. Adoption of the Minutes

Motion #2020-21

Moved by: Danny Whalen

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, May 20, 2020 as presented.

Carried.

6. Business arising from Minutes: none

7. Correspondence:

- a. From Stephen Abram, Executive Director, Federation of Ontario Public Libraries. Re: FOPL Statement of Solidarity with Black Community Against Systemic Racism. For information and discussion. The Board agreed with sharing the statement on the library's website and social media.

8. Secretary–Treasurer's Report

Report and monthly financial statement included in the trustees' information packet

Library CEO's Report

June 11, 2020

CJTT Chat: I will be doing another CJTT chat on Monday, June 29 to update the community on the library move. Sharren continues to do the monthly chats to promote our resources.

Library Move: The Ven-Rez shelving installation crew was on site June 8-10 to set up our new and incorporate our existing shelving in the new location. Considering that some of the walls were corner to corner shelving and did not have any centimetres to spare, I think it went well. The walls were scuffed in two spots and one unit did not fit. I have contacted Ven Rez and they will send out a smaller unit to fit that spot but it will be several weeks before it arrives. It is only a two section unit so in the meantime I have temporarily taken off the end panels to fit the unit in place so we can place books on it until the replacement arrives. I will be calling staff in to help me finish spacing the shelves and inserting dividers on Friday June 12.

I will place the order for the remaining furnishings including the DVD cabinets this week. The window coverings should be installed next week, and the remaining flooring installed. As well, the electrician should be on site all next week. The 3H furniture still needs to be finished and I believe that is to happen next week as well.

Northern College partnership: I will be having an in-person site visit sometime in the near future with Northern College to help plan for the space there.

Staff Professional Development: Staff members continue to take the Excel Small Library Management courses and other courses and webinars while they are working from home. Our cataloguing staff person has successfully completed the Mohawk College MARC records course.

Website: I will be attending the City's Website Committee meetings to be a part of the development of the library web page on the city's site. I really like the template page they are thinking of using, it can be found here—click on “Landing Page—Library” to see the sample:

http://preview.esolutionsgroup.ca/elliott_lake/

The website will be set up to allow for 3rd party applications such as our catalogue to be incorporated, thus allowing for a “book river” of new or popular titles to be displayed on our home page. Another site I like which has a similar concept is Dryden Public Library:

<https://www.dryden.ca/en/explore/library.aspx>

The committee will choose a template to use by the end of July and we hope to be live with the new website in early December.

A board member asked if it was possible to have an Ask A Librarian chat box. I have followed up with the City's IT officer and it is recommended that we go with a tab and email form as there is a cost to the third party software used in chat boxes.

Finances and Statistics

The Board reviewed the financial and statistical reports as provided by the CEO.

Motion #2020-22

Moved by: Brenda Morissette

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the June Secretary-Treasurer's report and Financial report.

Carried.

9. Committee Reports

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. LIBRARY SERVICES COMMITTEE: Nothing to report.
- d. STRAT PLAN COMMITTEE: Nothing to report.

10. New Business

- a. Revised 2020 final budget. For information.
- b. Strategic Plan documents. For discussion.
- c. Curbside pickup procedure. For information, discussion.
- d. Phased re-opening checklist. For information, discussion.
- e. Trillium Grow grant application for Digital Creator program. For information.

11. Plan, Policy review and By-law review

- a. **Review Policy—Defer until after move.**

12. Closed Session in regards to identifiable individuals

Motion #2020-23

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:39 p.m. in regards to identifiable individuals.

Carried.

Motion #2020-24

Moved by: Emily Smith

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:47 p.m. without report.

Carried.

13. Adjournment

Adjournment by Jeff Laferriere at 7:48 p.m.

Chair –

1. CALL TO ORDER

The meeting was called to order at 8:58 a.m.

2. ROLL CALL

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

Also present:

Nolan Dombroski, EXP
Hayden Fiset, EXP
Alexander O'Beirn, EXP

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation PW-2020-029

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for the September 3, 2020 meeting be approved as printed.

Carried

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2020-030

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee minutes for the May 27, 2020 and June 2, 2020 regular meeting be adopted as presented.

Carried

7. PRESENTATIONS

7.1 EXP Engineering Services: Elm Street Sewer

Discussion:

EXP presented a draft report outlining the details of recent flooding in New Liskeard, following a significant rain event. The area of concern is Elm St., where an upgraded pumping station project was completed within the last 2 years. EXP used rain fall information to recreate the scenario of what occurred over the span of 3 days, and explained potential causes as to why the station was overloaded, and therefore causing basements to flood.

The combination of rain fall, ground saturation prior to the storm, and the amount of water that is being diverted into the system from residential drains are all suspected to be contributing factors into the system reaching and going above capacity. EXP's report suggested options to mitigate situations like this in the future, however, explained that it would be difficult for any system to cope with that amount of rain fall. A final report will be prepared for the Committee's review.

8. INTERNAL/EXTERNAL CORRESPONDENCE

8.1 Audible Crossing Volume Concerns: E-mail from Aldo Caruso

Discussion:

The Committee reviewed an email concern from Mr. Caruso regarding the volume level of the audible pedestrian crossing at the Whitewood Avenue/Armstrong Street intersection. Mr. Caruso would also like to see the audible crossing relocated to the other side of the intersection as an alternative to lowering the volume. Mitch explained to the Committee that in April 2020, the volume was lowered for the time period of 7:00 PM – 7:00 AM, and no further action will be taken as the current volume ensures the City is compliant with the AODA (Accessibility for Ontarians Disability Act) standards. A letter will be prepared in response to Mr. Caruso.

Recommendation PW-2020-031

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby acknowledges receipt of the complaint from Aldo Caruso regarding the volume of the audible pedestrian signal and further confirms that no further action will be taken to reduce the volume of the signals, nor will the audible signal be relocated to an alternative location.

Carried

8.2 Transit Route on Joyal Drive – Email from Christopher Lauzon

Discussion:

The Committee reviewed an email concern from Mr. Chris Lauzon regarding the state of Joyal Drive and the use of this street by the Temiskaming Transit. Mr. Lauzon is concerned with the shaking that occurs when the transit bus passes his home. The Committee recognizes that this is not the ideal street for the transit, however, it is how the current route was developed and public works staff have addressed some areas of the street that were in need of repair. A copy of the email will also be reviewed by the Temiskaming Transit Committee. A letter will be prepared in response to Mr. Lauzon.

9. UNFINISHED BUSINESS

9.1 WOOD - New Waste Management Capacity

Previous Discussion:

Steve Burnett recently received the next draft of drawings for the landfill and is expecting the design and operations plan within the next couple weeks. These drafts are a result of the Ministry's comments on their pre-submission review. WOOD is also concerned with the amount of budget remaining to address the Ministry reviews. On-going.

Discussion:

Wood has made adjustments to the pre-submission as per the Ministry's comments. Steve Burnett is going to review the original submission, the Ministry comments, as well as the review pre-submission to determine where the issue may be.

9.2 Public Works Department Update

Previous Discussion

Work on the 2020 Roadway Program is underway. City staff are addressing any of the pre-work that is required in regards to ditching, catch basins, etc. Road repair work is on going with the new spray patcher.

Discussion:

Mitch Lafreniere informed the Committee on upcoming training for Public Works staff for Fall Arrest and training for safely and properly cleaning up drug paraphernalia. Mitch also reported on projects that have been recently completed such as Highway 558 culvert replacement and the Pete's Dam Bridge re-decking. If Public Works continue to undertake large projects such as that, the City will need to consider hiring students to assist on the smaller projects such as grass cutting and lawn repairs.

9.3 Full Solid Waste Management Program (Landfill)

Previous Discussion:

The landfill has returned to normal operations and hours with physical distancing measures put in place.

Steve then presented a letter from EPRA in regards to entering into an agreement. Our Collector, JPL Storage has already entered into an agreement with EPRA.

Recommendation PW-2020-021

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports entering into an agreement with Electronic Products Recycling Association (EPRA) for the collection of electronic waste.

Carried

Discussion:

The textile program was a success and staff will be recommending to continue on an annual basis as long as this program remains available.

9.3 2021 Roadway Rehabilitation Program

Previous Discussion:

The 2020 Roadway Rehabilitation program is currently underway. Doug Walsh informed the Committee that Miller's would not be using a double surface treatment on the streets in North Cobalt as previously discussed. There will be no adjustment in cost for asphalt as there was savings in gravel costs. Councillor Whalen inquired into the condition of Nippissing Ave. Doug stated that the intent is to place millings in that area this year. There is also calcium being placed and grading occurring regularly.

Discussion:

2020 program is now complete.

Work plan for the 2021 Roadway Rehabilitation program will begin shortly using available data from Streets Scan.

9.4 Highway 65E/ Grant Drive Extension

Previous Discussion:

The agreement that was sent to the Ministry has yet to be signed and returned. On-going.

Discussion:

No update

9.5 Asset Management

Previous Discussion:

The Committee reviewed a level of service questionnaire that has been developed in conjunction with other City departments. It will be released via Facebook and our Website shortly with a deadline of August 31st.

Doug also presented a funding opportunity through Federation of Canadian Municipalities that could cover asset management software, consultants, etc.

Recommendation PW-2020-022

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby requests that Council consider supporting the submission of a funding application through the Federation of Canadian Municipalities specific to the Asset Management Program.

Carried

Discussion:

Jeremie Latour continues to work on the City's Asset Management plan. There has been no announcement in regards to the City's funding application.

9.6 2021 Department Budget

Previous Discussion:

Council recently approved the changes that were made to both the operating and capital budgets.

Discussion:

The 2020 budget is in a favourable position and work on 2021 will begin shortly.

9.7 Uniboard Leachate

Previous Discussion:

Steve Burnett reported that the City has entered into a memorandum of understanding with Uniboard for the acceptance of the leachate based on the Ministry's directive. Costs occurred to date have been approximately \$5,000 for sampling and other services provided by OCWA. To date, no leachate has been received at the Lagoon. We will be invoicing Uniboard for the costs incurred to date.

Discussion:

There as no leachate received, therefore this item will be removed from future agendas.

9.8 ONR Crossing – Radley Hill Road

Previous Discussion:

Chris Oslund and Doug Walsh have continued to discuss options with Hatch Consultants in regards to the repairs to the ONR Crossing at Radley Hill. Once estimates are received from Hatch, a report will be presented to Council for their consideration.

Discussion:

No update.

9.9 Tobler's Road

Previous Discussion

Mayor Kidd was recently on Tobler's Road and has concerns about the current condition. The City had undertaken work and piloted the concrete injections on this section of road, and had intended to utilize the same treatment on other rural roads. Doug Walsh indicated the issue likely was that the percentages of concrete contained in the injections were inaccurate. We also should have put a third lift of gravel, however, that did not occur. The only remedy for this and to improve all our rural roads is complete excavation of the road at the time of repair and the adequate placement of sand and gravel prior to the surface treatment, as well as continuing with the ditching program. The heavy farm equipment also plays a role in the deterioration of the rural roads.

Discussion

Mitch Lafreniere has contacted Miller Paving to inquire into options to have Tobler's Road repaired or at least improved from the condition it is in. On going.

9.10 Calamity Creek Agreement

Previous Discussion:

Steve Burnett provided the Committee with a background on the project that MTO has been undertaking at Calamity Creek. In September of last year, the City was approached by Story Environmental and the contractor in regards to the deposit of contaminated non hazardous clay (Creosote). The Ministry of Environment indicated that the City would be permitted to dispose of this type of waste. With that approval, we accepted the clay and charged fees as per the City's Waste Disposal By-Law. Following this, the request was made for the acceptance of waste water from their de-watering efforts from the construction project. The original request was denied due to contamination levels being higher than what is permitted as per our ECA. In early May, they requested again since further dewatering efforts are required to resume construction. Staff requested an engineer's report stating that there would be no ill effects on our system with the acceptance of this waste water and informed that Ministry approval would be required. Should the Ministry approve the acceptance of the wastewater, treatment would occur at site, then hauled and deposited into our treatment system. The cost per litre that is being recommended is above what is in the current By-Law, however the Committee indicated that staff is able to proceed with the acceptance as early as later this week providing a Memorandum of Understanding and Ministry approval is

obtained. The Committee requested that Doug prepare a memorandum with the information to Council at the June 2nd meeting.

Recommendation PW-2020-023

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby requests that Council proceed with confirming the agreement with the Ministry of Transportation for the acceptance of industrial wastewater from the Calamity Creek Project.

Carried

Discussion:

No industrial waste water was received. This item will be removed from future agendas.

10. NEW BUSINESS

10.1 Winter Operations Plan

Discussion:

Mitch Lafreniere will be presenting the Winter Operations Plan to Council at the October 6, 2020 meeting. Tentatively, Winter Operations will be in effect from November 1, 2020 – April 10, 2021. Staff are currently reviewing the need for certain sidewalks to be cleared and any changes will be clearly outlined in the plan and highlighted as part of the presentation for Council's consideration. The management group is also looking at a pool of temporary employees to assist throughout winter operations.

10.2 Clean Fill

Discussion:

Steve Burnett informed the Committee that our current clean fill dumping area is at capacity, so staff are currently investigating other options. Ideally, a suitable area could be used for clean fill throughout the summer months and a snow dump in the winter. Steve and Mitch have reviewed a few areas such as the end of Barr Drive, Craven Industrial Park and a piece of property that is next to the former New Liskeard landfill.

10.3 Temporary Road Closure – McGowan Road.

Discussion:

After a section of this roadway washed out following a rain event, Public Works set up temporary barriers to close the road. Currently the road is used by two abutting land owners to access farm land. The City does not maintain this road, therefore, there are two options on how to proceed. One option would be to close the road permanently which would eliminate access from the West end of McGowan road to the land owners. The second option is to complete a one-time repair to the culvert, conditional on the abutting land owners assuming responsibility for the roadway on a go forward basis. The Committee directed staff to proceed with the second option and report back.

10.4 Acquisition of Land from Pedersen Construction

Discussion:

Staff made the Committee aware of an upcoming acquisition of land from Pedersen Construction for a 66-foot road allowance in the Walsh Subdivision, located off of Grant Drive. The acquisition price for the City is \$1.00.

11. ADMINISTRATIVE REPORTS and MEMORANDUMS

12. CLOSED SESSION

13. NEXT MEETING

The next meeting of the Public Works Committee is scheduled for October 8, 2020 to commence at 9:00 a.m.

14. ADJOURNMENT

Recommendation PW-2020-032

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 11:52 a.m.

Carried

COMMITTEE CHAIR

RECORDING SECRETARY

1. CALL TO ORDER

Meeting called to order at 11:00 a.m.

2. ROLL CALL

Mayor Carman Kidd

Christopher W. Oslund, City Manager

Councillor Jeff Laferriere

Shelly Zubyck, Director of Corporate Services

Councillor Danny Whalen

Laura Lee MacLeod, Treasurer

Logan Belanger, Municipal Clerk

Kelly Conlin, Deputy Clerk

Julie Gregoire, Deputy Treasurer

Also, present:

Steve Acland, 2019 Audit Presentation

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

New Business: 10.3 Council Meeting Procedures

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2020-044

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee agenda for the September 8, 2020 meeting be approved as amended.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2020-045

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee minutes of the August 6, 2020 meeting be approved as presented.

CARRIED

7. INTERNAL/EXTERNAL CORRESPONDENCE

7.1 Request for interest and penalty forgiveness – S. Mackey

Discussion:

The Committee reviewed an email request from Sean Mackey in regards to the deferral of monthly installments for commercial property taxes for the hotels that he owns until September; followed by the creation of a payment schedule that does not include any interest or penalty. Mr. Mackey would also like to request that the July 2020 tax payment for the Pinewood Centre be deferred until September.

Recommendation CS-2020-046

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby denies the request from Sean Mackey in regards to payment deferral and the waiving of penalty and interest on Commercial taxes for 2020.

CARRIED

7.2 Insurance Renewal Follow up – Copy of letter sent to John Vanthof

Discussion:

The Committee received a copy of the letter sent by Mayor Kidd to MP John Vanthof in regards to rising insurance costs. Received for information.

8. PRESENTATIONS

8.1 2019 Financial Statements – Auditor Presentation

Discussion:

Steve Acland of Kemp Elliott and Blair presented the draft 2019 Audited Financial Statements. There were no concerns, no fraud and no issues reported as part of the audit process. Laura Lee will be making the presentation to all of Council at the next regular Council meeting.

9. UNFINISHED BUSINESS

9.1 Temiskaming Shores Library Buildings – Minimum Tender Amounts

Discussion:

Logan Belanger presented the Opinion of Value letters for both the former New Liskeard and Haileybury Library buildings. For reference, the New Liskeard Library building was appraised at \$200,000; and the Haileybury Library building at \$100,000.

Recommendation CS-2020-047

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby recommends the use of the Opinion of Value letters as the minimum tender amount for both the New Liskeard and Haileybury library buildings.

CARRIED

9.2 Draft LUA – Temiskaming Native Women’s Support Group (Mill Creek Area)

Discussion:

Chris Oslund informed the Committee that work on the land use agreement is ongoing. A draft agreement has been prepared and will be reviewed with the group once a meeting time and date is set.

10. NEW BUSINESS

10.1 Tourism Experience Project – Contract with Nicole Guertin

Discussion:

Chris Oslund spoke to the Committee about the Tourism Experience Project, which was partially funded through the City’s Economic Development budget. The amount budgeted and committed to the project was \$20,000; \$10,000 of which was paid upfront. The intent of the project was to develop and market 20 tourism experiences in the area. In Chris’s opinion, the deliverables of this project were not met and therefore, the amount remaining as unpaid should be adjusted accordingly. Chris also stated that one of the other major funders (Northern Ontario Tourism) of the project cancelled their funding commitment to the project.

Recommendation CS-2020-048

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby accepts the recommendation to reduce the contribution by 20% to the Northern Tourism Experience Project.

CARRIED

10.2 COVID 19 - Funding

Discussion:

The Committee was provided with a copy of the letter from Steve Clark, Minister of Municipal Affairs and Housing outlining the City’s allocation for the per household funding that is being provided to the City for the purpose of assisting with COVID-19 costs and pressures. The allocated amount for the City is \$586,500 and payment is expected to be received in early 2021.

10.3 Council Meeting Procedures

Discussion:

Logan Belanger presented a draft press release outlining the safety measures that are in place now that Council meetings have returned to in-person in Council chambers. The press release outlines the increased sanitization, physical distancing measures and the mandatory face coverings/masks. The release also indicates that seating is limited for the general public and those wishing to attend a council meeting are required to contact the Clerk’s office in advance of the meeting. There will also be temporary suspension to the procedural by-law reducing the number of delegations per meeting from 3 to 1.

Recommendation CS-2020-049

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby supports the details contained in the press release regarding the return of Council meetings to Council Chambers; and further directs staff to have this information released to the public.

CARRIED

11. NEXT MEETING

The next Corporate Services Committee Meeting will be scheduled as required.

12. ADJOURNMENT

Recommendation CS-2020-050

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 12:35 p.m.

CARRIED

COMMITTEE CHAIR

COMMITTEE SECRETARY

1. CALL TO ORDER

Meeting called to order at 6:30 P.M.

2. ROLL CALL

Public Appointees:

- | | |
|---|--|
| <input type="checkbox"/> Richard Beauchamp | <input type="checkbox"/> Danny Lavigne |
| <input checked="" type="checkbox"/> Chuck Durrant | <input checked="" type="checkbox"/> Robert Ritchie |
| <input type="checkbox"/> Simone Holzamer | |

City Representation:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Matt Bahm, Director of Recreation |
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Paul Allair, Superintendent of Parks |
| <input checked="" type="checkbox"/> Councillor Jesse Foley | <input checked="" type="checkbox"/> Jeff Thompson, Superintendent of Programming |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Kelly Conlin, Deputy Clerk |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation RS-2020-040

Moved by: Chuck Durrant

Be it resolved that:

The Recreation Committee agenda for the September 14, 2020 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation RS-2020-041

Moved by: Councillor Jesse Foley

Be it resolved that:

The Recreation Committee minutes of the March 9, 2020, May 7, 2020 (Special), June 15, 2020 (Special) and July 21, 2020 (Special) meetings be approved as presented/amended.

CARRIED

7. PRESENTATIONS

None

8. UNFINISHED BUSINESS

8.1 Memorial Tree and Bench Program

Discussion:

Matt Bahm presented a memo to the Committee outlining the background and current status of the Memorial Tree and Bench Program in the City. Currently, there are 280 trees marked as memorial trees on the waterfront in New Liskeard, along with numerous benches and shade structures. Based on the current number of these items, as well as the time that is required for maintenance and upkeep, Matt is recommending a pause for the time being to allow staff to review and update the current policy (By-Law 2013-88). As review of the policy continues, Matt will return to the Committee for more feedback and recommendation to move forward to Council.

8.2 Temiskaming Northern Loons (Verbal)

Discussion:

Matt Bahm reported that an agreement with the Temiskaming Northern Loons Swim Club has been reached. The agreement includes an increase to their rental rate from \$30 to \$35 which is scheduled to begin on January 1, 2021.

9. NEW BUSINESS

9.1 Programming Update (Verbal)

Discussion:

Jeff Thompson provided the Committee with an update in regards to Recreation programming and how the reopening of the Pool Fitness Centre has been going. The pool usage is slow, but expected to pick up after the resumption of swimming lessons. Jeff also reported that gym use is steady and the new floor plan seems to be working well. The Age Friendly programming has been well attended and includes activities such as pickle ball, bowling, horseshoes, line dancing and a walking group.

9.2 Parks and Facilities Update (Verbal)

Discussion:

Paul Allair provided the Committee with an update in regards to Parks and Facilities. Paul indicated it was a busy summer with a lot of people remaining in the area for staycations. He noted there was a significant increase in garbage pickup throughout the City. The Don Shepherdson Memorial arena opened for ice usage on August 10th and the Shelley Herbert Memorial Arena is slated for opening on October 5th. Ice rentals have been busy and for the most part, ice users have been complying with the COVID safety measures in place.

9.3 Directors Update (Verbal)

Discussion:

Matt Bahm provided an update to the Committee in regards to a variety of items in the Recreation Department. The third and final reading of the Recreation Master Plan is on the agenda for September 15, 2020 and Jim Scott of Trace Planning, who developed the plan, will be in attendance to answer any questions.

Matt also reported on the recent transfer of the Building Maintenance Department to Recreation. Previously, Building Maintenance was under Public Works. This is a positive change for Recreation and the changeover is going very well.

The Recreation department also had a very successful summer season with both of marinas in regards to fuel sales and boat slip rentals, as well as, lots activity at Bucke Park.

9.4 Facility Reopening Review

Discussion:

Overall, the facility reopening has gone very well, which in part is due to the well-thought-out plan that was created by Recreation staff. Staff are working and communicating with user all groups to ensure that all safety measures put in place are being followed. There has been an issue with one age category of one of the user groups at the Don Shepherdson Memorial Arena. Matt offered a suggestion on how it will be handled and the Committee offered their full support.

9.5 Facility Fee Waiver Request – Rotary Club of Temiskaming Shores and Area

Recommendation RS-2020-042

Moved by: Mayor Carman Kidd

Be it resolved that:

The Recreation Committee hereby approves the request for the fee to be waived for the rental of Riverside Place for the Rotary Club Used Book Sale scheduled for September 20 – 23, 2020.

CARRIED

9.6 Facility Fee Waiver Request – Temiskaming Water Walk

Recommendation RS-2020-043

Moved by: Councillor Jesse Foley

Be it resolved that:

The Recreation Committee hereby approves the request for the fee to be waived for the rental of the Haileybury Harbour Place for the Marche de l'Eau Kipawa Temiskaming Water Walk scheduled for June 23, 2021.

CARRIED

9.7 Facility Fee Waiver Request – Little Claybelt Homesteaders Museum

Recommendation RS-2020-044
Moved by: Councillor Jesse Foley

Be it resolved that:

The Recreation Committee hereby approves the request for the fee to be waived for the rental of the Dymond Community Hall for the Christmas Bazaar and Bake Sale scheduled for November 20 & 21, 2020.

CARRIED

10. NEXT MEETING

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

- October 19, 2020
- November 9, 2020
- December 14, 2020

11. ADJOURNMENT

Recommendation RS-2020-045
Moved by: Chuck Durrant

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 7:44 p.m.

CARRIED

COMMITTEE CHAIR

COMMITTEE SECRETARY

**THE CITY OF TEMISKAMING SHORES
JANUARY - SEPTEMBER 2020 YEAR-TO-DATE
CAPITAL FINANCIAL REPORT**

Finance Department Contact:
Laura-Lee MacLeod, Treasurer

1-Oct-20

SUMMARY - CAPITAL
Revenues and Expenditures
as at September 2020

	2020 YTD			%
	Actual	Total Budget	Variance B/(W)	
CAPITAL				
Revenues				
Capital - General	2,473.8	3,803.3	(1,329.5)	-35.0%
Capital - Environmental	500.8	1,100.0	(599.2)	-54.5%
Total Revenues	2,974.6	4,903.3	(1,928.7)	-39.3%
Expenditures				
Capital - General	2,832.1	3,803.3	971.2	25.5%
Capital - Environmental	765.6	1,100.0	334.4	30.4%
Total Expenditures	3,597.7	4,903.3	1,305.6	26.6%
Net Position Capital	(623.1)	0.0	623.1	0.0%

**GENERAL CAPITAL
Revenues & Expenditures
as at September 2020**

Department	Project	2020			%	G	Y	R
		Actual	Budget	Variance B/(W)				
REVENUES:	Transfer from Operations		728.5	(728.5)				
	Transfer from Reserves	35.7	138.5	(102.8)				
	Financing - NL Library	973.6	1,000.0	(26.4)				
	Federal Gas Tax	1,137.9	1,110.6	27.3				
	Efficiency Funding	267.4	265.0	2.4				
	OCIF Funding	54.9	125.0	(70.1)				
	Provincial Gas Tax		115.6	(115.6)				
	ICIP Funding		317.9	(317.9)				
	Partnership - Others		2.2	(2.2)				
	Partnership - Splashpad	0.1	0.0	0.1				
	Other Revenues - Library	4.2	0.0	4.2				
Total Revenues		2,473.8	3,803.3	(1,329.5)				
EXPENDITURES:								
Corporate Services:	Website Upgrades	24.2	18.0	-6.2	95%	X		
Public Works:	2020 Roads Program	1,043.0	1,000.0	-43.0	100%	X		
	Golf Course Road Bridge	94.9	110.6	15.7	100%	X		
	Ditching Project		30.0	30.0				
	Grant Drive Expansion		45.0	45.0				
	West Road Culvert Lining	54.9	125.0	70.1	100%	X		
	Radley Hill Road Crossing Engineering	5.4	20.0	14.6	100%	X		
Solid Waste:	Landfill Expansion	19.2	75.0	55.8	50%	X		
Property Mtnce:	NL Library Relocation	973.6	1,000.0	26.4	95%	X		
	Haileybury Arena Roof	228.1	500.0	271.9	50%	X		
	Haileybury Fire Station Roof		20.0	20.0				
Fleet:	3/4 Ton Pick Up	38.4	39.0	0.6	100%	X		
	Spray Patcher	267.4	265.0	-2.4	100%	X		
	Blower for Trackless	16.5	16.5	0.0	100%	X		
Transit:	Transit Bus		433.5	433.5	75%	X		
Recreation:	Recreation Master Plan	36.5	45.7	9.2	100%	X		
	Haileybury Arena Dehumidifer	30.0	60.0	30.0	100%	X		
	Waterfront Development	0.1	0.0	-0.1				
Total Expenditures		2,832.1	3,803.3	971.2				

2.4

ENVIRONMENTAL CAPITAL
Revenues & Expenditures
as at September 2020

	<u>2020</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
			<u>B/(W)</u>
REVENUES:			
Transfer from Operations		599.2	(599.2)
Transfer from Reserves	500.8	500.8	0.0
Total Revenues	500.8	1,100.0	(599.2)
EXPENDITURES:			
Dymond Looping Phase 2&3	765.6	1,100.0	334.4
Total Expenditures	765.6	1,100.0	334.4



Corporate Services
018-2020-CS

Memo

To: Mayor and Council
From: Shelly Zubyck, Director of Corporate Services
Date: October 6, 2020
Subject: **City Hall Holiday Hours**
Attachments: N/A

Mayor and Council:

In accordance with the Collective Agreement with CUPE Local 5014, the vacation requests for the period of April 1st, 2020 to December 31st, 2020 have been submitted.

After review of staff's requests, it has been determined that the majority of the City Hall employees have requested December 29th, 30th, and 31st, as vacation days.

It is requested, with Council's approval, that City Hall be closed on December 29th to December 31st. All City Hall staff would have the option of using three days of their 2020 vacation entitlements or elect a day without pay for three days.

