



**The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, January 17, 2023 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive**

Agenda

Land Acknowledgement

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

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

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

6. Review and adoption of Council Minutes

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Regular Meeting of Council – December 20, 2022

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

8. Question and Answer Period

9. Presentations / Delegations

10. Communications

- a) John Knifton, Managing Partner, JK Developments

Re: Application to acquire Municipals Lands, Dymond Cres.

Reference: Direct to the Municipal Clerk to consider in accordance with Land Disposition By-law No. 2015-160

- b) Sheila Randall, Earlton-Timiskaming Regional Airport

Re: November 2022 Financials

Reference: Received for Information

- c) Steven Clark, Minister of Municipal Affairs and Housing
Re: Legislative and Regulatory changes Update – Ontario Housing
Reference: Received for Information

- d) Steven Clark, Minister of Municipal Affairs and Housing
Re: More Homes Built Faster Act, 2022
Reference: Received for information

- e) Steve Cox, Housing Services Manager, District of Timiskaming Social Services Administration Board
Re: Request for lease of laneway – Zack’s Crib
Reference: Direct to the Municipal Clerk to consider in accordance with Land Disposition By-law No. 2015-160

- f) Haileybury Food Bank
Re: 2022 Annual Report
Reference: Received for information

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

11. Committees of Council – Community and Regional

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Minutes of the Timiskaming Health Unit, Board of Health meeting held October 5, 2022;
- b) Minutes of the District of Timiskaming Social Services Administration Board meeting held on October 19, 2022; and
- c) Minutes of Temiskaming Transit Committee meeting held on November 25, 2022

12. Committees of Council – Internal Departments

None

13. Reports by Members of Council

Temiskaming Transit Verbal Update

14. Notice of Motions

15. New Business

- a) **Memo No. 001-2023-CS – Borrowing**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2023-CS; and

That Council directs staff to prepare the necessary by-law to authorize borrowing from time to time to meet current expenditures during the Fiscal Year ending December 31, 2023.

b) **Memo No. 002-2023-CS – ROMA Conference Delegations**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No.002-2023-CS for information purposes.

c) **Council Attendance at Various Conferences**

PDAC Conference

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores approves the attendance of **Mayor Laferriere** to the Prospectors and Developers Association of Canada (PDAC) Convention scheduled for March 5 to March 8, 2023 in Toronto; and

Further be it resolved that the expenses incurred in attending the said conference be covered in accordance to the Municipal Business Travel and Expense Policy.

Ontario Good Roads Association Conference (OGRA)

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores approves the attendance of _____ and _____ to the Ontario Good Roads Association (OGRA) Conference scheduled for April 16 to April 19, 2023 in Toronto;

That Council acknowledges that Councillor Whalen will also be attending the OGRA Conference as President of the Federation of Northern Ontario Municipalities (FONOM); and

Further be it resolved that the expenses incurred in attending the said conference be covered in accordance to the Municipal Business Travel and Expense Policy.

Federation of Northern Ontario Municipalities (FONOM) Conference

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores approves the attendance of _____ and _____ to the Federation of Northern Ontario Municipalities (FONOM) Conference scheduled for May 8 to May 10, 2023 in Parry Sound;

That Council acknowledges that Councillor Whalen will also be attending the FONOM Conference as President of the Federation of Northern Ontario Municipalities (FONOM); and

Further be it resolved that the expenses incurred in attending the said conference be covered in accordance to the Municipal Business Travel and Expense Policy.

Association of Municipalities Ontario (AMO) Conference

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores approves the attendance of _____ and _____ to the Association of Municipalities Ontario (AMO) Conference scheduled for August 21 to August 23, 2023 in London;

That Council acknowledges that Councillor Whalen will also be attending the AMO Conference as President of the Federation of Northern Ontario Municipalities (FONOM); and

Further be it resolved that the expenses incurred in attending the said conference be covered in accordance to the Municipal Business Travel and Expense Policy.

d) **Administrative Report No. CS-001-2023 – Radio Advertising - CJTT**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-001-2023; and

That Council directs staff to prepare the necessary by-law to enter into a three (3) year radio contract with CJTT 104.5 FM for consideration at the January 17th, 2023 Regular Council meeting.

e) **Administrative Report No. CS-002-2023 – Health and Safety Compliance**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-002-2023; and

That Council confirms it has reviewed the City of Temiskaming Shores Health and Safety Policy and Program and the Violence in the Workplace Harassment and Violence in the Workplace Prevention Program in accordance with the Occupational Health and Safety Act.

f) **Administrative Report No. CS-003-2023 – Site Licence Agreement – Bell Mobility - Telecommunications Tower**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to prepare the necessary by-law to enter into a five (5) year licence agreement with Bell Mobility for the City of Temiskaming Shores Communications Equipment on their Dawson Point tower for consideration at the January 17th, 2023 Regular Council meeting.

g) **Administrative Report PPP-001-2023 – Appointment of Volunteer Firefighter**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-001-2023; and

That Council hereby appoints Sebastien Bouchard as Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Recruitment and Retention Program*.

h) **Memo No. 001-2023-PW – Rate Increase for Recycling Agreement with Surrounding Municipalities**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2023-PW; and

That Council approves a 6.6 percent (6.6%) rate increase to the surrounding municipalities for the acceptance of recyclable materials at the Spoke Transfer Station from \$311.23/tonne to \$331.77/tonne effective January 1, 2023.

i) **Memo No. 001-2023-RS – Rotary Splash Pad Update**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that the Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2022- RS for information purposes.

16. By-laws

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

By-law No. 2023-001 Being a by-law to provide for an Interim Tax Levy for the payment of taxes and to establish penalty and interest charges.

By-law No. 2023-002 Being a by-law to authorize borrowing from time to time to meet current Expenditures during the Fiscal Year ending December 31, 2023

By-law No. 2023-003 Being a by-law to authorize entering into an agreement with CJTT 104.5 FM for radio advertising

By-law No. 2023-004 Being a by-law to enter into a licence agreement with Bell Mobility Inc. to house City of Temiskaming Shores' Communication Equipment on the Dawson Point Tower

be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

By-law No. 2023-001
By-law No. 2023-002
By-law No. 2023-003; and
By-law No. 2023-004

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 Meeting of Council – February 7, 2023 at 6:00 p.m.
- b) Regular Meeting of Council – February 21, 2023 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

20. Confirming By-law

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. **2023-005** being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **January 17, 2023** be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. **2023-005** be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

21. Adjournment

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, December 20, 2022 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive

Minutes

Land Acknowledgement

Mayor Laferriere began the meeting by observing the following Land Acknowledgement.

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

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

1. Call to Order

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

2. Roll Call

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

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

Steve Langford, Fire Chief
Brad Hearn, IT Administrator

Regrets: 0

Media: 2

Members of the Public: 4

3. Review of Revisions or Deletions to Agenda

None

4. Approval of Agenda

Resolution No. 2022-492

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Wilson

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. 2022-493

Moved by: Councillor Graydon

Seconded by: Councillor Ducharme

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

a) Regular Meeting of Council – December 6, 2022

Carried

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

None

8. Question and Answer Period

None

9. Presentations / Delegations

Mitch McCrank – Transit Service Update

Resolution No. 2022-494

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Whereas Voyago has been awarded the Transit Contract and the company is committed to work with Temiskaming Transit to transition the service as early as possible;

AND WHEREAS Voyago has provided a progress report on December 20, 2022 noting an incredibly positive response to driver and supervisor recruitment with a solid onboarding plan with all other aspects of the contract are well organized and on schedule;

AND WHEREAS the city has sought all viable options to mitigate disruptions in service such as alternate servicing options, bus charter, etc.

AND WHEREAS most options have been exhausted and therefore delays and disruption in service for the first half of January 2023 are expected;

AND WHEREAS DK's Taxi Service has been approached to offer a service arrangement for an hourly rate per vehicle for a limited period to address the transportation needs of the Temiskaming Transit ridership;

Now THEREFORE BE IT RESOLVED THAT the Council of the City of Temiskaming Shores authorizes staff to arrange and bind a service arrangement with DK's Taxi for a limited period running the typical transit route or as required.

Carried

10. Communications

- a) Mark Stewart, CAO – District of Timiskaming Social Services Administration Board

Re: Community Safety and Well Being Plan Handover

Reference: Received for Information

- b) Alyssa Gosselin, First Link Care Navigator & Public Education Coordinator, Alzheimer Society

Re: National Alzheimer Awareness Month – January 2023

Reference: Proclamation presented under New Business

- c) Stephane Lefebvre, Manager of Plant and Property & Health and Safety, Northern College

Re: Application to Purchase Municipal Land, 2022-10-17

Reference: Direct to the Municipal Clerk to process in accordance with Land Disposition By-law No. 2015-160

- d) Sandy MacDonald, Regional Director of Community Affairs, Bell

Re: Bell Let's Talk Day – Flag Raising – January 25, 2023

Reference: Received for information

- e) Caroline Mulroney, Minister of Transportation

Re: Safe Restart Funding – Municipal Transit Stream

Reference: Referred to the Temiskaming Transit Committee and Municipal Treasurer

Resolution No. 2022-495

Moved by: Councillor Foley

Seconded by: Councillor Ducharme

Be it resolved that City Council agrees to deal with Communications Items 10 a) through e) in accordance with agenda references.

Carried

11. Committees of Council – Community and Regional

None

12. Committees of Council – Internal Departments

None

13. Reports by Members of Council

None

14. Notice of Motions

None

15. New Business

- a) **Resolution in Support of Call for Nominations for ROMA Board of Directors**

Resolution No. 2022-496

Moved by: Councillor Graydon

Seconded by: Councillor Foley

Be it resolved that the Council for the City of Temiskaming Shores endorses Councillor Mark Wilson for the position of ROMA Zone 9 Representative for the 2023 – 2027 ROMA Board of Directors.

Carried

- b) **Proclamation – National Alzheimer Awareness Month – January 2023**

Resolution No. 2022-497

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Wilson

Whereas, Alzheimer Awareness Month is recognized during the month of January 2023 to raise awareness about Alzheimer’s disease and other forms of dementia; and

Whereas Alzheimer’s disease is a degenerative brain disorder that most often occurs in people over the age of 65 but can occur in adults in their 30’s, 40’s and 50’s; and

Whereas there are over 630,000 Canadians living with Alzheimer’s disease with a projected almost 1 million Canadians living with dementia by 2031; and

Whereas the Alzheimer Society Cochrane-Temiskaming provides programs and services to all citizens of Cochrane-Temiskaming district; and

Whereas the Alzheimer Society Cochrane-Temiskaming encourages the Council, residents, business and services of City of Temiskaming Shores to break the stigma and fear of exclusion attached to Alzheimer and dementia and build their community into a Dementia Friendly Community that supports those living with dementia to maintain an active role in our community, to take part in new things and to continue activities they enjoy with confidence.

Now therefore, I, Mayor Jeff Laferriere do hereby declare the Month of January 2023 as Alzheimer Awareness month in the City of Temiskaming Shores and that the City of Temiskaming Shores build toward becoming a Dementia Friendly Community.

Carried

c) **January – November 2022 Year-to-date Capital Financial Report**

Resolution No. 2022-498

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Foley

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

Carried

d) **Memo No. 048-2022-CS – Approval to Transfer surplus/deficit funds to/from Reserve and Reserve Funds**

Resolution No. 2022-499

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Wilson

Be it resolved that Council of the City of Temiskaming Shores hereby directs the Treasurer to transfer any surplus/deficit from 2022 to/from the applicable Reserve or Reserve Funds per the summary below:

Program or Service	To/From Reserve or Reserve Fund
Bucke Park Operations	Bucke Park Reserve
Business Improvement Area (BIA)	BIA Reserve
Cemetery Operations	Cemetery Reserve

Doctor Recruitment	Doctor Recruitment Reserve
Elections	Elections Reserve
Fire Marque and Auto Extrication Net Revenues	Fire Equipment Reserve
Gain on Sale of Surplus Fleet Assets	Fleet Replacement Reserve
Land Leases and Net Land Sales	Community Development or Economic Development Reserve
Landfill Operations	Landfill Reserve
Medical Centre	Medical Centre Reserve
Municipal Budget Capital	Working Funds Reserve
Municipal Budget Environmental Operations	Environmental Water Working Fund and/or Environmental Sewer Working Fund Reserve
Municipal Budget General Operations	Working Funds Reserve
Municipal Transit Operations	Municipal Transit Reserve
Temiskaming Shores Library	Library Reserve

And further that any other surplus/deficit not listed above from the 2022 fiscal year be transferred to/from Working Funds Reserve.

Carried

e) **Memo No. 049-2022-CS – Amending FedNor agreement for Great Fire Centennial Event**

Resolution No. 2022-500

Moved by: Councillor Graydon

Seconded by: Councillor Foley

Be it resolved that Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No.049-2022-CS; and

That Council hereby confirms funding agreement amendment No. 1 and directs staff to prepare the necessary by-law to amend By-law No. 2022-004 to extend the project completion date from January 31, 2023 to March 7, 2023, for consideration at the December 20, 2022 Regular Council meeting.

Carried

f) **Administrative Report No. CS-046-2022 – Zoning By-Law Amendment 2022-03: 884402 Highway 65 West**

Resolution No. 2022-501

Moved by: Councillor Foley

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-046-2022;

That Council agrees to amend the provisions of the City of Temiskaming Shores Zoning By-law 2017-154 to permit the zone change from Community Facilities (CF) to Rural Residential Exception 3 (R1-3); 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 December 20, 2022 Regular Council meeting

Carried

g) **Administrative Report No. CS-047-2022: Zack's Crib – Building Permit Fees**

Resolution No. 2022-502

Moved by: Councillor Whalen

Seconded by: Councillor Pelletier-Lavigne

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-047-2022; and

That Council acknowledges the request from the District of Timiskaming Social Services Administration Board and agrees to provide in-kind support to Zack's Crib by waiving the Building Permit Fee associated with the renovation of 183 Broadwood Ave. in the amount of \$6,650.

Carried

h) **Administrative Report No. CS-048-2022: Prosecution Services – POA**

Resolution No. 2022-503

Moved by: Councillor Foley

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-048-2022; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Mr. Mariusz Przybylowski as a Court Prosecutor for consideration at the December 20th, 2022 Regular Council meeting.

Carried

- i) **Memo No. 013-2022-PW: Ontario Structure Inspection Manual (OSIM) 2022 Bridge and Culvert Inspection Program**

Resolution No. 2022-504

Moved by: Councillor Graydon

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of the 2022 Bridges, Culverts and Roof Infrastructure report based on the Ontario Structure Inspection Manual (OSIM) and Capital Plan prepared by DM Wills for information purposes.

Carried

- j) **Administrative Report No. PW-031-2022: Cost Sharing Agreement**

Resolution No. 2022-505

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Ducharme

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-031-2022; and

That Council directs staff to prepare the necessary by-law to enter into a cost sharing agreement with the Ministry of Transportation to construct a right turn taper and left turn lane on Highway 65E to accommodate the Grant Drive Extension for an upset limit of \$ 266,250.00 plus applicable taxes for Councils consideration at the December 20, 2022 Regular Council Meeting.

Carried

k) **Administrative Report No. PW-032-2022: Equipment Rental -Water/Sewer Repairs**

Resolution No. 2022-506

Moved by: Councillor Graydon

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-032-2022; and

That Council directs staff to prepare the necessary by-law to amend By-Law No. 2019-016, as amended being the agreement with Pedersen Construction (2013) Inc., to permit a one (1) year extension for the Equipment Rental Excavator c/w Operator for Water/Sewer Breaks and repairs at the following rental rates, plus applicable taxes:

Description	Regular Rate	After Hour Rate
Float Time	\$160.00/ hour	\$200.00/ hour
Breaker Attachment	\$260.00/ hour	\$300.00/ hour
Excavation Time	\$160.00/ hour	\$200.00/ hour

for consideration at the December 20, 2022 Regular Council Meeting.

Carried

16. By-laws

Resolution No. 2022-507

Moved by: Councillor Foley

Seconded by: Councillor Wilson

Be it resolved that:

By-law No. 2022-176 Being a by-law to authorize the entering into an Agreement with 947465 Ontario Ltd. o/a Voyago for the provision of Public Transit Services

By-law No. 2022-177 Being a by-law to authorize the entering into an agreement with 947465 Ontario Ltd. o/a Voyago for the lease of five Accessible Transit Buses

By-law No. 2022-178 Being a by-law to authorize the entering into a Lease Agreement with Bumstead Trucking Ltd. for a portion of the premises known at 41 Golding Street, New Liskeard

- By-law No. 2022-179 Being a by-law to amend By-law No. 2022-004 to enter into an agreement with the Federal Economic Development Agency for Northern Ontario as represented by the Minister of Indigenous Services and Minister responsible for the Federal Economic Development Agency for Northern Ontario for the Great Fire of 1922 Centennial Event (Project No. 851-513645) – Amendment No. 1
- By-law No. 2022-180 Being a by-law to amend By-law No. 2017-154 to rezone 884402 Highway 65 West from the Community Facilities (CF) Zone to the Rural Residential Exception 19 (R1-3) Zone to allow for the conversion of the existing building to a single detached dwelling and to permit a reduced lot area
- By-law No. 2022-181 Being a by-law to enter into a Contract Agreement for POA Court Prosecution Services
- By-law No. 2022-182 Being a by-law to authorize the Execution of a Cost Sharing Agreement between His Majesty the King in right of the Province of Ontario represented by the Minister of Transportation and the Corporation of the City of Temiskaming Shores for the construction of the right turn taper and left turn lane on Highway 65E to accommodate the Grant Drive Extension
- By-law No. 2022-183 Being a by-law to amend By-law No. 2019-016, as amended to enter into an agreement with Pedersen Construction (2013) Inc. for the rental of an Excavator complete with Operator for Water Break repairs
- By-law No. 2022-184 Being a by-law authorizing the execution of the Next Generation 9-1-1 Authority Service Agreement with Bell Canada

be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-508

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2022-176

By-law No. 2022-177

By-law No. 2022-178

By-law No. 2022-179

By-law No. 2022-180

By-law No. 2022-181

By-law No. 2022-182

By-law No. 2022-183; and

By-law No. 2022-184

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

Carried

17. Schedule of Council Meetings

- a) Regular Meeting of Council – January 17, 2023 at 6:00 p.m.