The hours of operation for City Hall would be as follows:

Thursday, December 24 – Normal hours of operation
Friday, December 25 – Closed (Statutory Holiday)
Saturday, December 26 – Closed
Sunday, December 27 – Closed
Monday, December 28 – Closed (Statutory Holiday)
Tuesday, December 29 – Closed
Wednesday December 30 – Closed
Thursday, December 31 – Closed
Friday, January 1 – Closed (Statutory Holiday)

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager



Memo

To: Mayor and Council
From: Logan Belanger, Municipal Clerk
Date: October 6, 2020
Subject: Organizational Change and Position Title Update
Attachments: Draft By-law (**Please refer to By-law No. 2020-101**)

Mayor and Council:

At the June 16, 2020 regular meeting, Council adopted Resolution No. 2020-357 to approve the City's updated organizational chart, effective immediately. Subsequently, the by-law to adopt the organizational chart was presented and passed at the July 14, 2020 regular Council meeting.

The update included a reorganization of the Public Works and Recreation Departmental structures, resulting in two new management positions and the elimination of the Director of Public Works position. The work was disseminated among other senior management positions within the organization.

As such, there are many by-laws that make reference to the Director of Public Works for the purpose of delegating authority on behalf of City Council, or to carry out such duties as may be set out in those by-laws.

It is recommended to adopt a by-law to delegate authority to the appropriate employees of the corporation under the reorganized structure.

Prepared by:	Reviewed by:	Reviewed and submitted for Council's consideration by:
<u>"Original signed by"</u>	<u>"Original signed by"</u>	<u>"Original signed by"</u>
Logan Belanger Municipal Clerk	Shelly Zubycck Director of Corporate Services	Christopher W. Oslund City Manager

Subject: Land Acquisition

Agenda Date: October 6th, 2020

Report No.: CS-037-2020

Attachments

Appendix 1: R-Plan - SOS Surveyors On Site NL-2020-008

Appendix 2: Legal Descriptions

Appendix 3: Imagery

Recommandations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-037-2020; and
2. That Council for the City of Temiskaming Shores directs staff to proceed with the acquisition of Parts 1-4 from Pedersen Materials Ltd. as described on Appendix 1.

Background

In the Spring of 2020, representatives from Pedersen Materials Ltd. requested a meeting with staff to discuss property abutting Drive Inn Theatre Road, Peters Road and Grant Drive. Based on the future intent for these properties, the land owner and City staff have determined it is in both parties' best interests for the City to acquire a section of the property for potential drainage and road allowance purposes at a cost of \$2.

Analysis

The subject land is described as Part Lot 9 and 10, Concession 3, Township of Dymond. Appendix 1 contains SOS Surveyors On Site R- Plan NL 2020-008 on which the lands are shown. Appendix 2 contains the full legal descriptions of the subject lands.

The subject property is located in the Settlement Area of Dymond and is designated a Mixed-Use Area, as per Schedule B of the City of Temiskaming Shores Official Plan. Grant Drive, which would provide access to the proposed severed lot, is classified as an arterial road. The Official Plan provides policies that guide land division within Settlement Areas.

The proposed severance represents good planning, as it is consistent with the intent and policies of the PPS as well as the Mixed-Use Areas land use designation and land division policies contained in the City of Temiskaming Shores Official Plan. The proposed severance does not conflict with the objectives of the Northern Ontario Growth Plan and complies with zone provisions of the Zoning By-Law.

Section 50.3(c) of the Planning Act states that:

No person shall convey land by way of a deed or transfer, or grant, assign or exercise a power of appointment with respect to land, or mortgage or charge land, or enter into an agreement of sale and purchase of land or enter into any agreement that has the effect of granting the use of or right in land directly or by entitlement to renewal for a period of twenty-one years or more unless,

c) the land or any use of or right therein is being acquired or disposed of by Her Majesty in right of Canada, Her Majesty in right of Ontario or by any municipality.

It is therefore recommended that the City proceed with the consent.

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 nominal cost of the acquisition is \$2. The reference plan has been prepared at the cost of Pedersen Materials Ltd. The City will incur legal fees up a maximum of \$1,000. The following documents shall be provided to the City for the transaction described:

- a) Two copies of the signed Acknowledgement and Direction;
- b) The “Transfer in Preparation” and/or “Transfer Easement in Preparation”;
- c) A Planning Act Certificate Schedule on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the “Transfer in Preparation” and/or “Transfer Easement in Preparation”;
- d) A reference plan of survey which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which consent approval relates.

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

Appendix 1

PLAN OF SURVEY OF
PART OF LOTS 9 & 10
CONCESSION 3
 GEOGRAPHIC TOWNSHIP OF DYMOND
CITY OF TEMISKAMING SHORES
 DISTRICT OF TIMISKAMING

SCALE 1 : 1500 METRES
 0 10 20 30 40 80 160

SURVEYORS ON SITE INC.
 THE INTENDED PLOT SIZE OF THIS PLAN IS 1016mm IN WIDTH BY
 458mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:1500.

LEGEND

- MONUMENT PLANTED
- MONUMENT FOUND
- SIB STANDARD IRON BAR
- SSIB SHORT STANDARD IRON BAR
- IB IRON BAR
- WT WITNESS
- M MEASURED
- S SET
- P1 PLAN 54R-5247
- P2 SRPR BY TROW GEOMATICS DATED OCTOBER 20, 2009
- JOB NUMBER SN09063
- D.S. URSD SURVEYING LTD.
- G.B. WRIGHT, O.L.S.
- H. SUTCLIFFE LTD.
- SUTCLIFFE RODY QUESNEL INC.
- TROW GEOMATICS
- NOT TO SCALE
- ⊥ PERPENDICULAR TIE

NOTES

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
 AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCES ON THIS PLAN ARE HORIZONTAL GROUND DISTANCES AND CAN
 BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE AVERAGE
 COMBINED SCALE FACTOR OF 0.999698374.

BEARINGS ARE UTM GRID, AND ARE DERIVED FROM SCPs, COSINE
 MONUMENTS HCM00819740135 & HCM01019801501 AND ARE REFERRED
 TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE)
 NAD83(ORIGINAL).

FOR BEARING COMPARISONS, THE FOLLOWING ROTATIONS WERE APPLIED:
 P1 - 0°58'10" COUNTER CLOCKWISE,
 P2 - 1°01'40" COUNTER CLOCKWISE.

INTEGRATION COORDINATE TABLES		
SPECIFIED CONTROL POINTS (SCPs)		
MONUMENT	NORTHING	EASTING
HCM 00819740135	5261369.86	598036.73
HCM 01019801501	5267341.13	599712.54

UTM ZONE 17, NAD83(ORIGINAL)		
OBSERVED REFERENCE POINTS (ORPs) ARE DERIVED FROM RTK MEASUREMENTS ON SCPs AND ARE REFERRED TO UTM ZONE 17, NAD83(ORIGINAL).		
POINT ID	NORTHING	EASTING
ORP A	5264937.17	600054.44
ORP B	5264960.68	601352.79
ORP C	5265795.89	601349.30

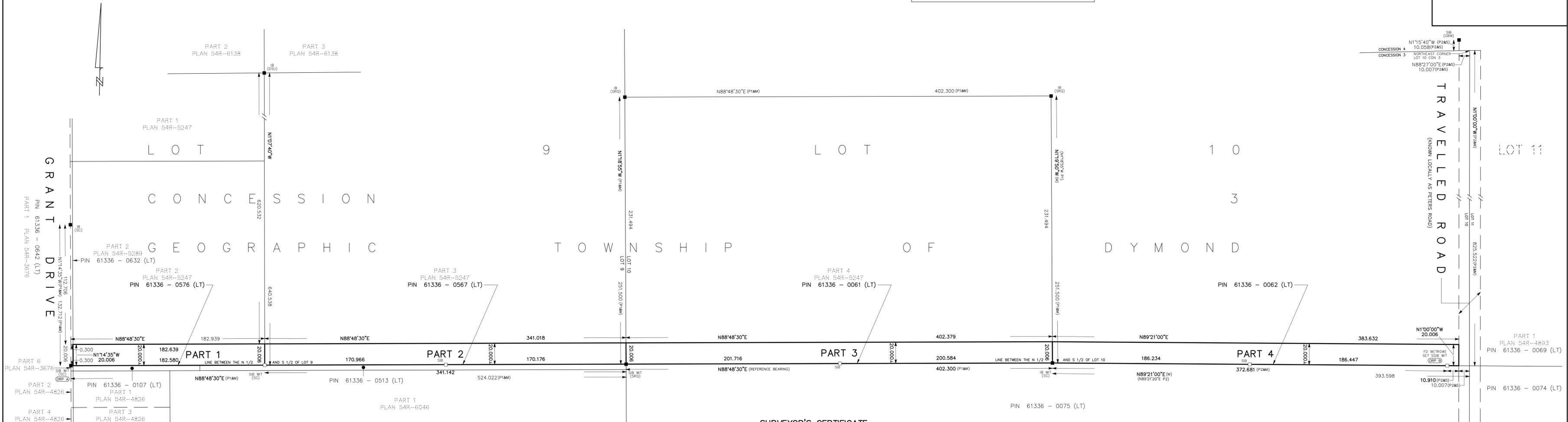
COORDINATES SHOWN HEREON HAVE A RELATIVE ACCURACY TO MEET THE REQUIREMENTS OF AN URBAN AREA AT A 95% CONFIDENCE LEVEL AS PER SEC. 14(2) OF O.REG. 216/10 UNDER THE SURVEYS ACT.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA (Hq)
1	9	3	PART OF PIN 61336-0576 (LT)	0.3653
2			PART OF PIN 61336-0567 (LT)	0.6824
3	10	3	PART OF PIN 61336-0061 (LT)	0.8048
4			PART OF PIN 61336-0062 (LT)	0.7674

GEOGRAPHIC TOWNSHIP OF DYMOND

PIN SUMMARY - PART 1 IS PART OF PIN 61336-0576(LT).
 PART 2 IS PART OF PIN 61336-0567(LT).
 PART 3 IS PART OF PIN 61336-0061(LT).
 PART 4 IS PART OF PIN 61336-0062(LT).



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 20th DAY OF MARCH, 2020.

JUNE 8, 2020

RYAN W. SEGUIN
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2104744.

17 WELLINGTON STREET
 NEW LISKEARD, ONTARIO
 POJ 1P0
 705-622-0872
 www.surveyorsonsite.com

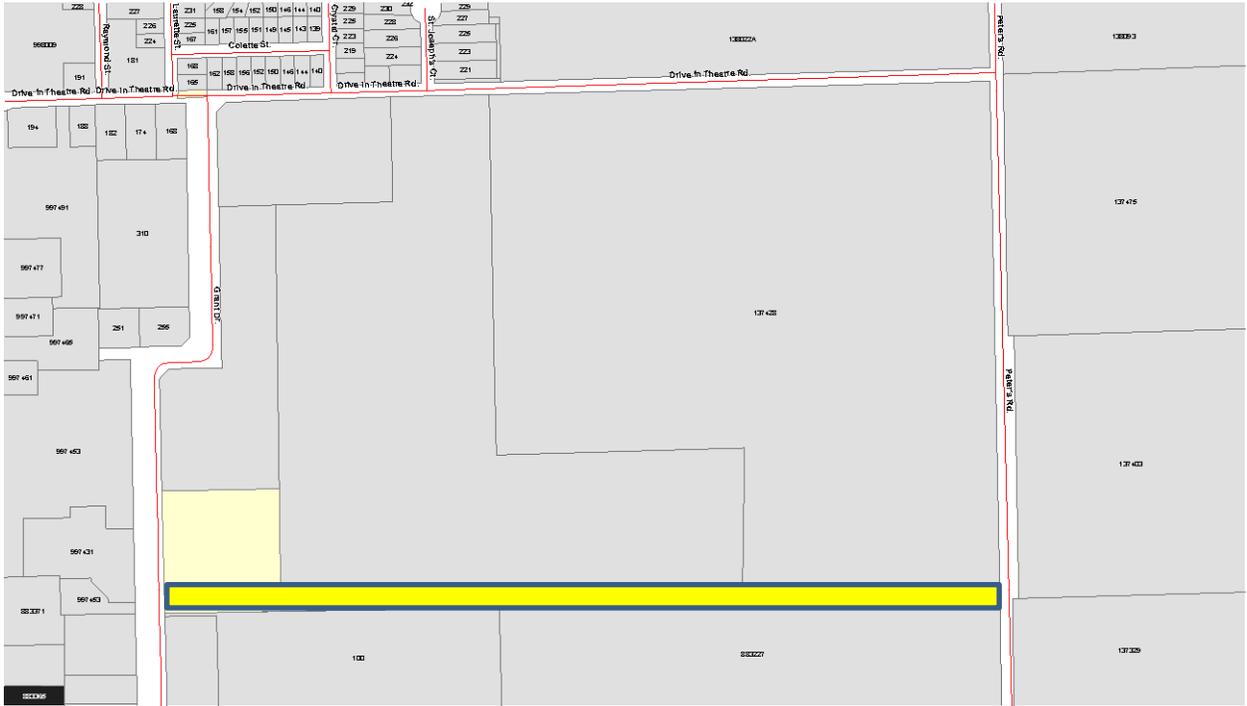
Appendix 2

DYMOND CON 3 N PT LOT 9 RP 54R5247 PART 2 PT PART 1 RP 54R5289 PART 2
PT PART 1 PCL 903NND

DYMOND CON 3 N PT LOTS 9 AND 10 54R5247 PARTS 3 AND 4 PCL 23075SST

DYMOND CON 3 N PT LOT 10 PCL 1719 1720TEM 2960SST

Appendix 3



Subject: Zoning By-law Amendment

ZBA-2020-002 – Robert Koch 843313 Dales Road

Agenda Date: October 6th, 2020

Report No.: CS-038-2020

Attachments

Appendix 01: Planning Report

Appendix 02: Draft By-law to amend City of Temiskaming Shores Zoning By-law 2017-154 (**Please refer to By-law No. 2020-100**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-038-2020;
2. That Council agrees to amend the provisions of the City of Temiskaming Shores Zoning By-law 2017-154, to rezone the subject lands from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1), to permit the continuation of existing agricultural uses and to prohibit residential uses; 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 October 6, 2020 Regular Council meeting.

Background

Mr. Robert Koch submitted an application for consent to sever property on Dales Road. The applicant is proposing to sever the southwest corner of the property as a surplus farm dwelling. The proposed severed property has an area of 2.24 hectares (5.53 acres) and contains a single detached dwelling, out buildings and farm buildings. The proposed retained property is used for agricultural crops and has an area of 62 hectares (153 acres).

The application was presented to the Committee of Adjustment on July 31, 2019. The Committee of Adjustment approved the consent application subject to the approval of a Zoning By-law amendment for the retained portion, the effect of which will be to prohibit future residential uses on this portion of the property.

Analysis

The notice of the public hearing for the Zoning By-law Amendment was advertised in the Temiskaming Speaker on August 26, 2020 in accordance with the statutory notice requirements of the Planning Act. The Public Hearing was held on September 15, 2020. No comments were received.

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 (2014), does not conflict with the Northern Ontario Growth Plan, complies with the City of Temiskaming Shores Official Plan, and represents good planning. It is recommended that Council adopt the proposed Zoning By-law amendment.

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.

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

Christopher W. Oslund
City Manager



Discover a whole new Ontario • Découvrez un tout nouvel Ontario

Planning Report

Zoning By-Law Amendment 2020-02

843313 Dale's Road, New Liskeard

City of Temiskaming Shores

October 6, 2020

Subject Land

843313 Dale's Road; New Liskeard; South part of Concession 6, Lot 9, Dymond Township; Parcel 3807NND

Background and Purpose of the Zoning By-Law Amendment

This Planning Report is written in support of Zoning By-law Amendment Application 2020-02. The application seeks to rezone the subject lands from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1) to permit the continuation of existing agricultural uses, and to prohibit residential uses. The A1 Zone currently permits a Single Detached Dwelling and a Second Dwelling Unit as accessory uses.

The subject property is agricultural and has an area of ± 62 hectares (ha), with approximately 281 metres (m) of frontage along Highway 11.

The property is the retained lands of consent application B-2019-05 which was conditionally approved in 2019. The purpose of consent application B-2019-05 was to sever a 2.24 ha parcel of land containing an existing house and other farm-related accessory buildings which was surplus to the agricultural use of the property. As the retained portion, the subject property was proposed to continue to be used for agricultural purposes, but not proposed to be consolidated with a directly-adjacent farm property.

The property owner has land holdings in the Earlton area and intends to continue using the subject property as part of their larger farm operation.

Consent application B-2019-05 was conditionally approved by the Committee Adjustments subject to the following conditions:

- 1) The following documents shall be provided to the Secretary-Treasurer for the transaction described:
 - a) Two copies of the signed Acknowledgement and Direction;
 - b) The "Transfer in Preparation" and/or "Transfer Easement in Preparation";
 - c) A Planning Act Certificate Schedule on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the "Transfer in Preparation" and/or "Transfer Easement in Preparation";
 - d) A reference plan of survey which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which consent approval relates;
- 2) The submission of a letter from the Timiskaming Health Unit confirming that the existing septic system on the property is adequate for the proposed use.
- 3) The approval of a Zoning By-law amendment for the retained portion, the effect of which will be to prohibit future residential uses on this portion of the property.

This zoning by-law amendment application is required to fulfill the last condition of consent application B-2019-05, as described above.

This Amendment is being recommended to council for approval given that is consistent with the Provincial Policy Statement (2020) and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and the City of Temiskaming Shores Zoning By-law.

Statutory Public Notice

Notice of the public hearing was advertised in the Temiskaming Speaker on August 26th, 2020 in accordance with the statutory notice requirements of the Planning Act. The Public Hearing was held on September 15, 2020.

Site Analysis

The subject property consists of agricultural lands located near the corner of Highway 11 and Dale's Road. The subject property has an area of ± 62 ha, with approximately 281 m of frontage along Highway 11.

The property previously included lands that are now located along its westerly property line. A portion of these lands were created for surplus dwelling purposes as a result consent application B-2019-05, while the other portion was previously expropriated to accommodate the Ministry of Transportation (MTO) weigh scales on Highway 11.

Servicing

The subject property is not serviced. No new services are proposed or required for the continued use of the subject property for existing agricultural purposes.

Access

The subject property fronts on Highway 11 and borders Dale's Road along its southerly property lines. There is an existing field entrance from Highway 11 to the north of the MTO weigh scales, which are located on the subject property. This is intended to provide the only direct access onto Highway 11 from the subject property.

MTO has previously indicated during the planning process for consent application B-2019-05 that the existing field access onto Highway 11 will not be permitted to be upgraded, and in the event of a change in use of the property will be closed, at the owner's expense. Highway 11 is Provincially-owned and maintained, and Dale's Road is under municipal jurisdiction.

Adjacent Land Uses

North: Agriculture
South: Dale's Road and Agriculture
East: Agriculture
West: Highway 11, MTO weigh scales lands and residential lot containing surplus dwelling created by consent application B-2019-05

Planning Analysis

Provincial Policy Statement (2020)

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. The Provincial Policy Statement provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. PPS 2020 came into effect on May 1st, 2020.

The subject property is located within an area that the Province, through the Ministry of Agriculture, Food and Rural Affairs, has identified as Prime Agricultural Land. Due to this classification, the property is subject to the Agriculture policies of the Provincial Policy Statement 2020.

The overall objective of the policies provided below is to preserve Prime Agricultural Land for agricultural, agricultural-related and on-farm diversified purposes only:

2.0 Wise Use and Management of Natural Resources

2.3 Agriculture

2.3.1 Prime agricultural areas shall be protected for long-term use for agriculture.

Prime agricultural areas are areas where prime agricultural lands predominate. Specialty crop areas shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the prime agricultural area, in this order of priority.

2.3.2 Planning authorities shall designate prime agricultural areas and specialty crop areas in accordance with guidelines developed by the Province, as amended from time to time.

Planning authorities are encouraged to use an agricultural system approach to maintain and enhance the geographic continuity of the agricultural land base and the functional and economic connections to the agri-food network.

2.3.3 Permitted Uses

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

2.3.3.3 New land uses in prime agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

Rezoning the lands from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1) in order to permit the continued use of the lands for existing agricultural purposes and to prohibit residential uses, will be consistent with the policies provided above because:

- The lands are within a Prime agricultural area which is to be preserved for the long-term use for agriculture;
- New land uses, other than agricultural uses, agriculture-related uses and on-farm diversified uses, are not to be permitted within Prime agricultural areas;
- The agricultural uses and normal farm practices will be conducted in accordance with provincial standards; and
- The Amendment complies with minimum distance separate (MDS) formulae and requirements.

Therefore, the proposed Amendment will be consistent with PPS 2020.

Growth Plan for Northern Ontario

A review of the Growth Plan for Northern Ontario confirms that the proposed Amendment does not conflict with the Growth Plan.

City of Temiskaming Shores Official Plan

The subject property is designated Prime Agricultural Land in the City of Temiskaming Shores Official Plan.

The City's Official Plan provides the following policies for Prime Agricultural Lands:

11. Agriculture

11.1 Introduction

A key principle of this Plan is to promote and protect the long-term future of agriculture. The core area of farming operations (i.e. prime agricultural lands) is located in Dymond where highly productive soils on the "Little Clay Belt" support a mix of livestock and cash cropping operations. Prime agricultural land accounts for 4,526 ha or 25.5% of the City's land base. Bio-engineering, in-situ crop and livestock research, and local post-secondary agricultural training are strong indicators of a successful farming industry. The policies of the Plan aim to protect the land base and to promote an integrated approach for productive farming, agricultural education and research and a strong agricultural community.

11.2

Definition

In the Agriculture designation the predominant use of land will be:

- a. Farming of all types;*
- b. An agriculture-related industrial, commercial or research activity;*
- c. Residential uses directly related to agriculture;*
- d. Secondary uses;*
- e. Natural features that enhance the area for agriculture and ecosystem health such as woodlots and wetlands;*
- f. Sustainable agricultural practices that promote a healthy environment.*

11.3 *Goal Statement*

To promote and protect the long-term future of agriculture through the protection of the land base, the support of sustainable farming practices and research, the support of the culture of the farming community and by maintaining strong environmental standards.

11.4 *Objectives*

The goal statement will be supported by the following objectives:

- 1. To protect prime agricultural land (class 2 and 3 soils) in Dymond for agriculture and specialty crop areas.*
- 2. To protect locally significant agricultural land for agriculture.*
- 3. To encourage farming activities in other rural areas of the City.*
- 4. To support a diversity of farming types.*
- 5. To encourage food production for local markets.*
- 6. To support and encourage normal farm practices and sustainable farming operations.*
- 7. To support and encourage research and education in agriculture.*
- 8. To encourage succession planning and career opportunities in agriculture.*
- 9. To promote agri-tourism and activities that strengthen the culture and lifestyle of the agricultural community.*
- 10. To encourage the retention and reestablishment of woodlots, wetlands and other natural areas recognizing their benefits for agriculture and the natural environment.*

Rezoning the lands from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1) in order to permit the continued use of the lands for existing agricultural purposes and to prohibit residential uses, will help the City meet its overall goal to promote and protect the long-term future of agriculture. The continued use of the lands for existing agricultural purposes will also support a diversity of farming types and food production for local markets.

Finally, residential surplus lands were already severed from the property, and the applicant does not intend to live on the property. In other words, no residential dwellings are needed to support the future use of the subject lands for agricultural purposes only. Given the intended use of the land as a part of a larger farming operation, there is no use for the residential uses that are normally permitted in the A1 Zone.

Therefore, the proposed Amendment conforms to the policies of the Prime Agricultural Land designation and general intent of the Official Plan as described herein.

City of Temiskaming Shores Zoning By-law 2017-154

The subject property is zoned Prime Agriculture (A1), as per Schedule 'B3' of the City of Temiskaming Shores Zoning By-Law. The A1 Zone has been established for Prime Agricultural Areas.

The A1 Zone (Section 9.3) currently permits a *Single Detached Dwelling* and a *Second Dwelling Unit* as accessory uses. The term Accessory is defined by Section 3.2 as "a use, building or structure that is commonly incidental, subordinate and exclusively devoted to the principal use, building or structure and is located on the same lot."

As a result of Consent Application B-2019-05, a portion of the lands that previously housed the primary dwelling was severed. As such, there is no reason to permit any accessory residential uses on the subject lands. These residential accessory uses will be removed through the proposed Amendment which will rezone the property to Prime Agricultural Special Exception One (A1-1) in order to permit the continued use of the lands for existing agricultural purposes and to prohibit any residential use.

Table 1 below provides the lot requirements for properties zoned A1, as per Section 9.4 of the Zoning By-Law:

Provision	Zoning By-law		Subject Property	Compliance
Minimum Lot Area	General	40 ha	±62 ha	✓
Minimum Lot Frontage	General	120 m	281.05 m	✓
Maximum Lot Coverage	General	5%	0%	✓
Maximum Coverage for accessory buildings	5%		0%	✓
Minimum Front Yard and Exterior Side Yard	General	30m	No buildings	✓
Minimum Interior Side Yard	General	15m	No buildings	✓
Minimum Rear Yard	General	15m	No buildings	✓

As shown above, the subject property exceeds the minimum lot area and frontage requirement for agricultural properties. The proposed Amendment complies with all other provisions of Zoning By-law 2017-154.

Comments Received from the Agency Circulation and Public Meeting

Zoning By-law Amendment Application 2020-02 was circulated to municipal departments and agencies. No comments were received. The related consent application B-2019-05 was circulated to municipal departments, agencies, and the public in 2019.

Of the responses received, only two concerned the potential rezoning of the lands:

Note from Economic Development and Funding Application Coordinator – *No concerns from a development perspective. Will the new lot be able to be rezoned to permit a commercial business to operate there as there are many possibilities for a lot of that size?*

Note from Planning Department: The property is located within the Prime Agricultural Area as designated by the Province and is subject to the Agriculture requirements of the PPS. Commercial businesses may be permitted provided they meet the requirements of an on-farm diversified use or agriculture-related use as defined in the PPS.

The proposed Amendment will lead to the continued use of the lands for agriculture use purposes, agriculture-related use purposes, and on-farm diversified use purposes in accordance with the policies of PPS 2020.

Public Comments:

A public meeting was held on the 15th day of September, 2020, at 6 p.m. via remote electronic participation to consider a proposed Zoning By-law Amendment under Section 34 of the *Planning Act*, R.S.O., 1990, as amended. No comments were received from the public.

Conclusion

The proposed Zoning By-Law Amendment will rezone the subject lands from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1) in order to permit the continuation of existing agricultural uses, and to prohibit residential uses. The residential uses that will be removed by way of the proposed Amendment include the currently permitted accessory uses of *Single Detached Dwelling* and a *Second Dwelling Unit*.

For reasons previously discussed in this report, the proposed Amendment is appropriate because:

- ✓ It is required to fulfill a condition of consent approved by the Committee of Adjustment in 2019;
- ✓ The continued use of the land for existing agricultural purposes is permitted by PPS 2020 as well as the City of Temiskaming Shores Official Plan and Zoning By-law;
- ✓ The continued use of the land for existing agricultural purposes will meet the goals and objectives of the PPS 2020 as well as the City of Temiskaming Shores Official Plan;
- ✓ The owner of the lands lives elsewhere and will be using the lands as a part of a larger farming operation; and
- ✓ The lands were previously severed for residential surplus purposes and therefore the subject lands are not appropriate for the future residential use.

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 (2020), does not conflict with the Northern Ontario Growth Plan, conforms with the City of Temiskaming Shores Official Plan and the City of Temiskaming Shores Zoning By-law and represents good planning.

It is therefore recommended that Council approve the Zoning By-law Amendment.

Respectfully submitted by,

Sarah Vereault, MCIP, RPP
Planner

Subject: New Liskeard Marina Request for Proposal

Agenda Date: October 6th, 2020

Report No.: CS-039-2020

Attachments

Appendix 01: Draft RFP-CS-002-2020

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-039-2020; and
2. That Council for the City of Temiskaming Shores directs staff to release Request for Proposal CS-002-2020 for the New Liskeard Marina facility.

Background

On December 31st, 2019 the last lease agreement for the New Liskeard Marina expired. An RFP was released in 2019 with no submissions received.

Analysis

As the New Liskeard Marina building is currently vacant, city staff have been responsible for marina operations during the 2020 season.

Over the last few months, three individuals have expressed interest in leasing the New Liskeard Marina building. To maintain transparency and fairness, staff is recommending the release of a Request for Proposal for the use of the space.

On September 1st, 2020, the Council met and directed staff to release a Request for Proposal for the rental of the New Liskeard Marina.

Staff is recommending a Request for Proposal CS-002-2020 be released with a submission deadline of October 6th, 2020. Once submissions are received, a committee will evaluate the proposals and select a proponent.

Based on the evaluations, the recommended proposal will be presented to Council for their consideration and approval at the October 22nd, 2020 Regular Meeting.

The start date for the new lease agreement will be January 1st, 2021.

Financial / Staffing Implications

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

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

Alternatives

No alternatives were considered in the preparation of this report.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"original signed by"

"original signed by"

Shelly Zubycck
Director of Corporate Services

Christopher W. Oslund
City Manager



Discover a whole new Ontario • Découvrez un tout nouvel Ontario

City of Temiskaming Shores

Request for Proposal
CS-RFP-002-2020

NEW LISKEARD MARINA

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



Objective

The overall objective of the Request for Proposal is to secure a Lessee for the operation and management of the New Liskeard Marina located at 199 Riverside Drive.

It is the intent of the City of Temiskaming Shores to enter into a five (5) year agreement with a Lessee for the rental of the property. The City's required use for the space is a recreational marina and complementary business, with office space, boat storage, fuel equipment, pump-out equipment, launch ramp, floating docks, washrooms, showers and parking.

The Marina and its surrounding area is public facility. Access to the Marina must be kept available to the general public in accordance with an agreement with the City of Temiskaming Shores.

The City is offering a financial incentive to the successful proponent for the operation of the marina facilities based on their proposal.

Marina Operations:

The Proponent will be expected, at its sole cost and expense to operate the marina and related facilities in good and safe condition and in accordance with industry standards.

Economic Objectives:

- Improve the revenue producing capacity of the Marina;
- Improve the outdoor use and enhance its destination market appeal to locals and tourists; and
- Ensure any proposed accessory or complementary uses further enhances the destination market appeal of the boaters, users and community.

Public Use:

- Encourage pedestrian traffic and public use of space

Use Restrictions:

- Private use will not be permitted;
- Sub-leasing of any sort must be approved by the City; and
- Use of land for storage purposes.



Background

The City of Temiskaming Shores owns property on the New Liskeard waterfront. The City leases the building and property for the purposes of managing and operating a marina facility and complementary business.

Definitions

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

Submissions

To receive consideration, proposal must be submitted on the forms supplied, written in ink, and delivered to the City of Temiskaming Shores no later than **2:00 pm local time on Thursday, October 22nd 2020** and addressed as follows:

City of Temiskaming Shores

P.O Box 2050

325 Farr Drive

Haileybury, Ontario

P0J 1K0

Attention: Logan Belanger, Municipal Clerk “CS-RFP-002-2020 NEW LISKEARD MARINA”

- Late Proposals will not be accepted;
- Proposals by fax or email will not be accepted;
- Partial Proposals are not accepted;
- The City reserves the right to accept or reject any or all Proposals, to waive informalities, irregularities or other deficiencies in any Proposal and to accept a Proposal which does not conform strictly to the requirements of the Proposal documents;
- The City reserves the right to accept any Proposal it considers advantageous;
- The City recognizes that “**best value**” is the essential part of purchasing a product and/or service and therefore the City may prefer a Proposal with a higher price, if it offers greater value and better serves the City’s interests, as determined by the City, over a Proposal with a lower price. The lowest priced proposal will not necessarily be accepted and the City’s decision shall be final.
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Proposal that are acceptable to both parties will be binding.



- The City reserves the right, at its sole discretion, to disqualify any Proponent for past work history or reputation.
- The Proposals shall be valid for 30 (thirty) days from submission date.

Questions

Any questions with respect to the Request for Proposal are to be directed to:

Shelly Zubyck

Director of Corporate Services

City of Temiskaming Shores

325 Farr Drive

Temiskaming Shores, ON P0J 1K0

Phone: (705) 672-3363 ext. 4107

Fax: (705) 672-3200

szubyck@temiskamingshores.ca



Period of Contract

The period of lease/contract will be for a minimum of five (5) years from on or before January 1st, 2021 to December 31st, 2025.

Commitment to Negotiate

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

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

Form of Proposal

The Proposal shall include:

- All pages of this Request for Proposals, without alteration;
- All addenda that have been issued;
- All Proposal Requirements of this Request for Proposals.

The Proposal shall be typed or written in ink. It shall contain original signatures where required. The Proposal shall be made upon the Form of Proposal provided. The prices quoted shall be valid for a period of sixty (60) days from the closing time. Faxed or emailed Proposals will not be accepted.

Proponent Responsibilities

- Operate a public recreational marina – provide for seasonal and transient dockage, in/out boat launching, supply fuel and pump-out services.
- Provide on-site supervision during daylight hours. No less than the following (May to September):
 - Monday to Thursday – 8am to 4pm
 - Friday – 8am to 6pm
 - Saturday – 8am to 5pm
 - Sunday 8am to 4pm



PROPOSED NORMAL HOURS OF OPERATION

DAYS	PROPOSED TIMES
Monday to Thursday	
Friday	
Saturday	
Sunday	
Stat Holidays	

- The Proponent may set fuel, and pump-out rates. Revenues to be retained by the Proponent. No fee to be charged for launching.
- The Proponent must keep the area neat, tidy, and free of debris and litter, and perform all custodial duties associated with the docks and washroom facilities.
- Maintain consistent hours of operations to ensure a high level of service to boaters and users of the facility.
- The Proponent must complete daily dips of the fuel tanks in order to keep proper fuel accounting records up to date as per TSSA Standards.
- The Proponent is responsible for the cost to fill the fuel tanks at the end of the beginning of the season and throughout if more fuel is required.
- All utility bills associated with the building and washroom facilities are the responsibility of the Proponent. This includes hydro, wireless internet, and landline telephone, etc.
- The Proponent is responsible to acquire Liability Insurance in the amount of \$5,000,000 for the marina operation and have the City named as an additional insured on the policy.
- The Proponent is responsible to maintain up to date accounting records of expenses paid and daily revenue for fuel and pump-outs, and must make these records available to the City upon request.



- The Proponent is responsible for all garbage associated with the facility, and boaters.
- The Proponent is responsible for winter snow removal.
- The Proponent is responsible for all “workplace safety” related the operation of the facility.
- Provide public access to the Marina to the general public as per agreement with the City.

City Responsibilities:

- The City is responsible for landscaping and grass cutting including the break wall and up to the boardwalk at the Marina facility.
- All work associated with maintaining floating docks and finger docks. Requests for major repairs at the Marina may be submitted to the Director of Recreation for review.
- The City will maintain the fuel tanks and dispensing system to TSSA standards.
- The City will be responsible for all hydro costs associated with metered boat slips.
- The City is responsible for the administration of boat slips and collecting associated fees.

Note: All Marina responsibilities are open to negotiation between the Proponent and the City. The above list of responsibilities may be altered prior to signing the lease.

Nature of Request for Proposal

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

Preparation of Proposals

All costs and expenses incurred by the respondent relating to the preparation of its proposal will be borne by the respondent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the respondent in any manner whatsoever for such costs



and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

Amendments

The City may modify, amend or revise any provision of this RFP or issue any addenda at any time. Any modification, amendment, revision or addenda will be in writing and will be provided to all respondents. The City reserves the right to vary the scope of work prior to the award of the contract. The City reserves the right to withdraw this Request for Proposal without notice.



**City of Temiskaming Shores
CS-RFP-002-2020**

Proponents submission of proposal to The Corporation of the City of Temiskaming Shores

Registered Company Name/Individuals Name:

Registered Address and Postal Code:

Phone Number (____) - _____

We/I hereby offer to enter into an agreement to lease space at the New Liskeard Marina at a proposed payment for operations and lease rate of:

Description	Price	HST	Total
Payment by City to Proponent for Marina Operations based on the above listed responsibilities			
Proposed lease rate to be paid to the City by the Proponent for sole use of Building			



Proposal Evaluation Criteria

An evaluation team consisting of key municipal staff will conduct the evaluation of proposals as well in person interviews and presentations.

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

CITY PROPOSAL EVALUATION CRITERIA			MAXIMUM TOTAL POINTS
	WEIGHT	POINTS	
Ability to Meet Specifications			
Proposed use of space – complementary to marina use, scope, benefits to the public, marketing plans.	20	_____ 10	_____(200)
Proposed hours of operation	10	_____ 10	_____(100)
Relevant or related experience – qualifications, experience, other pertinent information.	10	_____ 10	_____(100)
40%			
Estimated Fees and Disbursements			
Cost estimates are evaluated for completeness and greatest revenue is scored 10 points, next 9 points, etc. Prices within a small differential will be scored as equal.	60	_____ 10	_____(600)
60%			



**City of Temiskaming Shores
CS-RFP-002-2020
NEW LISKEARD MARINA**

NON COLLUSION AFFIDAVIT

I/ We _____ the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

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

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

Signed _____



**City of Temiskaming Shores
CS-RFP-002-2020
NEW LISKEARD MARINA**

Conflict of Interest Declaration

Please check appropriate response:

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

List Situations:

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

Dated at _____ this _____ day of _____, 2020

Subject: Appointment of Volunteer Firefighters **Report No.:** PPP-010-2020
Agenda Date: October 6, 2020

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-010-2020; and
2. That Council hereby appoints Grant Noble as a Volunteer Firefighters to the Temiskaming Shores Fire Department in accordance with the *Recruitment and Retention Program*.

Background

In an effort to fill vacancies within the department at Station #1 and to help ensure adequate staffing levels are maintained, the Department is seeking to fill two Volunteer Firefighter's positions at Station #1.

Analysis

Section 4.02 of Schedule "A" to By-law 2008-030, being the Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department, states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill vacancies at Station #1 interviews with the candidates were conducted by the Station Officers' and the Fire Chief. Subsequently a recommendation from the District Chief of Station #1 was provided to the Fire Chief requesting consideration of the appointment of Grant Noble as a Volunteer Firefighters to the Temiskaming Shores Fire Department.

The candidate being recommended has demonstrated a strong desire to be a member of the Temiskaming Shores Fire Department team. This coupled with work experience and a family history in the fire service makes him an excellent candidate for the position he is being recommended for.

Based on the above, I am pleased to recommend Grant Noble as a Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the Recruitment and Retention Program.

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 Volunteer Firefighter Honorariums which have been included in the 2020 Fire and Emergency Management 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 departments operational budget.

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill vacant positions within the fire department. Adequate staffing levels are established based on availability and the ability of fire department personnel to respond.

Current fire station staffing levels are as follows:

- 23 members Station #1.
- 22 members Station #2, and
- 23 members Station #3.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

Steve Langford
Fire Chief

Christopher W. Oslund
City Manager



Memo

To: Mayor and Council
From: Mitch Lafreniere
Date: October 6, 2020
Subject: Tender Award – Roy’s Bridge Replacement
Attachments: Appendix 01 – Harley Township Resolution

Mayor and Council:

The Township of Harley recently awarded the tender for the replacement of the Roy’s Bridge to Pedersen Construction Inc. for an upset limit of \$4,621,000 plus HST.

The project is scheduled to commence on/or around March 15, 2021 and be completed by the end of September of 2021. The Design build project is proposing a 66-metre modular bridge over water. The City’s share of this project will be approximately \$280,000.00 which will need to be considered as part of the 2021 capital budget deliberations.

Prepared by:

“original signed by”

Mitch Lafreniere
Manager of Transportation Services

Reviewed and submitted for
Council’s consideration by:

“original signed by”

Christopher W. Oslund
City Manager



**THE CORPORATION OF THE TOWNSHIP OF
HARLEY RESOLUTION/MOTION**

Moved By:	
<input type="checkbox"/>	Auldin Bilow
<input type="checkbox"/>	Clifford Fielder
<input type="checkbox"/>	Marc Gosselin
<input checked="" type="checkbox"/>	Richard McNaughton

Seconded By:	
<input checked="" type="checkbox"/>	Auldin Bilow
<input type="checkbox"/>	Clifford Fielder
<input type="checkbox"/>	Marc Gosselin
<input type="checkbox"/>	Richard McNaughton

**No: 2020-
Date: 22-Sep-2020**

That we, the Council of the Township of Harley do hereby, acknowledge receipt of Report No. PER-001-2020 regarding Request for Proposal Evaluation Roy's Bridge Replacement and that it be filed along with the minutes of the special meeting; and

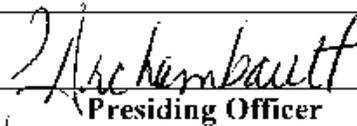
That as outlined in the Evaluation Report, Council approves the award of the Design-Build contract to Pedersen Construction (2013) Inc. to proceed with the Replacement of Roy's Bridge, as detailed in Request for Proposal RFP-001-2020, for a total upset limit of \$4,621,000.00 plus applicable taxes; and

That Council directs staff to prepare the necessary by-law and agreement for the said contract for consideration at the September 22nd, 2020 Special Council Meeting; and

Further that Council approves the reduction of the posted speed to 40 kilometers per hour for a distance of 250 metres of each side of Roy's Bridge.

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	TABLED

<input type="checkbox"/>	AMENDED
<input type="checkbox"/>	DEFEATED



 Presiding Officer

Recorded Vote		
Council Member	For Motion	Against Motion
Auldin Bilow	<input checked="" type="checkbox"/>	
Clifford Fielder		<input checked="" type="checkbox"/>
Marc Gosselin	<input checked="" type="checkbox"/>	
Richard McNaughton	<input checked="" type="checkbox"/>	
Pauline Archambault	<input checked="" type="checkbox"/>	

Subject: New Liskeard Library Project -
Budget update

Report No.: PW-023-2020

Agenda Date: October 6, 2020

Attachments

Appendix 01: Change order report

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-023-2020; and
2. That Council acknowledges the City Manager approved and signed change orders with Venasse Construction totalling \$56,110 plus HST for the New Liskeard Library Relocation Project (renovations to 285 Whitewood Avenue) in accordance with Section 6.2 of the City's *Procurement Policy* (By-law No. 2017-015).

Background

On August 13th, 2019 Council approved entering into an agreement, through By-law No. 2019-131 with Venasse Construction for the New Liskeard Library Relocation Project for an upset limit of \$1,290,000 plus HST.

The intent of this project was to merge both the New Liskeard Library Branch and the Haileybury Branch into one location, known as 285 Whitewood Avenue in New Liskeard. This work included a complete renovation of the interior of the building, with new boiler systems as well as a new HVAC system for the building.

In September of 2020, substantial completion of the project was achieved and the space is currently occupied by library staff and the general public.

Analysis

Throughout construction, and for the most part during demolition, additional work was needed to improve the current condition of the building. Items such as mold and wood decay were found which would not have been known prior to contract award.

Our Procurement Policy states that the City Manager can approve change orders to a project which has been previously approved by Council as long as they do not exceed 10% of the total contract amount. Appendix 01 outlines the entire list of change orders approved by the City Manager in the amount of \$56,110.01.



The original project award, approved by Council through By-law No. 2019-131 was at an upset limit of \$1,290,000 plus HST. The new contract value based on the approved change orders issued to Venasse Building Group is \$1,346,110 plus HST

Relevant Policy / Legislation / City By-Law

- 2019 Public Works Capital Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with City Manager throughout the project

Financial / Staffing Implications

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

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

During the 2019 capital budget deliberation process, Council approved \$ 1,700,000.00 for the completion of the New Liskeard Library Relocation Project. Although not all costs associated with this project have been finalized, it is anticipated the project will remain within budget.

Alternatives

No alternatives were considered

Submission

Prepared by:

Reviewed and submitted for Council’s consideration by:

“Original signed by” _____

“Original signed by” _____

Mitch Lafreniere
Manager of Transportation Services

Christopher W. Oslund
City Manager

Type	#	Date	Title	Response/Follow-up To	Ordered (Amount)	Approved	Work Completed Amount	% Completed (Last)	Completed This Period	% Completed (This)	% Completed	Remaining Work To Complete
Change Order	1	Oct 30, 2019	Additional Asbestos Removal	PC 5	\$ 1,100.00	<input checked="" type="checkbox"/>	\$ 1,100.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	2	Feb 6, 2020	Approvals for Multiple Proposed Changes		\$ 31,208.27	<input checked="" type="checkbox"/>	\$ 31,208.27	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	3	Mar 12, 2020	Door Deletion and Revision	PC 15	(\$ 560.00)	<input checked="" type="checkbox"/>	(\$ 560.00)	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	4	Mar 19, 2020	Floor Boxes	PC 14	\$ 440.00	<input checked="" type="checkbox"/>	\$ 440.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	5	Mar 23, 2020	Fire Dampers	PC 20	\$ 3,081.10	<input checked="" type="checkbox"/>	\$ 3,081.10	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	6	Mar 27, 2020	Additional Data as per NOC E-04		\$ 346.50	<input checked="" type="checkbox"/>	\$ 346.50	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	7	Apr 3, 2020	Additional Data Drops	PC 21	\$ 3,118.50	<input checked="" type="checkbox"/>	\$ 3,118.50	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	8	Apr 3, 2020	New Wood Lintel	PC 25	\$ 2,365.00	<input checked="" type="checkbox"/>	\$ 2,365.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	9	Apr 3, 2020	Door Operator Alcove	PC 23	\$ 1,694.00	<input checked="" type="checkbox"/>	\$ 1,694.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	10	Apr 3, 2020	Window Relocation	PC 4	\$ 577.50	<input checked="" type="checkbox"/>	\$ 577.50	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	11	Apr 3, 2020	Deletion of Door 102	PC 17	(\$ 2,000.00)	<input checked="" type="checkbox"/>	(\$ 2,000.00)	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	12	Apr 16, 2020	Miscellaneous Electrical Credits		(\$ 8,500.00)	<input checked="" type="checkbox"/>	(\$ 8,500.00)	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	13	Apr 28, 2020	Fire Rated Bulkhead at WC 014 / Elevator Vestibule 015	PC 24	\$ 2,634.50	<input checked="" type="checkbox"/>	\$ 2,634.50	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	14	Apr 28, 2020	New Electrical Conduits	PC 13	\$ 1,000.00	<input checked="" type="checkbox"/>	\$ 1,000.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	15	Apr 30, 2020	Mechanical Chase-Sitting Area 009	PC 27	\$ 1,474.00	<input checked="" type="checkbox"/>	\$ 1,474.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	16	May 11, 2020	New Damper & Rated Duct Enclosure-Open Area 004	PC 26	\$ 3,079.45	<input checked="" type="checkbox"/>	\$ 3,079.45	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	17	May 14, 2020	Replacement Door Handle		\$ 242.00	<input checked="" type="checkbox"/>	\$ 242.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	18	Jul 6, 2020	Refasten Existing Floor		\$ 3,201.00	<input checked="" type="checkbox"/>	\$ 3,201.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	19	Jul 6, 2020	Floor Patching		\$ 2,750.44	<input checked="" type="checkbox"/>	\$ 2,750.44	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	20	Jul 6, 2020	Lighting Trim Kit		\$ 572.00	<input checked="" type="checkbox"/>	\$ 572.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	21	Jul 6, 2020	Return Air Plenum	PC 28	\$ 3,556.30	<input checked="" type="checkbox"/>	\$ 3,556.30	100.00	\$ 0.00	0.00	100.00	\$ 0.00

Type	#	Date	Title	Response/Follow-up To	Ordered (Amount)	Approved	Work Completed Amount	% Completed (Last)	Completed This Period	% Completed (This)	% Completed	Remaining Work To Complete
Change Order	22	Jul 6, 2020	New Damper & Rated Duct Enclosure-Open Area 004	PC 26	\$ 3,079.45	<input checked="" type="checkbox"/>	\$ 3,079.45	100.00	\$ 0.00	0.00	100.00	\$ 0.00
Change Order	23	Jul 6, 2020	Additional Breakers	PC 29	\$ 1,650.00	<input checked="" type="checkbox"/>	\$ 1,650.00	100.00	\$ 0.00	0.00	100.00	\$ 0.00
					\$ 56,110.01		\$ 56,110.01		\$ 0.00			\$ 0.00

Subject: 2020 –2021 Winter Operations Plan

Report No.: PW-024-2020

Agenda Date: October 6th, 2020

Appendix 01: Draft 2020 -2021 Winter Operations Plan
(Please refer to By-law No. 2020-102)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-024-2020; and
2. That Council directs Staff to prepare the necessary by-law, for the implementation of the 2020 – 2021 Winter Operations Plan for consideration at the October 6, 2020 Regular Council meeting; and
3. That Council directs the Manager of Transportation Services to advise staff in the Public Works Department, in writing, of the intent to commence the Winter Operations Schedule on or about Sunday, November 1, 2020 and conclude on or about Thursday, April 9, 2021.

Background

Each year the Public Works Department submits an administrative report, for Council's consideration, on the Winter Operations efforts for the upcoming season. The report includes the draft Winter Operations Plan and proposed shift schedule which is intended to improve upon or modify the approach that has been used in previous years while maintaining the *Minimum Maintenance Standards for Municipal Highways* and reducing the hazards resulting from winter snow and ice, in order to maintain the City's roadways and sidewalks in a safe condition.

Typically, the Winter Schedule commences on or about November 1st and ends on or about April 15th which coincides with the pay periods each year. This year afternoon patrolling will commence on or before November 2nd with the full schedule starting on Sunday November 1st. During this period, the Department will have 24 hour per day coverage with arrangements for re-scheduling staff as the need arises.

Analysis

Every winter season brings new, unique and unpredictable conditions and circumstances that the Public Works Dept. is tasked with dealing with. Over the past several winters, conditions have varied from relatively mild to extremely cold and from light snowfalls to extended periods of heavy snowfall. Last winter the Department dealt with a notably

higher than normal amount of freezing rain events that once again increased the amount of salt and sand required in order to maintain the roadways and sidewalks in a safe and manageable condition. As in the past there were areas within the municipality that required more attention than others given the local conditions.

Currently, the Department is at full staff complement and will once again utilize the services of a temporary seasonal patrol person. The Public Works staff will continue to operate as four groups or “teams” of five members comprised of one Heavy Equipment Operator / Crew Leader, a Water / Sewer Operator and three Equipment Operators. This arrangement has worked very well to address most situations. As well there will once again be a “Patrol Person” assigned to the 3:00 p.m. to 11:30 p.m. afternoon shift for consistent patrol purposes. A “seasonal employee” will once again be the dedicated Patrol Person scheduled from Monday to Friday for the afternoon shift. The crews have also been rotated to ensure that the same people are not working the same timeframe as last year. (Christmas etc.)

Since 2011-12 winter season the department has continued to provide coverage, at varying levels, 24 hours per day, 7 days per week. With a focus on providing more scheduled resources from Monday to Friday during the day time, afternoon, evening, and weekend coverage has been reduced to minimal coverage, ensuring that Minimum Standards are met. The Crew Leader or the Evening/Weekend shift Patrol Person contacts the “on-call” Supervisor, to arrange for additional staff as required.

As indicated in the Collective Agreement with CUPE Local 5014, Section 14.03 allows for the Employer to establish and alter starting and quitting times as necessary, with advance notice. Therefore, in the event that additional staff is required to conduct operations during the night shift, resources from the following day shift were re-scheduled.

As outlined in By-law 2017-046, (and amended by By-law 2018-086) the City will continue have a reciprocal Agreement with the Ministry of Transportation whereby the maintenance of Hwy 11B from south limit of the City 104 to the Cobalt Bridge will be carried out by city forces and the MTO contractor will maintain Mowat Landing Road from Hwy 11 to Firstbrook Line.

Change in Winter Operations

Staff are suggesting that we no longer maintain the sidewalk on Cecil Street and Russell Street, between Georgina and Rorke during the winter months. Since the closure of Haileybury Public School, there is minimal pedestrian traffic on either sidewalk and staff time could be better utilized in other areas of the Municipality. Areas for consideration are noted in Appendix B of the Winter operations plan.

Relevant Policy / Legislation / City By-Law

- Reg. 239/02 *Minimum Maintenance Standards for Municipal Highways*, (as amended by O Reg. 366/18 on May 2, 2018)
- By-Law 2008-069 (By-Law to Regulate Traffic and Parking of Vehicles)
- By-laws 2017-046 & 2018-086 (MTO Agreement. – Winter Maintenance Hwy 11B & Mowat Landing Road)
- Annual Operations Budget

Asset Management Plan Reference

Asset Management Strategy – Operations & Maintenance Activities – Roadway Network

Financial / Staffing Implications

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

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

Staffing implications related to this matter are limited to normal operational functions and duties. As in the past, temporary seasonal staff may be required. A pool of temporary seasonal staff is being proposed at this time to cover for vacation requests and/or sick time by full time staff, as the need presents itself, during scheduled shift periods.

Adopting the same schedule as in recent years will continue to provide staff with an opportunity for a better work-life balance as well as opportunity to enhance their skills using a variety of equipment and at a wide array of tasks through training and experience.

Alternatives

No other alternatives were considered at this time.

Submission

Prepared by:

Reviewed and submitted for
 Council’s consideration by:

“original signed by”

“original signed by”

 Mitch Lafreniere
 Manager of Transportation Services

 Chris Oslund
 City Manager

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: October 6, 2020
Subject: Drive-In Theatre Use Agreements
Attachments: None

Mayor and Council:

The Horne Granite Centre hosted a pop-up drive-in-theatre at the fall fair grounds on September 17, 2020 and September 18, 2020.

By all accounts the event was well attended, followed applicable public health requirements and was a successful fundraiser for the organization.

The Horne Granite Centre has reached out to request additional dates to use the fairgrounds for another pop-up drive-in theatre event.

In addition to receiving a second request by the Horne Granite Centre, we are anticipating that other organizations will request the use of this space for similar fundraisers occurring in the future.

Staff are recommending that Council delegate authority to the Director of Recreation to approve the use of the Fall Fair Grounds for the purposes of hosting pop-up drive-in-theatre events with all event organizers subject to the following conditions:

1. The organizer provide the City proof of liability insurance in the amount of \$2,000,000 and that the city be named as co-insured;
2. All electrical installations and modifications are performed by licensed electricians with a permit from the Electrical Safety Authority if applicable and any damages are repaired at no cost to the City;
3. The Temiskaming Health Unit provides written confirmation that the event has taken reasonable precautions to minimize the risk of transmission of COVID-19 (if applicable) and a copy be submitted to the City;
4. The New Liskeard Agricultural Society provides written confirmation that they have reviewed the event plan and have no objections to it taking place and a copy is submitted to the City; and
5. All applicable provincial regulations are followed.

Prepared by:

“original signed by”

Mathew Bahm
Director of Recreation

Reviewed and submitted for
Council's consideration by:

“original signed by”

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2020-100

Being a By-law to amend By-law No. 2017-154 to rezone the south half of Lot 9 on Concession 6 within the former Township of Dymond (843313 Dales Road) from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1), to permit the continuation of existing agricultural uses, and to prohibit residential uses

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 Corporation of the City of Temiskaming Shores;

And whereas Council considered Administrative Report No. CS-038-2020 at the Regular Council meeting held on October 6th, 2020, and directed staff to prepare the necessary by-law to amend the City of Temiskaming Shores Zoning By-law No. 2017-154 to rezone the property from Prime Agricultural (A1) to Prime Agricultural Special Exception One (A1-1);

And whereas the Council of the Corporation of the City of Temiskaming Shores deems it advisable to amend By-law No. 2017-154 as hereinafter set forth.