18. Question and Answer Period

None

19. Closed Session

Resolution No. 2022-509

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that Council agrees to convene in Closed Session at 6:45 p.m. to discuss the following matters:

- a) Under Section 239 (2) (b) of the Municipal Act, 2001 – personal matters about an identifiable individual, including municipal or local board employees – Committee Appointments

Carried

Resolution No. 2022-510

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council agrees to rise with report from Closed Session at 7:12 p.m.

Carried

Resolution No. 2022-511

Moved by: Councillor Whalen

Seconded by: Councillor Pelletier-Lavigne

Be it resolved that:

By-law No. 2022-185 Being a by-law to appoint community representatives to various Committees and Boards for the 2023-2026 Term of Council

be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-512

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

Be it resolved that By-Law 2022-185: be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto

Carried

20. Confirming By-law

Resolution No. 2022-513

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that By-law No. **2022-186** 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 **December 20, 2022** be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-514

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Whalen

Be it resolved that By-law No. **2022-186** be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2022-515

Moved by: Councillor Graydon

Seconded by: Councillor Whalen

Be it resolved that Council hereby adjourns its meeting at 7:15 p.m.

Carried

December 19, 2022

City of Temiskaming Shores

325 Farr Drive
P.O. Box 2050
Haileybury, ON POJ 1K0

Attention: Mayor Laferriere and Council

Re: 129 Davidson Street, former Public School project, New Liskeard, ON, Application to acquire Municipal Lands, Dymond Crescent, New Liskeard, ON

Dear Mr. Mayor Laferriere and Council:

Please find enclosed our application to acquire municipal lands at Dymond Crescent for our project at 129 Davidson Street, New Liskeard.

Our client at Abdul Khaliq Properties have owned the property (the former École Paradis-Des-Petits) since 2018. The reason they purchased the property was to develop a market rate 2-4 story rental building with an affordable housing component.

Typically, when we work with Municipalities to provide affordable housing in a Community, we look for some contribution from the Municipality to offset costs. Moving forward, as you receive our application to acquire a portion of Dymond Crescent, we would ask the Municipality to consider conveying us the property for \$1.00 in return for us being able to produce an affordable housing strategy and delivering a certain number of units to the community.

An agreement such as discussed above, would have to be beneficial to the Community and to the Developer. We would be pleased to have a discussion with you and your Council if the opportunity could be arranged from your end.

Please advise and thank you.

Sincerely,



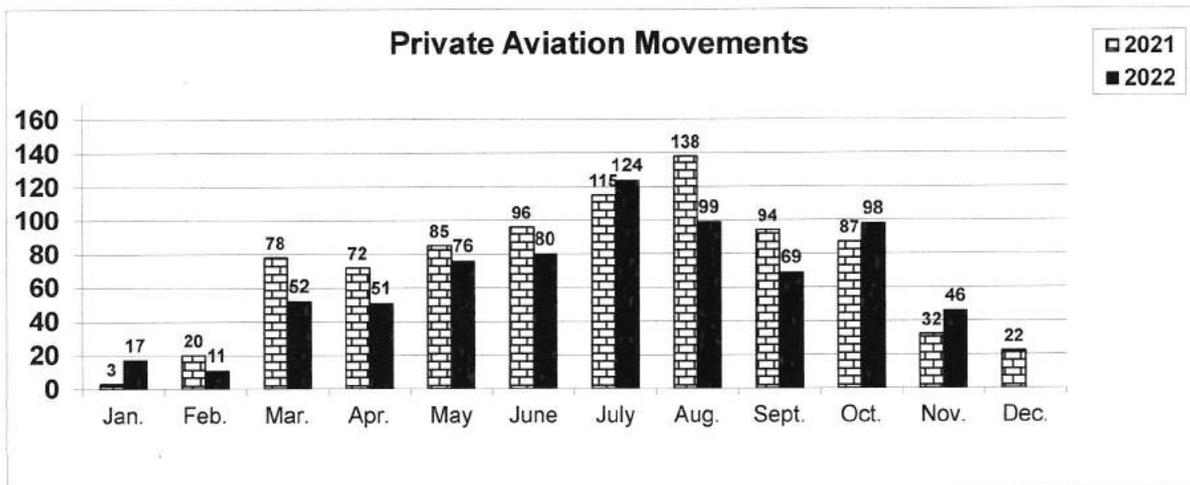
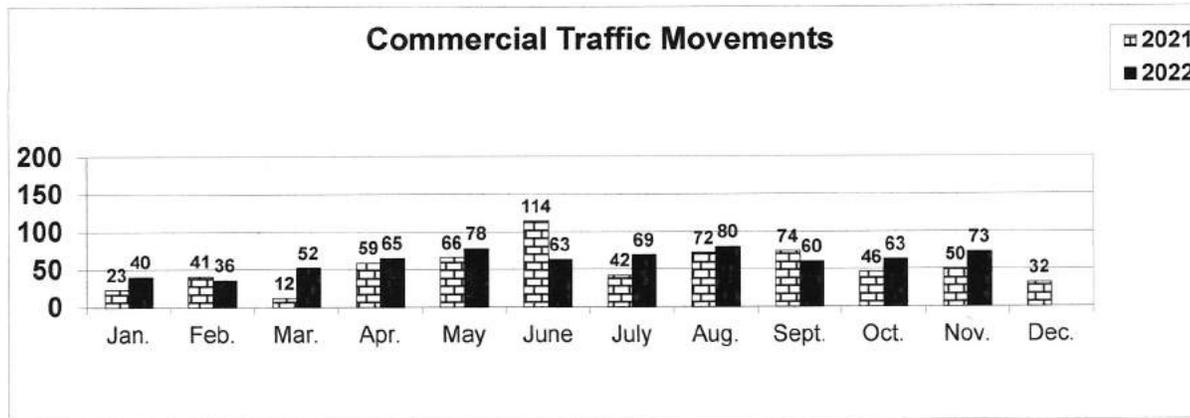
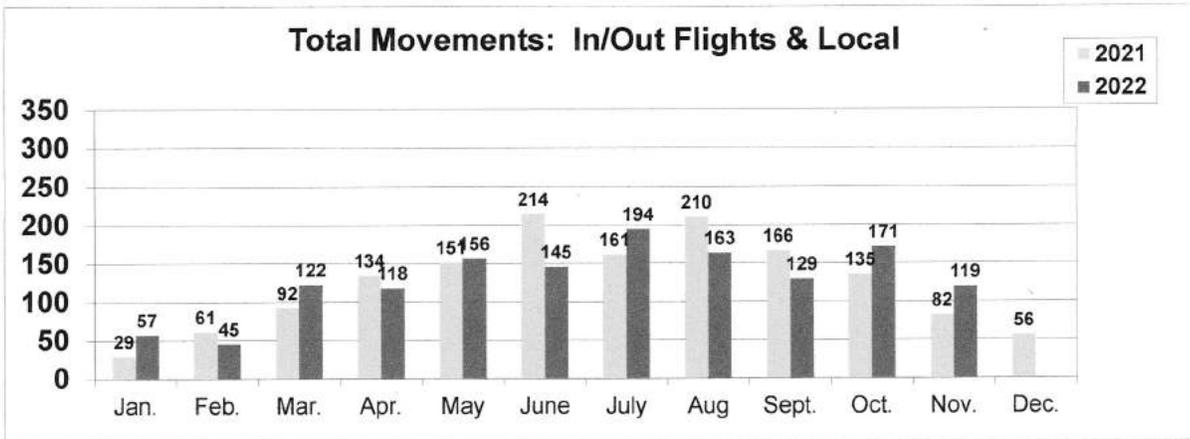
John Knifton,
Managing Partner.
JK Development GP² Limited.

cc. Mr. Abdul Khaliq

EARLTON-TIMISKAMING REGIONAL AIRPORT NOVEMBER 2022

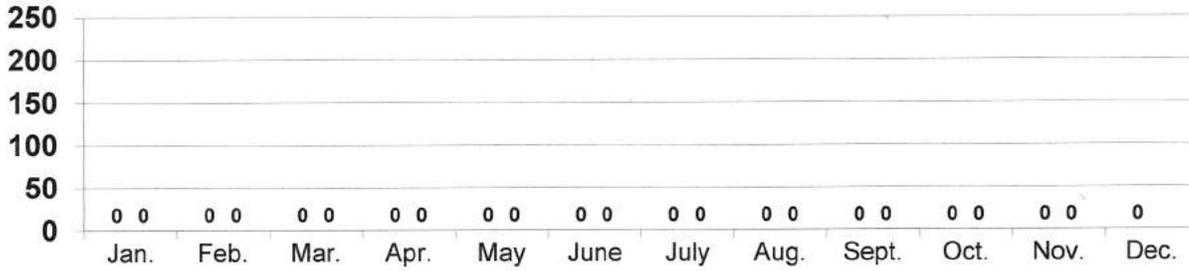
<u>REVENUE</u>	<u>ACTUAL</u>	<u>YTD</u>
Fuel	\$10,307	\$205,823
FedNor		\$912,500
Operations	\$62,677	\$295,844
	<hr/>	
	\$72,984	\$1,414,167
 <u>EXPENSES</u>		
Fuel	\$20,616	\$190,599
Operations	\$27,448	\$261,935
	<hr/>	
	\$48,064	\$452,534
 <u>NET PROFIT/LOSS</u>		
Fuel	-\$10,309	\$15,224
Operations	\$35,229	\$946,409
Capital Expenses		-\$195,000
	<hr/>	
	\$24,920	\$766,633
 <u>FUEL INVENTORY - JET A1</u>	\$	19,297
<u>FUEL INVENTORY - AVGAS</u>	\$	23,503
<u>FUEL INVENTORY - DIESEL</u>	\$	6,668

ANNUAL AIRCRAFT MOVEMENTS



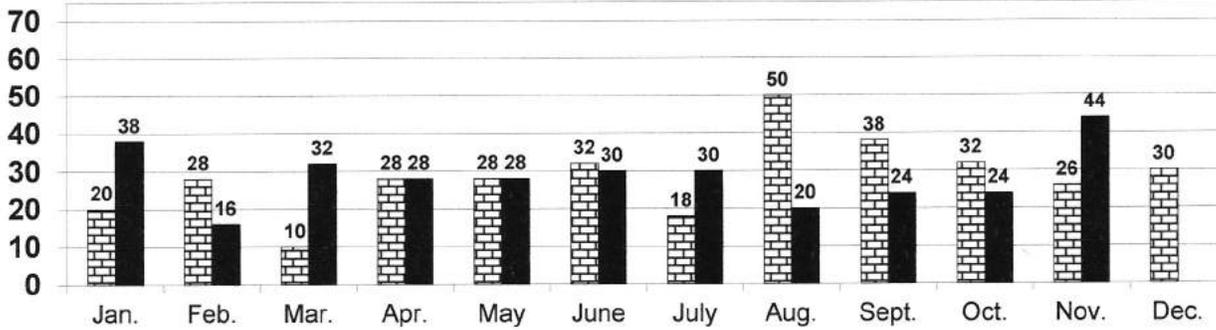
Air Carriers Movements

▨ 2021
■ 2022



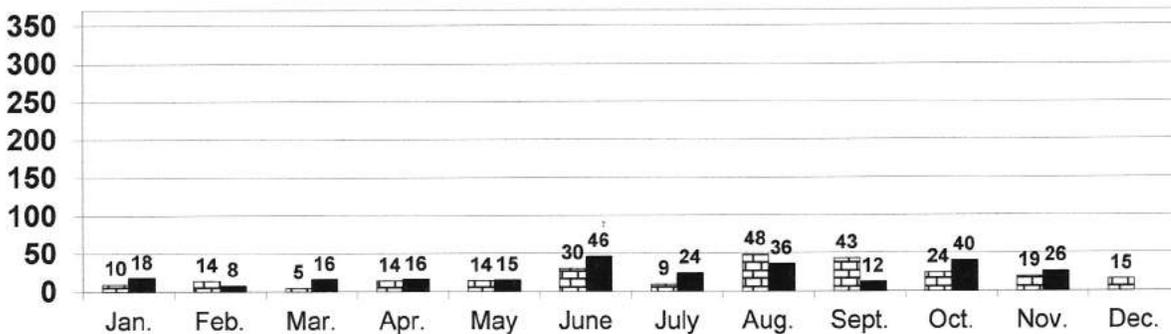
Air Ambulance Movements

▨ 2021
■ 2022



Pgrs. via Air Charter

▨ 2021
■ 2022



Community Contribution Summary
2022 Sharing Contribution
Per Capita Contribution - \$9.33

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1166	\$10,879	\$10,879.00
Casey	368	\$3,433	\$3,433.00
Chamberlain	332	\$3,098	\$3,098.00
Charlton and Dack	686	\$6,400	\$6,400.00
Coleman	595	\$5,551	\$5,551.00
Englehart	1479	\$13,799	\$13,799.00
Evanturel	449	\$4,189	\$4,189.00
Harley	551	\$5,141	\$5,141.00
Hilliard	223	\$2,081	\$2,081.00
Hudson	503	\$4,693	\$4,693.00
Temiskaming Shores	9920	\$92,554	\$92,554.00
Thornloe	112	\$1,045	\$1,045.00
Total Contributions	16384	\$152,863	\$152,863.00

Donation

Kerns	358	\$3,340	
Total Contributions		\$156,203	\$152,863

As of Dec. 13, 2022

**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 (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

Bill 109, the *More Homes for Everyone Act, 2022*

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario ([019-5284](#)), and the Ontario Legislative Assembly [website](#).

Bill 23, More Homes Built Faster, 2022

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario ([019-6163](tel:019-6163)), and the Ontario Legislative Assembly [website](#).

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations ([O. Reg. 529/22](#) and [O. Reg. 530/22](#)) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations ([O. Reg. 581/22](#) and [O. Reg. 583/22](#)), and additional regulations to prescribe provincial priorities ([O. Reg. 580/22](#) and [O. Reg. 582/22](#)) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website ([Bill 3](#) and [Bill 39](#)).

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

Appendix A

Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

Schedule	Effective Date
Schedule 1: City of Toronto Act, 2006	<p>All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 2: Conservation Authorities Act	<p>Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for:</p> <ul style="list-style-type: none"> • On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister’s approval provided they follow rules around public consultation and notifications. • Also on January 1, sections that enable the Minister’s ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made. • Changes related to CA permitting (including removal of “conservation of land” and “pollution”, adding “unstable soil and bedrock”, regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).
Schedule 3: Development Charges Act, 1997	<p>All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.</p>
Schedule 4: Municipal Act, 2001	<p>All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 5: New Home Construction Licensing Act, 2017	<p>Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent.</p> <p>The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related</p>

Schedule	Effective Date
<p>Schedule 6: Ontario Heritage Act</p>	<p>to administrative penalties, will come into force on February 1, 2023.</p> <p>Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include:</p> <ul style="list-style-type: none"> • The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties. • Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance. • Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register. • The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD). • The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023. <p>Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitional provisions to address matters underway at the time of the changes coming into force.</p> <p>The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD.</p> <p>Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force.</p> <p>Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of “alter”.</p>
<p>Schedule 7: Ontario Land Tribunal Act, 2001</p>	<p>The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.</p>

Schedule	Effective Date
Schedule 8: Ontario Underground Infrastructure Notification System Act, 2012	The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.
Schedule 9: Planning Act	<p>The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions:</p> <ul style="list-style-type: none"> • provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation. • provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units • provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes • provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023
Schedule 10: Supporting Growth and Housing in York and Durham Regions Act, 2022	<p>Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent.</p> <ul style="list-style-type: none"> • Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act. • Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes. • Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.

Appendix B

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.

**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
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et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at <https://ero.ontario.ca/notice/019-6433>.

In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (<https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium>). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at BuildingTransformation@ontario.ca.

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,



Steve Clark
Minister

c: Municipal Clerks

From: [Steve Cox](#)
To: [Kelly Conlin](#)
Cc: [Mark Stewart](#); [Yves Paille](#)
Subject: Zack's Crib
Date: Wednesday, January 11, 2023 2:35:12 PM
Attachments: [image002.png](#)

January 11, 2023

Mayor and Council
City of Timiskaming Shores
Timiskaming Shores, ON

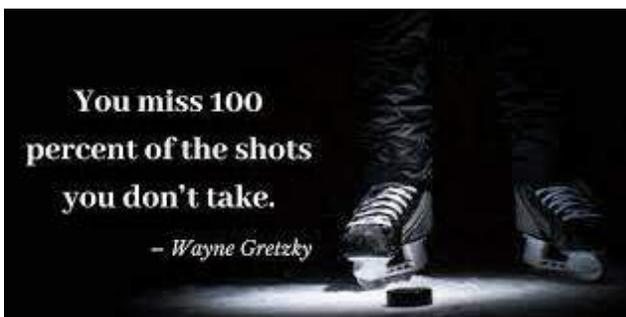
The DTSSAB, in conjunction with the Zack's Crib Board, would like to lease the laneway area to the right of 183 Broadwood, Temiskaming Shores, front entrance. The proposed use of the building is to provide a much-needed shelter in the area for individuals experiencing homelessness. The need for control of the laneway is for operational purposes such as deliveries, people with accessibility needs, etc., as there is limited space around the facility.