Now therefore be it resolved that the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. The property affected by this By-law is located in the south half of Lot 9 on Concession 6 within the former Township of Dymond and municipally known as 843313 Dales Road, New Liskeard, as indicated by the shaded tone on Schedule 'A' attached hereto and forming part of this By-law.
2. By-law No. 2017-154 is hereby amended as follows:
 - (a) Schedule 'B3' of By-law 2017-154 is hereby amended by rezoning the affected property from "Prime Agricultural (A1) Zone" to "Prime Agricultural Special Exception One (A1-1) Zone" in accordance with the provisions of this By-law.
 - (b) By-law No. 2017-154, as amended, is hereby further amended by adding the following information in the 'A1-1' row in Section 9.5.1:

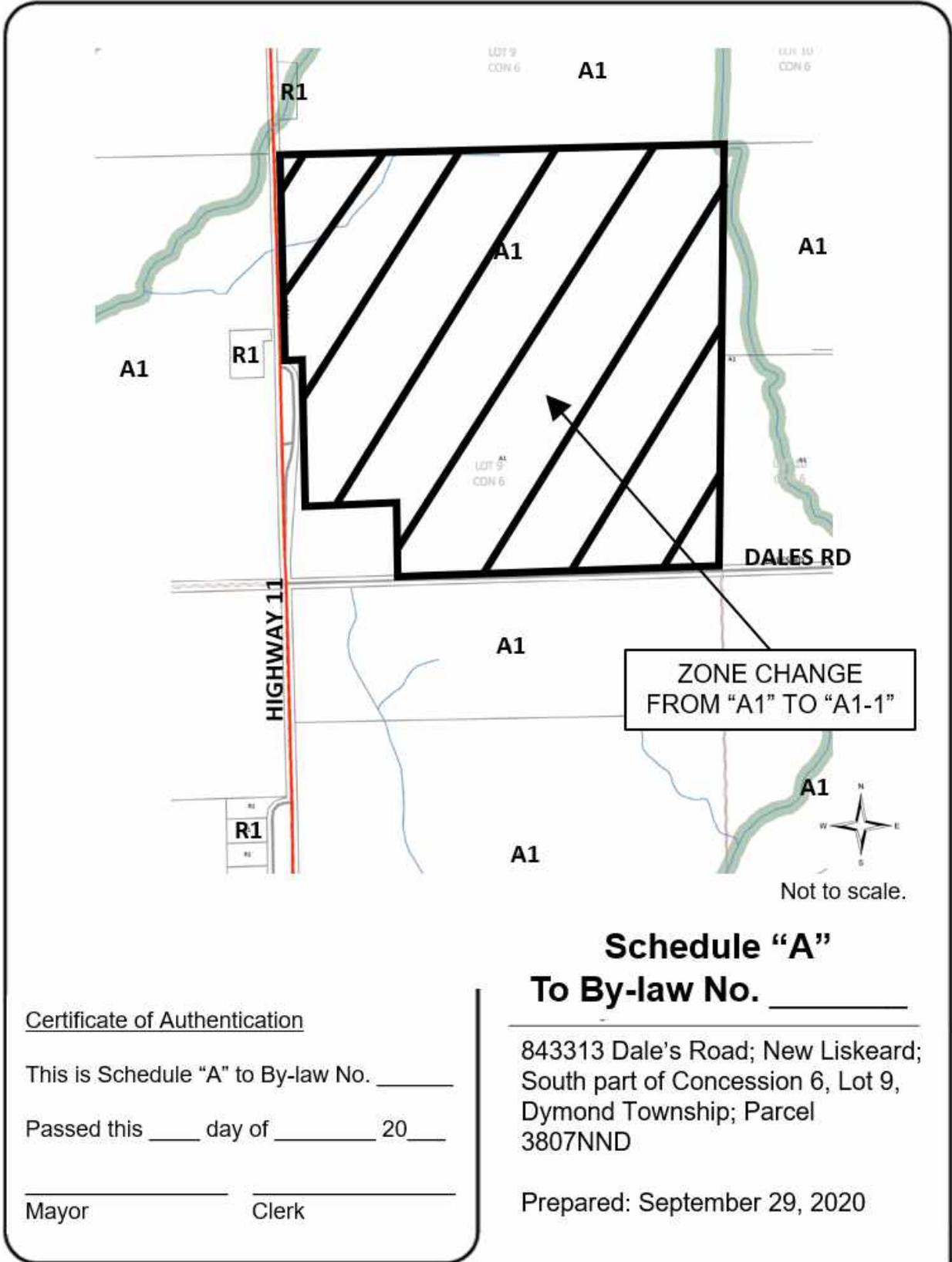
Exception	By-law	Location	Schedule	Special Provisions
A1-1	2020-100	843313 Dales Road	B3	<ul style="list-style-type: none"> Residential uses are not permitted.

3. This By-law shall come into full force and effect in accordance with Section 34 (19) of the *Planning Act*, R.S.O. 1990.

Read a first, second and third time and finally passed this 6th day of October, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



The Corporation of the City of Temiskaming Shores

By-law No. 2020-101

Being a by-law to amend and interpret the by-laws of the City of Temiskaming Shores reflecting the changes to the organizational structure effective June 16, 2020

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

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

And whereas Council considered Memo No. 018-2020-CS at the October 6, 2020 Regular Council meeting, and directed staff to prepare the necessary by-law to amend and interpret the by-laws for the City of Temiskaming Shores reflecting the changes to the organizational structure effective June 16, 2020, for consideration at the October 6, 2020 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. Every by-law in effect as of June 16, 2020, is hereby amended as follows:
 - i) A reference to the department head shown in Column One (1) of Table One (1) of this by-law, shall be a reference to the department head shown opposite in Column Two (2) of Table One (1);
 - ii) A reference to an employee by title, position or department other than the department heads in Table One (1), shall be a reference to the employee designated from time-to-time by the City Manager or the department head responsible for the program to which the by-law applies; and
 - iii) For the purposes of clause (ii), a designation in writing signed by the City Manager shall be sufficient proof of the designation for all purposes.

Table 1	
Column 1	Column 2
Director of Public Works	Manager of Environmental Services and/or Manager of Transportation Services

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 6th day of October, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores

By-law No. 2020-102

**Being a by-law to adopt the 2020-2021 Winter
Operations 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 PW-024-2020 at the October 6, 2020 Regular Council meeting and directed staff to finalize the 2020-2021 Winter Operations Plan and directed staff to prepare the necessary by-law for consideration at the October 6, 2020 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 the 2020-2021 Winter Operations Plan 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 6th day of October, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



City of Temiskaming Shores

Public Works Department Operations Division

Winter Operations Plan 2020 – 2021

Roadways and Sidewalks

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Purpose

This Winter Operations Plan sets out a policy and procedural framework for ensuring that the Corporation of the City of Temiskaming Shores continuously improves on the effective delivery of winter maintenance services and the management of road salt used in winter maintenance operations, as outlined in Environment Canada's Code of Practice for the Environmental Management of Road Salts.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised. As specified in the Code of Practice for the Environmental Management of Road Salts, the Winter Operations Plan for the Corporation of the City of Temiskaming Shores was endorsed by Council on the 6th day of October, 2020.

Definitions

Anti-icing means the application of liquid de-icers directly to the road surface in advance of a winter event. (The City does not apply de-icing agents to the road surface.)

De-icing means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Highway includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road is a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

Pre-treat means the application of liquids (calcium chloride, sodium chloride, etc.) to dry sand or salt prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (calcium chloride, sodium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a weather condition affecting roads such as snowfall, wind blown snow, freezing rain, frost, black ice, etc to which a winter event response is required.

Winter Event is a weather condition affecting roads such as snowfall, wind blown snow, freezing rain, frost, black ice, etc. to which a winter event response is required.

Winter Event Response is a series of winter maintenance activities performed in response to a winter event.

- **Continuous Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.
- **Spot Winter Event Response** is a response to a winter event with only a part deployment of manpower and equipment or with full deployment to only part of the system.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1.0 Objective

The objective of the **2020 - 2021 Winter Operations Plan** is to define standards to be maintained and procedures to be followed, to reduce the hazards resulting from winter snow and ice, in order to maintain the City's roadways and sidewalks in a safe condition.

Winter operations standards establish levels of service for snow and ice control across the city, for various classes and priorities of roadways and sidewalks, to ensure the safe and efficient movement of vehicles, people, goods and services through our community. The standards recognize the difference in traffic conditions and associated risk management on the various classes of roadways and sidewalks. Additionally, the standards indicate that levels of service may not be met until after the end of a winter storm or snowfall event.

Winter operations procedures indicate the actions to be taken in order to maintain the above noted standards. The procedures, in conjunction with the standards, recognize that the winter maintenance measures cannot be carried out on all roadways and sidewalks at the same time, and due to the associated risk management, must follow the priorities as defined by the classification of the roadways and sidewalks.

Notwithstanding the Corporation of the City of Temiskaming Shores is committed to improving winter maintenance operations while continuing to ensure public

safety. The Corporation of the City of Temiskaming Shores will optimize the use of winter maintenance materials containing chlorides on most municipal roads while striving to minimize negative impacts to the environment. The Corporation of the City of Temiskaming Shores public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Corporation of the City of Temiskaming Shores.

2.0 Policy Statement

The Corporation of the City of Temiskaming Shores will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- adhering to the procedures contained within the Winter Operations Plan;
- reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- committing to ongoing winter maintenance staff training and education; and
- monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3.0 Responsibilities

The Manager of Transportation Services is ultimately responsible for winter maintenance operations within the City of Temiskaming Shores. The Superintendent of Transportation Services, reporting to the Manager of Transportation Services, is directly responsible, for winter maintenance operations. The two Superintendents of the operations division have front line management level responsibilities, for directing the winter maintenance operations.

Winter operations are carried out by a combination of full-time road employees and, as required, contractor services, including three Heavy Equipment Operator / Crew Leaders, one Heavy Equipment / Crew Leader – Mechanic, twelve Equipment Operators and four Water and Sewer Operators reporting to the two Superintendents.

The Heavy Equipment Operator / Crew Leader or Patrol Person working evening shift, night shift or weekend shifts will be required to carry "*on-duty*" cell phones that will receive emergency calls re-directed from the Public Works main complex telephone system during their respective shifts. It is the responsibility of that person

to contact the Superintendent or his approved alternate, to act on the emergency accordingly.

The Crew Leader or Patrol Person will be responsible to contact the Superintendent, or his approved alternate, to arrange for additional operators and equipment, as may be required, to ensure that the roads are cleared of ice and snow in accordance with this plan.

4.0 Winter Maintenance Program

4.1.0 The System Maintained

The major activities related to winter maintenance are:

- snow plowing
- salt /sand application
- salt and sand storage
- snow removal snow storage
- sidewalk plowing and de-icing

The Corporation of the City of Temiskaming Shores is responsible for winter maintenance on:

Paved Roads	352 lane km
Surface Treated Roads	45 lane km
Unpaved Roads	218 lane km
Sidewalks	42 km*
Paths and Trails	9 km

***Note: Not all municipal sidewalks are maintained during Winter Operations, See Appendix B-01 and 02.**

For the purposes of this winter operations plan, the highways under the jurisdiction of the Corporation of the City of Temiskaming Shores have been classified (Class 2, 3,4, 5 & 6) as per the following table which is based on the Classification of Highways table included in O.Reg. 239/02 (as amended by O.Reg. 366/18).

Classification of Highways

Average Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
53,000 or more	1	1	1	1	1	1	1
23,000 – 52,999	1	1	1	2	2	2	2
15,000 – 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

For the purposes of the table above to this section, the average daily traffic on a highway or part of a highway under the jurisdiction of the Corporation of the City of Temiskaming Shores shall be determined:

- a. by counting and averaging the daily two-way traffic on the highway or part of the highway; or
- b. by estimating the average daily two-way traffic on the highway or part of the highway.

The table below summarizes the road system in the Corporation of the City of Temiskaming Shores as follows:

	Paved (L Km.)		Surface Treated (L Km.)		Unpaved (L Km.)	
	Rural	Urban	Rural	Urban	Rural	Urban
Class 1	0	0	0	0	0	0
Class 2	15.23	0	0	0	0	0
Class 3	18.21	30.62	7.8	0	0	0
Class 4	13.76	58.94	12.22	0	0	0.2
Class 5	4.9	71.1	0	4.8	48.34	5.71
Class 6	0	143.09	8.2	0	128.45	50.36

4.2.0 Level of Service

The Corporation of the City of Temiskaming Shores provides the following level of service during the winter maintenance season, in response to a winter event as described in O. Reg 239/02 and as amended by O. Reg 366/18.

Patrolling

- (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section.
- (2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions.
- (3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities.
- (4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. of the Regulation.

Patrolling Frequency

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

Weather monitoring

- (1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- (2) From May 1 to September 30, the minimum standard is to monitor the

weather, both current and forecast to occur in the next 24 hours, once per calendar day.

Snow accumulation, roadways

- (1) The minimum standard for addressing snow accumulation on roadways is,
 - (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
 - (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres.
- (2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation.
- (3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 1. Patrolling highways.
 2. Performing highway maintenance activities.
 3. Supervising staff who perform activities described in paragraph 1 or 2.
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
 - (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate.

- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
 - (a) plowing the roadway;
 - (b) salting the roadway;
 - (c) applying abrasive materials to the roadway;
 - (d) applying other chemical or organic agents to the roadway;
 - (e) any combination of the methods described in clauses (a) to (d).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (c) used by a municipality for snow storage.

Snow Accumulation - Roadways

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

Snow accumulation, significant weather event

- (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,
 - (a) to monitor the weather in accordance with section 3.1 of the Regulation; and
 - (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate

to do so.

- (2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.
- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

- (1) The minimum standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 1. Monitor the weather in accordance with section 3.1 of the Regulation.
 2. Patrol in accordance with section 3 of the Regulation.
 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose.
- (2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.
- (3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires after the

municipality becomes aware of the fact that a roadway is icy.

- (4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand.

Ice Formation Prevention

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

Treatment of Icy Roadways

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

Icy roadways, significant weather event

- (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,
- (a) to monitor the weather in accordance with section 3.1; and
 - (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.
- (2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Snow accumulation on sidewalks

- (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,
 - a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
 - b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.
- (2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.
- (3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.
- (4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.
- (5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,
 - (a) plowing the sidewalk;
 - (b) salting the sidewalk;
 - (c) applying abrasive materials to the sidewalk;
 - (d) applying other chemical or organic agents to the sidewalk; or
 - (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

- (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,
 - (a) to monitor the weather in accordance with section 3.1; and
 - (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.
- (2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.
- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

- (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,
 - (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
 - (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.
- (2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

- (3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.
- (4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

- (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,
 - (a) to monitor the weather in accordance with section 3.1; and
 - (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.
- (2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.
- (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

- (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.
- (2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

- (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.
- (2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,
 - (a) when a municipality passes a by-law to close the highway or part of the highway; and
 - (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

1. By posting a notice on the municipality's website.
2. By making an announcement on a social media platform, such as Facebook or Twitter.
3. By sending a press release or similar communication to internet, newspaper, radio or television media.

4. By notification through the municipality's police service.
5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

4.3.0 Winter Maintenance Season

The winter maintenance season within which the Corporation of the City of Temiskaming Shores will perform winter highway maintenance commences on November 1st, 2020 and is completed April 30th, 2021.

4.4.0 Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 4.3.0, the Corporation of the City of Temiskaming Shores undertakes the following tasks to prepare for the upcoming winter season.

4.4.1 Prior to the Winter Season

Prior to the winter season, if required, prepare and call tenders for the supply of materials (salt, sand, liquid), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (plow trucks, spreader trucks, combination units). Prior to the winter season Corporation of the City of Temiskaming Shores will;

1. Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
2. Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled between winter events, their duties during a winter event, recording keeping requirements and callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
3. Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs

4. Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
5. Confirm that all guiderail, catch basin, hazard and fire hydrant markers, if any, are in place. Any missing markers will be replaced prior to the winter session.

4.4.2 One Month Prior to the Winter Season

One month prior to the winter season Corporation of the City of Temiskaming Shores will;

1. Post the winter shift schedule in accordance with the municipality's collective agreement, if any.
2. Assign equipment to staff.
3. Calibrate material application equipment.
4. Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
5. Assign staff to monitor weather forecasts on a daily basis. Assign night patrol shift if forecast indicates an overnight winter event is probable. The patrol person will be authorized to initiate a winter event response if conditions warrant a response.
6. Have a 25 % of the fleet ready to respond to a winter event.
7. Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

4.4.3 Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Corporation of the City of Temiskaming Shores will;

1. Begin regularly scheduled night patrol of representative roads that are maintenance Class 2 and 3 roads, as deemed necessary.
2. Have the required complement of the fleet ready to respond to a winter event.
3. Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4 Start of the Winter Season

At the start of the winter season the Corporation of the City of Temiskaming Shores will;

1. Implement the winter shift schedule.
2. Begin patrolling representative roads in all maintenance classes.
3. Respond to winter events as per the winter operations plan.

4.5.0 Winter Patrol

During the winter maintenance season, as identified in 4.3.0, the Corporation of the City of Temiskaming Shores carries out a winter patrol on a route of representative roads twice daily, 7 days a week. Between winter events a patrol of representative roads will occur during daylight hours and a second night patrol will be also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches.

The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

4.6.0 Operations

4.6.1 Staffing and Hours of Work

Four (4) regular crews for Public Works staff will be scheduled during the "Winter Operations Season" on a rotating basis. The winter maintenance season will commence on or about November 1st and finish on or about April 30th of each year. The start and finish dates of the winter maintenance season may be adjusted by management due to weather conditions.

Shift " D " Days	6:30 am to 3:00 pm
Shift " N " Nights	10:00 pm to 6:30 am
Shift " E " Evenings	3:00 pm to 11:30 pm

Crew	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	N	N	N	N	N	OFF	OFF
2	OFF	D,EP	D, EP	D, EP	D, EP	D, EP	OFF
3	DP, EP	D,	D	D	D	D, NP	NP
4	OFF	D,	D	D	D	D,	DP,EP

The Public Works staff will share the requirements of the winter maintenance shift duties. Each day and night shift (Sunday night to Friday day shift) should, at minimum, consist of one Heavy Equipment / Crew Leader, three Operators / Laborers and one Water / Sewer Operator. Evening and weekend patrol shifts shall consist of, at minimum, one Public Works staff person.

This schedule provides for 24 hours per day – 7 days per week operational coverage during the winter maintenance season and will improve response times during and after winter storm events.

A one-half hour lunch break will be provided beginning at 12:00 pm during the day shift and a ½ hour lunch break beginning at 3:00 am during the night shift and at 7:00 p.m. during the evening shift. All non-paid break periods do not include travel time to and from the work site.

From 6:30 am Monday to 3:00 pm Friday, the Road Superintendent or his approved alternate will provide the legislated road patrol requirements with the purpose of being informed of weather and roadway conditions.

From 3:01 pm Friday to 6:29 am Monday, the weekend day, evening and night shift Patrol Person or Heavy Equipment Operator / Crew Leader will provide the legislated road patrol requirements during their respective shifts with the purpose of being informed of weather and roadway conditions. These same Patrol Persons or Crew Leaders shall carry the “on-duty” cell phone and will respond to emergency calls. It is the responsibility of these individuals to contact to Superintendent or his approved alternate to arrange for additional operators, manpower or equipment as may be required.

A worker’s normal scheduled shift may be changed by a supervisor or his alternate at any time provided the supervisor or his alternate so advises the employee by no later than 4 hours after the completion of the employees last regularly scheduled shift.

Two, fifteen minute paid “coffee breaks” will be permitted through the shift period, the first break two hours after the shift start time and the other break two hours after the scheduled lunch break period. The fifteen-minute paid break period does not include travel time to and from the work site.

4.6.1.1 Minimum Crew Size

A minimum number of operators are required to ensure compliance with this winter operations plan. Therefore, restrictions on time off will be governed by the limitations of the following chart.

Operator classification	Limitation
Heavy Equipment Operator	1 of 4
Equipment Operator	4 of 12
Water/Sewer Operators	2 of 4
Equipment Mechanic	1 of 2
Supervisors and Clerk	2 of 4

- But no more than two workers off per shift crew.

This limitation on time off will allow for a total of 14 workers available to deal with winter events. The supervisor will determine the need to re-schedule worker’s shifts, if workers need to be held back on overtime or called-in so that the Public Works Department can provide for the necessary operators for a full winter event response. The use of part-time workers, supervisors and mechanics is available only as provided for in the current Collective Agreement.

4.6.1.2 Contracts

Contractors will be hired or contracted for winter maintenance operations to assist and/or supplement;

- Snow Removal and Hauling Operations

4.6.2 Winter Materials used Annually

Materials Used Annually

Year	Rock Salt	Winter Sand
2005	\$81,400	\$56,200
2006	\$35,200	\$73,600
2007	\$78,500	\$87,900
2008	\$106,400	\$90,250
2009	\$74,369	\$77,618
2010	\$95,102	\$64,922
2011	\$107,206	\$95,752
2012	\$125,965	\$75,440
2013	\$177,382	\$66,586
2014	\$177,185	\$100,143

2015	\$146,758	\$73,012
2016	\$203,737	\$79,914
2017	\$178,245	\$81,785
2018	\$238,672	\$84,050
2019	\$193,915	\$143,808

4.6.3 Application Rates

4.6.3.1 Winter Sand

Winter sand is applied to provide grit and traction on snow and ice and is typically used in weather conditions where the temperature is colder than -10C, on low volume roads and gravel roads where salt is not an option. The Ministry of Transportation has performed tests and has shown that the application of winter sand improves greatly the stopping distance of vehicles and improves safety of vehicular traffic.

Winter sand contains a measure of salt to prevent freezing of the material and to allow the material to smoothly flow out of the spreader units. The Ministry of Transportation standard is to produce winter sand between 3% to 5% sand/salt mix, which is the minimum amount of salt that the Ministry has determined is required to prevent freezing of the sand. The Ministry standard for the application of winter sand is 570 kg / 2-lane km.

However, in the City of Temiskaming Shores practice has been to apply a sand/salt mix based on operator experience. Intersections and hills get a higher application rate for safety reasons and low volume flat residential areas get a lower application rate. The city does not have electronic spreader controls in their sander units and therefore does not accurately know the exact rates of winter sand applied.

The City presently uses a 5% salt/sand mix ratio in its winter sand.

4.6.3.2 Salt

Most road authorities do not recommend the use of crushed rock salt when the ambient temperature is below -12C, although salt may be used down to -18C if strong sunlight is providing higher surface temperatures. The eutectic temperature of salt is -21C but as this temperature is approached the melting action becomes very slow. Ten times as much snow can be melted by a kg of salt at -1C as at -12C.

The need for treatment at -12C is much less than at temperatures closer to the freezing mark as tests have shown that an automobile will stop 25 meters earlier on glare ice at -12C than the same glare ice at -1C.

The City of Temiskaming Shores policy is to apply salt for Winter Control Services at an application rate of 131 kg / 2-lane km. This rate

of salt application is consistent with the lower end of the 130 to 170 kg / 2-lane km recommended by the Ministry of Transportation.

The greatest majority of salt applied to city roads is done on the secondary highways and high traffic roads, which are mostly included in Route "I". The City's vehicle does not have electronic controls and therefore salt is applied through a manual setting based on operator experience.

4.6.4 Equipment – Winter Maintenance Fleet

The Public Works Department will continuously identify and assess new and innovative technologies to improve snow removal efficiency and significantly reduce the amount of road salts being applied to the roads.

New equipment purchases should investigate innovative practices and demonstrate the City's commitment to the safety of road users and the protection of the environment. Through product innovation, operators can continue making consistent decisions to achieve desired objectives.

The following table provides a list of municipal equipment used in the plowing and sanding operations for the city.

Winter Equipment Inventory

Unit	Year	Make	Model	Box Type	Spreader Type	Route
23	2014	International	7600	U Body	Electronic	C - Hlby-Country
24	2018	Freightliner	114SD	U Body	Electronic	H – Dymond East
25	2016	Freightliner	108SD	U Body	Electronic	Sander-South
26	2018	Freightliner	114SD	U Body	Electronic	G - Dymond West
27	2016	Freightliner	108SD	U Body	Electronic	Sander-North
31	2019	International	HV613	U Body	Electronic	I - Highway
40	2016	Trackless	MT6	Hopper	Electronic	Sidewalk South
41	2018	Trackless	MT7	Hopper	Electronic	Spare
42	2009	Trackless	MT6	Hopper	Electronic	Sidewalk North
43R	Rental	John Deere		N/A	N/A	A -Hlby-South

45	2011	John Deere	772GP	N/A	N/A	F - NL- North
52 R	Rental	John Deere		N/A	N/A	E - NL- Center
61 R	Rental	John Deere		N/A	N/A	D – NL - South
63	2012	John Deere	772G	N/A	N/A	B – Hlby North

4.6.5 Yard Facilities

Winter Material Storage Capacities

Site	Rock Salt (t)	Winter Sand (t)	Covered Area
New Liskeard	250	5000	No
Dymond	Nil	1000	Yes
Haileybury	450	3000/2000	Yes / No

City staff is based primarily out of the main complex yard based at 200 Lakeshore Road, New Liskeard to provide Winter Maintenance Services. The north section, formerly known as Dymond may be dispatched from the Dymond Yard located at 181 Drive-in Theatre Road. The middle section, formerly known as New Liskeard is serviced out of the New Liskeard Yard located at 200 Lakeshore Road. The southern section, formerly known as Haileybury may be dispatched out of the Haileybury Yard located at 500 Broadway Street and a materials storage yard located on View Street.

The Superintendents will endeavor to schedule the next shifts work assignments by 2:30 pm each day. Workers are responsible to travel to their assigned work start locations. If a change occurs in a worker's assigned start location and the worker is not given advance notice and reports for work at the main complex yard, transportation to the new work start location will be provided from the main complex yard.

Evening Patrols (3:00 p.m. to 11:30 p.m.) commence at the New Liskeard Yard in November and service the entire city's transportation network. City staff is called in to perform work on an as-required basis until the end of April. The day shift is from 6:30 am to 3:00 pm and the night shift is from 11:00 pm to 7:30 am. In the event of a major storm requiring continuous equipment operations, equipment operators from the day shift may be re-scheduled. The evening shift may require additional help to ensure the safety of the transportation network.

4.6.6 Roadway De-icing and Sanding

Roadway de-icing and/or sanding needs initiate the winter maintenance operations when the first effects of a storm are felt in order to provide traction for traffic until the depth of snow has reached the operations start trigger, at which time plowing operations typically commence.

Road Supervisors are allowed some latitude regarding frequency and timing of salt and grit applications. Application rates have been harmonized across the City. These settings were established through past practices within our urban environment.

Salt placement will be on the crown or high side of the driving surface where there is a good cross fall allowing traffic to distribute the resulting brine over the road.

There are some road authorities that are beginning to use liquid de-icing chemicals in addition to solid salt. Literature and practice show that salt performance can be improved with liquids. However, one must be cautious when introducing such techniques. To date, established city practices do not include straight liquid chemical techniques.

The City of Temiskaming Shores present guideline is to apply a solid de-icer once snow starts to accumulate or "stick" on arterial roads. Timely application of chemicals is critical to preventing snow from sticking to roads. Without the timely application of chemicals, snow could easily bond to roads and, in turn, become difficult to plow, potentially causing road hazards. As snow accumulates, it is plowed to maintain safe driving conditions.

During and upon completion of winter maintenance operations, a daily log is maintained and updated, indicating roadway winter maintenance activities carried out.

4.6.7 Snow Plowing

Plowing and de-icing/sanding continue, with respect to each class of roadway, in accordance with its classification and level of service standard. The plowing route maps included in the appendices identify the roadways to be cleared and the classification of each roadway section.

During the regular Monday to Friday, day or night shifts, winter maintenance procedures will be initiated by the Road Superintendent or his alternate based on existing and forecasted weather and road conditions. Monitoring of weather forecasts, patrol reports and other information, as may be available, may allow preparations for winter

maintenance operations to be initiated prior to the beginning of an actual event.

During the evening shift, night shift, weekend shifts or on a statutory holiday, winter maintenance procedures will be initiated by the Patrol Person or Heavy Equipment Operator/Crew Leader designated. The designated Patrol Person or Heavy Equipment Operator/Crew Leader will be responsible for roadway patrol to inform him of changing road and weather conditions and he will make the appropriate call to the Superintendent or his approved alternate, to arrange for additional manpower, operators or equipment as required.

4.6.8 Snow Removal and Disposal

As a result of snow plowing operations, snow accumulates at the side of roads as windrows or mounds. The City starts snow removal operations when these windrows reach volumes that create a nuisance or hazard to pedestrians and motorists and to maintain capacity for subsequent snowfalls.

The objective is to commence removal operations in **Priority 1** locations as soon as practicable after becoming aware that the snow bank accumulation is greater than **60 cm** and **120 cm** in **Priority 2** locations.

Experience over the years has shown that the City has the capability and capacity to remove and dispose of 2700 cubic meters of snow per night shift. One average snowstorm requires three-night shifts to complete all required removal work in approved designated areas.

Snow removal involves the use of in-house snow blowers, front-end loaders, motor graders and city owned dump trucks as well as contracted dump trucks.

List of Snow Storage Areas

Site	Location	Area	Volume
1	Shepherdson Road / Bolger	New Liskeard	71,000
2	Craven Drive *	New Liskeard	34,000
3	Birch Drive Ravine	New Liskeard	3,900
4	Bay Street off Lakeshore Road	New Liskeard	25,000
5	Montgomery Street off Melville	New Liskeard	9,700
6	Montgomery Street off Melville	New Liskeard	4,500
7	Dawson Point Road at McKelvie	New Liskeard	44,000
8	Haliburton Street West Ravine	New Liskeard	700
9	Pine Street Ravine	New Liskeard	900
10	Laurette Street North	Dymond	10,000
11	Behind Quality Inn off Raymond	Dymond	14,600
12	Morrissette Drive East	Haileybury	47,000

13	Lakeview Street off Park	Haileybury	25,500
14	Birch Street at Groom	Haileybury	6,000
15	Station Street at Groom	Haileybury	5,600
16	Meridian Avenue near Medical Centre	Haileybury	12,900

Note: New Liskeard has a maximum capacity of 192,700 cubic meters, Dymond has 24,600 cubic meters and Haileybury has 97,000 cubic meters. The total available storage area for the City is 323,000 cubic meters.

4.6.8.1 City By-laws and Ordinances

There are two bylaws used extensively by the Public Works Department during winter maintenance operations; Traffic By-law and Snow Disposal By-law, excerpts are included in Appendix “F”.

4.6.9 Sidewalk Service Standards

Sidewalks are classified in accordance with the associated pedestrian traffic and proximity to schools, seniors’ buildings, downtown business areas and high-volume roadways.

The objective is to make the sidewalk as safe as possible, to be reached as soon as possible, after a storm has ended, and normally within (24) hours. The trigger to start plowing operations is 10 cm snow accumulation.

The objective is to treat the icy sidewalk as soon as practicable after becoming aware that the sidewalk is icy, and is accordance with the standard.

There are two maps included in the Appendix “B” that specify which sidewalks have been approved for winter maintenance. Those not shown as being maintained are considered to be closed for the period covered by the Winter Operations Plan.

4.6.10 Parking Lot Service Standards

Parking lots/laneways are classified in accordance with the associated vehicular traffic and proximity to downtown business areas and municipal buildings.

The objective is to make the parking lot as safe as possible, to be reached as soon as possible, after a storm has ended, and normally within (48) hours. Staff priority will be given to plowing and sanding/salting roadways and sidewalks.

The objective is to treat the icy parking lots/laneways as soon as practicable after becoming aware that the parking lot/laneway is icy, and normally within (16) hours.

There are three maps included in the Appendix "C" that specify which parking lots/laneways have been approved for winter maintenance.

4.6.11 Vulnerable Areas

Currently the salt vulnerable areas within the City of Temiskaming Shores have been identified as:

- The Wabi River particularly at low flow (flows in the Wabi River are controlled by the South Temiskaming Dam and impacts from the discharge of salt laden run off could be more pronounced during these periods);
- Lake Temiskaming
- Moose Creek
- South Wabi Creek
- Mill Creek
- Dickson Creek
- Areas associated with groundwater recharge zones or shallow water table, with medium to high permeability soils; and
- Salt vulnerable vegetation along roadways.

Reducing salt-laden runoff to these areas will be the result of successfully implementing the 4-R's of Salt Management: right material, right amount, right time, right place.

4.6.12 Weather Monitoring

- (1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality.
- (2) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

In order to determine an effective winter event response and allocate the appropriate resources the Corporation of the City of Temiskaming Shores supplements road patrol information with weather information from various sources which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities and MTO contractors.
- Monitoring websites www.theweathernetwork.com
- Staff monitoring pavement temperatures by means of on-board infrared thermometers which are mounted on the patrol and other trucks, and;
- Local Radio Station - CJTT FM 104.5

4.6.13 Communications

All Public Works Department winter maintenance vehicles are equipped with high band radios capable of transmitting and receiving on the following frequencies: transmitting – 170.490 and receiving – 165.885 mhz. Each vehicle is assigned a unique call number and can communicate with other city Public Works vehicles, the Superintendents and the Public Works Clerk located at the Operation Division yard at 200 Lakeshore Road.

Reporting hazards and accidents to the Police, Fire or Ambulance Services can be accomplished through the Public Works Clerk.

The City provides a call service which serves as the main hub for in/outgoing calls from staff, emergency services and the general public

The Call Service:

- Can be reached by calling (705) 647-6220 during business hours
- Can be reached by calling (705) 648-5575 after business hours
- Typical call timings (during winter season) are 24 hours. (Transferred to Patrol Persons Cellular Phone after Regular Hours)
- Is in operation (during winter season) 7 days a week.
- Municipality communicates important information to the public via:
 - CJTT 104.5 FM Radio
 - City Website - www.temiskamingshores.ca
 - Public Works Facebook Page

4.6.14 Call Out Procedures

Operational decisions will be made by the Superintendent of Transportation Services or his/her designate with the aid of available

forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Supervisor or Patrol Person to respond to a winter event is warranted. It is vital therefore that the Supervisor or Patrol Person records the prevalent conditions and relevant information when he/she makes a decision.

The Patrol Person shall inform the Supervisor of changing of road and weather conditions observed in the field. When a winter event response is required the Supervisor or his/her designate will contact the Crew Leader by radio or cellular phone. The Supervisor or his/her designate will contact staff as per the shift schedule and direction given by the Supervisor or his/her designate. In the absence of the Superintendent, the Superintendent of Environmental Services, Manager of Environmental Services or the Manager of Transportation Services shall be his/her designate and initiate a call out in response to a winter event.

Call-out Chart

Forecast	Call-out Response			
Storm Severity	Class 2	Class 3	Class 4	Class 5
Less than 10 cm	Call-out plow operations near end of storm or when 5 cm of snowfall has accumulated If roads become slippery combination sander unit shall apply salt and/or sand as road temperature dictates.	Call-out plow operations near end of storm or when 8 cm of snowfall has accumulated and maintain collector routes with plow / spreader combination unit. No call-out of sander unless roads become slippery	Call-out plow operations near end of storm only if 8 cm of snow fall has accumulated and maintain collector routes with plow / spreader combination unit. No call-out of sander unless roads become slippery	Call-out plow operations near end of storm only if 10 cm of snowfall has accumulated No call-out of sander unless roads become slippery
More than 10 cm	Call-out plow operations when 5 cm of snow has accumulated. If roads become slippery combination sander unit shall apply salt and/or sand as road temperature dictates.	Call-out plow operations when 8 cm of snow has accumulated. Re-schedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery	Call-out plow operations when 8 cm of snow has accumulated. Re-schedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery	Call-out plow/spreader truck when 10 cm of snow has accumulated. Reschedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery
Sleet and freezing rain	Call-out combination plow/sander units if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit

4.6.15 Road Closure Procedure

In the event a specific road must be closed due to a severe winter storm, appropriate signs will be placed to close the road. Rb-92 Road Closed Signs on portable stands, TC-54 flexible drums and barricades will be available at the New Liskeard Main Complex.

Upon receiving a request from the Ontario Provincial Police or the Manager of Transportation Services to close a road to traffic, the Supervisor or his/her designate will organize manpower and equipment to place the signs and barricades. The Supervisor or his/her designate will contact the Works Clerk and request that a media release (Appendix E) be sent to the local news and radio stations advising of the road closure.

Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Supervisor or his/her designate will advise the Ontario Provincial Police and the Manager of Transportation Services of the situation and arrange to send the media release.

4.7.0 Decommissioning Winter Operations

After the winter season (identified in 4.3.0) expires Corporation of the City of Temiskaming Shores undertakes the following tasks to decommission winter operations.

4.7.1 Two Weeks After the Winter Season Ends

Two weeks after the winter season ends;

1. Cease regularly scheduled winter night patrols;
2. Continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight winter event is probable.
3. Decommission 50 % of the fleet.

4.7.2 One Month After the Winter Season Ends

One month after the winter season ends;

1. Cease all winter highway maintenance operations
2. Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.8.0 Training

The Corporation of the City of Temiskaming Shores will maintain a comprehensive winter maintenance training program that demonstrates the purpose and value of new and existing procedures and ensure that personnel are competent to carry out their duties.

All Public Works Department staff directly involved in winter maintenance will be required to participate in courses to provide assurance of the competency level for all operators.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

4.9.0 Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

The Public Works Department will maintain an annual log that contains total quantities of sand and salt usage along with weather data reports. Shift reports shall comprise of the following:

The date will be recorded as Day/Month/Year. It will be written in a numerical format (dd/mm/yy). The time shall be documented using the 24-hour clock format, and will be notarized (print and sign name) by the person(s) completing the report.

- (a) Areas maintained;
- (b) Material used (sand and/or salt);
- (c) Quantities of material used;
- (d) Shift hours; and
- (e) Pavement and air temperature

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

Records will be completed daily and forwarded to the Works Clerk upon completion, for retention.

5.0 Plan Improvement

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt. Over the next ten years the Corporation of the City of Temiskaming Shores plans to undertake the improvements as listed in Table 1. This list will be reviewed and updated annually.

6.0 Monitoring and Updating

The purpose of monitoring and updating is to provide a basis for continuous improvement of the winter operations plan and the winter maintenance policies, practices and procedures of the Corporation of the City of Temiskaming Shores.

At the end of the winter season, as identified in 4.3.0, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Corporation of the City of Temiskaming Shores shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of 2015/16 will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual cm of snow accumulation from the benchmark year
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
- % change (+/-) in the total number of days with freezing rain from the benchmark year

- % change (+/-) in the total number of continuous winter event responses from the benchmark year
- % change (+/-) in the total number of spot winter event response from the benchmark year

Monitoring the salt used:

- % change (+/-) in the total number of winter event hours from the benchmark year
- % change (+/-) in the total tonnes of salt purchased annually from the benchmark year
- % of applications where discharge rates exceeded
- % change (+/-) in the total tonnes of salt applied annually per system km per winter event

Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that meet or exceed the level of service policy from the benchmark year
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year

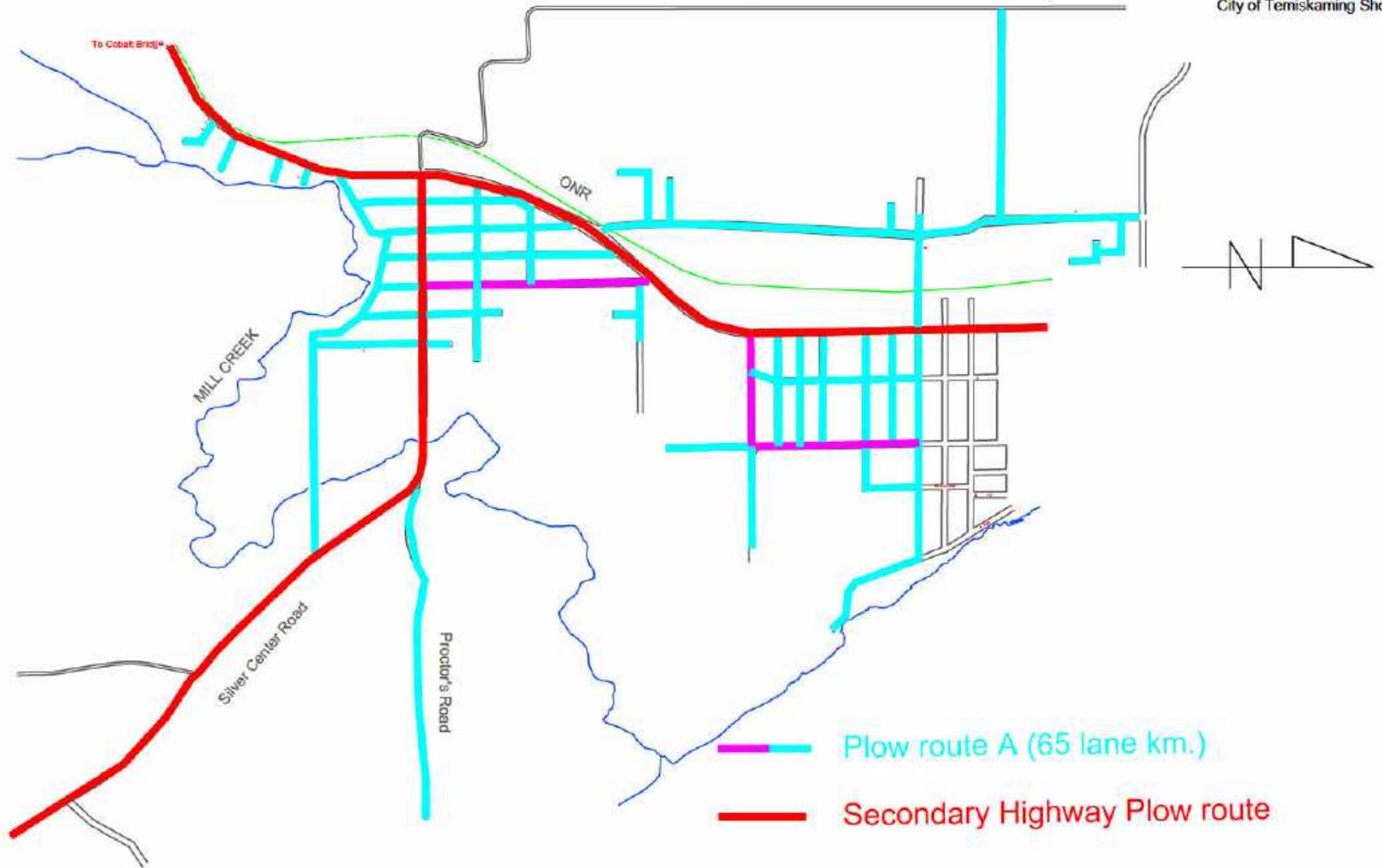
7.0 Notes

- It is acknowledged that conditions may occur which temporarily prevent achieving the levels of service as detailed in this document. In such cases, attempts will be made to keep Class 2 & 3 roads as clear as possible by utilizing all maintenance equipment at maximum efficiency.
- Winter operations will continue until the prescribed level of service is achieved where conditions permit. Should conditions not permit accomplishment of the prescribed level of service, operations shall continue as required to maintain as good a driving service as possible.
- The order of priority for winter maintenance operations during a storm is Class 2 through Class 6 roads and Priority 1 then Priority 2 sidewalks. Sidewalks will be plowed at the same time as roads if and whenever possible.

Appendix A – Plow Routes

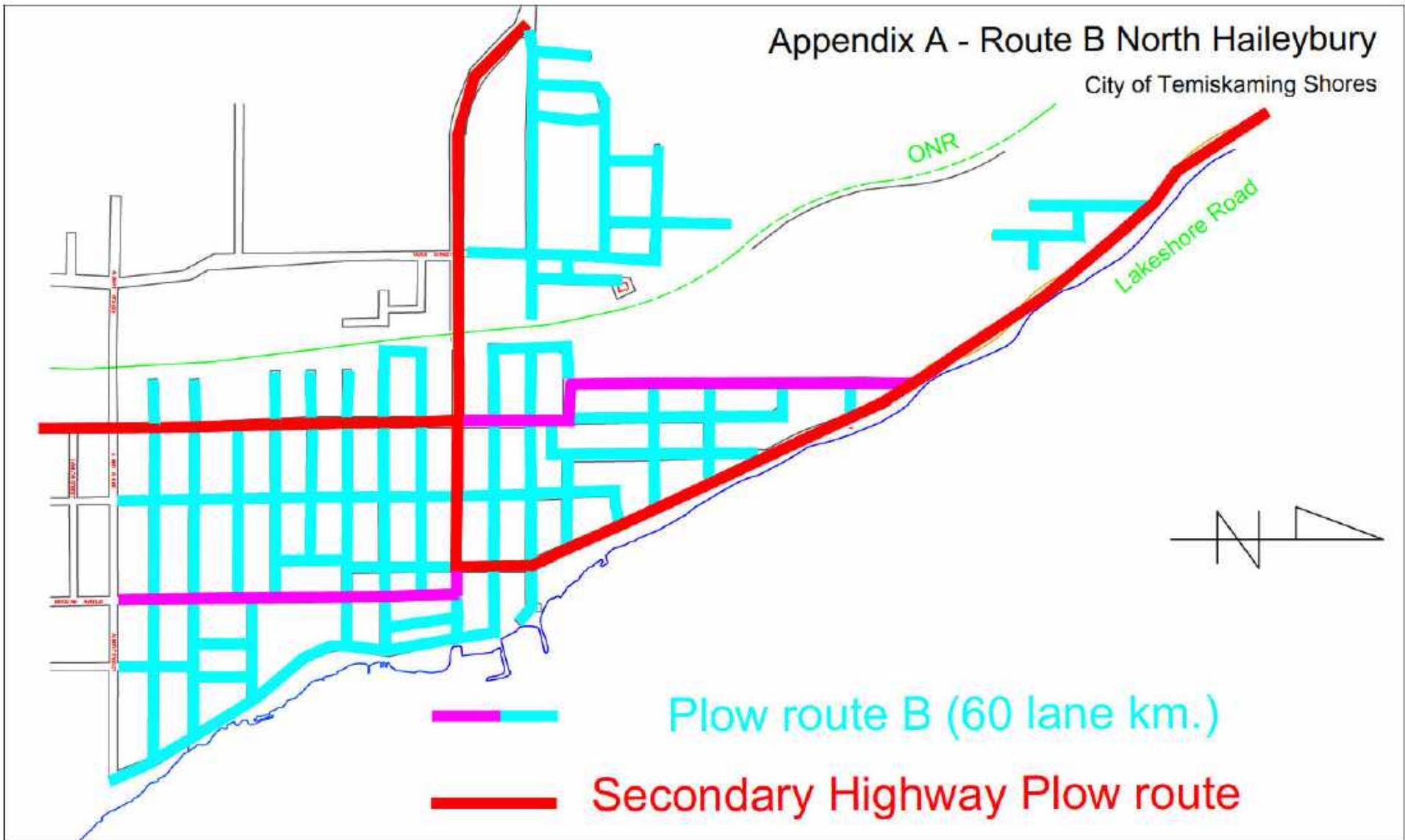
Appendix A - Route A Haileybury South

City of Temiskaming Shores



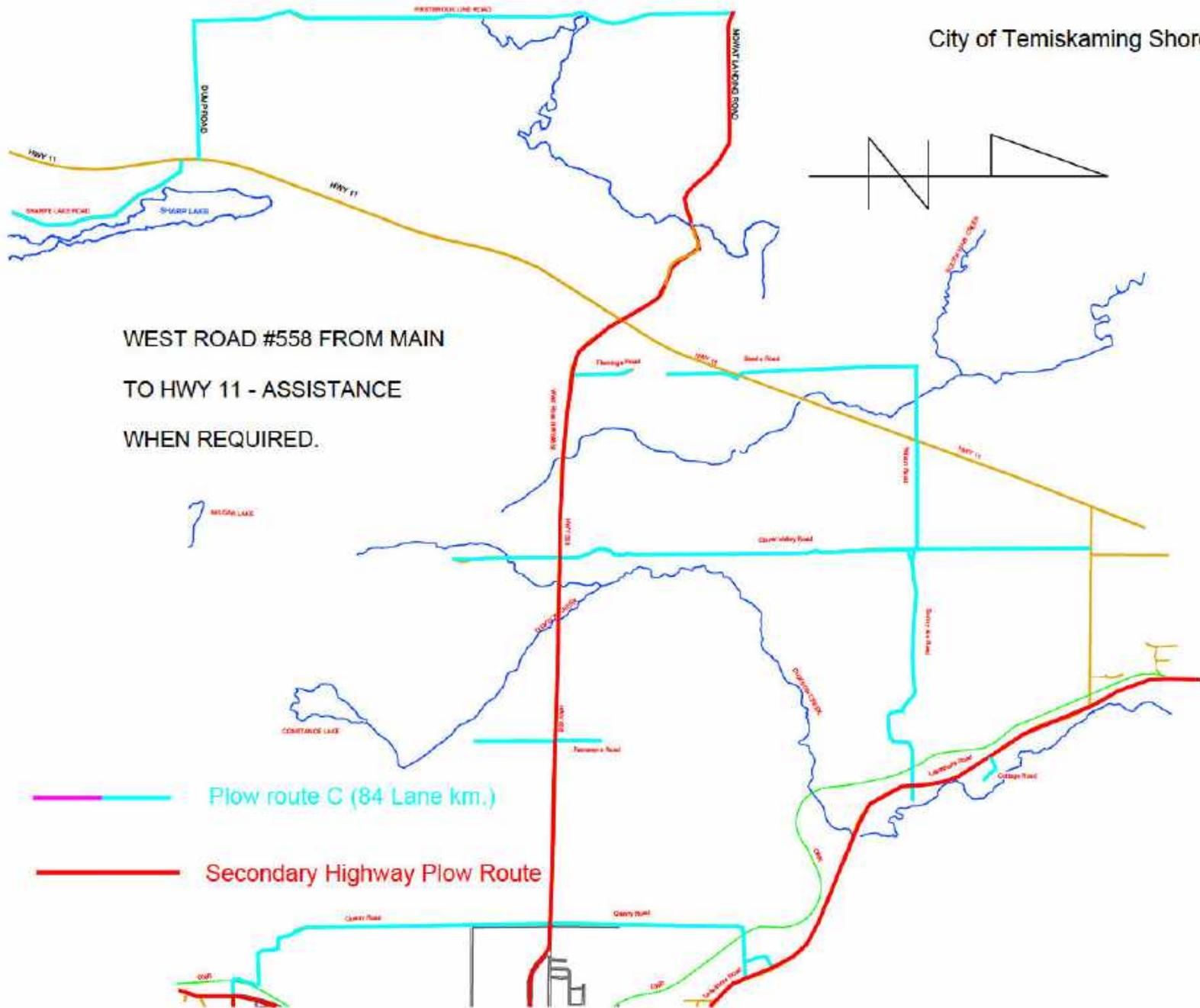
Appendix A - Route B North Haileybury

City of Temiskaming Shores



Appendix A - Route C West Haileybury

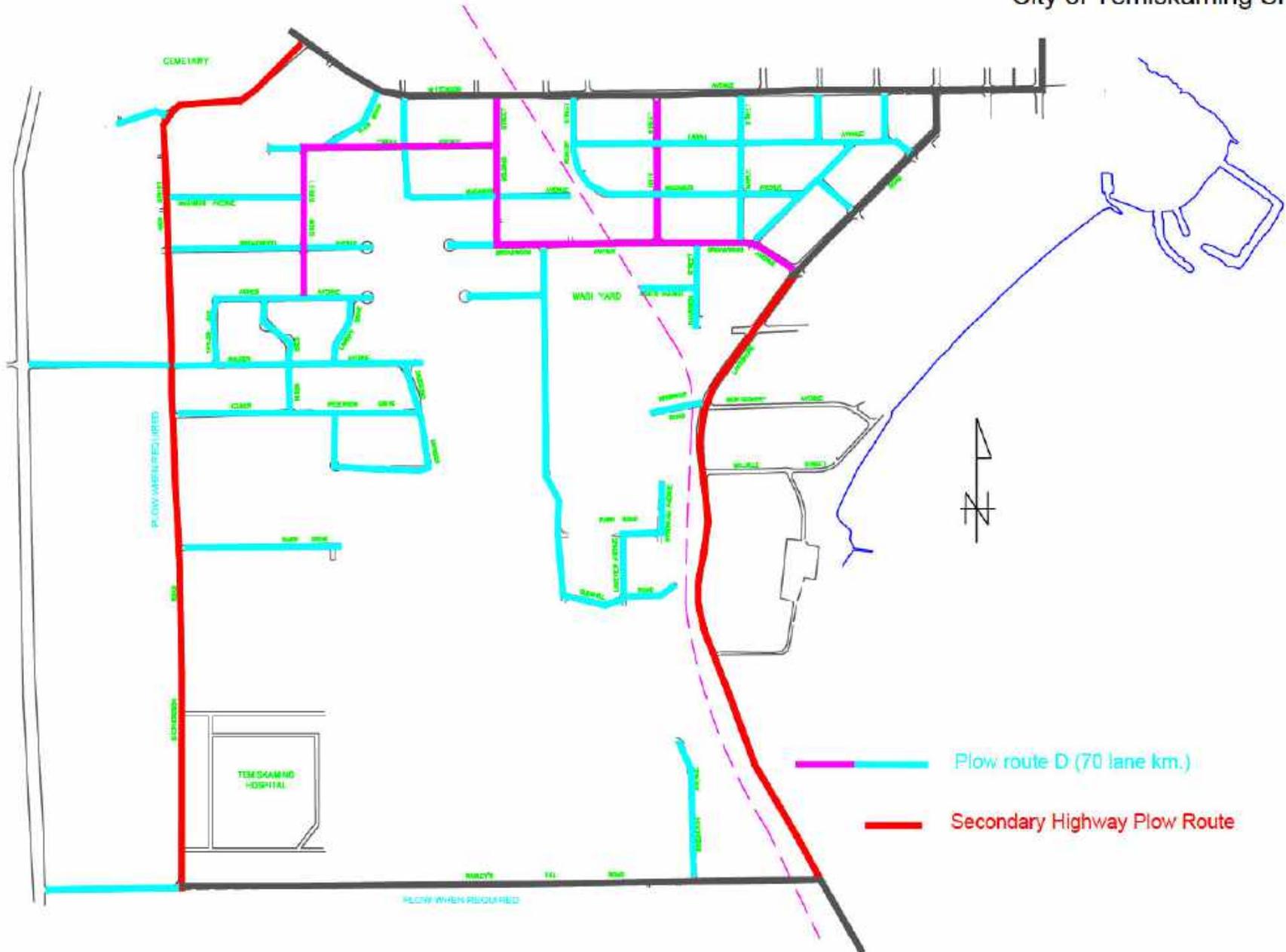
City of Temiskaming Shores



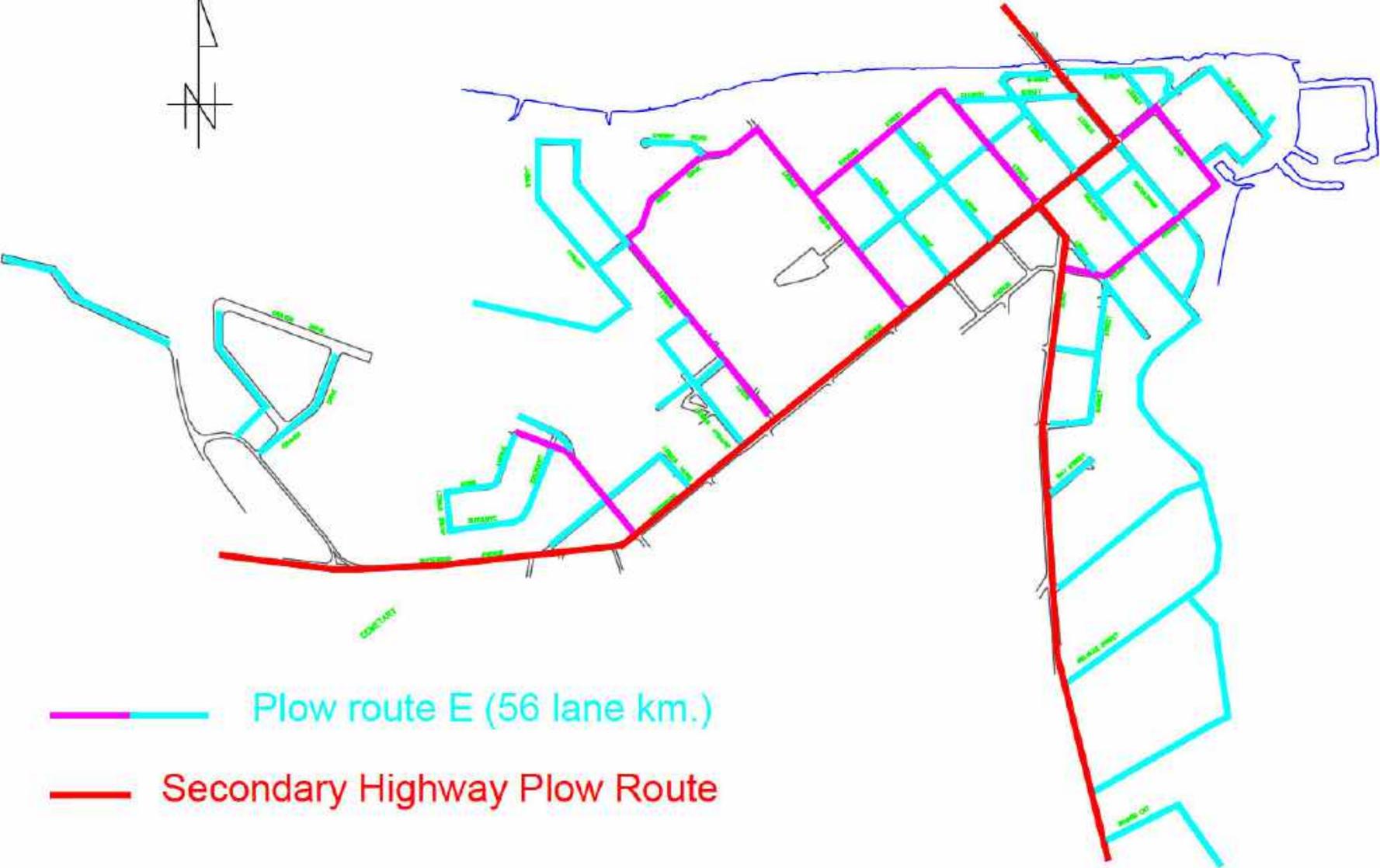
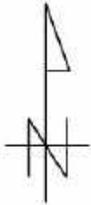
WEST ROAD #558 FROM MAIN
TO HWY 11 - ASSISTANCE
WHEN REQUIRED.