Zack's Crib does not seek to remove the enjoyment of the laneway from nearby residents, the Board and DTSSAB will work with nearby residents if they require access to their yards through the laneway.

Thank you for ongoing support

Regards,

Steve Cox
Housing Services Manager
The District of Timiskaming Social Services Administration Board
29 Duncan Ave N, PO Box 310, Kirkland Lake, ON P2N 3H7
P: 705.567.9366 ext. 3243 | F:705.567.1942
coxs@dtssab.com



I acknowledge that I am on the lands of the traditional Robinson-Huron Treaty territory of the Cree, Ojibway, and Algonquin Peoples.

Reporting for: Haileybury Food Bank

For these program types: Food Bank

With dates between 2022 January 1st and 2022 December 31st

For information on how reports are calculated see the Report Basics Document (<https://link2feed.atlassian.net/wiki/spaces/L2FSM/pages/902168624/Report+Basics>) and Report Definitions Document (<https://link2feed.atlassian.net/wiki/spaces/L2FSM/pages/902987850/Report+Definitions+-+Household+Client+Partner+Individuals+Adult+Child>)

QB1a: Unique Individuals Served - Childrens Ages

	0-2 Years	3-5 Years	6-11 Years	12-17 Years	Total
Children by Age	12	26	31	26	95

QB1a: Unique Individuals Served - Adults Ages

	18-30 Years	31-44 Years	45-64 Years	65+ Years	Total
Adults by Age	62	59	68	21	210

QB1b: Individuals: New vs. Existing (Unique)

	Existing	New	Total
Network	185	120	305

QB1c: Unique Individuals Served

	Adults (18+)	Children (Under 18)	Total
Unique Individuals	210	95	305

QB2: Household Demographics

Gender Identity	Women	Men	Total
Adults (18+)	112	98	210
Anonymous Individuals (18+)	0	0	0
Total	112	98	210

Post Secondary Student	Post Secondary - No	Post Secondary - Yes	Total
Adults (18+)	195	15	210
Anonymous Individuals (18+)	0	0	0
Total	195	15	210

In Canada 10 Years or Less	Didn't Ask	Don't Know	No	Total
Adults (18+)	95	4	111	210
Anonymous Individuals (18+)	0	0	0	0
Total	95	4	111	210

Racial Identity	Didn't Ask	Don't Know	Indigenous	White	Didn't Ask	Total
Adults (18+)	155	27	17	10	0	210
Anonymous Individuals (18+)	0	0	0	0	0	0
Total	155	27	17	10	0	210

Persons with Disability	Didn't Ask	Don't Know	No	Yes	Total
Adults (18+)	91	7	53	59	210
Anonymous Individuals (18+)	0	0	0	0	0
Total	91	7	53	59	210

Visible Minorities	Non-Visible Minority	Total
Adults (18+)	27	27

QB3: Visits to Your Hamper Program

	Adults (18+)	Children (Under 18)	Total
Total Individuals	1022	318	1340

QC1: Household Types

	Single Parent/Guardian	Two Parent/Guardian	Couple with no Children	Single People	Other	Undisclosed	Total
Anonymous Households	0	0	0	0	0	0	0

2022

Reporting for: Halleybury Food Bank

For these program types: Food Bank

With dates between 2022 January 1st and 2022 December 31st

For information on how reports are calculated see the Report Basics Document (<https://link2feed.atlassian.net/wiki/spaces/L2FISM/pages/902168624/Report+Basics>) and Report Definitions Document (<https://link2feed.atlassian.net/wiki/spaces/L2FISM/pages/902987850/Report+Definitions+-+Household+Client+Partner+Individuals+Adult+Child>)

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	0-2 Years	3-5 Years	6-11 Years	12-17 Years	Total
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QB1c: Unique Individuals Served			
	Adults (18+)	Children (Under 18)	Total
Unique Individuals	210	95	305

QB2: Household Demographics							
Gender Identity		Women	Men	Total			
Adults (18+)		112	98	210			
Anonymous Individuals (18+)		0	0	0			
Total		112	98	210			
Post Secondary Student		Post Secondary - No		Post Secondary - Yes		Total	
Adults (18+)		195		15		210	
Anonymous Individuals (18+)		0		0		0	
Total		195		15		210	
In Canada 10 Years or Less		Didn't Ask	Don't Know	No	Total		
Adults (18+)		95	4	111	210		
Anonymous Individuals (18+)		0	0	0	0		
Total		95	4	111	210		
Racial Identity		Didn't Ask	Don't Know	Indigenous	White	Didn't Ask	Total
Adults (18+)		156	27	17	10	0	210
Anonymous Individuals (18+)		0	0	0	0	0	0
Total		156	27	17	10	0	210
Persons with Disability		Didn't Ask	Don't Know	No	Yes	Total	
Adults (18+)		91	7	53	59	210	
Anonymous Individuals (18+)		0	0	0	0	0	
Total		91	7	53	59	210	
Visible Minorities		Non-Visible Minority			Total		
Adults (18+)		27			27		

QB3: Visits to Your Hamper Program			
	Adults (18+)	Children (Under 18)	Total
Total Individuals	1022	318	1340

QC1: Household Types							
	Single Parent/Guardian	Two Parent/Guardian	Couple with no Children	Single People	Other	Undisclosed	Total
Anonymous Households	0	0	0	0	0	0	0

Reporting for: Halleybury Food Bank
 For these program types: Food Bank

With dates between 2022 January 1st and 2022 December 31st

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QB2: Household Demographics									
Gender Identity		Women		Men		Total			
Adults (18+)		112		98		210			
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Adults (18+)		195		15		210			
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Adults (18+)		95		4		111	210		
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Total		95		4		111	210		
Racial Identity		Didn't Ask		Don't Know		Indigenous	White	Didn't Ask	Total
Adults (18+)		156		27		17	10	0	210
Anonymous Individuals (18+)		0		0		0	0	0	0
Total		156		27		17	10	0	210
Persons with Disability		Didn't Ask		Don't Know		No	Yes	Total	
Adults (18+)		91		7		53	59	210	
Anonymous Individuals (18+)		0		0		0	0	0	
Total		91		7		53	59	210	
Visible Minorities		Non-Visible Minority				Total			
Adults (18+)		27				27			

QB3: Visits to Your Hamper Program			
	Adults (18+)	Children (Under 18)	Total
Total Individuals	1022	318	1340

QC1: Household Types							
	Single Parent/Guardian	Two Parent/Guardian	Couple with no Children	Single People	Other	Undisclosed	Total
Anonymous Households	0	0	0	0	0	0	0

Reporting for: Halleybury Food Bank

For these program types: Food Bank

With dates between 2022 January 1st and 2022 December 31st

For information on how reports are calculated see the Report Basics Document (<https://link2feed.atlassian.net/wiki/spaces/L2FISM/pages/902169624/Report+Basics>) and Report Definitions Document (<https://link2feed.atlassian.net/wiki/spaces/L2FISM/pages/902987850/Report+Definitions+Household+Client+Partner+Individuals+Adult+Child>)

QB1a: Unique Individuals Served - Childrens Ages					
	0-2 Years	3-5 Years	6-11 Years	12-17 Years	Total
Children by Age	12	26	31	26	95

QB1a: Unique Individuals Served - Adults Ages					
	18-30 Years	31-44 Years	45-64 Years	65+ Years	Total
Adults by Age	62	59	68	21	210

QB1b: Individuals: New vs. Existing (Unique)			
	Existing	New	Total
Network	185	120	305

QB1c: Unique Individuals Served			
	Adults (18+)	Children (Under 18)	Total
Unique Individuals	210	95	305

QB2: Household Demographics							
Gender Identity		Women	Men	Total			
Adults (18+)		112	98	210			
Anonymous Individuals (18+)		0	0	0			
Total		112	98	210			
Post Secondary Student		Post Secondary - No		Post Secondary - Yes		Total	
Adults (18+)		195		15		210	
Anonymous Individuals (18+)		0		0		0	
Total		195		15		210	
In Canada 10 Years or Less		Didn't Ask	Don't Know	No	Total		
Adults (18+)		95	4	111	210		
Anonymous Individuals (18+)		0	0	0	0		
Total		95	4	111	210		
Racial Identity		Didn't Ask	Don't Know	Indigenous	White	Didn't Ask	Total
Adults (18+)		156	27	17	10	0	210
Anonymous Individuals (18+)		0	0	0	0	0	0
Total		156	27	17	10	0	210
Persons with Disability		Didn't Ask	Don't Know	No	Yes	Total	
Adults (18+)		91	7	53	59	210	
Anonymous Individuals (18+)		0	0	0	0	0	
Total		91	7	53	59	210	
Visible Minorities		Non-Visible Minority			Total		
Adults (18+)		27			27		

QB3: Visits to Your Hamper Program			
	Adults (18+)	Children (Under 18)	Total
Total Individuals	1022	318	1340

QC1: Household Types							
	Single Parent/Guardian	Two Parent/Guardian	Couple with no Children	Single People	Other	Undisclosed	Total
Anonymous Households	0	0	0	0	0	0	0

	Single Parent/Guardian	Two Parent/Guardian	Couple with no Children	Single People	Other	Undisclosed	Total
Households	25	18	17	67	15	1	143
Total	25	18	17	67	15	1	143

QC2: Household Primary Income

	Employment Income	Employment Insurance Income	Social Assistance (Welfare)	Disability Related Benefits	Old Age Pension	Student Loan/Scholarships	Canada Child Benefits	Other	No Income	Canada Recovery Benefit (CRB)	Canada Recovery Sickness Benefit (CRSB)	Canada Recovery Caregiving Benefit (CRCB)	Canada Worker Lockdown Benefit (CWLB)	Undisclosed	Unknown	Total
Households Served	17	4	28	58	12	0	0	12	12	0	0	0	0	0	0	143

QC3: Housing Status

	Band Owned	Emergency Shelter	On The Street	Own Home	Private Rental	Rooming House	Social Rental Housing	With Family / Friends	Group Home/Youth Shelter	Other	Didn't Ask	Prefer Not to Answer	Don't Know	Total
Households	0	1	1	20	108	0	2	5	0	2	3	0	0	142

QC4: Visit Reason

	Cost of Housing (Rent, Mortgage)	Cost of Utilities (Hydro, Heat, Gas, Water)	Cost of Food	Delayed Wages	Low Wages/Not Enough Hours	Unemployed / Recently Lost Job	Benefit / Social Assistance Changes	Relocation (Immigration/Moving)	Unexpected Expense	Sickness / Medical Expenses	Debt	Natural Disaster	Family Breakup	Didn't Ask	Prefer Not to Answer	Don't Know	Other	Total	
Haileybury Food Bank	12	10	9	1	1	0	0	1	0	1	0	0	0	0	0	0	0	669	0

QD1: Individual Meals/Snacks

There were no results from the report.

Total Households Served

	Results	Total
Anonymous Households Served	0	0
Households Served	143	143
Total	143	143

	Single Parent/Guardian	Two Parent/Guardian	Couple with no Children	Single People	Other	Undisclosed	Total
Households	25	18	17	67	15	1	143
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QC2: Household Primary Income

	Employment Income	Employment Insurance Income	Social Assistance (Welfare)	Disability Related Benefits	Old Age Pension	Student Loan/Scholarships	Canada Child Benefits	Other	No Income	Canada Recovery Benefit (CRB)	Canada Recovery Sickness Benefit (CRSB)	Canada Recovery Caregiving Benefit (CRCB)	Canada Worker Lockdown Benefit (CWLB)	Undisclosed	Unknown	Total
Households Served	17	4	28	58	12	0	0	12	12	0	0	0	0	0	0	143

QC3: Housing Status

	Band Owned	Emergency Shelter	On The Street	Own Home	Private Rental	Rooming House	Social Rental Housing	With Family / Friends	Group Home/Youth Shelter	Other	Didn't Ask	Prefer Not to Answer	Don't Know	Total
Households	0	1	1	20	108	0	2	5	0	2	3	0	0	142

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	Cost of Housing (Rent, Mortgage)	Cost of Utilities (Hydro, Heat, Gas, Water)	Cost of Food	Delayed Wages	Low Wages/Not Enough Hours	Unemployed / Recently Lost Job	Benefit / Social Assistance Changes	Relocation (Immigration/Moving)	Unexpected expense	Sickness / Medical Expenses	Debt	Natural Disaster	Family Breakup	Didn't Ask	Prefer Not to Answer	Don't Know	Other	U	
Halleybury Food Bank	12	10	9	1	1	0	0	1	0	1	0	0	0	0	0	0	0	669	0

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	Cost of Housing (Rent, Mortgage)	Cost of Utilities (Hydro, Heat, Gas, Water)	Cost of Food	Delayed Wages	Low Wages/Not Enough Hours	Unemployed / Recently Lost Job	Benefit / Social Assistance Changes	Relocation (Immigration/Moving)	Unexpected Expense	Sickness / Medical Expenses	Debt	Natural Disaster	Family Breakup	Didn't Ask	Prefer Not to Answer	Don't Know	Other	U	
Haileybury Food Bank	12	10	9	1	1	0	0	1	0	1	0	0	0	0	0	0	0	569	0

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Households Served	17	4	28	58	12	0	0	12	12	0	0	0	0	0	0	143

QC3: Housing Status

	Rent Owned	Emergency Shelter	On The Street	Own Home	Private Rental	Rooming House	Social Rental Housing	With Family / Friends	Group Home/Youth Shelter	Other	Didn't Ask	Prefer Not to Answer	Don't Know	Total
Households	0	1	1	20	108	0	2	5	0	2	3	0	0	142

QC4: Visit Reason

	Cost of Housing (Rent, Mortgage)	Cost of Utilities (Hydro, Heat, Gas, Water)	Cost of Food	Delayed Wages	Low Wages/Not Enough Hours	Unemployed / Recently Lost Job	Benefit / Social Assistance Changes	Relocation (Immigration/Moving)	Unexpected Expense	Sickness / Medical Expenses	Debt	Natural Disaster	Family Breakup	Didn't Ask	Prefer Not to Answer	Don't Know	Other	U	
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	Results	Total
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Total	143	143



MINUTES

Timiskaming Health Unit Board of Health

Regular Meeting held on October 5, 2022 at 6:30 P.M.

New Liskeard THU Office / Microsoft Teams

1. The meeting was called to order at 6:31 pm.

2. **ROLL CALL**

Board of Health Members

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Mike McArthur	Municipal Appointee for Temiskaming Shores
Casey Owens	Municipal Appointee for Town of Kirkland Lake
Paul Kelly	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Nina Wallace	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart
Patrick Kiely	Vice-Chair, Municipal Appointee for Town of Kirkland Lake
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman
Curtis Arthur	Provincial Appointee

Regrets

Jesse Foley	Municipal Appointee for Temiskaming Shores
Vacant	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Vacant	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe

Timiskaming Health Unit Staff Members

Dr. Glenn Corneil	Acting Medical Officer of Health/CEO
Randy Winters	Director of Corporate and Protection Services
Kerry Schubert-Mackey	Director of Strategic Services and Health Promotion
Rachelle Cote	Executive Assistant

Public Attendance: Amanda Mongeon

3. **Presentation: Timiskaming Drug & Alcohol Strategy**

by Megan McBride, Public Health Promoter

Megan McBride provided an overview of the Timiskaming Drug & Alcohol Strategy. See [briefing note](#) and the [presentation](#) for more information.

Megan left the call at 6:52 pm.

4. **APPROVAL OF AGENDA**

MOTION #38R-2022

Moved by: Sue Cote

Seconded by: Casey Owens

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on October 5, 2022, as presented.

CARRIED

5. **APPROVAL OF MINUTES**

MOTION #39R-2022

Moved by: Mike McArthur

Seconded by: Nina Wallace

Be it resolved that the Board of Health approves the minutes of its regular meeting held on September 7, 2022, as presented.

CARRIED

6. **BUSINESS ARISING**

None

7. **REPORTS OF MOH/CEO**

Dr. Corneil provided a summary of the local COVID-19 situation and other related updates.

8. **HUMAN RESOURCES & FINANCE UPDATE**

A human resources and financial report were submitted for information purposes.

9. **NEW BUSINESS**

a. **Briefing Note: THU Land Acknowledgment**

MOTION #40R-2022

Moved by: Sue Cote

Seconded by: Paul Kelly

Be it resolved that the Board of Health receives the briefing note *Land Acknowledgement* Adoption for consideration; and further that the Timiskaming Board of Health endorse the use of the proposed district-wide Land Acknowledgement for use by the Timiskaming Board of Health staff including at Board of Health meetings and events.

CARRIED

b. **Briefing Note: Timiskaming Drug and Alcohol Strategy**

MOTION #41R-2022

Moved by: Mike McArthur

Seconded by: Nina Wallace

Be it resolved that the Board of Health receives the briefing note *Developing the Timiskaming Drug and Alcohol Strategy – A Summary of Local Work* for information.

CARRIED

c. **Briefing Note: Let’s Make Public Health in Timiskaming Matter**

MOTION #42R-2022

Moved by: Sue Cote

Seconded by: Paul Kelly

Be it resolved that the Board of Health receives the report ‘*2022 Municipal Election Campaign*’ for information.

CARRIED

d. **Briefing Note: Board of Health Self-Evaluation Report**

MOTION #43R-2022

Moved by: Curtis Arthur

Seconded by: Pat Kiely

Be it resolved that the Board of Health receives the report ‘*2022 Board of Health Self-Evaluation*’ for consideration.

CARRIED

10. **CORRESPONDENCE**

MOTION #44R-2022

Moved by: Sue Cote

Seconded by: Nina Wallace

Be it resolved the Board of Health acknowledges receipt of the correspondence for information purposes.