- Plow route C (84 Lane km.)
- Secondary Highway Plow Route

Appendix A - Route D South New Liskeard
City of Temiskaming Shores



Appendix A - Route E Central New Liskeard
City of Temiskaming Shores



-  Plow route E (56 lane km.)
-  Secondary Highway Plow Route

Appendix A - Route F North New Liskeard

City of Temiskaming Shores



Grey Rd

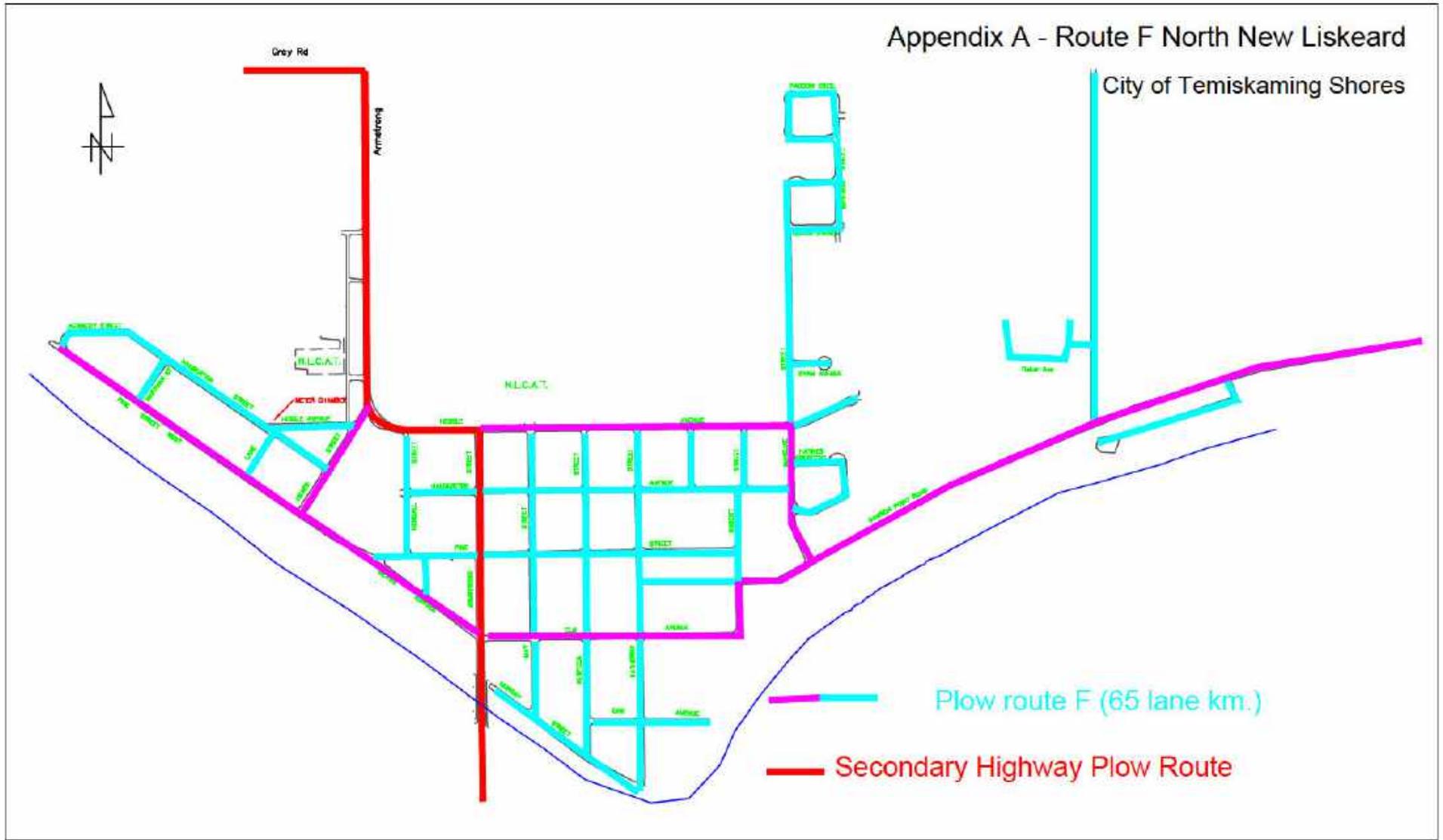
Armstrong

BLCAT

NLCAT

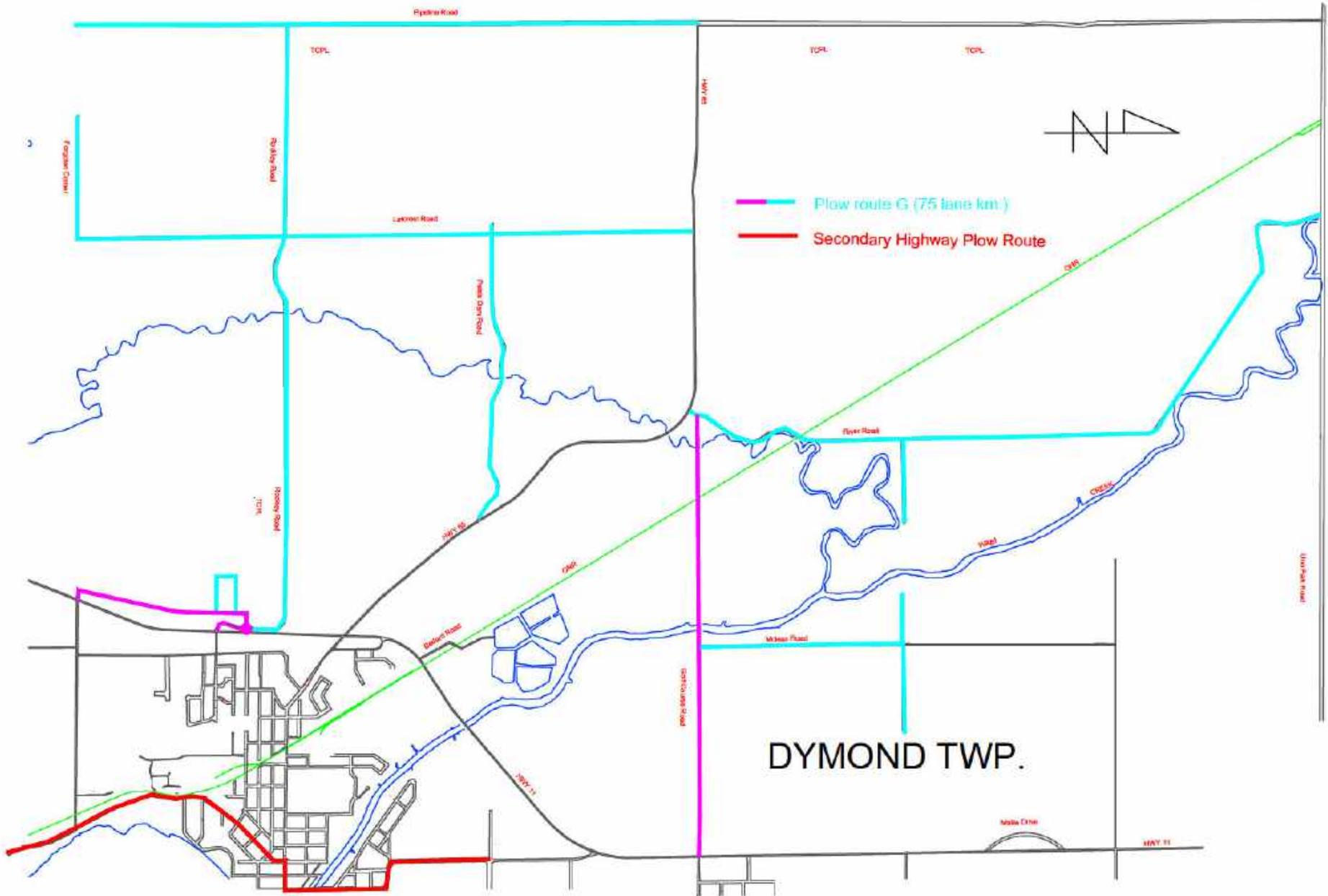
Plow route F (65 lane km.)

Secondary Highway Plow Route



Appendix A - Route G West Dymond

City of Temiskaming Shores



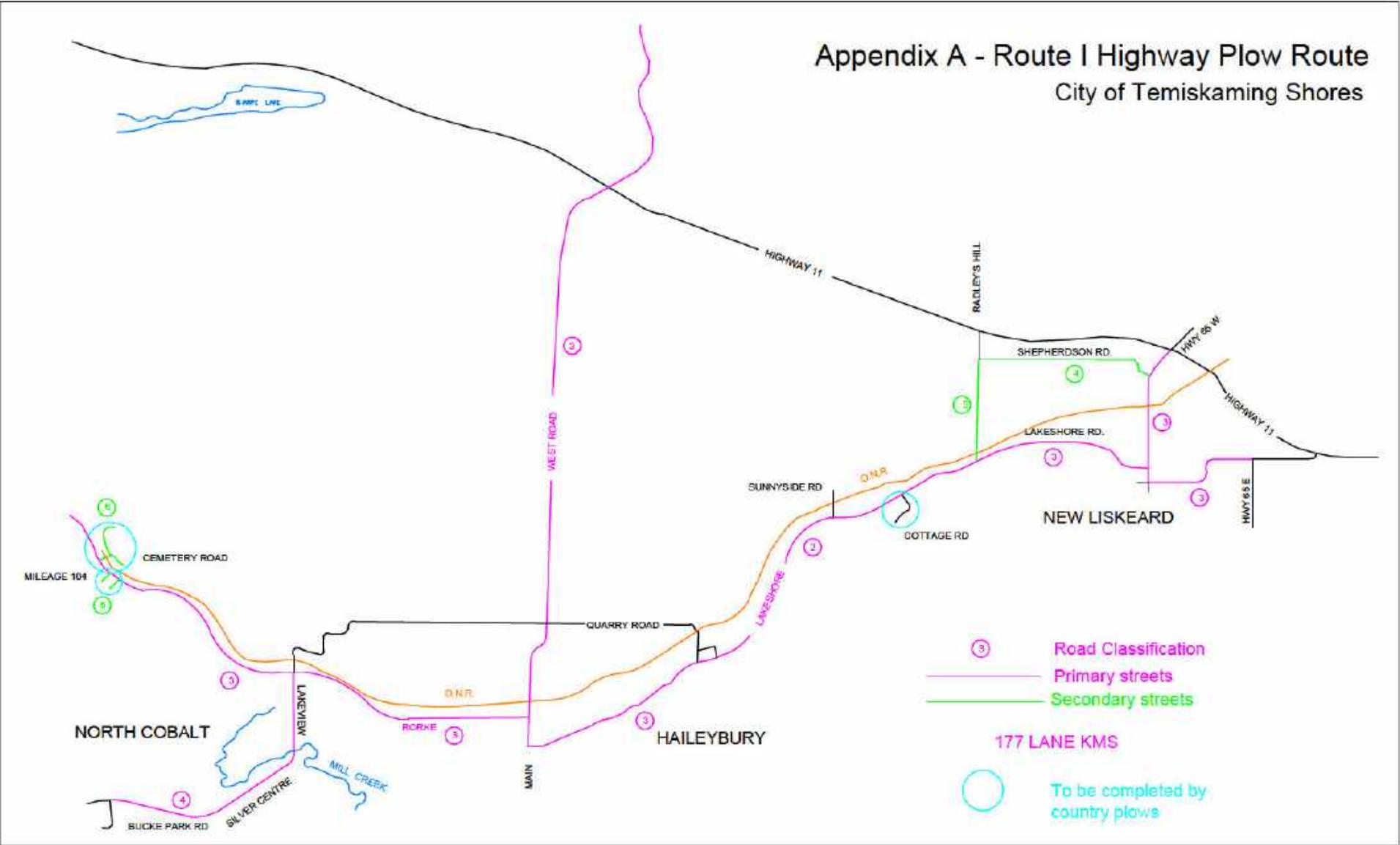
Appendix A - Route H East Dymond

City of Temiskaming Shores

Plow route H (65 lane km.)



Appendix A - Route I Highway Plow Route City of Temiskaming Shores



Appendix B – Sidewalk Routes

Appendix B - 01 New Liskeard

TO HWY 65

Hessle Avenue

Niven St. N.

Whitewood Ave.

City of Temiskaming Shores

New Liskeard Area

Sidewalk Snow Removal Areas

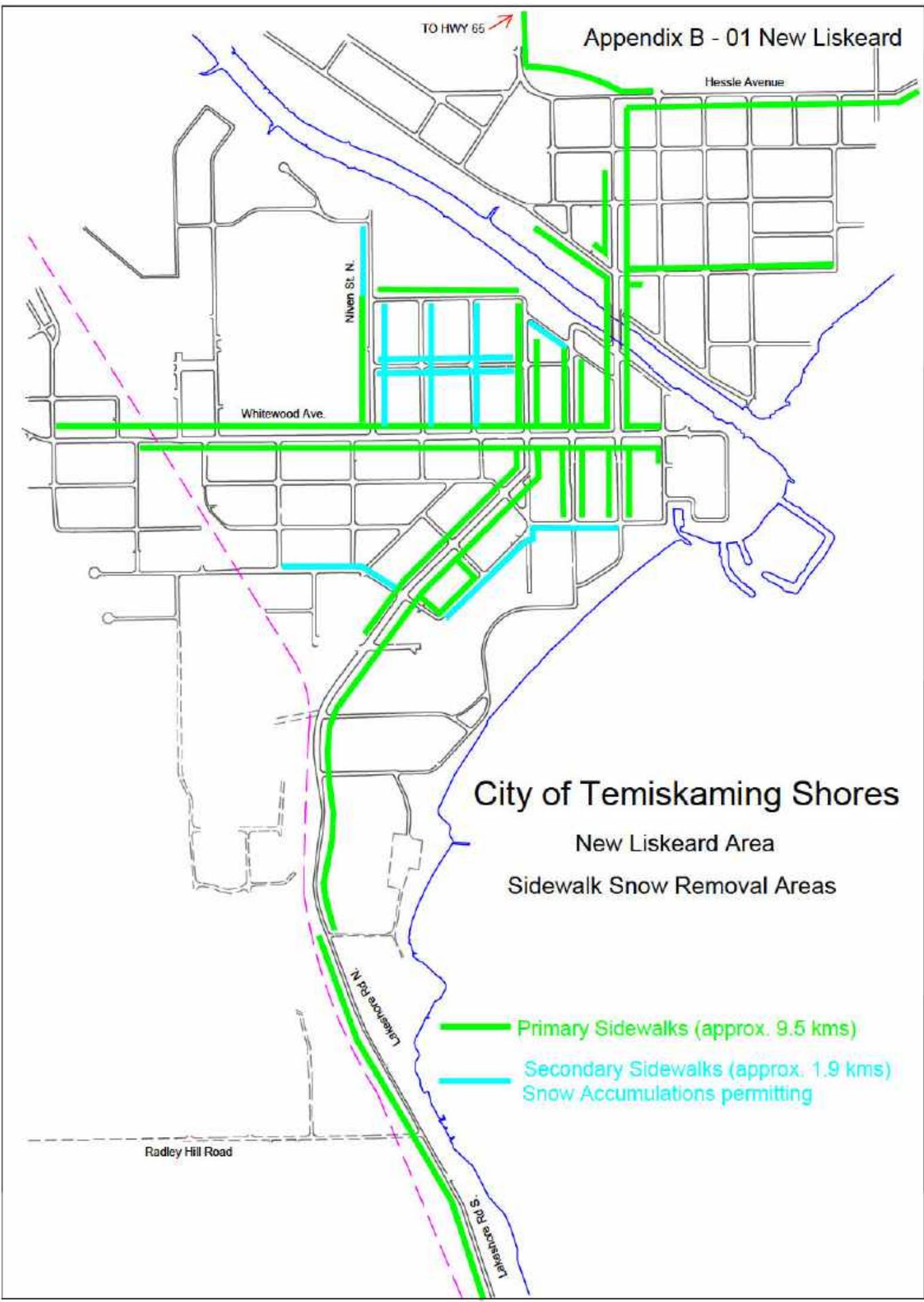
Primary Sidewalks (approx. 9.5 kms)

Secondary Sidewalks (approx. 1.9 kms)
Snow Accumulations permitting

Radley Hill Road

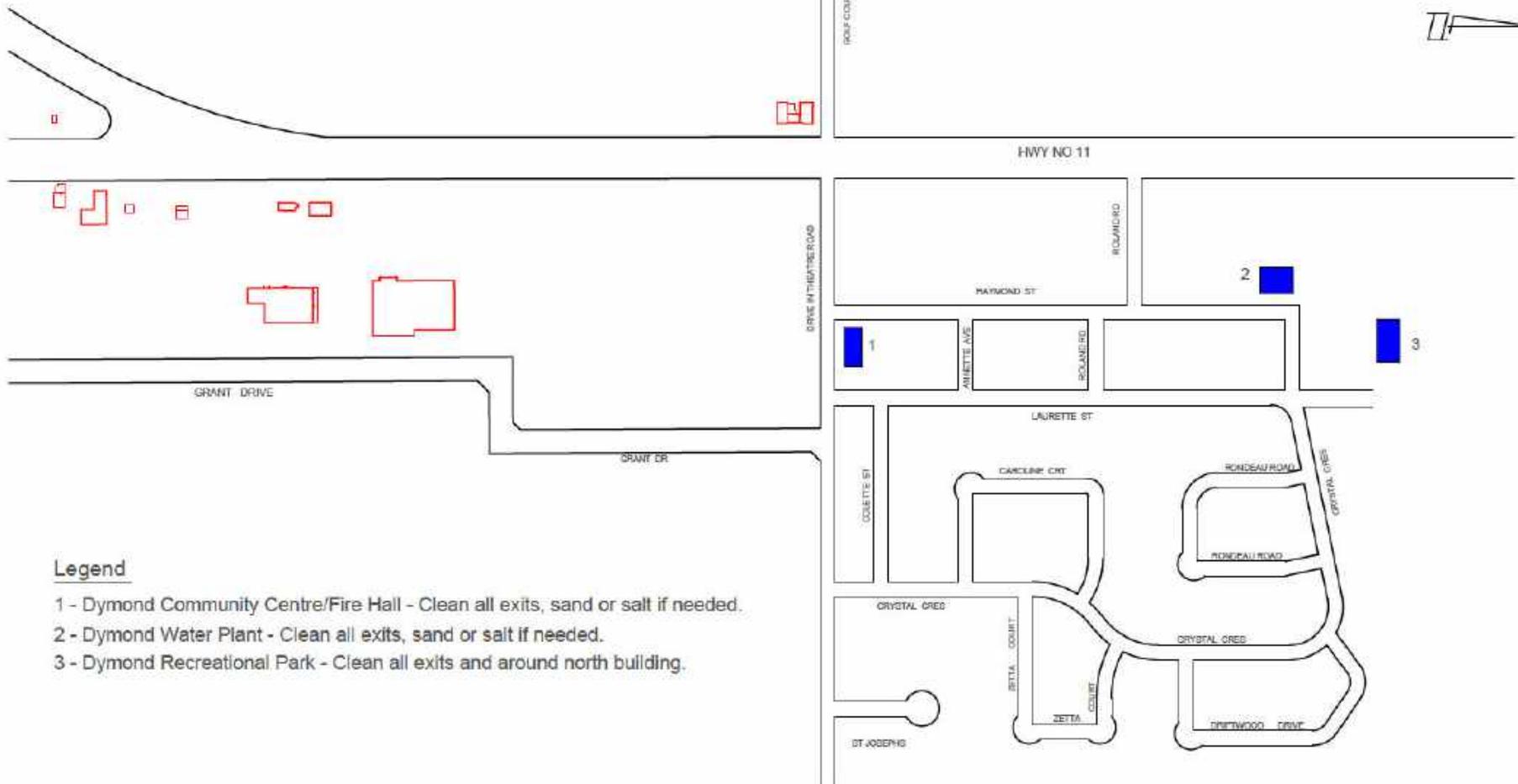
Lakeshore Rd N.

Lakeshore Rd S.



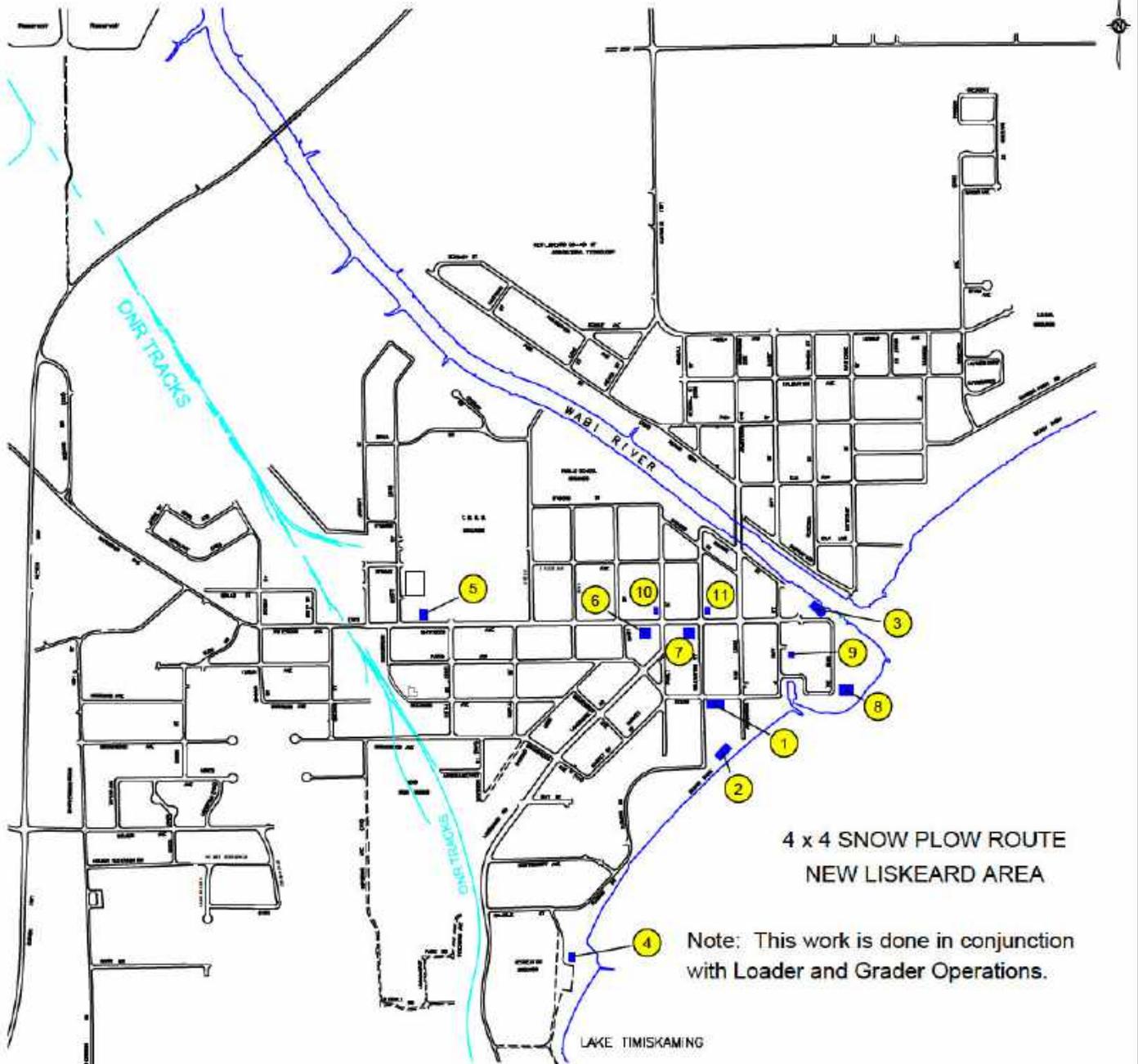
Appendix C – Lots & Lanes

Appendix C - 01 Dymond 4 x 4 Plow Truck City of Temiskaming Shores



Legend

- 1 - Dymond Community Centre/Fire Hall - Clean all exits, sand or salt if needed.
- 2 - Dymond Water Plant - Clean all exits, sand or salt if needed.
- 3 - Dymond Recreational Park - Clean all exits and around north building.



**4 x 4 SNOW PLOW ROUTE
 NEW LISKEARD AREA**

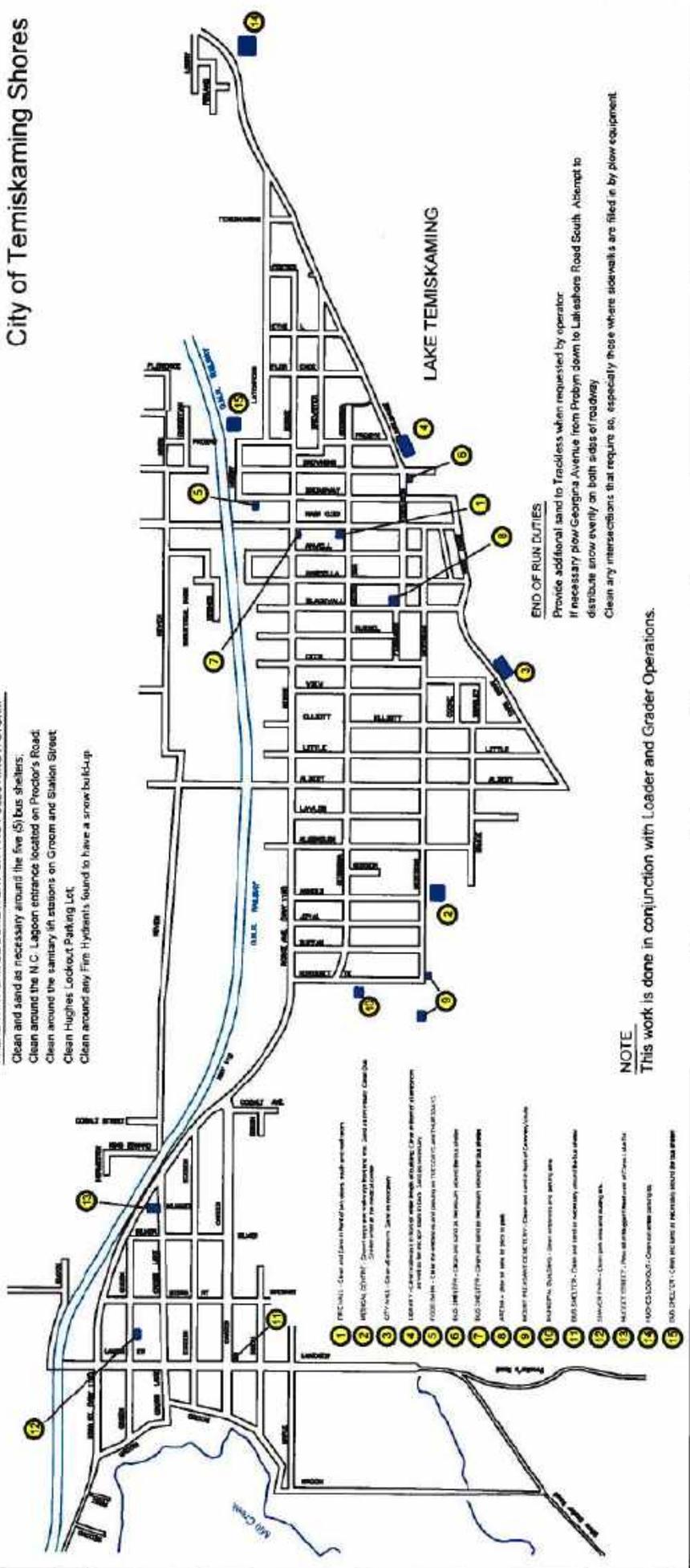
4 Note: This work is done in conjunction with Loader and Grader Operations.

- 1** ARENA - Clean front doors and all exits, sand or salt if needed.
- 2** POOL FITNESS - Clean front steps and all exits from back deck over to Roosters, sand or salt front steps.
- 3** RIVERSIDE PLACE - Clean front of entire length of building, all exists and turn around. Sand or salt if needed.
- 4** PLAYSHOP - Portable Bldg. - Clean all exists, sand or salt if needed.
- 5** MEDICAL CENTRE - Clean all exists, sand or sal if needed.
- 6** COMMUNITY HALL - Clean all exits and fire routes, boiler room and Cancer Care door at south end, Legion sidewalk on east side, sand or salt if needed.
- 7** LIBRARY - Clean both the north and south exits, keep ice chipped at South exit. Sand or salt if needed.
- 8** JOHN'S TACKLE BOX - Clean front doors and parking lot. Sand and salt as needed.
- 9** LIONS CLUB SHED - Clean in front of 12' doors.
- 10 11** BUS SHELTERS - Clean and sand as necessary around the bus shelters.

Appendix C - 03 Haileybury 4 x 4 Plow Truck City of Temiskaming

AREAS THAT CAN BE DONE A DAY OR TWO FOLLOWING A STORM

- Clean and sand as necessary around the five (5) bus shelters.
- Clean around the N.C. Lagoon entrance located on Proctor's Road.
- Clean around the sanitary lift stations on Groom and Station Street.
- Clean Hughes Lockout Parking Lot.
- Clean around any Fire Hydrants found to have a snow build-up.



END OF RUN DUTIES

Provide additional sand to Trailless when requested by operator.
 If necessary plow Georgina Avenue from Probyn down to Lakeshore Road South. Attempt to distribute snow evenly on both sides of roadway.
 Clean any intersections that require so, especially those where sidewalks are filled in by plow equipment.

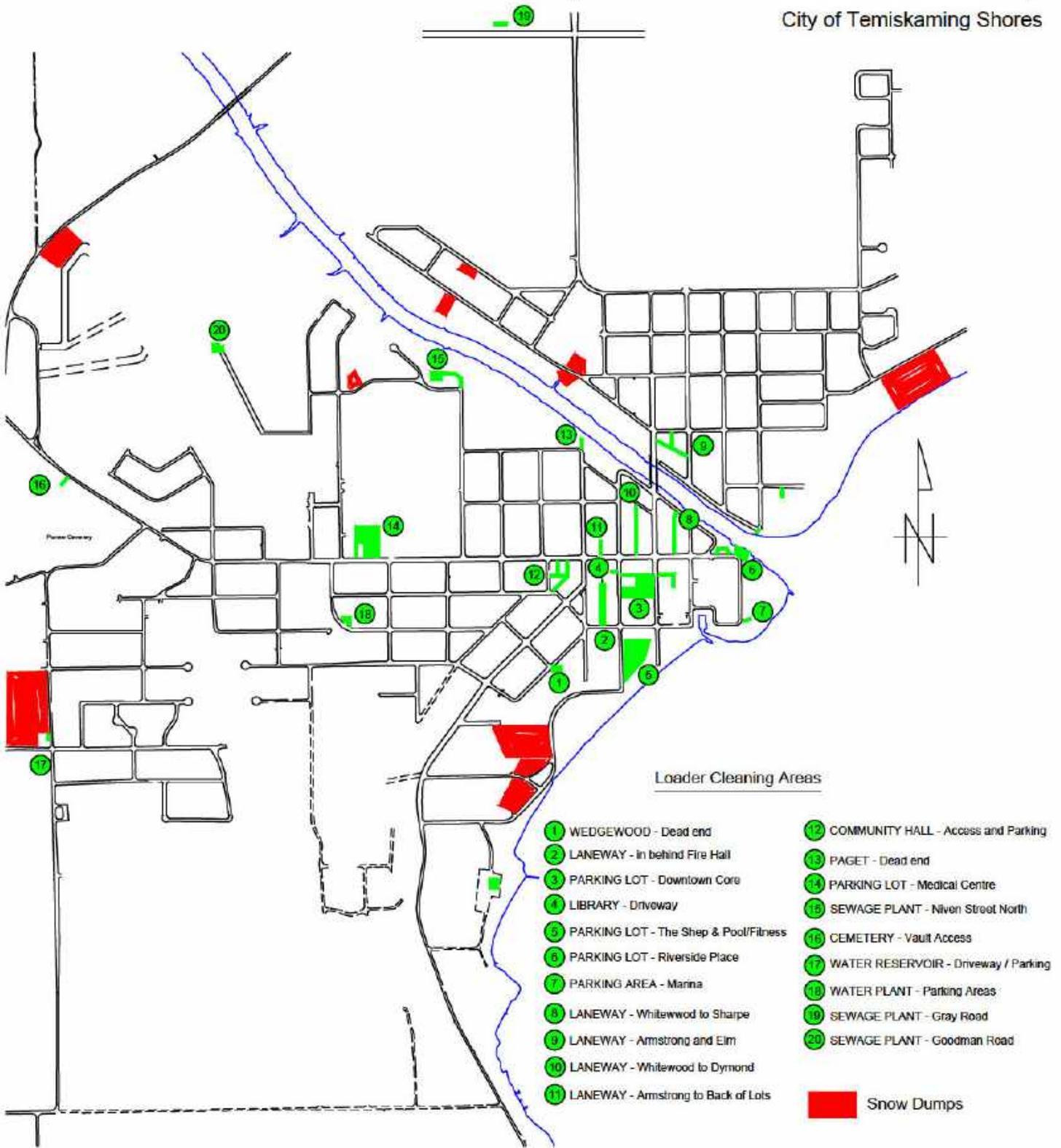
NOTE

This work is done in conjunction with Loader and Grader Operations.

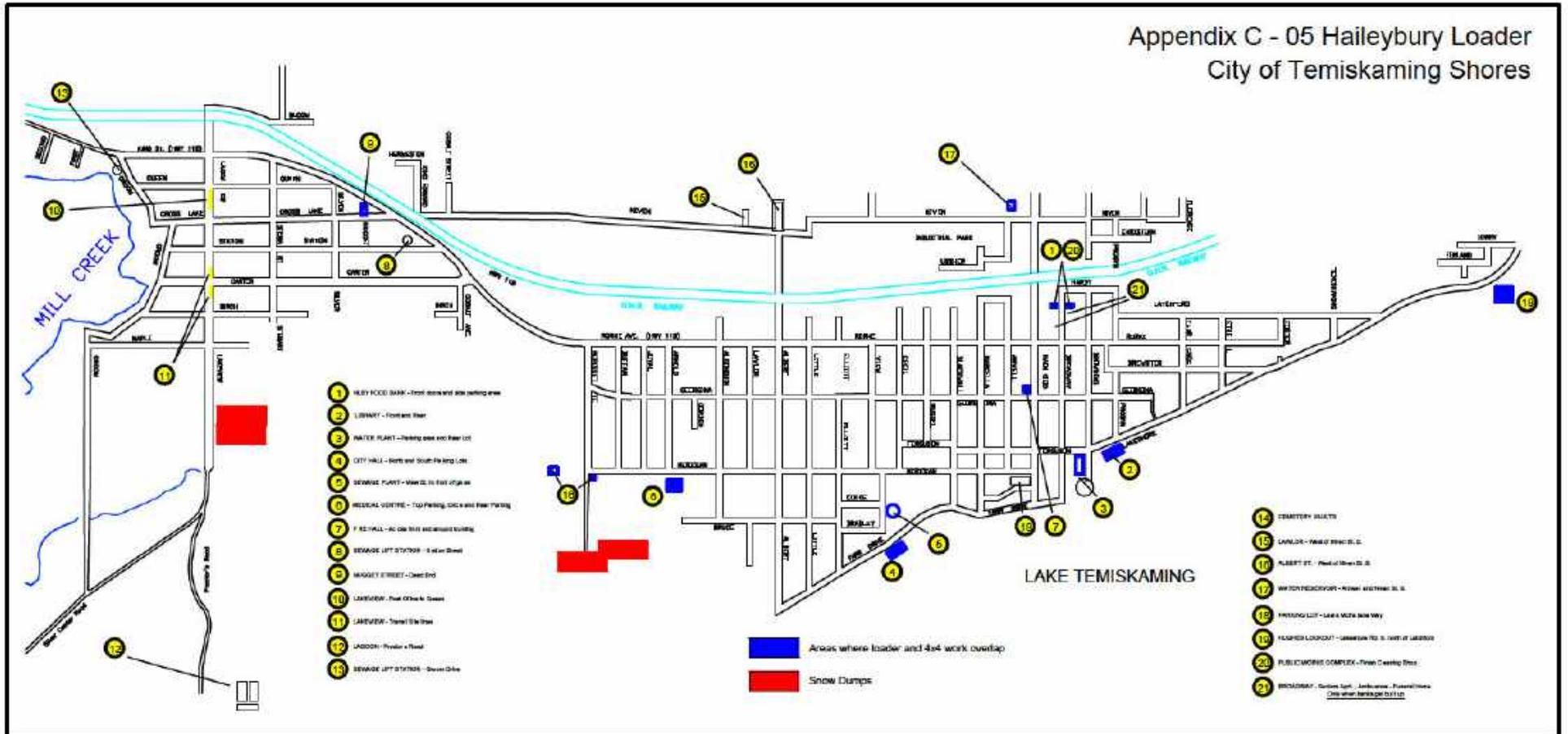
- 1. FPC Hall - Clean and sand to help on users, make any walkways.
- 2. PERSONAL STORES - Clean tops and sides of bus shelters. Sand as necessary. Clean bus shelter area at the rear of bus.
- 3. CITY HALL - Clean all entrances. Sand as necessary.
- 4. LAGOON - Clean and sand to help on users, make any walkways. Clean as necessary.
- 5. FOOD STORES - Clean all entrances and walkways. Sand as necessary.
- 6. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 7. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 8. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 9. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 10. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 11. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 12. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 13. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 14. BUS SHELTERS - Clean and sand to help on users, make any walkways.
- 15. BUS SHELTERS - Clean and sand to help on users, make any walkways.

Appendix C - 04 New Liskeard Loader / Snow Dumps

City of Temiskaming Shores

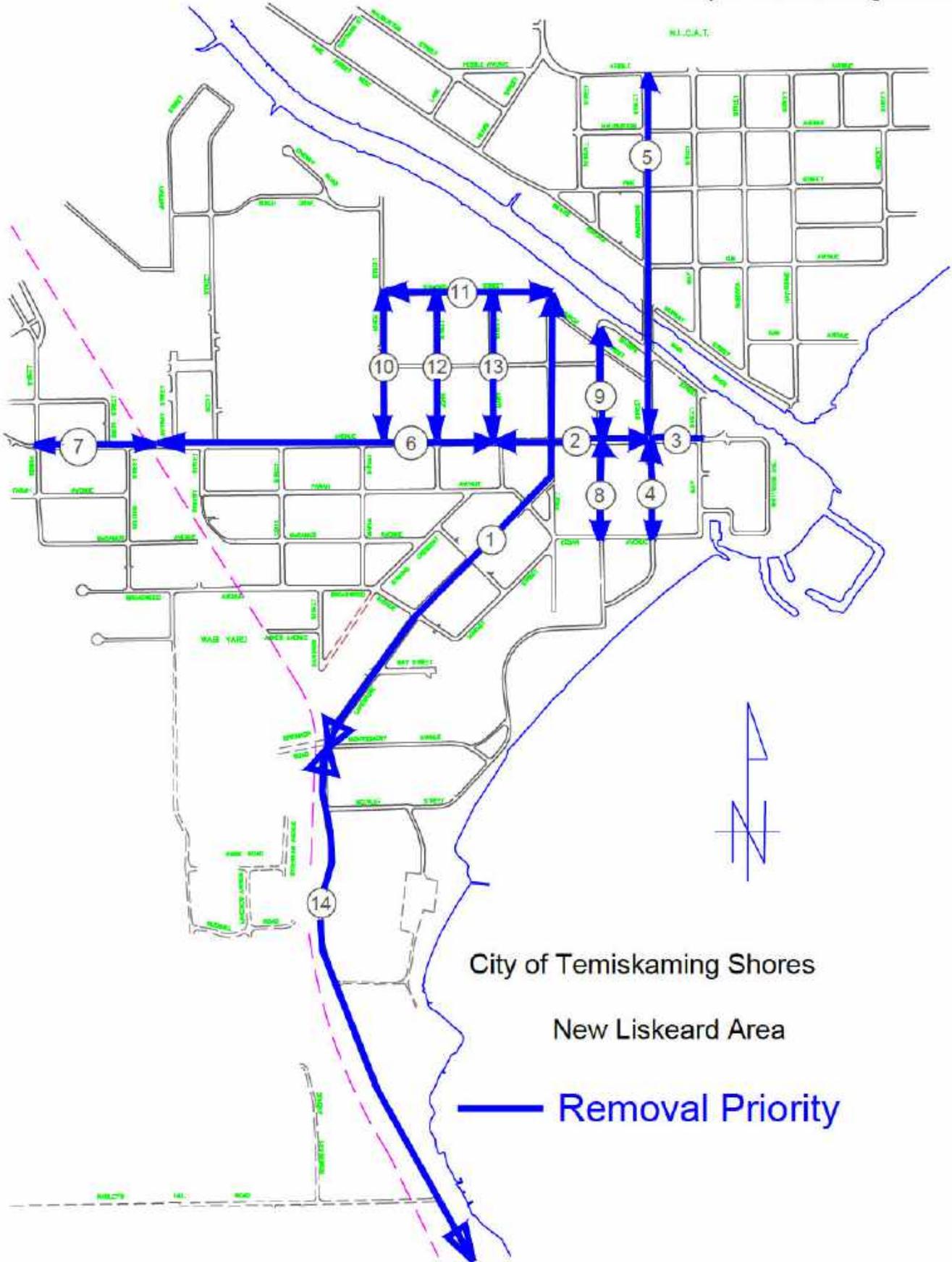


Appendix C - 05 Haileybury Loader City of Temiskaming Shores



Appendix D – Snow Removal

Appendix D - 01 New Liskeard Snow Removal Program
City of Temiskaming Shores



City of Temiskaming Shores

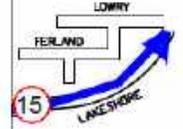
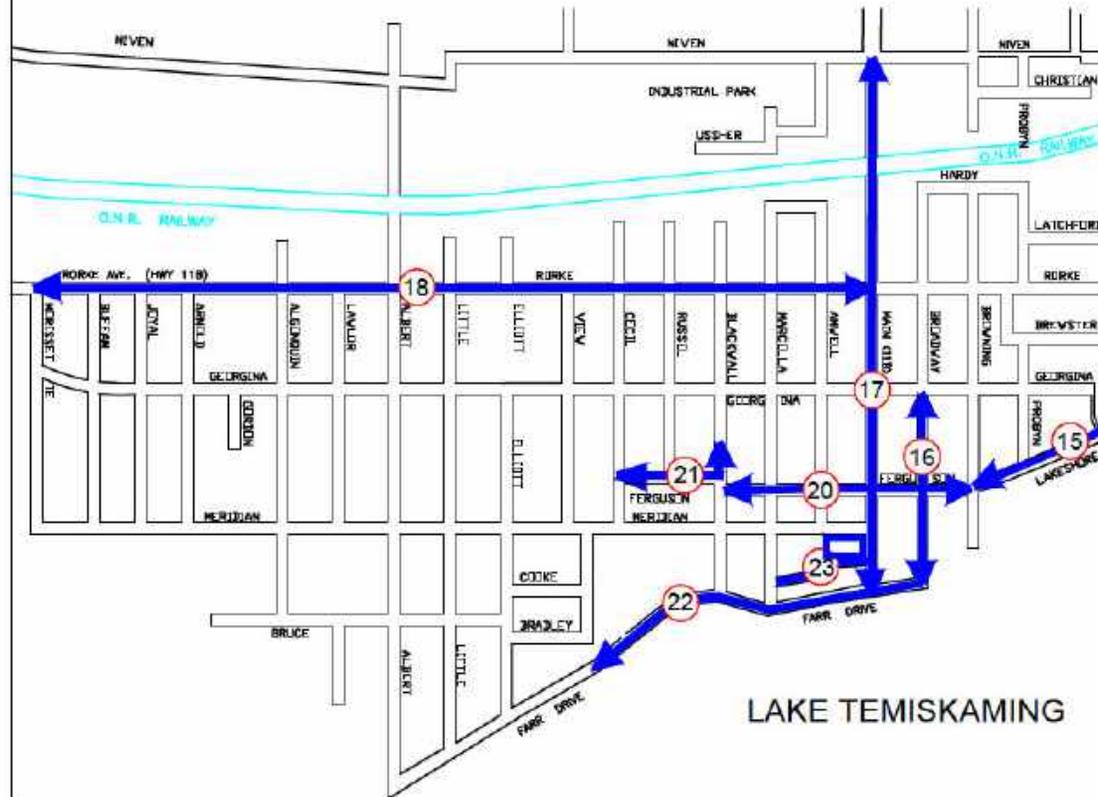
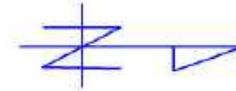
New Liskeard Area

— Removal Priority

Appendix D - 02 Haileybury Snow Removal Program
City of Temiskaming Shores

REMOVAL PRIORITY

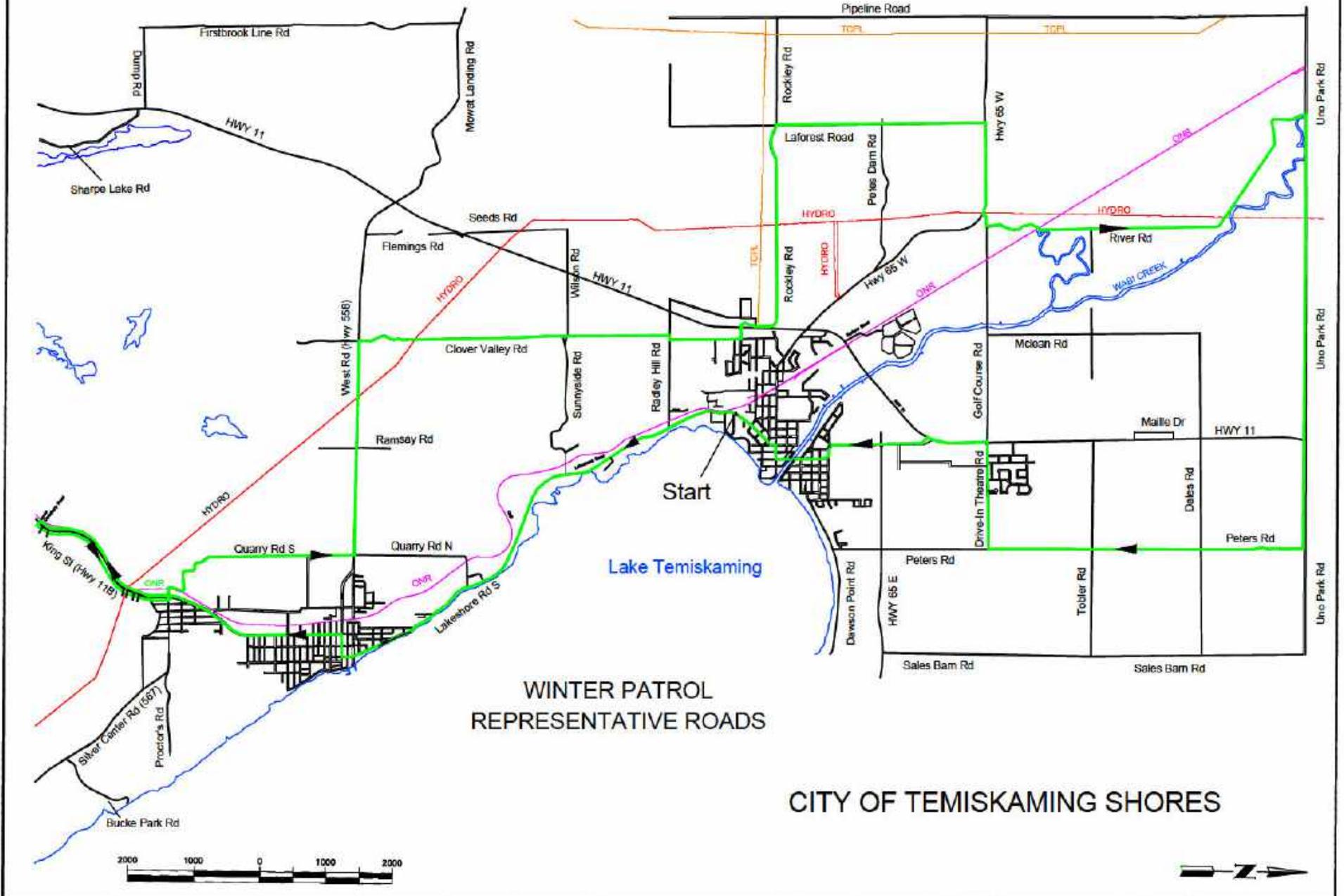
HAILEYBURY AREA



LAKE TEMISKAMING

Appendix E – Patrols

Appendix E - 02 Daily Patrol Routes





Work Order Request

City of Temiskaming Shores
Public Works Department
325 Farr Drive – City Hall
P.O. Box 2050
Haileybury, ON P0J 1K0

Work Order No.: **WO-2020 - _____**

To: _____

From: _____

Date: _____

Description of Work Requested

How Identified:	Date:	Time:

Special Considerations

Signature: _____

Deadline for completion: _____

Description of Work Performed

Repairs Performed by:		<input type="checkbox"/> As Noted Above
		<input type="checkbox"/> As Described Below
Supervisor (print):	Signature:	Completion Date:



Media Release - Road Closed

Date: _____ Time: _____

For Immediate Release

Due to a severe winter storm Ontario Provincial Police advise that the following roads in Corporation of the City of Temiskaming Shores are impassable due to drifting and blowing snow and have been closed to traffic.

Road Name	From	To

The Ontario Provincial Police advise that these roads will remain closed until the storm subsides and driving conditions improve.

For further Information, contact the City of Temiskaming Shores Public Works Department at 705-647-6220.

Appendix F – By-laws



**EXCERPT FROM BY-LAW 2008-069
BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING
OF VEHICLES IN THE CITY OF TEMISKAMING SHORES**

SECTION 5.9 OF SCHEDULE "A" TO BY-LAW NO. 2008-069

Prohibition - Overnight Parking - Offence

No person shall stop, stand or park a vehicle on any street or City owned parking lot between the hours of 12:00 a.m. to 7:00 a.m. during the period of November 1st in one year to March 31st of the next year.

Certified true copy

David Treen
Municipal Clerk

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

BY-LAW NO. 2009-159

**BEING A BY-LAW TO REGULATE THE REMOVAL AND RELOCATION OF SNOW
WITHIN THE CITY OF TEMISKAMING SHORES**

WHEREAS the Council of the Corporation of the City of Temiskaming Shores deems it necessary and expedient to pass a By-law to regulate the removal and relocation of snow within the City of Temiskaming Shores;

AND 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 Section 10(2) 6 of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes Council to pass bylaws respecting the health, safety and well-being of persons;

AND WHEREAS Section 27 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws with respect to highways over which it has jurisdiction;

AND WHEREAS Section 128 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may prohibit with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Section 425(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

AND WHEREAS Section 429(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Act ;

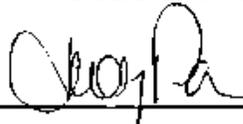
AND WHEREAS Section 446(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that if a municipality has the authority under any Act or under a by-law under any Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

AND WHEREAS Section 446(3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may recover costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

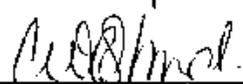
NOW THEREFORE the Council of the Corporation of the City of Temiskaming Shores hereby enacts as follows:

1. That Council adopts a by-law to regulate the removal and relocation of snow within the City identified as Schedule "A", attached hereto and forming part of this by-law;
2. That all by-laws respecting the removal, relocation and disposal of snow enacted by the former Town of Haileybury (more specifically By-law 94-6), the former Town of New Liskeard (more specifically By-law 1319), the former Township of Dymond (more specifically By-law 1355) and amendments thereto, are hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.
4. That this By-Law shall come into force and take effect on the date of its final passing.

Read a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15th day of December, 2009.



Mayor



Clerk

CORPORATION OF THE CITY OF TEMISKAMING SHORES

SCHEDULE "A" TO BY-LAW NO. 2009-159

**BEING A BY-LAW TO REGULATE REMOVAL AND RELOCATION OF SNOW IN THE
CITY OF TEMISKAMING SHORES**

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**PART 1
GENERAL PROVISIONS**

SECTION

1.1 Short Title

This By-Law shall be cited as the "Snow Removal By-law".

1.2 Scope

The provisions of this By-law shall apply to all property within the geographic limits of the City of Temiskaming Shores, except where otherwise provided.

1.3 Enforcement

This By-law shall be enforced by a *By-law Enforcement Officer* or a *Police Officer*.

1.4 Conflicts with other by-law

Where a provision of this By-law conflicts with a provision of another by-law in force in the City of Temiskaming Shores, the provisions that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental well-being of the *municipality*, shall prevail to the extent of the conflict.

**PART 2
DEFINITIONS**

Definitions of words, phrases and terms used in this By-law that are not included in the list of definitions in this section shall have the meanings which are commonly assigned to them in the context in which they are used in this By-law.

The words, phrases and terms defined in this section have the following meaning for the purposes of this By-law.

SECTION

2.1 "By-law Enforcement Officer" means the *person* or *persons* duly appointed by *Council* as Municipal Law Enforcement Officers for the purpose of enforcing regulatory by-laws of the *City*.

2.2 "City" means the Corporation of the City of Temiskaming Shores.

2.3 "City Property" means any land situated within the City which is owned by the City or controlled by the City by lease or otherwise.

2.4 "Council" means the *Municipal Council* of the *City* of Temiskaming Shores.

2.5 "Municipality" means the land within the geographic limit of the City of Temiskaming Shores.

2.6 "Person" means an individual, firm or corporation.

SECTION

- 2.7** “**Police Officer**” means a member of the Ontario Provincial Police service.
- 2.8** “**Private Property**” means property which is privately owned and is not *City* property.
- 2.9** “**Provincial Offences Act**” means the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 2.10** “**Sidewalk**” means any municipal walkway, or that portion of a *street* between *curb* lines or the lateral lines of a roadway, and the adjacent property line, primarily intended for use by *pedestrians*.
- 2.11** “**Street**” means a common and public highway, *street*, *roadway*, *crescent*, *avenue*, *parkway*, *driveway*, *square*, *place*, *bridge*, *viaduct*, *trestle* or other such place designated and intended for, or used by the general public for the passage or *parking* of *vehicles* and includes the area of land between the lateral property lines thereof.

PART 3 REGULATIONS

SECTION

- 3.1** **Deposit of Snow**
No *person* shall deposit, or cause to be deposited, any snow, ice, or other debris, on any *City property* or *street* from off of his or her property or any other *private property*.
- 3.2** **Re-Deposit of Snow**
- 3.2.1** No *person* shall move snow within a *street* or allow snow to be moved from one side of the cleared portion of the *street* intended for vehicular and pedestrian traffic, to the other side of the *street*.
- 3.2.2** No *person* shall relocate snow within a *street* or allow snow to be relocated in such a manner as to encroach on the cleared portion of the *street* intended for vehicular and pedestrian traffic.
- 3.2.3** No *person* shall relocate snow within a *street* or allow snow to be relocated in such a manner as to obstruct the normal visibility or the safe movement of vehicular and pedestrian traffic on the *street*.

**PART 4
PENALTIES**

SECTION

- 4.1** Any *person* who contravenes, suffers or permits any act or thing to be done in contravention of, or neglects to do or refrains from doing anything required to be done pursuant to any provisions of this By-law or any permit or order issued pursuant thereto, commits an offence and except where specifically provided in Appendix "1", shall be liable to a fine not exceeding \$5,000.00.

Where an offense is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

**PART 5
VALIDITY**

SECTION

5.1 **Validity of By-law**

If any section, clause, or provision of this By-law, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not effect the validity of the By-law as a whole or any part thereof, other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "1" OF Schedule "A"
TO BY-LAW NO. 2009-159

SET FINES FOR BY-LAW NO. 2009-159

Item	COLUMN 1 Short form wording	COLUMN 2 Offence creating provision or Defining offence	COLUMN 3 Set fine
1	Deposit snow on <i>City property</i> .	Section 3.1	\$100.00
2	Re-Deposit snow from one side of <i>street</i> to the other.	Section 3.2.1	\$100.00
3	Re-Deposit snow to cleared portion of <i>street</i> .	Section 3.2.2	\$100.00
4	Re-Deposit snow so as to obstruct visibility.	Section 3.2.3	\$100.00

Note: The general penalty provision for the offences listed above is Schedule A section 4.1 of By-law No. 2009-159, a certified copy of which has been filed.

Appendix G – Winter Parking Notice

NOTICE – OVERNIGHT PARKING

Effective November 1st, 2020

to March 31st, 2021

By-law No. 2008-069 prohibits the parking of vehicles on municipal streets
or City-owned parking lots between the hours of

12:00 a.m. to 7:00 a.m.

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363.

NOTICE – OVERNIGHT PARKING

Effective November 1st, 2020 to March 31st, 2021

By-law 2008-069 prohibits the parking of vehicles on municipal streets
or City-owned parking lots between the hours of
12:00 a.m. to 7:00 a.m.

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363

NOTICE – OVERNIGHT PARKING

Effective November 1st, 2020 to March 31st, 2021

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NOTICE – OVERNIGHT PARKING

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By-law 2008-069 prohibits the parking of vehicles on municipal streets
or City-owned parking lots between the hours of
12:00 a.m. to 7:00 a.m.

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363

PSA NOTICE – OVERNIGHT PARKING

Effective November 1st, 2020 to March 31st, 2021

By-law No. 2008-069 prohibits the parking of vehicles on municipal streets
and City-owned parking lots between the hours of

12:00 a.m. to 7:00 a.m.

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363.

Appendix H –
Minimum Maintenance Standards

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02
MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the [e-Laws currency date](#).

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
 - 2. Performing highway maintenance activities.
 - 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
- (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
- (a) plowing the roadway;

- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- 1. Monitor the weather in accordance with section 3.1.
- 2. Patrol in accordance with section 3.
- 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHoles ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

(a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and

(b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

(a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;

(b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;

(c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;

(d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

(a) a lamp, and

(b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days

3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

(a) when a municipality passes a by-law to close the highway or part of the highway; and

(b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

1. By posting a notice on the municipality's website.

2. By making an announcement on a social media platform, such as Facebook or Twitter.

3. By sending a press release or similar communication to internet, newspaper, radio or television media.

4. By notification through the municipality's police service.

5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION**Review**

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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Appendix I – Training Records



Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by the Corporation of the City of Temiskaming Shores Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name (Print)_____

Employee Signature_____

Date_____

Trainer Signature_____

Supervisor Signature_____



Record of Training – Patrol Person

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations - Night Patroller Training as required by the Corporation of the City of Temiskaming Shores Winter Operations Plan.