CARRIED

11. **IN-CAMERA**

N/A

12. **RISE AND REPORT**

N/A

13. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on November 2, 2022 at 6:30 pm in New Liskeard.

14. **ADJOURNMENT**

MOTION #45R-2022

Moved by: Nina Wallace

Seconded by: Casey Owens

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 7:34 pm.

CARRIED

Carman Kidd, Board Chair

Rachelle Cote, Recorder



MINUTES OF THE REGULAR MEETING OF THE BOARD

Held on Wednesday, October 19th, 2022, at 5:30 PM via Zoom Videoconference

- Present: Derek Mundle (Chair), Jesse Foley, Airianna Leveille, Ian Macpherson, Sharon Gadoury-East, Clifford Fielder, Mark Stewart (CAO)
- Staff: Corey Mackler – Director of Infrastructure and Corporate Integration, Lyne Labelle – Children's Services Manager, Steve Cox – Housing Services Manager, Janice Loranger – Director of Finance
- Absent: John McCarthy – Chief of EMS, Pat Kiely, Patrick Adams, Doug Jelly
- Guests:
-

The Regular Meeting of the Board was called to order at 5:30 PM.

1.0 LAND ACKNOWLEDGMENT

2.0 DISCLOSURE OF PECUNIARY INTEREST

Nil

3.0 Petitions and Delegations

Nil

4.0 ACCEPTANCE/ADDITIONS TO AGENDA

Resolution 2022-82

Moved by Sharon Gadoury-East and seconded by Ian Macpherson

THAT the agenda of the regular meeting of the Board held on October 19th, 2022, be accepted as presented.

Carried.

5.0 ADOPTION OF PREVIOUS MINUTES – September 21st, 2022, REGULAR MEETING OF THE DTSSAB BOARD

Resolution 2022-83

Moved by Airianna Leveille and seconded by Jesse Foley

THAT the minutes of the Regular meeting of the Board held on September 21st, 2022, be approved as presented.

Carried.

6.0 NEW BUSINESS

6.1 Canada-Wide Early Learning & Child Care System Update

This memorandum was presented by Lyne Labelle, Children's Services Manager, to the Board for information.

6.2 General Insurance Renewal 2022/23

Resolution 2022-84

Moved by Clifford Fielder and Sharon Gadoury-East

THAT the Board approve the renewal of our general insurance package with Intact Public Entities at an approximate cost of \$143,358 plus applicable PST. This amount may change slightly due to additions or deletions to our ambulance fleet.

Carried.

7.0 CAO REPORT

This memorandum was presented by Mark Stewart, Chief Administrative Officer to the Board for information.

8.0 ADJOURNMENT/NEXT MEETING

Resolution 2022-85

Moved by Ian Macpherson and seconded by Jesse Foley

THAT the Board meeting be hereby adjourned at 5:44 PM

AND

THAT the next regular meeting of the Board be held on November 16th, 2022, or at the call of the Chair.

Carried.

Minutes signed as approved by the Board:



Derek Mundle, Chair

November 21st, 2022

Date

Recorder: Michelle Caron

1.0 CALL TO ORDER

The meeting was called to order at 11:59 a.m.

2.0 ROLL CALL

PRESENT:	Mayor Elect Jeff Laferriere Amy Vickery, City Manager Mitch McCrank, Manager of Transportation Councillor Mark Wilson Councillor Melanie Ducharme Stephanie Leveille, Treasurer Councillor Pat Anderson, Town of Cobalt Mayor Mita Gibson, Town of Cobalt Rebecca Kirkey, Deputy Clerk (Committee Secretary)
REGRETS:	Steve Dalley, CAO Town of Cobalt

3. ELECTIONS FOR CHAIR OF TEMISKAMING TRANSIT COMMITTEE

Member/s elected for Chair

a) Pat Anderson

Recommendation TC-2022-054

Moved by: Councillor Mark Wilson

Seconded by: Councillor Melanie Ducharme

Be it resolved that:

The Temiskaming Transit Committee hereby appoints Councillor Pat Anderson as Chair of the Temiskaming Transit Committee.

CARRIED

4.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

6.0 APPROVAL OF AGENDA

Recommendation TC-2022-055

Moved by: Mayor Mita Gibson

Be it resolved that:

The Temiskaming Transit Committee agenda for the November 25 meeting be approved as printed.

CARRIED

7.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation TC-2022-056

Moved by: Councillor Pat Anderson

Be it resolved that:

The Temiskaming Transit Committee minutes for the November 10, 2022 meeting be adopted as printed..

CARRIED

8.0 CORRESPONDENCE/INTERNAL

9.0 UNFINISHED BUSINESS

10.0 NEW BUSINESS

11.0 CLOSED SESSION

Recommendation TC-2022-057

Moved by: Mayor Mita Gibson

Be it resolved that:

The Temiskaming Transit Committee convene into Closed Session at 12:04 p.m. to discuss the following matters:

- Under Section 239 (k) of the Municipal Act; a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Contract Negotiations, PW-RFP-007-2022, RFP submissions

CARRIED

Recommendation TC-2022-058

Moved by: Councillor Melanie Ducharme

Be it resolved that:

The Temiskaming Transit Committee rise with report at 1:52 p.m.

CARRIED

Recommendation TC-2022-059

Moved by: Councillor Mark Wilson

Whereas the Transit Committee has reviewed, evaluated, and deliberated an award of RFP: PW-RFP-007-2022, for the provision of Contract Transit Services;

The Temiskaming Transit Committee hereby recommends the RFP for Contract Transit Services be awarded to the company as discussed in Closed Session, and further that;

The Temiskaming Transit Committee hereby directs staff to review the Routes and Schedules of the current Transit Service to establish a more efficient system by evaluating passenger counts and ridership between routes and stops to achieve operational efficiencies in an effort to reduce costs, and further that;

The Temiskaming Transit Committee recommends a review and adoption of an increase to Transit Fares including both the Monthly Passes and Individual Fares.

CARRIED

12.0 NEXT MEETING

The next meeting of the Transit Committee is scheduled for TBD.

13.0 ADJOURNMENT

Recommendation TC-2022-060

Moved by: Councillor Melanie Ducharme

Be it resolved that:

The Transit Committee meeting is adjourned at 1:56 p.m.

CARRIED

Memo

To: Mayor and Council
From: Stephanie Leveille, Treasurer
Date: January 17, 2023
Subject: Borrowing By-Law
Attachments: N/A

Mayor and Council:

From time to time, the Municipality may require the need to access funds through short-term borrowing to meet current expenditures. Although every effort is made to ensure the municipality’s cash flow is stable, there may be times where the need to access short-term funds would arise. As noted in By-Law 2023-002, the *Municipal Act, 2001* sets limitations on the total amount which may be borrowed from all sources at any one time. The Mayor and Treasurer shall ensure that the terms and conditions of the agreement are adhered to.

Our financial institution requires a council approved Borrowing By-Law to enter into a short-term borrowing agreement with the municipality therefore, it is recommended that Council authorizes staff to prepare the necessary By-Law and enter into an agreement with Scotiabank.

Prepared by:

Reviewed by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Stephanie Leveille
Treasurer

Shelly Zubyck
Director of Corporate
Services

Amy Vickery
City Manager

Memo

To: Mayor and Council
From: Amy Vickery, City Manager
Date: January 17, 2023
Subject: Rural Ontario Municipal Association (ROMA) Conference Delegations
Attachments: None

Mayor and Council:

The City of Temiskaming Shores has been approved to meet with Ministry Officials at the upcoming ROMA Conference schedule for January 22-24, 2023. The delegations include a meeting with the Ministry of Transportation, the Ministry of the Solicitor General and the Ministry of Municipal Affairs and Housing.

The topics of discussion include both local and regional matters of concern on subjects such as highway design and safety, unauthorized developments in territories without municipal organization and implementation of the Community Safety Well Being Plan for the District.

Joint delegations will be coordinated with the Town of Kirkland Lake on the regional topics with Minister Kerzner, Ministry of the Solicitor General and Minister Clark, Ministry of Municipal Affairs and Housing. At present the briefing and presentations are being finalized.

A full report on the conference including these delegations will be provided by council attendees at the Council meeting in February.

Prepared for information
only by:

“Original signed by”

Amy Vickery
City Manager

Subject: Agreement with CJTT

Report No.:

CS-001-2023

Agenda Date:

January 17, 2023

Attachments

Appendix 01: Draft agreement with CJTT (**Please refer to By-law No. 2023-003**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-001-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into a three (3) year radio contract with CJTT 104.5 FM for consideration at the January 17th, 2023 Regular Council meeting.

Background

By-law No. 2019-174 is a three (3) year radio advertising contract with CJTT 104.5 FM which expires as of January 31, 2023. In general, the agreement permits up to 750 - 30 second commercial ads as well as a number of value-added benefits including a monthly City update (7:30 chat), weekly 10-minute Recreation Report and Sportsbooster coverage.

Analysis

In accordance with the current agreement CJTT has submitted a new Radio Contract Proposal increasing the month rate from \$2,141.76 (\$25,701.12) to \$2,185.05 (\$26,220.60) an annual increase of \$519.48.

It is recommended that the City enter into the proposed 3-year term with CJTT for radio advertising. The draft Agreement, attached as Schedule A to By-Law 2023-003 outlines the provisions of the agreement.

Consultation / Communication

Financial / Staffing Implications

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

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

The new contract price will be included in the 2023 Budget for Council's approval. The agreement represents a 2% increase to the existing agreement.

Staffing implications 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 Zubycck
Director of Corporate
Services, CHRP

Amy Vickery
City Manager

Subject: Health and Safety Compliance

Report No.: CS-002-2023

Agenda Date: January 17, 2022

Attachments

Appendix 01: Joint Health and Safety Policy and Program

Appendix 02: By-law 2010-082: Harassment in the Workplace Prevention Policy

Appendix 03: By-law 2010-068: Violence in the Workplace Prevention Policy

Appendix 04: By-law 2010-126: Harassment and Violence Prevention Program

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-002-2023;
2. That Council confirms it has reviewed the City of Temiskaming Shores Health and Safety Policy and Program and the Violence in the Workplace Harassment and Violence in the Workplace Prevention Program in accordance with the Occupational Health and Safety Act.

Background

In accordance with the Occupational Health and Safety Act, an employer must review their Health and Safety Policy and Program and the Harassment and Violence in the Workplace Prevention Program at least annually. The policies and programs must be posted in the workplace, and refresher training provided to employees.

Analysis

The Health and Safety Policies and Programs are posted in each respective workplace and will be sent to all Health and Safety Committees.

Consultation / Communication

Financial / Staffing Implications

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

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

Alternatives

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

'Original signed by'

Shelly Zubyck
Director of Corporate Services

Amy Vickery
City Manager



Health and Safety Policy

The Council of The City of Temiskaming Shores is committed to protecting its employees, property and general public from harm and loss in the workplace. And while this policy statement is a requirement of the Occupation Health and Safety Act it does not lessen their commitment and dedication to a safe working environment.

All employees, whatever their position, are encouraged to exercise their legal responsibility to report any hazard/substandard condition immediately, so that corrective action may be taken.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that employees under their supervision comply with established safe work practices and procedures and receive adequate training in their specific work tasks in compliance with Health and Safety regulations.

Every worker must protect his/her own health and safety by observing safe work practices and procedures, reporting unsafe work conditions and be willing to get the training necessary to perform their duties. Workers are, by having safe work ethics, the main contributors towards their own safety and that of their fellow workers.

The Council of The City of Temiskaming Shores through the forming of a Health and Safety Committee has established health and safety policies and guidelines. Having all parties committed to health and safety is in the best interest of everyone.

Commitment to health and safety shall form an integral part of this organization from Council, City Manager and Workers through to the newly hired employee.



GUIDELINES FOR THE STRUCTURE AND FUNCTION OF THE JOINT HEALTH AND SAFETY COMMITTEES

AS AGREED UPON BETWEEN

EMPLOYER

AND

WORKER

**CITY OF TEMISKAMING SHORES
JOINT HEALTH AND SAFETY COMMITTEES
2022**

PREAMBLE

1. It is a requirement of the Occupational Health and Safety Act to establish a policy which encourages the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
2. Through joint education programs, joint investigations of situations and joint resolution of situations, the workplace will become safer and healthier for all employees.
3. The City of Temiskaming Shores and its employees have established Joint Health and Safety Committees under the Occupational Health and Safety Act and have reached an understanding as to the guidelines for the composition, practice and procedure thereof.
4. The parties acknowledge that a Joint Health and Safety Program can only be successful where everyone in the workplace is committed to these responsibilities. Therefore, the parties undertake to co-operate in ensuring that these guidelines and the full intent of the Occupational Health and Safety Act will be carried out by their respective organizations.
5. The parties hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committees and its members by providing such information, training and assistance as may reasonably be required for the purpose of carrying out their responsibilities.

FOR THE EMPLOYER

City Manager

FOR THE WORKERS

Health & Safety Committee
Secretary

1. STRUCTURE OF COMMITTEE

- 1.1 A TSJHS Committee will be formed at a workplace at which twenty or more workers are regularly employed and will consist of at least two persons where at least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.
- 1.2 The TSJHS Committees shall endeavor to meet on a monthly basis, but not less than quarterly, as decided upon by the Committee members. The co-chairpersons may call special meetings when deemed necessary.
- 1.3 There shall be two (2) co-chairpersons, one (1) from the employer and one (1) from the workers; who shall alternate the chair at meetings.
- 1.4 A co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

2. FUNCTIONS OF JHSC

- 2.1 To attain the spirit of the Occupational Health and Safety Act, the functions of the TSJHS Committees shall be:
 - (a) To identify, evaluate and make recommendations to resolve matters pertaining to the health and safety in the workplace to appropriate senior management.
 - (b) To encourage education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.
 - (c) The TSJHS Committees will address matters related to Designated Substance Regulations and WHMIS where applicable.
 - (d) To deal with any health and safety matter that the TSJHS Committees deem appropriate.

Inspections

- 2.2 A minimum of two (2) employees, at least one being certified, as appointed by the TSJHS Committees, shall perform workplace inspections.
- 2.3 All health and safety concerns raised during the physical inspection will be recorded and prioritized on workplace inspection forms.

- 2.4 Workplace and follow-up inspections upon completion shall be distributed to the appropriate Division Head, for his/her review and comment, to the TSJHS Committees and to the City Manager within two (2) days. The appropriate Division Head will inform the TSJHS Committees of the status of the outstanding items by the next TSJHS Committees meeting.

Recommendations of the JHSC

- 2.5 The employer or his designate shall respond within twenty-one (21) days with regard to written or minuted TSJHS Committees recommendations. The written response shall indicate the employer's assessment of the TSJHS Committees recommendation and specify what action will, or will not (with explanations) be taken. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame.

Accidents and Accompaniment

- 2.6 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate all serious workplace accidents, and incidents that have the potential for a serious accident. The inspection team will be responsible for overseeing that the requirements prescribed in the O.H.S.A. are met.
- 2.7 The TSJHS Committees will designate two (2) members; at least one (1) being certified, to investigate work refusals, the City Manager and the Ministry of Labour will be informed in writing, the name(s) of the worker(s) so designated.
- 2.8 A TSJHS Committees member who represents workers shall be consulted concerning proposed workplace testing strategies related to industrial hygiene. A member of the TSJHS Committees shall be entitled to be present during such testing.

3. MINUTES OF MEETINGS

- 3.1 The TSJHS Committees will designate a secretary for the meetings, to take minutes and be responsible for having the minutes typed, circulated and filed within one (1) calendar week of the meeting, or as the TSJHS Committees may from time to time instruct. Minutes of the meeting will be reviewed and edited where necessary, by the co-chairpersons, then signed and circulated to all TSJHS Committees members, Department Heads and a copy forwarded to the City Manger. Agenda items will be identified by a reference number, and be readily available in a proper filing system.

4. QUORUM

- 4.1 The TSJHS Committees shall have a quorum of two (2) members present in order to conduct business. One co-chairperson must be present in order to conduct business. If a co-chairperson is absent, the other co-chairperson will chair the meeting. The number of employer members shall not be greater than the number of worker members.

5. PAYMENT FOR ATTENDANCE AT MEETINGS

- 5.1 As per the Collective Agreement between the City of Temiskaming Shores and the CUPE Local 5014.

6. MEETING AGENDA

- 6.1 The co-chairpersons will prepare an agenda and forward a copy of the agenda to all TSJHS Committees members at least two days in advance of the meeting.
- 6.2 The TSJHS Committees may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.
- 6.3 All items are resolved or not will be reported in the minutes. Unresolved items will be minuted and placed on the agenda for the next meeting.

7. GENERAL

- 7.1 All employees will be encouraged to discuss their problems with their immediate supervisor before bringing it to the attention of the TSJHS Committees.
- 7.2 TSJHS Committees members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.
- 7.3 Medical or trade secret information will be kept confidential by all TSJHS Committees members.
- 7.4 Any amendments, deletions or additions to these Guidelines must have the consensus of the total TSJHS Committees and shall be set out in writing and attached as an Appendix to these Guidelines and approved by Administration and/or Municipal Council.
- 7.5 **Please Note:** These guidelines provide a framework for an effective functioning TSJHS Committees. References can be made to the Occupational Health and Safety Act and its guidebook. Employer must

prepare and review at least annually a written Occupational Health and Safety Policy, and must develop and maintain a program to implement that policy (Section 25(2)(j)). This should be accomplished in consultation with the TSJHS Committees.

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2010-082
BEING A BY-LAW TO ADOPT A HARASSMENT IN THE WORKPLACE
PREVENTION POLICY FOR THE CITY OF TEMISKAMINGS SHORES**

WHEREAS Bill 168, *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* received Royal Assent in December 2009;

AND WHEREAS the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* requires municipalities to have in place, no later than June 15, 2010, policies to prevent harassment and violence in the workplace;

AND WHEREAS under Section 32.0.1 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall, prepare a policy with respect to workplace harassment and review the policy as often as is necessary, but at least annually;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores has adopted By-law 2005-025, being a by-law to adopt a *Harassment Policy*, at its Regular Meeting held on March 25, 2005;

AND WHEREAS By-law 2005-025 must be updated in order to meet the requirements of the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores deems it desirable to adopt a *Harassment in the Workplace Prevention Policy* to ensure compliance with the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended;

AND WHEREAS at the Committee-of-the-Whole meeting held on May 4, 2010, Council reviewed Administrative Report CS-018-2010 and adopted a recommendation directing staff to review By-law No. 2005-025 and recommend any required changes in order to become compliant with the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*;

AND WHEREAS Council considered a Supplemental Administrative Report (CS-018-01-2010) at a Special Committee-of-the-Whole meeting held on June 18, 2010 and adopted the recommendation contained in the said report;

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

1. That the ***Harassment in the Workplace Prevention Policy*** identified as Schedule "A" attached hereto and forming part of this by-law be hereby approved and adopted;
2. That By-law No. 2005-025 is hereby repealed; and
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 15th day of June, 2010.



MAYOR



CLERK



**SCHEDULE "A" TO
BY-LAW NO. 2010-082**

HARASSMENT IN THE WORKPLACE PREVENTION POLICY

**ADOPTED BY COUNCIL
June 15, 2010**



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

HARASSMENT IN THE WORKPLACE PREVENTION POLICY

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THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

HARASSMENT IN THE WORKPLACE PREVENTIONS POLICY

1.0 POLICY STATEMENT AND PURPOSE

Employees of The Corporation of the City of Temiskaming Shores, hereinafter called the "Employees" have a statutory right to work in an environment free from harassment. As an Employer, The Corporation of the City of Temiskaming Shores, hereinafter called the "Corporation" does not tolerate harassment in any form. In this diverse and equitable workplace, all employees will have the opportunity to contribute fully to the City of Temiskaming Shores' mission, vision, values and each employee's unique contribution will be respected.

The Corporation's objective, in adopting this policy, is to foster a climate of understanding and mutual respect for the dignity and worth of each individual.

2.0 SCOPE

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary, probationary and contract employees and to students and volunteers.

Members of the general public, visitors to City facilities, individuals conducting business with the City of Temiskaming Shores and employees of contractors or other organizations providing services to the City are expected to refrain from harassment towards employees. Should such harassment occur, the City will take all available steps to ensure a workplace free from harassment.

3.0 DEFINITIONS

Abuse of Authority: An individual's improper use of power and authority inherent in the position held, to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in any way interfere with or influence the career of such person. It includes such acts or misuse of power as intimidation, threats or coercion. Abuse of Authority must be linked to prohibited grounds as identified in the Ontario Human Rights Code to fall under this policy.

Complainant: Any party who makes a complaint.

Discrimination: Discrimination means differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more of the prohibited grounds of discrimination and which thus has an adverse impact on the individual or group of individuals. Discrimination may be intentional or unintentional.

Employee: All employees of the City of Temiskaming Shores union and non-union, including but not limited to, regular, temporary, probationary and contract employees and to students and volunteers.

Harassment: One or a series of vexatious comments or instances of conduct that is known or ought reasonably to be known to be unwelcome or unwanted. This conduct may be offensive, intimidating, hostile or inappropriate, based on the prohibited grounds set out in the Ontario Human Rights Code.

Harassment which occurs outside the workplace but which proves to have repercussions in the work environment, adversely affecting employee relations, may also be defined as workplace harassment.

Respondent: Any party who is the subject of a complaint (ie. a complaint is made against them).

Sexual Harassment: Unwanted or unwelcome actions or comments of a sexual or gender-related nature. Sexual harassment does not have to be sexually related. Stereotypical comments or actions about one gender or the other can be a form of sexual harassment. Sexual harassment happens most often to women, but it can also happen to men or between members of the same sex. Usually sexual harassment is a pattern of behaviour that occurs frequently over a period of time. However a single incident can be serious enough to be considered sexual harassment.

Systemic Harassment/Discrimination: Policies, practices, procedures, actions or inactions that appear neutral, but have an adverse impact associated with one or more of the provisions of the Ontario Human Rights Code.

Workplace: Any building or part of a building in which one or more employees work, including employee eating, changing and lounge areas, and any vehicle or conveyance, or any area including outside worksites where employees perform their duties.

4.0 RESPONSIBILITIES

Shared Responsibilities

All employees have the right to work in an environment free from harassment and discrimination. All employees share the responsibility to support human rights and equality.

Employer Responsibilities

The City of Temiskaming Shores is responsible for:

- Providing a workplace free from all forms of harassment and discrimination, including sexual harassment.

- Ensuring corporate policies and procedures comply with the Ontario Human Rights Code.
- Providing Human Rights awareness education to all employees.
- Creating an environment that encourages the reporting of all incidents of harassment and discrimination.
- Providing a process to handle and investigate harassment and discrimination complaints, effectively, fairly and expeditiously.

Human Resources Responsibilities:

- Develop and maintain program (procedures) to implement policy.
- Provide assistance and support for management and staff as required.
- Coordinate the investigation of complaints filed under this policy.

Management Responsibilities

Management staff are responsible for providing a workplace free of harassment and discrimination and for intervening if harassment or discrimination occurs. They must ensure that harassment and discrimination are not tolerated, ignored or condoned.

Management staff are responsible for not only their own actions, but also for dealing with the actions of staff under their supervision. The following are actions which management staff will undertake to prevent harassment and discrimination and to address perceived harassment and discrimination, or complaints by employees that they are being discriminated against or harassed.

- Set a good example by never engaging in, tolerating or condoning harassment or discrimination.
- Make all possible efforts to protect employees from harassment and discrimination.
- If harassment or discrimination is suspected, or if an employee complains that he or she is being harassed or discriminated against, action must be taken in accordance with this policy and the associated procedures. Management staff must approach an employee if harassment or discrimination is suspected because some employees may be embarrassed and/or reluctant to complain.
- Respond immediately to any complaints. Management staff who are aware of harassment or discrimination and do not take corrective action may be subject to disciplinary action, up to and including dismissal.
- Discipline employees who violate this policy.
- Depending on the nature of the incident, management staff may advise those involved of their option to contact the Police, or alternatively, may decide the situation warrants them to call the Police directly.
- In consultation with the Human Resources Department, provide employees who have been subjected to workplace harassment and their co-workers who witnessed the incident with appropriate supports.

Employee Responsibilities:

Employees share in the responsibility to ensure that their work environment is free from harassment and discrimination.

Employees must not engage in any behaviour that is or may be perceived as harassment or discrimination. Employees are strongly encouraged to report incidents of harassment, discrimination, or retaliation to their supervisors or managers or to the Human Resources Department.

It is the responsibility of every employee to co-operate fully in any attempts to resolve a complaint and to co-operate fully in the investigation of any complaint.

5.0 DISCRIMANATORY OR HARASSING BEHAVIOURS

Discriminatory or harassing behaviour results from actions directed at specific individuals or groups, or may be actions which are not directed at a particular individual, but have created a "poisoned environment" which is hostile, intimidating or offensive.

Prohibited Grounds Contained in the Ontario Human Rights Code:

Harassment or discrimination can occur based on:

- Race
- Sex or gender
- Colour
- Disability or perceived disability
- Ancestry
- Sexual orientation
- Place of origin (where one was born)
- Age
- Ethnic origin
- Marital status
- Same sex partnership status
- Citizenship
- Family status
- Creed (religion)
- Record of offence (in employment only)
- Receipt of public assistance (in housing/accommodation only)

Example of Harassing and Discriminatory Behaviours include, but are not limited to:

- Racial or ethnic slurs
- Written or verbal abuse or threats
- Unwelcome remarks, jokes, taunts, suggestions related to a person's body, attire, age, marital status, ethnic or racial origin, religion, disabilities, sexual orientation, or any prohibited grounds
- Practical jokes which result in embarrassment or insult or negatively affect work performance

- Abuse of authority which undermines performance or threatens careers
- Vandalism of personal property
- Displays of racist or other offensive or derogatory material
- Patronizing or condescending behaviour or language which reinforces stereotypes and undermines self respect
- Accessing, displaying, transmitting or storing (including on the City's computer network) material which violates any Canadian federal or provincial law or City by-law or directive, or is harassing, discriminatory, or obscene and conducive to a poisoned work environment. (See City of Temiskaming Shores Computer Acceptable Use Policy).

Examples of Sexual Harassment Behaviours include but are not limited to:

- Unwanted touching or patting
- Sexually suggestive or obscene remarks or gestures
- Leering (suggestive staring) at a person's body
- Display of sexually offensive material
- Making sexual requests or suggestions
- Unwelcome sexual flirtations, advances, propositions
- Sexual assault
- Sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that are by their nature, clearly embarrassing or offensive
- Derogatory or degrading remarks directed toward members of one sex or sexual orientation
- Verbal abuse or threats of a sexual nature.

6.0 COMPLIANCE

The Corporation of the City of Temiskaming Shores does not tolerate harassment in any form. Harassment is a serious matter and should be treated as such. Any employee who is found to have violated this Harassment in the Workplace Prevention Policy may be disciplined according to the severity of the actions, up to and including dismissal.

7.0 REPRISAL

Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.

8.0 CONFIDENTIALITY

The City of Temiskaming Shores will make every effort to ensure appropriate confidentiality where an incidence of harassment has occurred.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

BY-LAW NO. 2010-068

**BEING A BY-LAW TO ADOPT A VIOLENCE IN THE WORKPLACE PREVENTION
POLICY FOR THE CITY OF TEMISKAMINGS SHORES**

WHEREAS Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009 received Royal Assent in December 2009;

AND WHEREAS the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* requires municipalities to have in place, no later than June 15, 2010, policies to prevent harassment and violence in the workplace;

AND WHEREAS under Section 32.0.1 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall, prepare a policy with respect to workplace violence and shall review the policy as often as is necessary, but at least annually;

AND WHEREAS the Council of The Corporation of the City of Temiskaming Shores deems it desirable to adopt a *Violence in the Workplace Prevention Policy* to ensure compliance with the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended;

AND WHEREAS at the Committee of the Whole meeting held on May 4, 2010, Council acknowledged receipt of Report No. CS-018-2010 and adopted a recommendation authorizing the preparation of a by-law to adopt a *Violence in the Workplace Prevention Policy* in order to comply with the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009*;

AND WHEREAS Council considered a Supplemental Administrative Report (CS-018-01-2010) at a Special Committee-of-the-Whole meeting held on June 18, 2010 and adopted the recommendation contained in the said report;

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

1. That the *Violence in the Workplace Prevention Policy* identified as Schedule "A" attached hereto and forming part of this by-law be hereby approved and adopted; 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 15th day of June, 2010.



MAYOR



CLERK



**SCHEDULE "A" TO
BY-LAW NO. 2010-068**

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

**ADOPTED BY COUNCIL
June 15, 2010**



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

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- 7. Reprisal**
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1.0 POLICY STATEMENT AND PURPOSE

The City of Temiskaming Shores is committed to providing a respectful, supportive, healthy, safe, accessible and inclusive work environment for all employees, who are entitled to work in an environment free from violence, threats of violence, intimidation and other disruptive behaviour. The City is also committed to providing a safe and respectful environment for all those who enter its facilities and access its services.

This policy defines Violence in the Workplace, and identifies the rights and responsibilities of employees and management. It establishes expectations about appropriate behaviour and clarifies the City's commitment to addressing inappropriate behaviour.

The City prohibits violence in the workplace, or at any work related and/or staff function, or in any other work-related circumstances. The City will be proactive in working with its employees to prevent violence in the workplace.

The intention of this policy is to prevent violence from taking place, and where necessary to act upon incidents of violent behaviour promptly, fairly, and judiciously. The most effective element in preventing violence in the workplace is education. The City will provide education, information and promote awareness of violence issues to foster a safe, secure and respectful workplace.

The City of Temiskaming Shores has also implemented policies on Harassment and Discrimination. Those policies may provide means for addressing concerns which do not fall within the provisions of the Violence in the Workplace Policy.

2.0 SCOPE

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary, probationary and contract employees and to students and volunteers.

Members of the general public, visitors to City facilities, individuals conducting business with the City of Temiskaming Shores and employees of contractors or other organizations providing services to the City are expected to refrain from violence towards employees. Should such violence occur, the City will take all available steps to ensure a workplace free from violence.

3.0 DEFINITIONS

Assault: Any willful attempt or threat to inflict injury upon another person, when coupled with an apparent ability to do so, and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Bullying: The misuse of power or position to persistently criticize and condemn; to openly humiliate and undermine an individual's ability. The bullying attacks on a person may be sudden, irrational and unpredictable.

Weapon: Anything used, or designed to be used, in destroying, defeating, threatening or injuring a person.

Workplace Violence:

- a) The exercise of physical force by a person against a worker in the workplace that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

Workplace: Any building or part of a building in which one or more employees work, including employee eating, changing and lounge areas, and any vehicle or conveyance, or any area including outside worksites where employees perform their duties.

4.0 RESPONSIBILITIES

Shared Responsibilities

Since all employees have the right to work in an environment free from violence, all employees share the responsibility to support a violence free workplace.

Employer Responsibilities

The City of Temiskaming Shores is responsible for:

- Providing a workplace free from all forms of violence, threats of violence, intimidation and other disruptive behaviour.
- Providing violence awareness education and information to employees, including training in conflict resolution and violence prevention for managers and supervisors where appropriate.
- Creating an environment that encourages victims of violence and witnesses to report all incidents of violence.

Human Resources Responsibilities:

- Develop and maintain program (procedures) to implement policy.
- Provide assistance and support for management and staff as required.
- Coordinate the investigation of complaints filed under this policy.

Management Responsibilities

Management staff are expected to provide employees with a safe work environment, free from violence, threats of violence, intimidation and other disruptive behaviour. They must ensure that violence is not tolerated, ignored or condoned.

Management staff are responsible for not only their own actions, but also for dealing with the actions of staff under their supervision. The following are steps which management staff will undertake to prevent violence in the workplace and to address violent behaviour:

- If violence occurs or if management staff becomes aware of violence in the workplace, or the threat of violence, action must be taken in accordance with this policy. Management staff must approach an employee if violence or the threat of violence is suspected because some employees may be embarrassed or reluctant to report a violent incident, or threat of violence. In some circumstances, it may be necessary for management staff to report incidents of violence if the employee who is the victim of violence is reluctant, too frightened or otherwise unable to do so. Management staff who do not take corrective action may be subject to disciplinary action.
- Discipline those employees found to have violated this policy.
- Depending on the nature of the violent incident, management staff may advise those involved of their option to contact the Police, or alternatively, may decide the situation warrants them to call the Police directly.
- In consultation with the Human Resources Department, provide employees who have been subjected to workplace violence and their co-workers who witnessed the incident with appropriate supports.

Employee Responsibilities

Employees share the responsibility to ensure that their work environment is free from violence, threats of violence, intimidation and other disruptive behaviour.

Employees must not threaten violence or engage in any violent behaviour in the workplace, at any work related functions, or in any other work related circumstances. This includes but is not limited to:

- Engaging in or threatening violence and/or using any City resources such as workplace phones, fax machines, mail or email to perpetrate or threaten violence.
- Engaging in violence or threatening violence which has arisen out of a workplace incident or relationship while away from the workplace.

Employees must report any incidents of violence or threatened violence in the workplace, to supervisors or managers, or directly to the Human Resources Department. If a criminal act, or suspected criminal act has occurred, employees are to report the incident to the Police and shall notify the Human Resources Department.

Employees are expected to co-operate fully in any investigation of a violent incident.

Employees are expected to treat all other employees and members of the public with respect and dignity.

5.0 VIOLENT WORKPLACE BEHAVIOURS

Workplace violence may be physical or psychological in nature. Examples of violent workplace behaviours may include but are not limited to the following:

- Assault or Battery (with or without a weapon) including shoving, hitting, pushing or kicking
- Behaviour intended to intimidate, such as vandalism, arson, sabotage, or throwing objects
- Displays of any kind of weapon
- Verbal or written threats
- Threatening messages transmitted through third parties
- Intimidation and bullying
- Joking which harasses or intimidates

6.0 COMPLIANCE

The Corporation of the City of Temiskaming Shores does not tolerate violence in any form. Violence is a serious matter and should be treated as such. Any employee who is found to have violated this *Violence in the Workplace Prevention Policy* may be disciplined according to the severity of the actions, up to and including dismissal.

7.0 REPRISAL

Any form of retaliation against employees exercising their rights under this policy will be considered a serious violation of this policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including dismissal.

8.0 CONFIDENTIALITY

The City of Temiskaming Shores will make every effort to ensure appropriate confidentiality where an incidence of violence has occurred.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2010-126
BEING A BY-LAW TO ADOPT A
HARASSMENT AND VIOLENCE IN THE WORKPLACE PREVENTION PROGRAM
FOR THE CITY OF TEMISKAMING SHORES

WHEREAS Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009 received Royal Assent in December 2009;

AND WHEREAS the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* requires municipalities to have in place policies to prevent harassment and violence in the workplace;

AND WHEREAS under Section 32.0.1 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall, prepare a policy with respect to workplace violence and a policy with respect to workplace harassment and shall review the policies as often as is necessary, but at least annually;

AND WHEREAS at its Regular meeting held on June 15, 2010, the Council of The Corporation of the City of Temiskaming Shores adopted By-laws 2010-068 and 2010-082, policies with respect to workplace violence and workplace harassment;

AND WHEREAS under Section 32.0.2 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a);

AND WHEREAS under Section 32.0.6 (1) of the *Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1*, as amended, an employer shall develop and maintain a program to implement the policy with respect to workplace harassment required under clause 32.0.1 (1) (b);

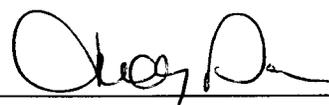
AND WHEREAS at the Committee of the Whole meeting held on September 7, 2010, Council acknowledged receipt of Report No. CS-036-2010 and adopted a recommendation authorizing the preparation of a by-law to adopt a *Harassment and Violence in the Workplace Prevention Program* in order to comply with the *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009* in support of By-laws 2010-068 and 2010-082, for Council's consideration.

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

1. That the *Harassment and Violence in the Workplace Prevention Program* identified as Schedule "A" attached hereto and forming part of this by-law be hereby approved and adopted; and

2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 21st day of September, 2010.



MAYOR



CLERK



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**SCHEDULE "A" TO
BY-LAW NO. 2010-126**

Harassment and Violence in the Workplace Prevention Program

**ADOPTED BY COUNCIL
on September 21, 2010**



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

HARASSMENT AND VIOLENCE IN THE WORKPLACE PREVENTION PROGRAM

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1.0 PURPOSE

This Harassment and/or Violence in the Workplace Procedure supports the City of Temiskaming Shores' Harassment and Violence in the Workplace Prevention Policies by outlining specific preventive actions to discourage and prevent acts of harassment and/or violence in the workplace before they occur. The procedure further outlines corrective measures to take in the event acts of harassment and/or violence occur in spite of all reasonable efforts to prevent them and the measures that can be taken to support employees who are affected by such harassment and/or violence.

The City of Temiskaming Shores is committed to providing a safe and healthy work environment.

2.0 RESPONSIBILITY:

Everyone is responsible for creating and maintaining a safe workplace to the extent of each person's authority and ability to do so. It is the responsibility of every City of Temiskaming Shores' employee to assist and cooperate in making the workplace as safe and secure as possible.

This policy applies to all employees of the City of Temiskaming Shores, including but not limited to regular, temporary and contract employees, students and volunteers.

Members of the general public, visitors to City facilities, or individuals conducting business with the City of Temiskaming Shores, are expected to refrain from any form of harassment and/or violence. The City will take any necessary steps to ensure a workplace free from harassment and violence.

Since all employees have the right to work in an environment free from harassment and violence, all employees share the responsibility to support a harassment and violence free workplace.

3.0 SPECIFIC RESPONSIBILITIES:

A) Human Resources Department:

- Will actively monitor industry standards and available current information on "Harassment and Violence in the Workplace Prevention" issues and provide information to and consult with department management to allow for the most effective implementation of Harassment and Violence in the Workplace Prevention policies.
- Will participate in the investigation of reported harassment and violence related incidents in the workplace and will assist department management and Joint Health and Safety Committees in implementing proper programs/controls in response to such incidents.
- Will review, analyze and track all reported incidents of harassment and violence in City of Temiskaming Shores facilities and operational activities.

- Will review and provide input on all work practices, operational controls and training programs as may be developed by departments to address specific department needs.

B) Departments:

- Departments are responsible for implementing this procedure and for establishing specific program controls to prevent incidents of harassment and violence in their workplaces. All harassment and violence prevention controls must be developed in consultation with the respective Joint Health and Safety Committees.
- Each Department will be required to facilitate the implementation and continued visibility of the Harassment and Violence in the Workplace Prevention Policies and Procedures.

4.0 MANDATORY PROGRAM COMPONENTS:

In developing work practices, operational procedures and staff training programs to prevent workplace harassment and violence, specific circumstances appropriate to each Department's operation must be considered. Such planning and strategizing will be conducted on City workplaces and will include consultation with workplace stakeholders.

When implementing this procedure the following four components must be included, as a minimum:

A) Violence Hazard Assessment:

The potential risk of harassment and violence in particular workplaces must be assessed. Each Department shall arrange for a hazard assessment to be conducted at each work location, in consultation with the appropriate Joint Health and Safety Committee.

As part of such assessments, all employees at the work location will be afforded the opportunity to voluntarily participate in a Hazard Assessment Questionnaire (**attached as Appendix A**). The Hazard Assessment Questionnaire will be completed in a suitable manner determined by the department management. Furthermore, Management, in consultation with the Joint Health and Safety Committee, may modify the questionnaire for the specific work location, to properly reflect the specific hazards identified.

B) Signs and Notices:

Each Department will ensure that appropriate signs, (**attached as Appendix B**), indicating the City of Temiskaming Shores does not tolerate any acts of harassment and/or violence in the workplace, are posted in conspicuous areas throughout the Department.

C) Emergency Plans:

Departments are responsible for developing and implementing departmental Emergency Plans to address issues involving severe acts of harassment and violence.

The plan shall be updated and reviewed with workers annually, particularly if there is turnover among employees or a change to the facility or a work process.

For information on the required contents of an "emergency action plan" please see list (**attached as Appendix C**).

D) Information/Training:

Training is a critical component of any harassment and violence prevention strategy. Training is necessary for employees, supervisors, and staff members at any work location where responding to an incident of workplace harassment or violence may occur. Providing appropriate training informs employees that management will take threats seriously, encourages employees to report incidents, and demonstrates management's commitment to deal with reported incidents.

5.0 PROCEDURE FOR REPORTING AND INVESTIGATING ACTUAL OR POTENTIAL INCIDENTS OF WORKPLACE VIOLENCE:

All reports of incidents or potential incidents of harassment or violence will be taken seriously and will be dealt with by the immediate supervisor in an appropriate and timely fashion.

Reporting Emergencies: (Immediate danger; weapons involvement; physical injury related to violent behaviour; and obvious signs of abusive threatening behaviour)

For threats of violence, assaults or other violent incidents the supervisor must be contacted immediately, if possible, and if necessary the Police.

After request for Police involvement and proper control of the emergency the event particulars shall be recorded by the supervisor on the "Municipal Report of Incident or Injury" form, (**attached as Appendix D**).

Reporting Non-Emergencies: (Verbal threats; actions and/or activities that may in the future lead to activities that may result in an emergency)

Employees are encouraged to report threatening statements or behaviour that gives one reasonable grounds to believe that there is a potential for workplace violence immediately to the immediate supervisor, who will determine the appropriate response. Such reports may assist in identifying patterns of potential violence and may assist in the prevention of emergency situations in the future.

The immediate supervisor, once made aware of such allegations, may contact the Human Resources Department for advice and direction as may be necessary.

Workplace harassment and/or violence may extend off City property and may occur outside of normal working hours. Therefore this procedure will apply for any of the above listed behaviours that are determined through investigation to stem from, or are related to or can be linked back to the individuals' employment with the City.

Detailed Investigation:

The supervisor, in consultation with the Human Resources Department may initiate a detailed, formal investigation consulting with other workplace stakeholders, as necessary, and initiate appropriate corrective action as may be determined through the investigation.

A report will be filed using the "Municipal Report of Incident or Injury" form and the "Violent Incident Investigation Checklist" form (**attached as Appendix D and E**).

During investigations fairness, impartiality, privacy and confidentiality issues as well as legislative requirements will be a primary consideration.

Support Services/Medical Assistance:

In the event of an incident of workplace violence resulting in physical injury, access to appropriate first aid or medical aid will be provided by the employee's Supervisor, as required under the WSIB Act. Ambulance or Police may be contacted depending on the severity of the injury.

Once the injured employee has received the required care, the Supervisor will complete the "Municipal Report of Incident or Injury" form, as in any other incident involving workplace injury (**attached as Appendix D**), to ensure proper adjudication of the workplace injury by the WSIB.

6.0 INSTRUCTION TO EMPLOYEES:

All employees of the City of Temiskaming Shores are encouraged to report any legitimate intimidation, threats or acts of violence. Employees should be confident that issues reported to their immediate Supervisor will be treated with sensitivity, fairness and impartiality, while maintaining privacy and confidentiality considerations at all times.

This procedure will be communicated to all workers through Memos to Supervisors, will be reviewed with Staff annually and shall be clearly referenced on all violence related notices/signs that are posted.

Each Department is required to conduct a review of their "department violence in the workplace prevention procedure" annually, in consultation with the Joint Occupational Health and Safety Committee, and to revise it as necessary.

Questions or concerns regarding the department procedure may be directed to the immediate supervisor or the Human Resources Department.

7.0 INSTRUCTION TO SUPERVISORS:

Any supervisor, who receives a report of a violation or alleged violation of this procedure, shall evaluate the suspected violation and shall consult with the Human Resources Department.

Supervisors shall respond to any emergency situations related to violence in the workplace by contacting 911 and activating the department emergency response plan as may be necessary.

Supervisors shall deal with all such issues brought to their attention with sensitivity, fairness, and impartiality. Privacy and confidentiality considerations shall be applied at all times when dealing with such issues.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Temiskaming Shores disciplinary policy and will be based on the merits of the specific case.



Appendix: A

Workplace Hazard Assessment Form

This form is designed to help management, workers and members of Joint Health and Safety Committees carry out an assessment of the potential risks of violence associated with the activities carried out in their Departments and to respond accordingly to any identified risks. Completion of this form supports the City of Temiskaming Shores' effort to implement the Violence in the Workplace Prevention Procedure.

Name: _____
Title: _____
Department: _____
Date: _____

Part 1:

Describe your department and types of activities performed by employees.

Action to be taken:

Part 2:

Have there been incidents when employees in your department have experienced verbal abuse? Please describe.

Action to be taken:

Part 3:

Do employees in your department work with money or other valuables? Please describe.

Action to be taken:

Do employees in your department work with people who regularly "act out"? Please describe.

Action to be taken:

Do employees in your department monitor or regulate the activity of others or carry out processes or make decisions which adversely affect others? Please describe.

Action to be taken:

Do employees in your department work with projects that may elicit a negative or confrontational response? Please describe.

Action to be taken:

Part 4:

Does any employee in your department work alone during normal working hours? Please describe.

Action to be taken:

Does any employee within your department work alone after normal working hours? Please describe.

Action to be taken:

Please describe any precautions already taken to safeguard members at your work location who work alone.

Part 5:

Please describe other factors at your work location or in your work activities which you feel might increase the risk of violence or harassment.

Any additional comments you would like to make that which apply to your job(s) that were not covered in any of the questions above.

Appendix: B

Signs and Notices for Posting



The City of Temiskaming Shores in support of a safe and healthy work environment.

Violence and/or Harassment will not be tolerated at any time.

The City of Temiskaming Shores is committed to maintaining a safe and positive atmosphere at all City Facilities.

In accordance with By-laws 2010-068 and 2010-082.



Department Emergency Action Plan Requirements

A department emergency action plan should include, as a minimum:

- Procedures for calling for help;
- Procedures for calling for medical assistance;
- Procedures for notifying the proper authorities (security personnel and the police);
- Emergency escape procedures and routes, (could be the same as Fire Emergency Evacuation Plan);
- Safe places to escape inside and outside of the facility;
- Securing the work area where the incident took place;
- Procedures for accounting for all employees if a facility is evacuated, (may be the same as Fire Emergency Evacuation Plan);
- Identifying personnel who may be called upon to perform medical or rescue duties and;
- Training and educating employees in workplace violence issues and the emergency action plan.

The emergency response plan for each department workplace must consider any additional specific issues that may exist at a specific work place but which may not be covered in the list above.

Violent Incident Investigation Checklist

Use this checklist for violent incident investigations to ensure all aspects of the incident have been reviewed. Prepare an Incident Report based on your findings.

- Names, addresses, telephone numbers of complainants, assailants and witnesses
- Occupation of complainants, assailants and witnesses
- Date and time of incident
- Date and time of incident reported to employer
- Exact location of incident
- Exact location of complainants, assailants and witnesses
- Activities of complainants, assailants and witnesses before, during and after the incident
- Statements of witnesses and their locations
- Details explanation of events in order of occurrence
- Complainant's account of events
- Assailant's account of events
- Unusual activity that may have contributed to incident
- Photographs and/or diagrams

4. Activities	<p>What was the person doing at the time (select a maximum of 3)</p> <input type="checkbox"/> body movement/posture <input type="checkbox"/> office work <input type="checkbox"/> working in/under water <input type="checkbox"/> driving <input type="checkbox"/> operating equipment <input type="checkbox"/> working with/near electricity <input type="checkbox"/> handling chemicals <input type="checkbox"/> repetitive activity <input type="checkbox"/> other: _____ <input type="checkbox"/> manual material handling <input type="checkbox"/> working at height _____
5. Location	<p>Incident location (for example: unit #, building, area, rural route, lot, concession number, construction site, etc.)</p>
6. People	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <input type="checkbox"/> health/pre-existing condition <input type="checkbox"/> lack of skills/training <input type="checkbox"/> unsafe behaviour <input type="checkbox"/> inattention <input type="checkbox"/> misjudgment <input type="checkbox"/> unsuitable clothing <input type="checkbox"/> lack of experience/knowledge <input type="checkbox"/> overexertion <input type="checkbox"/> other: _____
7. Procedures	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <input type="checkbox"/> hazard not identified <input type="checkbox"/> procedures not available <input type="checkbox"/> verbal instructions only <input type="checkbox"/> incorrect procedures used <input type="checkbox"/> procedures not clear <input type="checkbox"/> other: _____ <input type="checkbox"/> job planning not sufficient <input type="checkbox"/> procedures not sufficient _____ <input type="checkbox"/> no instructions given <input type="checkbox"/> procedures not used/followed _____
8. Hardware	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <input type="checkbox"/> equipment/tool defective <input type="checkbox"/> inadequate PPE <input type="checkbox"/> physical barrier not used <input type="checkbox"/> equipment/tool failure <input type="checkbox"/> incorrect PPE <input type="checkbox"/> physical barrier unavailable <input type="checkbox"/> equipment/tool inadequate <input type="checkbox"/> PPE not used <input type="checkbox"/> poor location/orientation <input type="checkbox"/> equipment/tool incorrect <input type="checkbox"/> PPE not available <input type="checkbox"/> poor PPE design <input type="checkbox"/> equipment/tool unavailable <input type="checkbox"/> physical barrier failure <input type="checkbox"/> other: _____ <input type="checkbox"/> failure of PPE <input type="checkbox"/> physical barrier inadequate _____ <input type="checkbox"/> inadequate design <input type="checkbox"/> physical barrier incorrect _____
9. Physical Environment	<p>Select a maximum of 5 factors that may have contributed to the incident (if any)</p> <input type="checkbox"/> animals, insects, plants <input type="checkbox"/> inaccessible/awkward location <input type="checkbox"/> structural failure <input type="checkbox"/> cold environment <input type="checkbox"/> inadequate lighting <input type="checkbox"/> uneven surfaces <input type="checkbox"/> confined space <input type="checkbox"/> inadequate ventilation <input type="checkbox"/> windy conditions <input type="checkbox"/> dark, night conditions <input type="checkbox"/> inadequate visibility <input type="checkbox"/> workers at height <input type="checkbox"/> dusty environment <input type="checkbox"/> rainy conditions <input type="checkbox"/> workers overhead <input type="checkbox"/> energized equipment <input type="checkbox"/> sharp objects <input type="checkbox"/> other: _____ <input type="checkbox"/> erosion, corrosion <input type="checkbox"/> slippery surface _____ <input type="checkbox"/> hot environment <input type="checkbox"/> snow/ice _____
10. Root Cause	<p>Select at least one root cause.</p> <input type="checkbox"/> communication <input type="checkbox"/> personnel performance <input type="checkbox"/> training <input type="checkbox"/> housekeeping <input type="checkbox"/> policies and procedures <input type="checkbox"/> task design <input type="checkbox"/> job planning <input type="checkbox"/> responsibilities <input type="checkbox"/> workplace layout <input type="checkbox"/> maintenance <input type="checkbox"/> supervision <input type="checkbox"/> other: _____
11. Energies	<p>Select the energies present.</p> <input type="checkbox"/> biological <input type="checkbox"/> gravity <input type="checkbox"/> noise <input type="checkbox"/> body mechanics <input type="checkbox"/> lights <input type="checkbox"/> non-ionizing radiation <input type="checkbox"/> chemical <input type="checkbox"/> ionizing radiation <input type="checkbox"/> pressure <input type="checkbox"/> electrical <input type="checkbox"/> mechanical <input type="checkbox"/> thermal/heat/cold
12. Activities	<p>What type of work was being performed?</p> <input type="checkbox"/> emergency <input type="checkbox"/> routine <input type="checkbox"/> training

13. Corrective Measures	What are the recommended corrective measures? (Select a maximum of 9) <input type="checkbox"/> communication changes <input type="checkbox"/> policy change <input type="checkbox"/> raise awareness <input type="checkbox"/> equipment/hardware changes <input type="checkbox"/> procedure changes <input type="checkbox"/> responsibility changes <input type="checkbox"/> PPE changes <input type="checkbox"/> safety program changes <input type="checkbox"/> workplace changes <input type="checkbox"/> planning/scheduling <input type="checkbox"/> training program changes <input type="checkbox"/> other: _____																		
14. Review	Distribution <table border="1" data-bbox="261 422 1567 682"> <tr> <td data-bbox="261 422 521 489">Prepared by:</td> <td data-bbox="526 422 786 489">Date prepared:</td> <td data-bbox="790 422 1050 489">Title:</td> <td data-bbox="1055 422 1315 489">Location:</td> <td data-bbox="1320 422 1567 489">Employee's signature</td> </tr> <tr> <td data-bbox="261 495 565 562">Supervisor:</td> <td data-bbox="570 495 850 562">Date Reviewed (yy/mmm/dd)</td> <td colspan="3" data-bbox="855 495 1567 562" rowspan="3"> Comments: <input type="checkbox"/> Department Director <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee </td> </tr> <tr> <td data-bbox="261 569 565 636">Department Director:</td> <td data-bbox="570 569 850 636">Date Reviewed (yy/mmm/dd)</td> </tr> <tr> <td data-bbox="261 642 565 682">JHSC Contact:</td> <td data-bbox="570 642 850 682">Date Reviewed (yy/mmm/dd)</td> </tr> </table>					Prepared by:	Date prepared:	Title:	Location:	Employee's signature	Supervisor:	Date Reviewed (yy/mmm/dd)	Comments: <input type="checkbox"/> Department Director <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee			Department Director:	Date Reviewed (yy/mmm/dd)	JHSC Contact:	Date Reviewed (yy/mmm/dd)
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Department Director:	Date Reviewed (yy/mmm/dd)																		
JHSC Contact:	Date Reviewed (yy/mmm/dd)																		

List of Contacts

Emergency Phone Numbers

Please fill in the "Emergency Phone Numbers" appropriate for your building. Copy this box and tape on your desk by your phone or somewhere else close to your phone for handy reference.

(Copies of this card also can be made.)

Police Emergency, Fire Department, Ambulance : 911

Immediate Supervisor: _____

City Manager: _____

Human Resource Department: _____

Joint Health and Safety Committee Member: _____

Subject: Site Licence Agreement - Bell
Mobility – Dawson Point Tower

Report No.: CS-003-2023

Agenda Date: January 17, 2023

Attachments

Appendix 01: None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-003-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into a licence agreement with Bell Mobility for the City of Temiskaming Shores Communications Equipment on their Dawson Point tower for a five (5) year term commencing January 1, 2023 and terminating on December 31, 2027 for consideration at the January 17th, 2023 Regular Council meeting.

Background

The City of Temiskaming Shores currently has an agreement with Bell Mobility related to a communication tower on Dawson Point. The tower is owned by Bell Mobility and houses City of Temiskaming Shores communication equipment for public works, recreation and fire.

The City's current agreement is through By-law No. 2018-088 which expired on December 31, 2022, to which the City pays a lease rate of \$2,500/year to Bell Mobility.

Analysis

The City received the new agreement from Bell Mobility for the continuation of housing the City's communication equipment. The agreement proposed a five (5) year term at the rate of \$3,000 per year with an annual increase of 2%.

Relevant Policy / Legislation / City By-Law

- By-law No. 2018-088 - Being a by-law to enter into a Licence Renewal Agreement with Bell Mobility Inc. to house City of Temiskaming Shores Communication Equipment on the Dawson Point Tower

Financial / Staffing Implications

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

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

Under By-law No. 2018-088, the City currently pays \$2,500 per year; under the new agreement, the City would expect to pay \$3,000 per year. This will be included in the 2023 Municipal Budget.

Staffing implications are limited to normal responsibilities.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
 Council’s consideration by:

“Original signed by”

“Original signed by”

Shelly Zubycyk
 Director of Corporate
 Services, CHRP

Amy Vickery
 City Manager

Subject: Appointment of Volunteer Firefighter **Report No.:** PPP-001-2023
Agenda Date: January 17, 2023

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PPP-001-2023; and
2. That Council hereby appoints Sebastien Bouchard as Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the *Recruitment and Retention Program*.

Background

In an effort to fill a vacancy within the department at Station #3 and to help ensure adequate staffing levels are maintained, the Department is seeking to fill a Volunteer Firefighter position at Station #3.

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 a vacancy at Station #3 an interview with the candidate was conducted by the Station Officers. Subsequently a recommendation from the District Chief of Station #3 was provided to the Fire Chief requesting consideration of the appointment of Sebastien Bouchard as Volunteer Firefighter 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 his work experience, makes him an excellent candidate for the position he is being recommended for.

Relevant Policy / Legislation / City By-Law

- By-Law No. 2016-040, Temiskaming Shores Fire Department Recruitment and Retention Program.
- By-Law No. 2008-030, Fire Department Establishing and Regulating By-law.

Consultation / Communication

- Consultation with Station #3 District Chief.

Financial / Staffing Implications

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

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

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2023 Fire Services Operational Budget. All costs associated with the appointment would include the provision of dress uniforms and protective equipment that would be drawn from the fire departments operational budget.

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill a vacant position 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:

- 24 members Station #1 (one members on leave),
- 23 members Station #2, and
- 23 members Station #3 (one member on leave).

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

Amy Vickery
City Manager

Memo

To: Mayor and Council
From: Steve Burnett, Manager of Environmental Services
Date: January 17, 2023
Subject: Rate Increase for Recycling Agreement with surrounding municipalities
Attachments: None

Mayor and Council:

The City has agreements with surrounding municipalities for accepting and managing recyclable materials. Phippen Waste Management transports the materials for processing by Green For Life (GFL), formally R&D Recycling.

Within the current multi-year agreements with Phippen Waste Management and GFL, a Consumer Price Index (CPI) increase is included on a yearly basis. For the Phippen agreement the CPI increase is based on Ontario – All-items excluding energy for Collection and Landfill Operations and Ontario – All-items for the Spoke Transfer Station Operations, as published for the previous 12 calendar months in September of each year. For the GFL agreement it is based on Ontario – All-items, as published for the previous 12 calendar months in April of each year.

In past years, Council has approved rate increases charged to surrounding municipalities for the acceptance of recyclable material based on the CPI increases required through contractual obligation. The current term of the agreements with surrounding municipalities are from January 1st to December 31st each year. Within each agreement, Council may impose a rate increase through resolution.

For 2023, the CPI from September 2021 to September 2022 for Ontario – All-items excluding energy is 6.1% and 6.7% for Ontario – All-items. From April 2021 to April 2022 for Ontario – All-items it is 6.9%. As a result, staff is recommending a 6.6% increase for all agreements with surrounding municipalities. This will result in increasing the rate from \$311.23/tonne to \$331.77/tonne.

Prepared by:

Reviewed and Submitted for
Council's consideration by:

Original signed by

Steve Burnett
Manager of Environmental Services

Original signed by

Amy Vickery
City Manager

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: January 17, 2023
Subject: Rotary Splash Pad Update
Attachments: N/A

Mayor and Council:

City of Temiskaming Shores staff released RS-RFP-001-2023 on January 3rd, 2023. This RFP release followed Admin report RS-023-2022 Rotary Splash Pad Update received by Council at its regular meeting on December 6, 2022.

The scope of RS-RFP-001-2023 would have seen prospective bidders bid on the completion of the concrete work required for the splash pad with the remaining portions of the work to be coordinated by the City of Temiskaming Shores.

City staff received numerous comments and questions from prospective bidders regarding RS-RFP-001-2023. Upon review and discussion by city staff, it was determined that the best method to move forward with this project would be to cancel RS-RFP-001-2023 and issue a new request for proposal which would allow for alternative footing designs. This new RFP would require bidders to undertake the entire project from current status to completion and meet the necessary timelines for funders. Any alternative footing designs would be required to meet necessary design standards and ultimately be at the discretion of the City to approve.

The project has experienced many constraints and delays. It is expected this will move the project to construction and keep costs in line with budgeted estimates.

Council will receive a recommendation to award this project at its February 21st, 2023 regular council meeting with RS-RFP-002-2023 Rotary Splash Pad Construction released for bid on January 13, 2023. As stated, the results of this RFP will be provided to council at its February 21, 2023 regular meeting for consideration.

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Amy Vickery
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2023-001

Being a by-law to provide for an Interim Tax Levy for the payment of taxes and to establish penalty and interest charges

Whereas Section 317 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes; and

Whereas the Council of The Corporation of the City of Temiskaming Shores deems it appropriate to provide for such interim levy on the assessment of property in the City of Temiskaming Shores.

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

1. The amount levied on a property shall not exceed the percentage prescribed by the Minister under Section Subsection 317 (3), paragraph 2 of the Act; or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for 2022.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for 2022 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2022 because assessment was added to the tax roll during 2022, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
4. An interim billing of 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for 2022 shall be imposed for all classes.
5. An interim billing of 50 per cent of the annual local improvement charges shall be imposed for all classes, where applicable.
6. The provisions of the by-law apply in the event that assessment is added for the year 2023 to the tax roll after the date this by-law is passed and an interim levy shall be imposed and collected.
7. The said interim tax levy shall become due and payable in two (2) instalments as follows:
 - a) approximately 50 percent of the interim levy shall become due and payable on the 15th day of March, 2023; and

- b) the balance of the interim levy shall become due and payable on the 15th day of May, 2023.

Non-payment of the amount on the dates stated in accordance with Section 344 shall constitute default.

- 8. On all taxes of the interim levy, which are in default on the 1st day of default, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the 1st day of each and every month the default continues, until December 31st, 2023.
- 9. a) On all taxes of the interim tax levy in default on January 1st, 2023, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.

b) On all other taxes in default on January 1st, 2023, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
- 10. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
- 11. The tax collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 12. This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally passed this 17th day of January, 2023.

Mayor

Clerk

The Corporation of the City of Temiskaming Shores

By-law No. 2023-002

**Being a by-law to authorize borrowing from time to time
to meet current expenditures during the Fiscal Year
ending December 31, 2023**

Whereas Section 407, Subsection 1, of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides for the temporary borrowing by a municipality, at any time during a fiscal year, until taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for the year; and

Whereas the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

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

1. That the Mayor and the Treasurer are hereby authorized to borrow, from time to time during the year 2023 (hereinafter referred to as the current year), such sums as may be necessary to meet the current expenditures of the municipality for the year, including amounts required in the year as set out in Section 407 subsection (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, until the taxes are collected and other revenues are received.
2. That a promissory note of bankers' acceptance made under Section 1 shall be signed by the Head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.
3. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia as set out in Schedule "A", hereto attached and forming part of the by-law, are hereby accepted.
4. That the Mayor and Treasurer are hereby authorized to enter into a Security Agreement with the Bank of Nova Scotia, a copy of which is attached hereto as Schedule "B" and forming part of this by-law.
5. That the Terms and Conditions for credit facilities available to The Corporation of the City of Temiskaming Shores from the Bank of Nova Scotia are hereby accepted.
6. That the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed the limits as outlined in Section 407, subsection 2, of the Municipal Act, 2001, S.O. 2001, c.25, as amended.

Read a first, second and third time and finally passed this 17th day of January, 2023.

Mayor

Clerk

TERMS AND CONDITIONS

CREDIT NUMBER: 01 _____ **AUTHORIZED AMOUNT: \$4,000,000**

TYPE

Operating Line

PURPOSE

General operating requirements

CURRENCY

Canadian dollars

AVAILMENT

The Borrower may avail the credit by way of direct advances evidenced by Agreement re Operating Credit Line.

INTEREST RATE

The Bank's Prime Lending Rate, from time to time, minus 0.25% with interest payable monthly.

REPAYMENT

Advances are repayable on demand

SPECIFIC SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credit:

Agreement re: Operating Credit Line

CONDITIONS PRECEDENT

The following conditions are to be met to the satisfaction of the Bank and its solicitors prior to the implementation of the increase in the Operating Limit from the existing \$2,000,000 to \$4,000,000:

Listing of the Borrower's upcoming construction projects with estimated costs and expected starting dates.

Resolution authorizing the Borrower to increase borrowing by way of a limit increase to \$4,000,000 under the operating facility.

SPECIFIC CONDITIONS

Until all debts and liabilities under the Credit have been discharged in full, the following conditions will apply in respect of the Credit:

January 1 to September 30 of each year:

Advances under the Operating credit are to be limited to 50% of total estimated revenue of the Borrower as set out in the budget adopted for the year and approved by Council;

October 1 to December 31 of each year:

Advances under the Operating credit are to be limited to 25% of total estimated revenue of the Borrower as set out in the budget adopted for the year and approved by Council.

CREDIT NUMBER: 02

AUTHORIZED AMOUNT: \$2,000,000

~~(Current balance: \$516,786)~~*S. Jivelli*TYPE

Equipment Financing Line – Revolving Term/Lease (Scotia Leasing)

PURPOSE

To assist with the acquisitions of new equipment

AVAILMENT

The Borrower may avail the Credit by way of direct advances evidenced by Demand Promissory Notes and/or by Lease Agreement with supporting documentation and/or Conditional Sale Contracts in form satisfactory to the Bank.

INTEREST RATEDirect Advances

The Bank's Prime Lending Rate from time to time per annum, with interest payable monthly.

The Borrower has the option to fix the interest rate for the balance of the term of the loan at any time subject to availability. Rates will be quoted upon request.

Scotia Lease/Conditional Sales ContractFloating Rate Option:

The base payment applicable to each contract will be set on the commencement date of the contract based upon the Bank's Prime Lending Rate per annum, calculated and payable monthly. The total periodic payment will be adjusted monthly with changes in the Bank's Prime Lending Rate.

Fixed Rate Option:

The Borrower has the option to fix the payments for the balance of the term of the contract provided that the Borrower is not then in default under any credits. This option must be exercised prior to the commencement of the last third of the initial term of the contract.

Although the fixed rate will be set on the date notification is received by the Bank, the new rate will be effective on the next payment due date (provided the next payment due date is at least 10 days from receipt of the notice). A fee is payable when this option is exercised. The fixed rate will be quoted on request/based on Scotia Leasing's Base Rate at the time the option to fix the rate is exercised plus 1.25% per annum, calculated and payable monthly.

FEES

Standard Documentation Fees as prescribed by Scotia Leasing, payable at the time of each Lease drawdown.

DRAWDOWN

The undrawn portion of the credit is subject to Annual Review.

Advances are to be made in minimum multiples of \$50,000.

REPAYMENT**Direct Advances**

Advances are repayable in equal monthly instalments of principal, commencing within 30 days of drawdown, with a final payment of the balance of principal and interest then outstanding due at the end of the selected term. The maximum term of each loan is 5 years and the maximum amortization is 5 years.

Scotia Lease – ABC Purchase Option

Leases are repayable in accordance with the terms and conditions of each respective lease contract. The maximum term of any such lease/contract shall not exceed 60 months. At the end of the term to option, the lessee shall elect one of the following options:

- A. purchase the equipment for up to a maximum of 20% of the original cost;
- B. indentify a third party acceptable to the Bank to purchase the equipment from the Bank for up to a maximum of 20% of the original cost;
- C. rent the equipment for an additional term and revised rent payment to be authorized by the Bank.

Scotia Lease – \$1 Purchase Option

Leases are repayable in accordance with the terms and conditions of each respective lease contract. The maximum term of any such lease/contract shall not exceed 60 months. At the end of the term, the lessee shall elect to purchase the equipment for \$1.00.

PREPAYMENT

Prepayments are to be applied against installments of principal in the inverse order of their maturities.

Direct Advances**Floating Interest Rate:**

Prepayment is permitted without penalty at any time in whole or in part.

Fixed Interest Rate:

Prepayment of any advance made by the Bank pursuant to this loan agreement (each an "Advance"), in whole or in part, is permitted at any time. In addition to any other amount then payable by the Borrower pursuant to the terms hereof (including, without limitation, accrued

interest) in respect of the amount being prepaid (the "Prepayment Amount"), the Borrower shall pay to the Bank an amount equal to the greater of:

- (i) three months simple interest on the Prepayment Amount at the rate applicable to the relevant Advance being prepaid, and
- (ii) The Bank's Funding Loss. For the purposes hereof, "Funding Loss" means, in respect of the Advance being prepaid, any loss, cost or expense which may be incurred by the Bank by reason of the reemployment, for the Prepayment Period, of the funds acquired by the Bank to fund such Advance. "Prepayment Period" means the period commencing on, and including, the date on which the Prepayment Amount is paid to the Bank to, but excluding, the scheduled repayment date of the relevant Advance.

Scotia Lease/Conditional Sales Contract

Leases/Conditional Sale Contracts are not cancellable, and no prepayments of principal are permitted.

SPECIFIC SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or avilment being made under the Credit(s):

Direct Advances

General Security Agreement supported by a Chattel Mortgage over specific equipment financed with replacement cost insurance coverage, loss, if any, payable to the Bank.

Scotia Lease

Lease Agreement(s)/Conditional Sales Contract(s) covering equipment leased.

Comprehensive General Liability insurance for a minimum of \$2 million per occurrence with the Bank recorded as an additional named insured.

All Risk Insurance covering the replacement value of the equipment with the Bank recorded as loss payee and additional named insured.

Vehicles – Collision and Comprehensive (All Perils) Liability and Damage to vehicle for \$5 million per occurrence showing the Bank as loss payee and additional named insured.

Resolution of the Council authorizing leases.

SPECIFIC CONDITIONS

Until all debts and liabilities under the Credit have been discharged in full, the following conditions will apply in respect of the Credit:

Prior to drawdown, the Bank is to be satisfied with the quality, value and eligibility of all assets being leased or financed.

The amount of financing shall not exceed 100% of the cost of the equipment being financed exclusive of the relative taxes and the Borrower shall provide security deposits, advance rentals and/or down payments to reduce financing to this limit.

CREDIT NUMBER: 03 **AUTHORIZED AMOUNT: \$750,000**

TYPE

Scotia Visa Business Card - Availment, interest rate and repayment as per Cardholder Agreement.

PURPOSE

Business expenses

CURRENCY

Canadian Dollars

SPECIFIC SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credit:

Scotia Visa Business Card Agreement

GENERAL SECURITY, TERMS AND CONDITIONS APPLICABLE TO ALL CREDITS

GENERAL SECURITY

The following security, evidenced by documents in form satisfactory to the Bank and registered or recorded as required by the Bank, is to be provided prior to any advances or availment being made under the Credits:

Municipal Borrowing By-Law for Current Expenditures containing a pledge of tax revenues

Security Agreement, Municipalities and School Boards

Banking Resolution, Municipalities and a supporting List of Officers

GENERAL CONDITIONS

Until all debts and liabilities under the Credits have been discharged in full, the following conditions will apply in respect of the Credits:

The Borrower agrees to:

- (i) comply with all applicable borrowing legislation
- (ii) advise the Bank of any breach of statutory borrowing limits
- (iii) provide the Bank with certificates of estimated revenues from time to time, upon request.

The Borrower will give the Bank the opportunity to offer additional future banking and credit requirements.

For ongoing Credit Risk management purposes, all operating accounts of the Borrower shall be maintained with the Bank as long as the Borrower has any operating line facilities with the Bank.

GENERAL BORROWER REPORTING CONDITIONS

Until all debts and liabilities under the Credits have been discharged in full, the Borrower will provide the Bank with the following:

Annual Audited Consolidated Financial Statements of the Borrower, within 150 days of the Borrower's fiscal year end.

Annual Budget for the ensuing year, within 150 days of fiscal year end.

Copy of current Municipal Borrowing By-Law is required in January of each year.

Copy of current Security Agreement in January of each year.

At the time of the annual review, the Municipality's Treasurer must provide the bank with the following:

- a) Details of short term borrowings from other banks and from its own Reserve funds
- b) Copy of a By-Law approving annual estimates.

Such other financial information as the Bank may reasonably require from time to time.

OTHER FEES

In addition to, and not in substitution for the obligations of the Borrower and the rights of the Bank upon the occurrence of an event of default herein, the Borrower shall pay to the Bank:

- (a) a fee of \$300 per occurrence (or such higher amount as may be determined by the Bank from time to time) during which the Borrower is late in providing the Bank with financial or other information required herein;
- (b) a fee of \$300 per occurrence (or such higher amount as may be determined by the Bank from time to time) during which loan payments of principal, interest or other amounts are past due; and
- (c) a fee of \$1,500 per occurrence (or such higher amount as may be determined by the Bank from time to time) during which the Borrower is in default of any other term or condition contained in this Commitment Letter or in any other agreement to which the Borrower and the Bank are parties.

The imposition or collection of fees does not constitute an express or implied waiver by the Bank of any event of default or any of the terms or conditions of the lending arrangements, security or rights arising from any default. Fees may be charged to the Borrower's deposit account when incurred.

SCHEDULE "A"**ADDITIONAL TERMS AND CONDITIONS APPLICABLE
TO ALL CREDITS**

(In the event of a conflict, the terms and conditions of any lease agreement and/or conditional sale contract supersede the terms and conditions in this Schedule A with regard to such leases and/or conditional sale contracts.)

1. Calculation and Payment of Interest

Interest on loans/advances made in Canadian dollars will be calculated on a daily basis and payable monthly on the 22nd day of each month (unless otherwise stipulated by the Bank). Interest shall be payable not in advance on the basis of a calendar year for the actual number of days elapsed both before and after demand of payment or default and/or judgment.

2. Interest on Overdue Interest

Interest on overdue interest shall be calculated at the same rate as interest on the loans/advances in respect of which interest is overdue, but shall be compounded monthly and be payable on demand, both before and after demand and judgment.

3. Indemnity Provision

If the introduction, adoption or implementation of, or any change in, or in the interpretation of, or any change in its application to the Borrower of, any law, regulation, guideline or request issued by any central bank or other governmental authority (whether or not having the force of law), including, without limitation, any liquidity reserve or other reserve or special deposit requirement or any tax (other than tax on the Bank's general income) or any capital requirement, has due to the Bank's compliance the effect, directly or indirectly, of (i) increasing the cost to the Bank of performing its obligations hereunder or under any availment hereunder; (ii) reducing any amount received or receivable by the Bank or its effective return hereunder or in respect of any availment hereunder or on its capital; or (iii) causing the Bank to make any payment or to forgo any return based on any amount received or receivable by the Bank hereunder or in respect of any availment hereunder determined by the Bank in its discretion, then upon demand from time to time the Borrower shall pay such amount as shall compensate the Bank for any such cost, reduction, payment or forgone return (collectively "Increased Costs") as such amounts are reasonably determined by the Bank and set forth in a certificate to the Borrower.

In the event of the Borrower becoming liable for such Increased Costs the Borrower shall have the right to prepay in full, without penalty, the outstanding principal balance under the affected credit other than the face amount of any document or instrument issued or accepted by the Bank for the account of the Borrower, including, without limitation, a Letter of Credit, a Letter of Guarantee or a Bankers' Acceptance. Upon any such prepayment, the Borrower shall also pay the then accrued interest on the amount prepaid and the Increased Costs to the date of prepayment together with such amount as will compensate the Bank for the cost of any early termination of its funding arrangements in accordance with its normal practices, as such amounts are calculated in a certificate reasonably prepared by the Bank.

4. Environment

The Borrower agrees:

- (a) to obey all applicable laws and requirements of any federal, provincial, or any other governmental authority relating to the environment and the operation of the business

activities of the Borrower;

- (b) to allow the Bank access at all times to the business premises of the Borrower to monitor and inspect all property and business activities of the Borrower;
- (c) to notify the Bank from time to time of any business activity conducted by the Borrower which involves the use or handling of hazardous materials or wastes or which increases the environmental liability of the Borrower in any material manner;
- (d) to notify the Bank of any proposed change in the use or occupation of the property of the Borrower prior to any change occurring;
- (e) to provide the Bank with immediate written notice of any environmental problem and any hazardous materials or substances which have an adverse effect on the property, equipment, or business activities of the Borrower and with any other environmental information requested by the Bank from time to time.
- (f) to conduct all environmental remedial activities which a commercially reasonable person would perform in similar circumstances to meet its environmental responsibilities and if the Borrower fails to do so, the Bank may perform such activities; and
- (g) to pay for any environmental investigations, assessments or remedial activities with respect to any property of the Borrower that may be performed for or by the Bank from time to time.

If the Borrower notifies the Bank of any specified activity or change or provides the Bank with any information pursuant to subsections (c), (d), or (e), or if the Bank receives any environmental information from other sources, the Bank, in its sole discretion, may decide that an adverse change in the environmental condition of the Borrower or any of the property, equipment, or business activities of the Borrower has occurred which decision will constitute, in the absence of manifest error, conclusive evidence of the adverse change. Following this decision being made by the Bank, the Bank shall notify the Borrower of the Bank's decision concerning the adverse change.

If the Bank decides or is required to incur expenses in compliance or to verify the Borrower's compliance with applicable environmental or other regulations, the Borrower shall indemnify the Bank in respect of such expenses, which will constitute further advances by the Bank to the Borrower under this Agreement.

5. **Periodic Review**

The obligation of the Bank to make further advances or other accommodation available under any Credit(s) of the Borrower under which the indebtedness or liability of the Borrower is payable on demand, is subject to periodic review and to no adverse change occurring in the financial condition or the environmental condition of the Borrower or any guarantor.

6. **Evidence of Indebtedness**

The Bank's accounts, books and records constitute, in the absence of manifest error, conclusive evidence of the advances made under this Credit, repayments on account thereof and the indebtedness of the Borrower to the Bank.

7. **Acceleration**

- (a) All indebtedness and liability of the Borrower to the Bank payable on demand, is repayable by the Borrower to the Bank at any time on demand;

- (b) All indebtedness and liability of the Borrower to the Bank not payable on demand, shall, at the option of the Bank, become immediately due and payable, the security held by the Bank shall immediately become enforceable, and the obligation of the Bank to make further advances or other accommodation available under the Credits shall terminate, if any one of the following Events of Default occurs:
- (i) the Borrower or any guarantor fails to make when due, whether on demand or at a fixed payment date, by acceleration or otherwise, any payment of interest, principal, fees, commissions or other amounts payable to the Bank;
 - (ii) there is a breach by the Borrower of any other term or condition contained in this Commitment Letter or in any other agreement to which the Borrower and the Bank are parties;
 - (iii) any default occurs under any security listed in this Commitment Letter under the headings "Specific Security" or "General Security" or under any other credit, loan or security agreement to which the Borrower is a party;
 - (iv) any bankruptcy, re-organization, compromise, arrangement, insolvency or liquidation proceedings or other proceedings for the relief of debtors are instituted by or against the Borrower and, if instituted against the Borrower, are allowed against or consented to by the Borrower or are not dismissed or stayed within 60 days after such institution;
 - (v) a receiver is appointed over any property of the Borrower or any guarantor or any judgment or order or any process of any court becomes enforceable against the Borrower or any guarantor or any property of the Borrower or any guarantor or any creditor takes possession of any property of the Borrower or any guarantor;
 - (vi) any course of action is undertaken by the Borrower or any guarantor or with respect to the Borrower or any guarantor which would result in the Borrower's or guarantor's reorganization, amalgamation or merger with another corporation or the transfer of all or substantially all of the Borrower's or any guarantor's assets;
 - (vii) any guarantee of indebtedness and liability under the Credit Line is withdrawn, determined to be invalid or otherwise rendered ineffective;
 - (viii) any adverse change occurs in the financial condition of the Borrower or any guarantor.
 - (ix) any adverse change occurs in the environmental condition of:
 - (A) the Borrower or any guarantor of the Borrower; or
 - (B) any property, equipment, or business activities of the Borrower or any guarantor of the Borrower.

8. Costs

All costs, including legal and appraisal fees incurred by the Bank relative to security and other documentation and the enforcement thereof, shall be for the account of the Borrower and may be charged to the Borrower's deposit account when submitted.

9. Counterparts and Execution of Documents.

This Commitment Letter and any security and other documents relating to the credits established

in it may be executed in counterparts and by different parties in different counterparts, all of which when taken together will constitute a single contract. Subject to applicable conditions precedent, a document will become effective when it has been executed by the Bank (if execution by the Bank is contemplated by the document) and the Bank has received counterparts of the document that, when taken together, bear the signatures of each of the other relevant parties. Delivery of an executed counterpart of a document or a signature page to the document by telecopy or by sending a scanned or other copy by electronic mail or similar means shall be as effective as delivery of an originally executed counterpart, but the Bank may from time to time require delivery of originally executed documents. The Bank may create and store copies of documents in any form as part of its business records, including by microfilm, photocopy and electronic image. Copies may be held in place of original documents and substituted for original documents for any purpose. In administering the credits established in the Commitment Letter and in otherwise dealing with the Borrower and any guarantor, the Bank may rely and act on e-mail, telecopier and other electronic communications that it reasonably believes have been sent by or on behalf of the Borrower or any guarantor, but the Bank may from time to time require that communications from the Borrower or any guarantor be in a non-electronic form specified by the Bank.

10. Representation or Warranty

The Borrower and each Guarantor represents and warrants to the Bank that all financial and other information (including, without limitation, any financial forecasts) provided to the Bank in connection with the credit(s) provided pursuant to this Commitment Letter is true and accurate in all material respects and has been prepared in accordance with Canadian Generally Accepted Accounting Principles consistently applied, and acknowledges that the offer of credit contained in this Commitment Letter is made in reliance on the truth and accuracy of this information and the representation and warranties above.

Schedule "B" To By-Law No. 2023-002

**Security Agreement
Municipalities and School Boards**

To: The Bank of Nova Scotia, (the 'Bank')

Whereas by the passage of By-Law 2023-002 by The Corporation of the City of Temiskaming Shores on the 17th day of January, 2023 authority was given to the Treasurer together with the Mayor to borrow from the Bank the sum or sums therein mentioned and this Agreement was authorized; and

Whereas the Corporation desires to borrow the said sum or sums from the Bank.

Now It Is Hereby Agreed by the Corporation that in consideration of the Bank advancing or providing the said sum or sums to the Corporation that all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, as security for payment of the moneys so advanced or provided by the Bank and any interest thereon and any other charges in connection therewith and the Bank shall have a lien upon all such revenues until the charge hereby and by the said By-Law created is satisfied.

The Corporation represents and warrants that the whole or any part or parts of the revenues of the Corporation are not subject to any prior charge, except as disclosed to the Bank in writing.

In Witness Whereof the Corporation has caused this agreement to be executed by its proper officers as required by law this 17th day of January, 2023.

Witness: _____

)
) _____
) Jeff Laferriere, Mayor
)
) _____
) Stephanie Leveille, Treasurer

The Corporation of the City of Temiskaming Shores

By-law No. 2023-003

**Being a by-law to authorize entering into a three (3)
year agreement with CJTT 104.5 FM for radio
advertising**

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 Admin. Report No. CS-001-2023 at the January 17, 2023 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a three (3) year contract with CJTT 104.5 FM for radio advertising for consideration at the January 17, 2023 Regular Council meeting; and

Whereas the Council of The Corporation of the City of Temiskaming Shores deems it desirable to enter into an Agreement with CJTT 104.5 FM;

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

1. That the Mayor and Clerk be authorized to enter into a three (3) year Agreement with the CJTT 104.5 FM for radio advertising, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
3. That all other by-laws, resolutions or parts thereof be hereby repealed and replaced on the final date of passing.

Read a first, second and third time and finally passed this 17th day of January, 2023.

Mayor

Clerk



Schedule A to
By-law No. 2023-003
Agreement between
The Corporation of the City of Temiskaming Shores
and
CJTT 104.5 FM
for Radio Advertising

This agreement made in duplicate this 17th day of January, 2023;

Between:

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

And:

CJTT 104.5 FM
(hereinafter called "CJTT")

Whereas the parties hereto have agreed to enter into this Lease.

1. Contract Period

This agreement shall commence on February 1, 2023 and terminate on January 31, 2026.

2. Contract Renewal / Termination

CJTT within the final sixty (60) days of the Contract Period shall notify the City with respect to renewal of the terms of this agreement or propose new terms for an agreement.

3. Extension of Agreement

In the event no new agreement is reached by **January 1st, 2026** this contract will continue for an additional 30 days.

4. Termination of this Agreement

The parties agree that this Agreement may be terminated by either party in sixty (60) days upon written notice from one party to the other.

5. Remuneration

The City shall pay CJTT a monthly amount of \$2,185.05 (\$26,220.60 annually) plus HST over the term of this agreement.

6. Annual Advertising Ads

The following summarizes the number of advertising spots available annually as well as Value Added Promotions:

Number of Ads	Description
625	30 second advertising spot
125	30 second Public Service Ad (PSA) spot

52	10 minute weekly Recreation Report
73/week	Sportsbooster Coverage ¹
12	Monthly City Update ²
12	Monthly Fire Prevention Update ³

Notes:

- ¹ Coverage of recreational events such as swimming classes, sports tournaments, seniors games, etc. and may be limited to two (2) events/coverage;
- ² City representative participates in the 7:30 a.m. Live morning Chat to highlight City initiatives;
- ³ The Total Value of this agreement if invoiced at applicable rates is \$89,293.34/yr. Thus this agreement represents a savings of \$63,072.74 annually.

7. Agreement Monitoring

In order to permit the City to monitor advertising efforts and ensure efficient use of the agreement, CJTT will provide the City with a summary of advertisement bi-monthly (every second Month) in a format similar to the following table:

Dept.	Month	Balance of Ads available for current year:	"current baance"	
		Description	No.	Duration
Public Works	Jan	Boil Water Advisory	3	30 sec
Recreation	Jan	STATO Trail Closed	5	30 sec
Recreation	Feb	STATO Trail Closed	3	45 sec
Fire	Feb	Smoke Alarm Campaign (PSA)	4	30 sec

8. Balance of Commercials

The number of commercial spots available over the term of the contract (750 x 3) 2,250 shall be flexible in their use over the duration of the contract.

Remainder of this page left blank intentionally

The Corporation of the City of Temiskaming Shores

By-law No. 2023-004

**Being a by-law to enter into a licence agreement with Bell
Mobility Inc. to house City of Temiskaming Shores'
Communication Equipment on the Dawson Point Tower**

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 passed By-Law 2018-008 being a By-Law to authorize the licence agreement with Bell Mobility for City of Temiskaming Shores' Communications Equipment located on Bell Mobility's Dawson Point tower for a four (4) year term expired on the 31st day of December 2022; and

Whereas Council considered Administrative Report No. CS-003-2023 at the January 17, 2023 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a new agreement with Bell Mobility for City of Temiskaming Shores' Communications Equipment on their Dawson Point tower for a five (5) year term commencing the 1st day of January, 2023 and terminating on the 31st day of December, 2027 at a rate of \$3,000/year with an increase of 2% being applied annually for consideration at the January 17, 2023 Regular Council meeting; and

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

1. That Council hereby authorizes the Mayor and Clerk to enter into a Licence Agreement with Bell Mobility Inc. for communication equipment on the Dawson Point Tower at a lease rate of \$3,000/year plus applicable taxes with an increase of 2% being applied annually; attached hereto as Schedule "A" and forming part of this By-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

3. That all other by-laws, resolutions or parts thereof be hereby repealed and replaced on the final date of passing.

Read a first, second and third time and finally passed this 17th day of January, 2023

Mayor

Clerk



Schedule “A” to

By-law 2023-004

Site Licence Agreement between

The Corporation of the City of Temiskaming Shores

and

Bell Mobility Inc.

For Temiskaming Shores owned equipment located on the Bell
Mobility Dawson Point Communications Tower

Confidential – please contact the Clerk’s Department

The Corporation of the City of Temiskaming Shores

By-law No. 2023-005

Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on January 17, 2023

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

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

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

Whereas it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws.

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

1. That the actions of the Council at its Regular meeting held on **January 17, 2023** with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

Read a first, second and third time and finally passed this 17th day of January, 2023

Mayor

Clerk