The Winter Operations - Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Schedules
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - usage, application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name (Print)_____

Employee Signature_____

Date of Training_____

Trainer Signature_____

Supervisor Signature_____

Appendix J – Call-out Charts

Call-out Chart “ROADS”

FORECAST	CALL-OUT RESPONSE			
STORM SEVERITY	CLASS 2	CLASS 3	CLASS 4	CLASS 5
Less than 5 cm	<p>After storm has ended and after becoming aware that the snow accumulation is greater than 5 cm call-out plows and clear the snow within 6 hours.</p> <p>No call-out of sander unless roads become slippery</p>	<p>No requirement for clearing of snow.</p> <p>No call-out of sander unless roads become slippery</p>	<p>No requirement for clearing of snow.</p> <p>No call-out of sander unless roads become slippery</p>	<p>No requirement for clearing of snow.</p> <p>No call-out of sander unless roads become slippery</p>
More than 5 cm	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 5 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 5 cm clear the snow within 6 hours</p> <p>No call-out of sander unless roads become slippery</p>	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 8 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 8 cm clear the snow within 12 hours</p> <p>No call-out of sander unless roads become slippery.</p>	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 8 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 8 cm clear the snow within 16 hours</p> <p>No call-out of sander unless roads become slippery</p>	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 10 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 10 cm clear the snow within 24 hours</p> <p>No call-out of sander unless roads become slippery</p>
Sleet and freezing rain	Call-out sander if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit	Call-out sander if road conditions permit

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

Call-out Chart “SIDEWALKS”

FORECAST	CALL-OUT RESPONSE	
Storm Severity	Priority 1 – Downtown Areas	Priority 2 – Side Streets
Up to 10 cm	<p>After storm has ended, and after becoming aware that the snow accumulation is greater than 10 cm call-out plows and clear the snow within 24 hours</p> <p>No call-out of sander unless sidewalks become slippery</p>	<p>No requirement for snow clearing operations.</p> <p>Priority 2 sidewalks will not be serviced until the completion of Priority 1 sidewalks have met their service level and may also be delayed by other winter control roads requirements.</p> <p>No call-out of sander unless sidewalks become slippery</p>
More than 10 cm	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 10 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 10 cm clear the snow within 24 hours</p> <p>No call-out of sander unless sidewalks become slippery</p>	<p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 15 cm.</p> <p>Priority 2 sidewalks will not be serviced until the completion of Priority 1 sidewalks have met their service level and may also be delayed by other winter control roads requirements.</p> <p>No call-out of sander unless sidewalks become slippery</p>
Sleet and freezing rain	Call-out sander if sidewalk conditions permit	Call-out sander if sidewalk conditions permit

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

Call-out Chart “SNOW REMOVAL”

FORECAST	CALL-OUT RESPONSE	
Snow Accumulation	Priority 1 - Downtown areas	Priority 2 - Side streets
Up to 60 cm snow bank	No requirement for snow removal operations	No requirement for snow removal operations
Up to 120 cm snow bank	<p>After storm has ended and the city's plowing and sanding requirements have been satisfied, and after becoming aware that the snow bank accumulation is greater than 60 cm, removal operations shall begin.</p> <p>The winter control plan indicates a downtown street removal route numbered from 1 to 21 which suggests an importance level and will be used as a guide to operations.</p> <p>Due to traffic and pedestrian congestion, this work may be required to be completed during the night shift. Deviation from this will be approved by the Director or his designate.</p> <p>Snow removal in downtown areas will have priority over side streets.</p> <p>It is understood that conditions may occur which temporarily prevent achieving the level of service specified.</p>	<p>After storm has ended and the city's plowing and sanding requirements have been satisfied, and after becoming aware that the snow bank accumulation is greater than 120 cm, removal operations shall begin.</p> <p>Intersections will receive service when it is deemed by the road supervisor to pose a hazard to vehicular traffic.</p>
Sleet and freezing rain	Call-out sander if conditions permit	Call-out sander if conditions permit

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

NOTE: One 8 hour night shift removes +/- 2,700 cubic meters of snow

Appendix K – PW Notice Charts

Public Works Department Operations Division

Winter Control Notification FLOW CHART

Monday - Friday

Transportation
Superintendent
Jamie Sheppard
[Redacted]
[Redacted]

Environment
Superintendent
Darrell Phaneuf
[Redacted]
[Redacted]

Transportation
Manager
Mitch Lafreniere
[Redacted]
[Redacted]

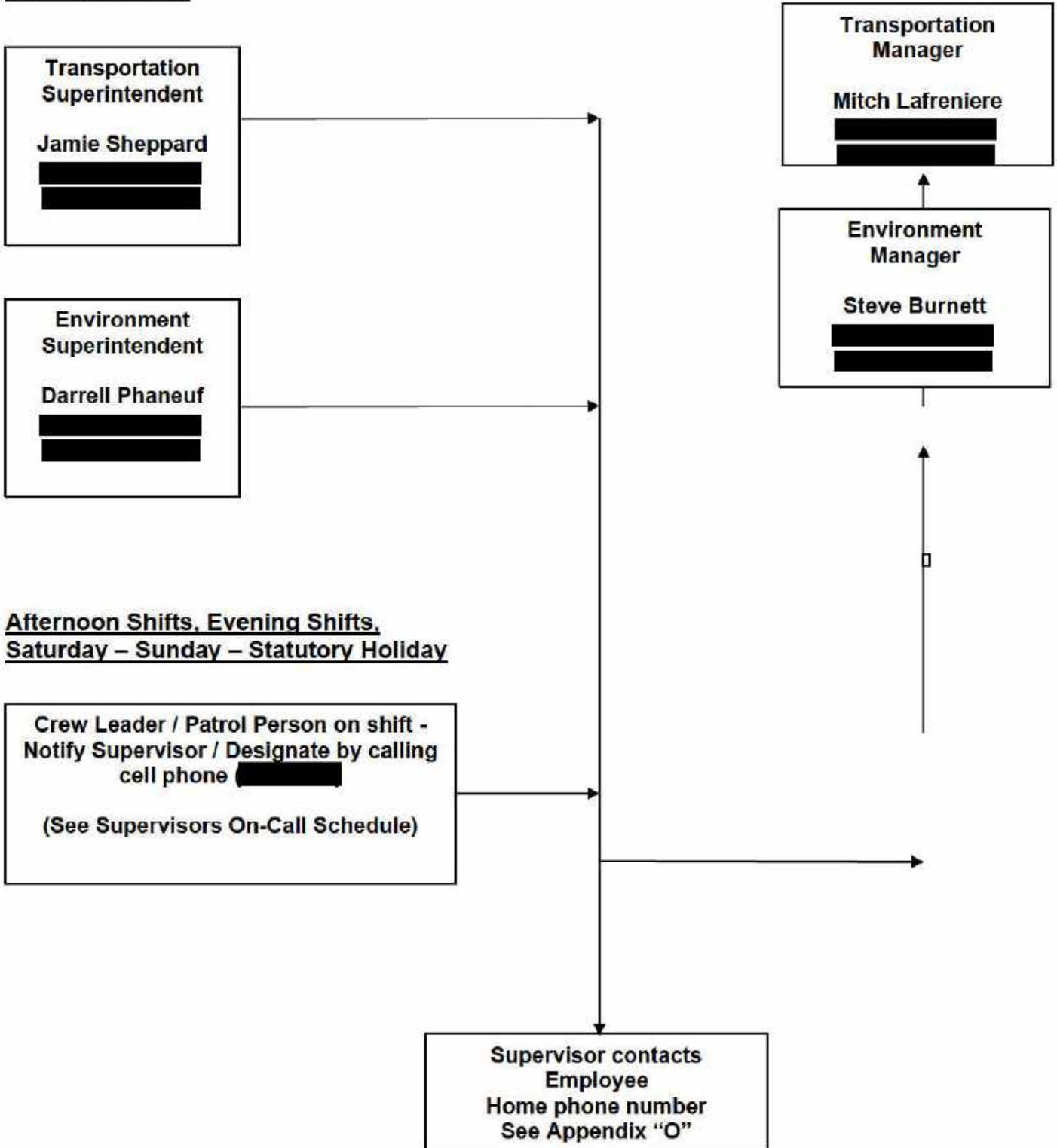
Environment
Manager
Steve Burnett
[Redacted]
[Redacted]

Afternoon Shifts, Evening Shifts, Saturday – Sunday – Statutory Holiday

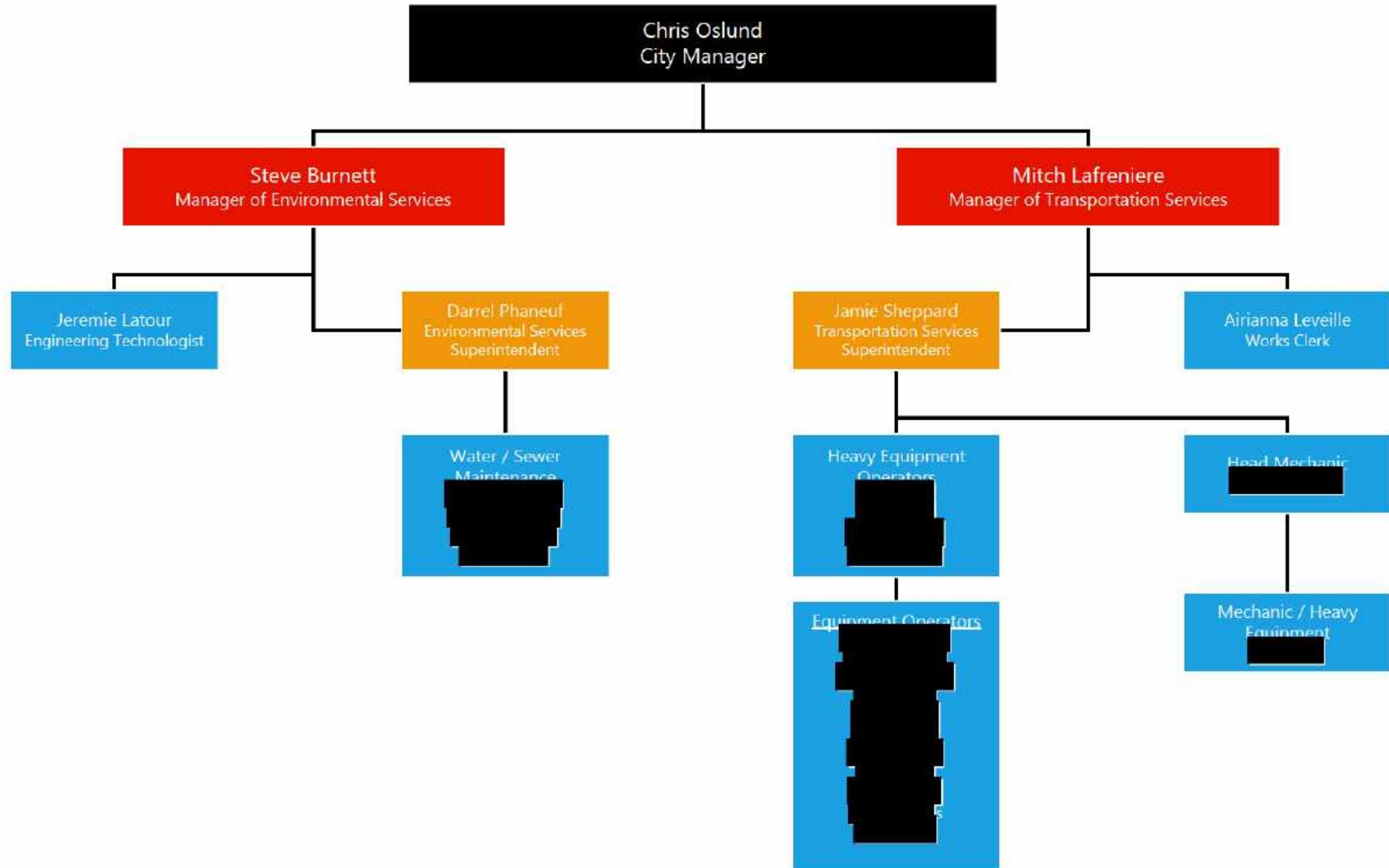
Crew Leader / Patrol Person on shift -
Notify Supervisor / Designate by calling
cell phone [Redacted]

(See Supervisors On-Call Schedule)

Supervisor contacts
Employee
Home phone number
See Appendix "O"

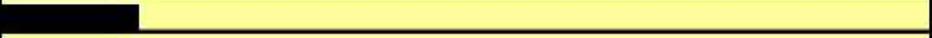


Appendix L – PW Org. Chart



Appendix M – Shift Partners

City of Temiskaming Shores

2020 - 21 Winter Operations Plan	
Colour description	Shift partners
Crew One	
	
	
	
	
Crew Two	
	
	
	
	
Crew Three	
	
	
	
	
Crew Four	
	
	
	
	
Dayshift	
	
	
	
	
	
	
	
<i>August 17/20</i>	

Appendix N – Shift Schedule

APPENDIX N (5)

2020 -21 Winter Shift Schedule (Supervisor Schedule)

November

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22:00 - 6:30	3	3	3	3	3	1c	1c	4	4	4	4	4	2E	2E	1	1	1	1	1	3D	3D	2	2	2	2	2	1b	1b	3	3
6:30 - 15:00		1,2,4	1,2,4	1,2,4	1,2,4	1,2,4	2a	2a	1,2,3	1,2,3	1,2,3	1,2,3	3C	3C	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4E	4E	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4	4c	4c	1,2,4	
15:00 - 23:30	AP	AP	AP	AP	AP	2d	2d	AP	AP	AP	AP	AP	3A	3A	AP	AP	AP	AP	AP	4B	4B	AP	AP	AP	AP	AP	4d	4d	AP	

December

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	3	3	3	1d	1d	4	4	4	4	4	3b	3b	1	1	1	1	1	3d	3d	2	2	2	2	2	2	2	3	3	3	3	
6:30 - 15:00	1,2,4	1,2,4	1,2,4	1,2,4	2c	2c	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3e	3e	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	4a	4a	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4		1,2,4	1,2,4	1,2,4	1,2,4	
15:00 - 23:30	AP	AP	AP	AP	1e	1e	AP	AP	AP	AP	AP	2b	2b	AP	AP	AP	AP	AP	4b	4b	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	

January

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	2A	2A	4	4	4	4	4	3A	3A	1	1	1	1	1	4E	4E	2	2	2	2	2	4D	4D	3	3	3	3	3	2C	2C	4
6:30 - 15:00	1,2,4	2D	2D	1,2,3	1,2,3	1,2,3	1,2,3	2E	2E	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	3b	3b	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4	1a	1a	1,2,4	1,2,4	1,2,4	1,2,4	1,2,4	1E	1E	
15:00 - 23:30	AP	1C	1C	AP	AP	AP	AP	3C	3C	AP	AP	AP	AP	AP	3D	3D	AP	AP	AP	AP	AP	4C	4C	AP	AP	AP	AP	AP	1D	1D	

February

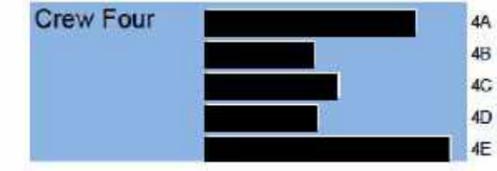
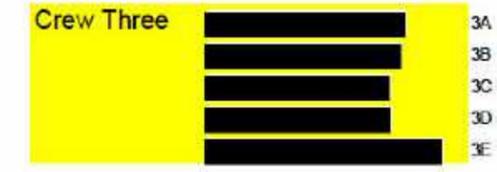
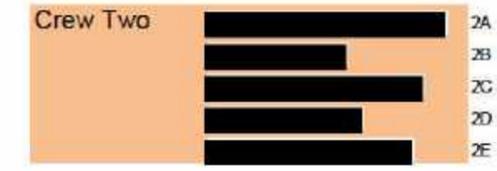
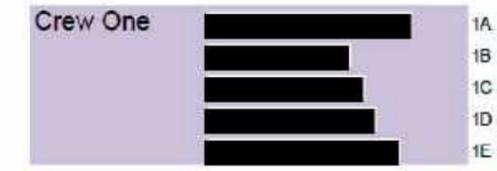
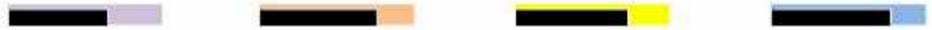
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
22:00 - 6:30	4	4	4	4	3e	3e	1	1	1	1	1	4a	4a	2	2	2	2	2	1a	1a	3	3	3	3	3	2c	2c	4
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1d	1d	2,3,4	2,3,4	2,3,4	2,3,4	4b	4b	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4	1c	1c	1,2,4	1,2,4	1,2,4	1,2,4	1,2,4	1e	1e
15:00 - 23:30	AP	AP	AP	AP	AP	2b	2b	AP	AP	AP	AP	3d	3d	AP	AP	AP	AP	AP	AP	1b	1b	AP	AP	AP	AP	AP	1d	1d

March

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
22:00 - 6:30	4	4	4	4	3a	3a	1	1	1	1	1	4a	4a	2	2	2	2	2	4c	4c	3	3	3	3	3	2a	2a	4	4	4	
6:30 - 15:00	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3c	3c	2,3,4	2,3,4	2,3,4	2,3,4	3d	3d	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4	1,3,4	4d	4d	1,2,4	1,2,4	1,2,4	1,2,4	2b	2b	1,2,3	1,2,3	1,2,3	
15:00 - 23:30	AP	AP	AP	AP	AP	2e	2e	AP	AP	AP	AP	4e	4e	AP	AP	AP	AP	AP	AP	1b	1b	AP	AP	AP	AP	AP	2c	2c	AP	AP	AP

April

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22:00 - 6:30	4	2d	2d	1	1	1	1	1																						
6:30 - 15:00	1,2,3	1,2,3	3b	3b	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4																					
15:00 - 23:30	AP	AP	3e	3e	AP	AP	AP	AP	AP																					



Appendix O – Staff Contact
Information (Private & Confidential
Information to be available through
Clerks office)

Appendix P – Telephone System

City of Temiskaming Shores

Telephone System - Winter Operations 2020 - 2021						
Item	Day	Time	Action		Comments	
			Roads	W/S		
1	First point of Contact is 705-647-6220 if busy or after hours will prompt to Press "3" or transfer automatically to 705-648-5575					
2	Sunday 11:01 p.m. to Friday 3:00 p.m.	6:31 am to 3:00 pm	705-648-3998	705-648-3240	When main line is busy General voice mail Leave a message or press #3 should direct to 648-5575	647-6220 with a message
		3:01 pm to 11:30 pm	705-648-5575		General message system Landfill hours, roads, water to On call "person" Phone voice mails Leave a message or press #3 should direct to 648-5575	message in phone
		11:01 pm to 7:30 am	705-648-5575		General message system to On Duty "Night" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
3	Friday 3:01 p.m. to Sunday 11:00 p.m.	3:01 pm to 11:30 pm	705-648-5575		General message system to On Duty "Day" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
		11:00 pm to 7:30 am	705-648-5575		General message system to On Duty "Night" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
		7:00 am to 3:30 pm	705-648-5575		General message system to On Duty "Day" phone Phone voice mail Leave a message or press #3 should direct to 648-5575	message in phone
4	Secondary Contact	24 Hours per day	705-648-4941		Manager of Transportation Services Leave a message if no response	

Appendix Q –
MTO – Tem. Shores Agreement

The Corporation of the City of Temiskaming Shores

By-law No. 2018-086

Being a by-law to amend By-law No. 2017-046 being a by-law to enter into a Winter Maintenance Agreement with the Province of Ontario (Ministry of Transportation Ontario) – Highway 11B (Coleman Twp.) and Mowat Landing 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 22 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may provide a system that it would otherwise not have power to provide outside its boundaries in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

And whereas Council considered Memo No. 020-2018-CS at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2017-046 being a Winter Maintenance Agreement with the Ministry of Transportation Ontario to extend the agreement until April 2022 for consideration at the May 15, 2018 Regular Council meeting;

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

1. That Article 9 of Schedule "A" to By-law No. 2017-046 be deleted and replaced with the following:

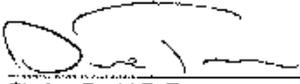
The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2018, and terminating on June 15, 2022.

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, 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 15th, day of May, 2018.



Mayor - Carman Kidd



Clerk - David B. Treen

This Agreement for winter maintenance services made this 21st day of March, 2017.

Between:

Her Majesty the Queen in right of Ontario
as represented by the Minister of Transportation,
(Hereinafter called the "Ministry"),

And:

The Corporation of the Municipality of Temiskaming Shores
(Hereinafter called the "Municipality").

Whereas the highway commonly known as Highway 11B (collectively referred to as, "Road") located within the Twp. of Coleman and described in Schedule "A" attached hereto and forming part of this Agreement is presently a highway under the jurisdiction and control of the Ministry;

And whereas the Municipality has offered to carry out winter maintenance services on the Road;

And whereas the Ministry has agreed to accept the Municipality's offer upon the mutually agreed upon terms and conditions as set out herein.

Now therefore this Agreement witnesses that in consideration of the covenants and premises in this Agreement and for other good and valuable consideration (the receipt and sufficient of which are hereby acknowledged), the Ministry and the Municipality agree as follows:

1. In this Agreement,
 - (a) "Area Engineer" means the Ministry's Area Contracts Engineer for the New Liskeard Area.
2. The Municipality agrees to provide winter maintenance services on the Road in accordance with this Agreement from the execution of this Agreement until this Agreement is terminated or the earlier termination of this Agreement by either party upon 60 days prior written notice or on such other date as the Parties may agree in writing.
3. The Municipality shall carry out the winter maintenance services described in Schedule "A" at the level of service specified therein, both of which may from time to time be amended by the parties or which may be amended upon the direction of the Area Engineer.
4. The Municipality shall supply all necessary labour, materials and equipment required to carry out such winter maintenance services in accordance with the Ministry's winter maintenance standards.

5. In lieu of monetary compensation, the Ministry agrees to undertake the winter maintenance on a section of the Municipality's Road known as Mowat's Landing Road (Highway 558) for approximately 3.1 km from Highway 11 to Pipeline Road (start of Highway 558) in accordance with Appendix 01.
6. The Municipality shall keep separate and detailed records of the material usage (i.e. salt and sand) for winter maintenance services pursuant to this Agreement and make these records available for examination by the Ministry upon request for a 24-month period from the termination date of this Agreement.
7. The Municipality will report the work completed for winter maintenance services to the Area Engineer in a manner consistent with the Ministry's maintenance management system that the Ministry shall explain to the Municipality prior to and at the time of the execution of this Agreement.
8. For greater clarity, the Municipality understands and agrees that the maintenance management system includes performance measures and outcome targets in respect of winter maintenance services that are specifically set out in the Ministry's Performance Requirement 2002 – Winter Maintenance ("Winter Maintenance Standards"). The Municipality acknowledges that it has been given a copy of the Winter Maintenance Standards and that these standards shall be incorporated into this Agreement by this reference.
9. The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2017, and terminating on April 22, 2018.
10. The winter maintenance season designated by the Area Engineer shall commence for the term of this Agreement on September 22 and terminate on April 22.
11. The Ministry may audit the Municipality for its performance of the Winter Maintenance Standards.
12. The Municipality shall indemnify and save harmless the Minister from any losses, costs, damages, suits, or expenses arising out of or connected with the performance of the winter maintenance services contemplated by this Agreement and attributable to the negligence of the Municipality or any person for whom the Municipality is responsible at law.
13. The Municipality shall maintain, in full force and effect, adequate liability insurance at all times throughout the term of this Agreement and such insurance shall include the following:
 - (a) commercial general liability insurance with limits of not less than \$5,000,000.00 (five million dollars) inclusive per occurrence against the risk of injury, loss or damage to the person(s) or property of others;
 - (b) road liability insurance; and,

- (c) automobile liability insurance for both owned and non-owned vehicles with limits of not less than \$5,000,000.00 (five million dollars) inclusive per occurrence for bodily injury, death and damage to property.

14. All insurance policies shall include:

- (a) Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation as an additional insured, but only in respect of services performed under this Agreement on behalf of the Ministry;
- (b) the policy of general liability insurance shall contain a cross liability clause endorsement; and,
- (c) the Municipality shall provide the Area Engineer with proof of insurance upon request.

15. The Municipality shall incorporate in its contract(s), if any, for the hired equipment or any other contract(s) to perform the winter maintenance services, which shall operate or work on the Roads, under the supervision of the Municipality during the term of this Agreement, the requirement that the contractor indemnify the Ministry and the Municipality to at least the same extent or better as provided by the Municipality to the Ministry pursuant to this Agreement. As well, the Municipality shall be responsible for calling out such contractor(s) and for making payment directly thereto and resolving any and all liens in respect of such services.

16. Any notice or other written communication intended for the Ministry shall be effectively given if sent by ordinary mail or other appropriate means of delivery to the Area Engineer at 437 McKeown Avenue, North Bay, Ont. P1B 9E4

17. Any notice or other written communication intended for the Municipality shall be effectively given and sent by ordinary mail or other appropriate means of delivery to the Municipality of Temiskaming Shores, at 325 Farr Drive Haileybury, Ontario, P0J 1K0

18. The Municipality covenants that it has the statutory authority to enter into this Agreement and warrants that it has done all acts necessary to authorize it to do so.

19. The Ministry or the Municipality shall have the right to terminate this Agreement by giving sixty (60) days prior written notice to the other party.

In witness whereof the Minister of Transportation by delegation has hereunto set his hand and seal and the Municipality has caused its corporate seal to be affixed hereto attested by the hands of its Mayor and Clerk.

Signed and Sealed at Temiskaming Shores, this 21st day of March, 2017.

**The Corporation of the Municipality of
Temiskaming Shores**



Mayor – Carman Kidd



Clerk – David B. Treen

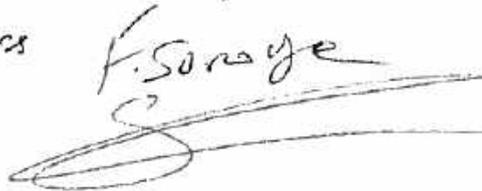
Signed at North Bay, this 19 day of April, 2017.

**Her Majesty the Queen in right of Ontario as
represented by the Minister of Transportation**



Area Engineer

Witness



F. Soraie

April 19, 2017



Appendix 01 – Winter and Summer Maintenance Services

For greater clarity in this Schedule and the Agreement, Highway 11B and Mowat's Landing Road are described as follows:

Road Name	Road Limits	Maintenance Class
Highway 11B	From ONR overpass bridge to Temiskaming Shores south limit	3
Mowat's Landing Road	From Highway 11 westerly to Pipeline road (beginning of Highway 558)	5

Winter Maintenance Services

The Municipality hereby agrees to provide such winter maintenance services for the Roads described herein such that it meets or exceeds the following levels of service:

Highway 11B shall be serviced at a Class 3 service level minimum, such level of service to achieve bare pavement within 24 hours after the end of the winter storm event and be maintained until conditions permit barring the pavement to full width during the term of this Agreement.

Mowat's Landing Road shall be serviced at a Class 5 service level minimum, such level of service to achieve snow pack conditions within 24 hours after the end of the winter storm event during the term of this Agreement.

For greater clarity,

1. Snow clearing shall include:
 - (a) plowing;
 - (b) winging back;
 - (c) snow removal;
2. Sanding shall include:
 - (a) spreading of sand on road surfaces;
 - (b) stockpiling;
 - (c) loading.
3. Salting shall include:
 - (a) spreading of salt on pavements;
 - (b) stockpiling; and
 - (c) loading.

In addition to the above, the Municipality shall perform such other winter maintenance services as may be agreed upon by the Parties from time to time.

**The Corporation of the City of Temiskaming Shores
By-law No. 2018-086**

**Being a by-law to amend By-law No. 2017-046 being a
by-law to enter into a Winter Maintenance Agreement
with the Province of Ontario (Ministry of Transportation
Ontario) – Highway 11B (Coleman Twp.) and Mowat
Landing 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 22 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may provide a system that it would otherwise not have power to provide outside its boundaries in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

And whereas Council considered Memo No. 020-2018-CS at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2017-046 being a Winter Maintenance Agreement with the Ministry of Transportation Ontario to extend the agreement until April 2022 for consideration at the May 15, 2018 Regular Council meeting;

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

1. That Article 9 of Schedule "A" to By-law No. 2017-046 be deleted and replaced with the following:

The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2018, and terminating on June 15, 2022.

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, 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 15th, day of May, 2018.



Mayor – Carman Kidd



Clerk – David B. Treen

The Corporation of the City of Temiskaming Shores

By-law No. 2020-103

Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on October 6, 2020

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

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

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

And whereas it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws;

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

1. That the actions of the Council at its Regular meeting held on **October 6, 2020** with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

Read a first, second and third time and finally passed this 6th day of October, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger