



The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, April 7, 2015  
6:00 P.M.  
City Hall Council Chambers – 325 Farr Drive

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**Agenda**

1. **Call to Order**

2. **Roll Call**

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

4. **Approval of Agenda**

*Draft Motion*

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

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

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

*Draft Motion*

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

a) Regular Meeting of Council – March 17, 2015

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

**8. Question and Answer Period**

**9. Presentations / Delegations**

- a) Roch Gallien, Directeur de l'éducation – Conseil scolaire public du Nord-Est de l'Ontario

**Re:** Municipal Support for acquisition of 10-12 Acres of land from Agricultural Research Institute of Ontario (ARIO)

- b) Réjeanne Massie, Village Noel

**Re:** Presentation on Village Noel

**10. Communications**

- a) Mario Sergio, Minister – Seniors Affairs

**Re:** Request to proclaim June as Seniors' Month in Temiskaming Shores

**Reference:** Received for information

- b) Bridget Schulte-Hostedde, Manager of Community Planning and Development – Ministry of Municipal Affairs and Housing

**Re:** Refusal of Official Plan Amendment No. 13 – MMAH File No. 54-OP-0085-013

**Reference:** Referred to the Director of Community Growth and Planning

- c) Don Farintosh, Management Forester – Ministry of Natural Resources and Forestry

**Re:** Inspection of Approved (2016-2016) Annual Work Schedule – Temagami Management Unit

**Reference:** Received for information

- d) Premier Kathleen Wynne – Province of Ontario  
**Re:** Acknowledgement of resolution regarding MicroFIT and FIT projects  
**Reference:** Referred to the Director of Community Growth and Planning
  
- e) Vivian Highlands – Cobalt Historical Society  
**Re:** Concerns with potential closure of Cobalt Arena  
**Reference:** Referred to the Director of Recreation
  
- f) Bridget Schulte-Hostedde, Manager of Community Planning and Development – Ministry of Municipal Affairs and Housing  
**Re:** Approval of the City of Temiskaming Shores Official Plan – MMAH File No. 54-OP-148925  
**Reference:** Referred to the Director of Community Growth and Planning
  
- g) Honorable Jeff Leal, Minister – Ministry of Agriculture, Food and Rural Affairs  
**Re:** Acknowledgement of Resolution No. 2015-097 Constrained MicroFIT projects and Class 1, 2 or 3 lands  
**Reference:** Referred to the Director of Community Growth and Planning
  
- h) Annette Neil, Treasurer – MADD Timiskaming & Area  
**Re:** Road Closure Request for Friday, May 15, 2015 – Fundraising BBQ  
**Reference:** Motion to presented under New Business

Draft Motion

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

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

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

- a) Report to the Timiskaming Board of Health – 4<sup>th</sup> Quarter Report (2014);
- b) Minutes of the Timiskaming Board of Health meeting held on January 28, 2015;
- c) Minutes of the Emergency Management Program Committee meeting held on March 18, 2015;
- d) Haileybury Food Bank - 4<sup>th</sup> Quarter Report (2014);
- e) Minutes of the Temiskaming Shores Public Library Board meeting held on February 19, 2015;
- f) Minutes of the February 19, 2015 Earlton-Timiskaming Regional Airport Joint Municipal Services Board;
- g) Minutes of the Committee of Adjustment Committee meeting held on December 17, 2014;
- h) Minutes of the Temiskaming Shores Accessibility Advisory Committee meeting held on March 18, 2015;
- i) Minutes of the Temiskaming Transit Committee meeting held on March 25, 2015;
- j) Minutes of the Agriculture, Rural Affairs and Natural Resources Advisory Committee meeting held on February 18, 2015;
- k) Minutes of the District of Timiskaming Social Services Administration Board meeting held on February 18, 2015;
- l) Minutes of the Temiskaming Shores Police Services Board meeting held on March 16, 2015.

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

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

- a) Minutes of the Recycling Committee meeting held on February 12, 2015;

- b) Minutes of the Corporate Services meeting held on March 9, 2015;

**13. Reports by Members of Council**

**14. Notice of Motions**

**15. New Business**

- a) **Memo 011-2015-CGP – Deeming By-law - 90 Queen Street - Lacroix**

*Draft Motion*

Whereas Donald and Chantal Lacroix, owners of 90 Queen Street, would like to merge Lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

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

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem Lots 86, 88, 90 and 92 on Plan M-67 NB to no longer be Lots on a Plan of Subdivision.

- b) **Administrative Report No. CGP-018-2015 – Amendments to By-law No. 2015-052 – Building Permit Fees**

*Draft Motion*

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-018-2015;

That Council directs staff to prepare the necessary by-law to amend By-law No. 2013-052 for consideration of First and Second Reading at the April 21, 2015 Regular Council meeting;

That Council directs staff to provide notice to the public of the proposed Building Permit Application Fee changes in accordance with Section 1.9 of the Building Code Act and Section 8.7 of the Building By-law No. 2013-052 and

That Council agrees to hold a Public Meeting on the proposed Building Permit Application Fee changes at the May 19, 2015 Regular Council meeting.

**c) Administrative Report No. CGP-019-2015 – 2014 Annual Building and Statistics Report**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-019-2015; and

That Council directs staff to post the 2014 Annual Report - Building Permit Fees on the City's website, in the Community Bulletin in the Temiskaming Speaker and to make the report available to persons or organizations in accordance with the Ontario Building Code.

**d) International Building Safety Month Proclamation 2015**

Draft Motion

Whereas May is recognized as International *Building Safety Month*; and

Whereas municipalities in Ontario are encouraged to support and recognize the critical role their Building Departments and Building Officials play in minimizing the risk to the health, welfare and safety of the public; and

Whereas the Municipal Building Departments of Ontario have been involved in extensive training upgrades to meet the new regulatory requirements of the Ontario Building Code Act; and

Whereas the Ontario Building Officials Association continually represents the needs of Building Departments and their Municipalities; and

Whereas the Ontario Building Officials Association has developed an International Building Safety Month promotional poster to promote the profession of Building Officials; and

Whereas this Council deems it appropriate to recognize the dedication and commitment of its Building Department Staff;

Now therefore be it resolved that the Council hereby proclaims May 2015 as International Building Safety Month in the City of Temiskaming Shores; and

Further be it resolved that Council acknowledges the professionalism of its Building Officials and their dedication to Public Safety.

**e) Administrative Report No. CGP-020-2015 – Stopgap.ca Community Ramp Project**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-020-2015;

That Council endorses TSAAC's recommendation to implement a Stopgap.ca Community Ramp Project in Temiskaming Shores.

**f) Memo 003-2015-PPP – Emergency Management Program Committee – Amendments to Terms of Reference**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 003-2015-PPP; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2011-158 (Terms of Reference for the Emergency Management Program Committee) at the April 7, 2015 Regular Council meeting.

**g) Memo 004-2015-PW – Amendments to By-law No. 2015-021 – Solid Waste Management**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 004-2015-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-021 (Solid Waste Management By-law) for consideration at the April 7, 2015 Regular Council meeting.

**h) Memo 005-2015-PW – Amendments to By-law No. 2015-039 – Agreement with Phippen Waste for Full Solid Waste Management**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 005-2015-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2015-039 (Agreement with Phippen Waste Management) for consideration at the April 7, 2015 Regular Council meeting.

**i) Administrative Report No. PW-012-2015 – Roof Replacement - Dymond Complex**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-012-2015;

That as outlined in Section 3.5 of By-law No. 2009-012 (Purchasing Policy), Council approves the award of the contract to Doug Little Contracting for replacement of the roof at Dymond Complex, as detailed in Request for Quote PW-RFQ-003-2015 for a total upset limit of \$41,760.00 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law to enter into an agreement with Doug Little Contracting for consideration at the April 7, 2015, Regular Council meeting.

**j) Administrative Report No. PW-013-2015 – Flat Roof Replacement – Miscellaneous Buildings**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-013-2015;

That as outlined in Section 3.5 of By-law No. 2009-012 (Purchasing Policy), Council approves the award of the contract to J.G. Fitzgerald & Sons Ltd. for the replacement of three flat roofs, as detailed in Request for Quote PW-RFQ-002-2014 for a total upset limit of \$345,030.00 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law to enter into an agreement with J.G. Fitzgerald & Sons Ltd. consideration at the April 7, 2015 Regular Council meeting.

**k) Administrative Report No. RS-011-2015 – Bicycle Friendly Community Application**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-011-2015; and

That Council directs staff to continue to work with the Community Bicycle Friendly Committee in the development of an application to the Share the Road Cycling Coalition for the City of Temiskaming Shores to be deemed a Bicycle Friendly Community.

**l) Administrative Report No. RS-012-2015 – Pool Fitness Centre Fees**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-012-2015; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039 (Fees By-law) to incorporate the 2015 Pool/Fitness Centre Fee Schedule as proposed for consideration at the April 21, 2015 Regular Council meeting.

**m) Administrative Report No. CGP-021-2015 – Earlton-Temiskaming Regional Airport Business & Operational Plan**

Draft Motion

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-021-2015;

That Council agrees to partner with the Township of Armstrong and the Town of Englehart on the proponent contribution costs of the funding applications to NOHFC and Fed Nor to complete the Strategic Business & Operational Plan for the development and operation of the Earlton-Temiskaming Regional Airport (ETRA); and

That Council approves the City's proponent contribution as follows;

- Temiskaming Shores - \$3,750
- Township of Armstrong - \$1,875
- Town of Englehart - \$1,875

**n) Frog’s Breath Foundation – Request for Application Sponsor – New Liskeard Golf Club**

Draft Motion

Whereas the New Liskeard Golf Club requires a registered charitable organization to sponsor their application to the Frog’s Breath Foundation for funding for the construction of a warehouse and workshop for the storage and maintenance of equipment and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the New Liskeard Golf Club’s funding application to the Frog’s Breath Foundation.

**o) Temiskaming Foundation – Request for Application Sponsor – New Liskeard Golf Club**

Draft Motion

Whereas the New Liskeard Golf Club requires a registered charitable organization to sponsor their application to the Temiskaming Foundation for funding to assist with the Junior Golf Program and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the New Liskeard Golf Club’s funding application to the Temiskaming Foundation.

**p) Timiskaming and Area Chapter of MADD – Fundraising BBQ**

Draft Motion

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of the Road Closure request from the Timiskaming and Area Chapter of MADD for the purpose of hosting a fundraising BBQ; and

That Council directs staff to prepare the necessary by-law to permit the Timiskaming and Area Chapter of MADD to host a fundraising BBQ on Whitewood Avenue between Armstrong Street and the laneway on Friday, May 15, 2015 between the hours of 11:00 am and 2:00 pm.

**q) 2015 Budget – Verbal Update**

**16. By-laws**

*Draft Motion*

Be it resolved that:

By-law No. 2015-073 Being a by-law to adopt the 2015 Municipal Budget for the City of Temiskaming Shores

be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that By-law No. 2015-073 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

*Draft Motion*

Be it resolved that:

By-law No. 2015-074 Being a by-law to amend Township of Dymond Zoning By-law 984 – 118420 Sales Barn Road

By-law No. 2015-075 Being a by-law to amend By-law No. 2009-077 (Terms of Reference for the Temiskaming Shores Accessibility Advisory Committee)

By-law No. 2015-076 Being a by-law to authorize the Sale of Land to Lisa Bernat

By-law No. 2015-077 Being a by-law to authorize an Agreement with the Temiskaming Shores Library for an Information Technology Service Level Agreement Computer and Technology Acceptance Use Policy

By-law No. 2015-078 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or

more, which shall be deemed as not a registered plan of subdivision ( 90 Queen Street)

By-law No. 2015-079

Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision (40 Georgina Avenue)

By-law No. 2015-080

Being a by-law to amend By-law No. 2011-158 (Terms of Reference for the Emergency Management Program Committee)

By-law No. 2015-081

Being a by-law to enter into an agreement with Doug Little Contracting for replacement of the roof at the Dymond Complex

By-law No. 2015-082

Being a by-law to enter into an agreement with J.G. Fitzgerald & Sons Ltd. for the replacement of three flat roofs – Haileybury Water Treatment Plant – Haileybury Library – Haileybury Arena (West side)

By-law No. 2015-083

Being a by-law to amend By-law No. 2015-021 (Solid Waste Management)

By-law No. 2015-084

Being a by-law to amend By-law No. 2015-039 (Agreement with Phippen Waste Management Limited)

By-law No. 2015-085

Being a by-law to authorize the Temporary Road Closure for the MADD Timiskaming & Area / Royal Bank of Canada (RBC) fundraising BBQ on Whitewood Avenue – May 15, 2015

be hereby introduced and given first and second reading.

Draft Motion

Be it resolved that:

By-law No. 2015-074;

By-law No. 2015-075;

By-law No. 2015-076;

By-law No. 2015-077;

By-law No. 2015-078;

By-law No. 2015-079;

By-law No. 2015-080;

By-law No. 2015-081;

By-law No. 2015-082;

By-law No. 2015-083;

By-law No. 2015-084; and

By-law No. 2015-085

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

**17. Schedule of Meetings**

- a) Special Meeting of Council – Tuesday, April 21, 2015 at 6:00 p.m.
- b) Regular Meeting of Council – Tuesday, May 5, 2015 at 6:00 p.m.

**18. Question and Answer Period**

**19. Closed Session**

*Draft Motion*

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

- a) Adoption of the March 17, 2015 – Closed Session Minutes
- b) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – North Cobalt – Presentation by Developer

- c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Seton Street – Supplemental Confidential Memo No. 013-2015-CGP
- d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Haileybury Industrial Park - Confidential Administrative Report No. CGP-017-2015
- e) Under Section 239 (2) (f) of the Municipal Act, 2001 - Advice subject to solicitor-client privilege – Access through Municipal Property
- f) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Crossing Guards - Confidential Administrative Report No. CS-011-2015
- g) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Organizational Structure – Corporate Services Department - Confidential Administrative Report No. CS-014-2015
- h) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Special Programs Coordinator (Municipal Energy Plan) - Confidential Administrative Report No. CS-015-2015
- i) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour Relations – Fire Department Training Officer Position - Confidential Administrative Report No. PPP-004-2015

**20. Confirming By-law**

*Draft Motion*

Be it resolved that By-law No. 2015-086 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular Meeting held on **April 7, 2015** be hereby introduced and given first and second reading.

*Draft Motion*

Be it resolved that By-law No. 2015-086 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**21. Adjournment**

*Draft Motion*

Be it resolved that City Council adjourns at \_\_\_\_\_ pm.

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Mayor – Carman Kidd

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Clerk – David B. Treen



**The Corporation of the City of Temiskaming Shores**  
**Regular Meeting of Council**  
**Tuesday, March 17, 2015**  
**6:00 P.M.**  
**City Hall Council Chambers – 325 Farr Drive**

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**Minutes**

**1. Call to Order**

The meeting was called to order by Mayor Carman Kidd at 6:02 p.m.

**2. Roll Call**

Present: Mayor Carman Kidd  
Councillors Doug Jelly, Jeff Laferriere, Mike McArthur, Patricia Hewitt and Danny Whalen

Also Present: Christopher W. Oslund, City Manager  
David B. Treen, Municipal Clerk  
Doug Walsh, Director of Public Works  
Karen Beauchamp, Director of Community Growth and Planning  
Tim Uttley, Fire Chief  
Brad Hearn, IT Administrator

Regrets: Councillor Jesse Foley

Media: Diane Johnston, Temiskaming Speaker  
Bill Buchberger, CJTT

Members of the Public Present: 1

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

**Additions:**

**Under Item 16 – By-laws add:**

By-law No. 2015-071      Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Removal of Existing Docks and Crib and the Removal and Replacement of Gabion Baskets as outlined in RFT BM-001-2015 as a component of the Waterfront Upgrades in the City of Temiskaming Shores

**Deletions:**

**Under Item 9 – Presentations delete:**

a)      Réjeanne Massie, Village Noel

**Re:**      Presentation on Village Noel

**4. Approval of Agenda**

*Resolution No. 2015-190*

Moved by:      Councillor Jelly

Seconded by:      Councillor Laferriere

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

**Carried**

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

Councillor Hewitt disclosed a pecuniary interest in regards to Item 19 e) Under Section 239 (2) (c) of the Municipal At, 2001 – Disposition of Land – Offer to Purchase – Meridian Avenue

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

*Resolution No. 2015-191*

Moved by:      Councillor Laferriere

Seconded by:      Councillor Whalen

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

- a) Regular Meeting of Council – March 3, 2015
- b) Special Meeting of Council – March 10, 2015

**Carried**

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

None

**8. Question and Answer Period**

None

**9. Presentations / Delegations**

None

**10. Communications**

- a) Jean-Claude Carriere, Community Project Officer ACFO Témiskaming – Building Ties Among Us

**Re:** Press Release from February 27, 2015 meeting

**Reference:** Received for information

- b) Ted McMeekin, Minister – Ministry of Municipal Affairs and Housing

**Re:** Smart Growth for our Communities Act, 2015 – Proposed changes to the *Development Charges Act, 1997* and *Planning Act*

**Reference:** Referred to the Director of Community Growth and Planning

c) Gary Scanlan, Director – Watson and Associates

**Re:** Assessment of the proposed changes to the *Development Charges Act, 1997* and *Planning Act*

**Reference:** Referred to the Director of Community Growth and Planning

d) Douglas Walsh, Chair – Northeastern Ontario Public Works Organization

**Re:** Invitation to attend NEOPWO Manager’s Forum on April 14, 2015 in Timmins, Ontario

**Reference:** Motion to be presented under New Business

e) Shawn Hearn, President – Cobalt-Haileybury Curling Club

**Re:** Frog’s Breath Foundation - Request for Application Sponsor

**Reference:** Motion to be presented under New Business

Resolution No. 2015-192

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

**Carried**

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

Resolution No. 2015-193

Moved by: Councillor Hewitt

Seconded by: Councillor Jelly

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

a) Minutes of the Temiskaming Shores Accessibility Advisory Committee (TSAAC) meeting held on February 18, 2015;

- b) Minutes of the Temiskaming Transit Committee meeting held on January 27, 2015;
- c) Minutes of the District of Timiskaming Social Services Administration Board meeting held on January 21, 2015;
- d) Minutes of the South Temiskaming Cultural Sustainability Project Committee meeting held on March 10, 2015.

**Carried**

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

### Resolution No. 2015-194

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

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

- a) Minutes of the OCWA Consultation meeting held on February, 2015;
- b) Minutes of the Building Maintenance Committee held on February 12, 2015;
- c) Minutes of the Recreation Services Committee meeting held on February 2, 2015.

**Carried**

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

Councillor Whalen outlined that there is a meeting this Thursday (March 19) in regards to the Earleton-Temiskaming Regional Airport with the objective of identifying a chair for the Committee.

Councillor Jelly outlined that he has been re-elected as Chair for the Police Service Board and that Inspector Dawson announced his retirement at the end of June to the board. The Board will be going through a selection process for his replacement between now and June.

Councillor Hewitt outlined that she attended the International Women's Day on March 3, 2015 with a good turn out of over 53 ladies attending and was well received. It was also noted that Shelly Lendt talked about Enterprise Temiskaming and the number of female entrepreneurs.

Mayor Kidd indicated that the Regional Services Committee will be meeting tomorrow night (March 18, 2015) to look at possible Terms of Reference.

Additionally a meeting will be held next week to consider Option A to the Regional Airport to whether we can incorporate the Municipal Services Board to look after the Capital and Operation of the airport. Mayor Kidd also indicated that he and City Manager, Chris Oslund were in Timmins yesterday and meet with Minister Tony Clements with about 30 other reps throughout the northeast, no major announcements from the meeting.

#### 14. Notice of Motions

None

#### 15. New Business

a) **Memo 006-2015-CGP – Amendment to By-law No. 2013-183 “Fence By-law” – Short Form Wording and Set Fines**

Resolution No. 2015-195

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 006-2015-CGP;

That Council directs staff to undertake a thirty (30) day public consultation process for Appendix 01 – Draft By-law for Short Form Wording and Set Fines to By-law No. 2013-183 (Fence By-law);

That Council agrees to consider First and Second Reading of the by-law to amend By-law No. 2013-183 at the March 17, 2015 Regular Council meeting; and

That Council directs staff to submit to the Ministry of Attorney General and Regional Senior Justice for approval of the short form wording and set fines prior to Third and Final Reading.

**Carried**

b) **Memo 007-2015-CGP – Accessibility for Ontarians with Disabilities Act (AODA) 10<sup>th</sup> Anniversary Champion Award - Nomination**

Resolution No. 2015-196

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Whereas the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) will be celebrating the 10<sup>th</sup> Anniversary since the introduction of Accessibility for Ontarians with Disabilities Act; and

Whereas ACMTO is seeking nominations for the AODA 10<sup>th</sup> Anniversary Championship Award to recognize individuals who demonstrate leadership in accessibility and disability issues, passion and commitment in the promotion and awareness of accessibility and inclusiveness in their community; and

Whereas the Temiskaming Shores Accessibility Advisory Committee recommends the nomination of Kaireen MacKinnon.

Now therefore the Council for the City of Temiskaming Shores hereby supports the nomination of Kaireen MacKinnon for the AODA 10<sup>th</sup> Anniversary Champion Award.

**Carried**

**c) Memo 008-2015-CGP – Deeming By-law – 686 Champlain Street - Smythe**

Resolution No. 2015-197

Moved by: Councillor Hewitt

Seconded by: Councillor Jelly

Whereas Douglas and Abby Smythe, owners of 686 Champlain Street, would like to merge Lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

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

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem Lots 20, 30, 40 and 50 on Plan M-105 NB, Parcels 22527 SST, 1898 T and 2146 SST to no longer be Lots on a Plan of Subdivision.

**Carried**

**d) Memo 009-2015-CGP – Deeming By-law – 330 View Street - Houghton**

Resolution No. 2015-198

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Whereas John Brown, agent for Fraser Houghton, owner of 330 View Street would like to merge Lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

Whereas the owner has acknowledged that registration of the pending deeming by-law on title will be at his expense;

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem Lots 1 and 2 on Plan M-81 NB, Parcels 11456 SST and 12647 SST to no longer be Lots on a Plan of Subdivision.

**Carried**

**e) Memo 010-2015-CGP – Site Plan Guidelines for Accessibility**

Resolution No. 2015-199

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 010-2015-CGP; and

That Council hereby adopts Appendix 01 to Memo 010-2015-CGP entitled “*Accessibility Checklist for Site Plan Applications*” to be used as part the City’s pre-consultation with respect to Site Plan Control.

**Carried**

**Note:** Council concurred that the word “strongly” be removed within the checklist wherever it states “Council **strongly** encourages”.

**f) Administrative Report No. CGP-009-2015 – TSAAC – Terms of Reference – Annual Review**

Resolution No. 2015-200

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-009-2015; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2009-077 (Terms of Reference for the Temiskaming Shores

Accessibility Advisory Committee) for consideration at the April 7, 2015 Regular Council meeting.

**Carried**

**g) Administrative Report No. CGP-010-2015 – Site Plan Control Agreement – Dymond Industrial Park – Propane Facility**

Resolution No. 2015-201

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-010-2015; and

That Council directs staff to prepare the necessary by-law to enter into a Site Plan Control Agreement with 2419713 Ontario Inc. and 2419753 Ontario Inc. for the property at 744055 Brazeau Boulevard for consideration at the March 17, 2015 Regular Council meeting.

**Carried**

**h) Administrative Report No. CGP-013-2015 – Accessibility Upgrades – Application Fees – Amends By-law No. 2013-052**

Resolution No. 2015-202

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-013-2015;

That Council directs staff to prepare the necessary by-law to amend By-law No. 2013-052 (Building By-law) for consideration of First and Second Reading at the April 7, 2015 Regular Council meeting;

That Council directs staff to provide public notice of the by-law to amend By-law No. 2013-052, in particular the Building Permit Application Fee changes in accordance with the Building Code Act and By-law No. 2013-052;

That a public meeting be held at the April 21, 2015 Regular Council meeting in regards to the proposed Building Permit Application Fee changes;

That Third and Final Reading of the by-law to amend By-law No. 2013-052 be considered at the May 5, 2015 Regular Council meeting; and

That Council directs staff to prepare the necessary by-law to amend the City's Fees By-law No. 2012-039 to include the Building Permit Application Fee changes for consideration at the May 5, 2015 Regular Council meeting.

**Carried**

**i) Administrative Report No. CGP-014-2015 – ZBA-2015-04 (D) – Loach – 118420 Sales Barn Road**

Resolution No. 2015-203

Moved by: Councillor Hewitt

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-014-2015;

That Council agrees to amend the provisions of the Township of Dymond Zoning By-law 984 to permit the construction of an accessory triplex on the subject property; and

That Council directs staff to prepare the necessary by-law to amend the Township of Dymond Zoning By-law 984 for consideration at the April 7, 2015 Regular Council meeting.

**Carried**

**j) Administrative Report No. CGP-015-2015 – Encroachment Agreements for Accessible Ramps and Lifts**

Resolution No. 2015-204

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-015-2015; and

That Council delegates authority to the City Manager to enter into Encroachment Agreements for accessible ramps and lifts for single detached houses, semi-detached houses, townhouses and row houses which contain not more than two dwelling units in each house.

**Carried**

**k) Administrative Report No. CGP-016-2015 – Cultivation of Municipal Land – Lease Agreement with Philip Alexander**

Resolution No. 2015-205

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CGP-016-2015;

That Council hereby directs staff to prepare the necessary by-law to repeal By-law No. 2011-092 being a lease agreement with the late Jean Paul Bedard for consideration at the March 17, 2015 Regular Council meeting; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with Mr. Philip Alexander for cultivation purposes for consideration at the March 17, 2015 Regular Council meeting.

**Carried**

**l) Facility Closures - December 24, 2015 and December 31, 2015**

Resolution No. 2015-206

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Whereas the Corporate Services Committee discussed facility closures on December 24<sup>th</sup> and December 31<sup>st</sup>, 2015 at their March 9, 2015 meeting and passed Recommendation CS-2015-013 to close City Hall starting at noon on those respective days.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby approves the following facility closures starting at 12:00 noon on both December 24<sup>th</sup> and 31<sup>st</sup>, 2015:

- City Hall – 325 Farr Drive
- Fire Services – 181 Drive-in-Theatre Road
- Haileybury Arena – 400 Ferguson Avenue
- New Liskeard Arena – 75 Wellington Street
- Pool/Fitness Centre – 77 Wellington Street
- Public Works Complex – 200 Lakeshore Road North

**Carried**

**m) Pool Fitness Memberships for Council**

Resolution No. 2015-207

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Whereas the Corporate Services Committee passed Recommendation CS-2015-014 at their March 9, 2015 meeting regarding individual Pool/Fitness memberships for members of Council.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby approves a 100% discount on a full individual membership to the Waterfront Pool Fitness Centre for each member of Council which shall be non-transferable and have no cash value.

**Carried**

**n) Administrative Report No. CS-012-2015 – Temiskaming Shores Information – Technology Capital**

Resolution No. 2015-208

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2015; and

That Council directs staff to proceed with the purchase of a Back-up & Recovery System as well as the Network Security & Management Project in order to capitalize on special pricing discounts in the amount of \$54,920.46 plus applicable taxes.

**Carried**

**o) Administrative Report No. CS-013-2015 – Library Network and Information Technology Merger**

Resolution No. 2015-209

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-013-2015; and

That Council directs staff to develop the necessary by-law to enter into an agreement with the Temiskaming Shores Library for Network and Information Technology Services for consideration at the April 7, 2015 Regular Council meeting.

**Carried**

**p) Administrative Report No. PPP-002-2015 – 2014 Annual Fire Department Report**

Resolution No. 2015-210

Moved by: Councillor Jelly  
Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-002-2015 – 2014 Annual Report for information purposes.

**Carried**

**q) Memo 002-2015-PW – Dymond Industrial Park - Storm Water Management System – Contract Change Order**

Resolution No. 2015-211

Moved by: Councillor Jelly  
Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 002-2015-PW;

That Council for the City of Temiskaming Shores approves Contract Change Order No. 1 and Contract Change Order No. 2 resulting in an increase of \$36,422.90 to By-law No. 2014-201 being an agreement with Pedersen Construction (2013) Inc. for the construction of the Storm Water Management System.

**Carried**

**r) Memo 003-2015-PW – Master Electrician Agreement – Lisand Electrical Services**

Resolution No. 2015-212

Moved by: Councillor Laferriere  
Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Memo 003-2015-PW;

That Council directs staff to prepare the necessary by-law to enter into an agreement with Lisand Electrical Services for a Master Electrician Service Contract for consideration at the March 17, 2015 Regular Council meeting.

**Carried**

**s) Administrative Report No. PW-009-2015 – Equipment Rental - Spring Ditching**

Resolution No. 2015-213

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-009-2015;

That as outlined in Section 3.5 of By-law No. 2009-012, Purchasing Policies and Procedures, Council approves the award of the Equipment Rental – Excavator for Snow Ditching contract to *A. Miron Topsoil Ltd.* At the rate of \$98/hr plus HST and \$350/week plus HST for float moves; and

That Council directs Staff to prepare the necessary by-law to enter into an agreement with A. Miron Topsoil Ltd. for consideration at the March 17, 2015 Regular Council meeting.

**Carried**

**t) Administrative Report No. PW-010-2015 – Supply and Delivery of Miscellaneous Automotive Oils and Lubricants**

Resolution No. 2015-214

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-010-2015;

That as outlined in By-law No. 2009-012, Purchasing Policies and Procedures, Section 3.5 Approval Authority, Council approves the award of Request For Quotation PWO-RFQ-001-2015 for the supply and delivery

of Miscellaneous Automotive Oils and Lubricants to Tri Town Auto & Industrial Supplies at a price of \$18,737.52 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law to enter into an agreement with Tri-Town Auto & Industrial Supplies for consideration at the March 17, 2015 Regular Council meeting.

**Carried**

**u) Administrative Report No. PW-011-2015 – Waterfront Stabilization Project**

Resolution No. 2015-215

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-011-2015;

That as outlined in By-law No. 2009-012, Purchasing Policies and Procedures, Section 3.5 Approval Authority, Council approves the award of the contract to Pedersen Construction for the Waterfront Upgrades, as detailed in Request for Tender BM-001-2015 for a total upset limit of \$36,738.00 plus applicable taxes; and

That Council directs Staff to prepare the necessary by-law and agreement for the said contract for consideration at the March 17, 2015 Regular Council meeting.

**Carried**

**v) North Eastern Ontario Public Works Organization Manager's Forum**

Resolution No. 2015-216

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby approves the attendance of Mayor Carman Kidd, Councillor Doug Jelly and City Manager Chris Oslund to the North Eastern Ontario Public Works Organization Manager's Forum scheduled for Tuesday, April 14, 2015 in Timmins, Ontario; and

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

**Carried**

**w) Frog’s Breath Foundation – Request for Application Sponsor – Cobalt-Haileybury Curling Club**

Resolution No. 2015-217

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Whereas the Cobalt-Haileybury Curling Club requires a registered charitable organization to sponsor their application to the Frog’s Breath Foundation for funding to assist with the overhaul of their Ice Plant and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the Cobalt-Haileybury Curling Club’s funding application to the Frog’s Breath Foundation.

**Carried**

**x) Frog’s Breath Foundation – Request for Application Sponsor – New Liskeard Agricultural Society**

Resolution No. 2015-218

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Whereas the New Liskeard Agricultural Society requires a registered charitable organization to sponsor their application to the Frog’s Breath Foundation for funding to improve the “Kiddie Corral” at the Fall Fair Grounds and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the New Liskeard Agricultural Society’s funding application to the Frog’s Breath Foundation.

**Carried**

**y) Temiskaming Foundation – Request for Application Sponsor – New Liskeard Agricultural Society**

Resolution No. 2015-219

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Whereas the New Liskeard Agricultural Society requires a registered charitable organization to sponsor their application to the Frog's Breath Foundation for funding to improve the "Kiddie Corral" at the Fall Fair Grounds and has requested that the City partner on the said application.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby agrees to sponsor the New Liskeard Agricultural Society's funding application to the Temiskaming Foundation.

**Carried**

**16. By-laws**

Resolution No. 2015-220

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2015-060 Being a by-law to authorize an Agreement with the Haileybury Family Health Team for the rental of space at the Haileybury Medical Centre

By-law No. 2015-061 Being a by-law to amend By-law No. 2013-183 (Fence By-law) and to Repeal By-law No. 2007-168

By-law No. 2015-062 Being a by-law to authorize a lease agreement with Dr. Phillip J. Smith for the rental of space at the Haileybury Medical Centre

By-law No. 2015-063 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision – 686 Champlain Street – Roll Nos. 54-18-030-007-008, 54-18-030-007-011

- By-law No. 2015-064 Being a by-law to authorize the execution of a Site Plan Control Agreement with 2419713 Ontario Inc. and 2419753 Ontario Inc. for 744055 Brazeau Boulevard – Roll Nos. 54-18-020-001-027.19 and 54-18-020-001-027.18
- By-law No. 2015-065 Being a by-law to enter into an agreement with the Town of Cobalt for the acceptance of recyclable materials at the Spoke Transfer Station on Barr Drive
- By-law No. 2015-066 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision – 330 View Street - Roll Nos. 54-18-030-005-004
- By-law No. 2015-067 Being a by-law to enter into an agreement with LISAND Electrical Services for a Master Electrician Service Contract
- By-law No. 2015-068 Being a by-law to enter into a lease agreement with Philip Alexander for use of Municipal Land for Cultivation Purposes (Dymond Wastewater Lagoon Area)
- By-law No. 2015-069 Being a by-law to enter into an agreement with Tri-Town Auto & Industrial Supplies for the Supply and Delivery of Miscellaneous Automotive Oils and Lubricants (2015)
- By-law No. 2015-070 Being a by-law to appoint members to the Master Fire Plan Review Committee

By-law No. 2015-071 Being a by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the Removal of Existing Docks and Crib and the Removal and Replacement of Gabion Baskets as outlined in RFT BM-001-2015 as a component of the Waterfront Upgrades in the City of Temiskaming Shores

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2015-221

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that:

By-law No. 2015-060;

By-law No. 2015-062;

By-law No. 2015-063;

By-law No. 2015-064;

By-law No. 2015-065;

By-law No. 2015-066;

By-law No. 2015-067;

By-law No. 2015-068;

By-law No. 2015-069;

By-law No. 2015-070; and

By-law No. 2015-071

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

**Carried**

**17. Schedule of Meetings**

- a) Regular Council Meeting – Tuesday, April 7, 2015 at 6:00 p.m.
- b) Regular Meeting of Council – Tuesday, April 21, 2015 at 6:00 p.m.

**18. Question and Answer Period*****Ray Lafleur – 95 Georgina Avenue***

Mr. Lafleur requested that Council consider moving the Question and Answer Period between the second and third readings of by-laws.

Mr. Lafleur was of the opinion that the free membership for Council is a perk that is not transparent and that a dollar amount should be allocated to Council members for use towards a membership.

***Chief Tim Uttley – 2014 Annual Fire Report***

Chief Uttley highlighted the incidents during the day from the 2014 Annual Fire Report and expressed his appreciation to those employers that allow their employees to leave and respond to emergencies during the day.

**19. Closed Session****Resolution No. 2015-222**

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that Council agrees to convene in Closed Session at 7:10 pm to discuss the following matters:

- a) Adoption of the March 3, 2015 – Closed Session Minutes
- b) Adoption of the March 10, 2015 – Closed Session Minutes
- c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Seton Street – Confidential Administrative Report No. CGP-011-2015
- d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Georgina Avenue – Confidential Administrative Report No. CGP-012-2015
- e) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Meridian Avenue
- f) Under Section 239 (2) (f) of the Municipal Act, 2001 – Advice that is subject to solicitor/Client privilege – Accessible/Affordable Housing Draft Agreement

**Carried**

Resolution No. 2015-223

Moved by: Councillor Laferriere  
Seconded by: Councillor Jelly

Be it resolved that Council of the City of Temiskaming Shores agrees to rise with report at 7:42 p.m.

**Carried**

**a) Adoption of the March 3, 2015 – Closed Session Minutes**

Resolution No. 2015-224

Moved by: Councillor McArthur  
Seconded by: Councillor Whalen

Be it resolved that Council approves the March 3, 2015 Closed Session Minutes as printed.

**Carried**

**b) Adoption of the March 10, 2015 – Closed Session Minutes**

Resolution No. 2015-225

Moved by: Councillor Whalen  
Seconded by: Councillor Laferriere

Be it resolved that Council approves the March 10, 2015 Closed Session Minutes as printed.

**Carried**

**c) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Seton Street – Confidential Administrative Report No. CGP-011-2015**

Council provided staff with direction in Closed Session.

**d) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Georgina Avenue – Confidential Administrative Report No. CGP-012-2015**

Council provided staff with direction in Closed Session.

**e) Under Section 239 (2) (c) of the Municipal Act, 2001 – Disposition of Land – Offer to Purchase – Meridian Avenue**

Council provided staff with direction in Closed Session.

**f) Under Section 239 (2) (f) of the Municipal Act, 2001 – Advice that is subject to solicitor/Client privilege – Accessible/Affordable Housing Draft Agreement**

Council provided staff with direction in Closed Session.

**20. Confirming By-law**

Resolution No. 2015-226

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2015-072 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Special Meeting held on **March 10, 2015** and its Regular Meeting held on **March 17, 2015** be hereby introduced and given First and Second Reading.

**Carried**

Resolution No. 2015-227

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that By-law No. 2015-072 be given Third and Final Reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

**Carried**

**21. Adjournment**

Resolution No. 2015-228

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that City Council adjourns at 7:45 pm.

**Carried**

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

**Minister  
Responsible for  
Seniors Affairs**

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 314-9710  
Fax: (416) 325-4787

**Ministre délégué  
aux Affaires des  
personnes âgées**

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 314-9710  
Télééc.: (416) 325-4787



March 17, 2015

Dear Mayor or Reeve,

In advance of Seniors' Month I am writing to encourage you to proclaim June as Seniors' Month in your community.

June marks the 31<sup>st</sup> anniversary of Seniors' Month in Ontario. To recognize the important achievements we have made together, and the important role seniors play in our communities, this year's Seniors' Month theme is "Vibrant Seniors, Vibrant Communities." We will be sending you promotional materials for Seniors' Month soon and have attached a sample proclamation for your consideration.

I would also like to encourage you to work with your MPP(s) to host Seniors' Month events in your community.

Please contact us at [infoseniors@ontario.ca](mailto:infoseniors@ontario.ca) if you would like to post any events you are planning on the Ontario Seniors' Secretariat website ([Ontario.ca/seniors](http://Ontario.ca/seniors)).

Seniors' Month presents a great opportunity to promote the Senior of the Year Award, which is awarded each year by the Government of Ontario through municipalities. I hope to visit a number of participating municipalities over the course of Seniors' Month to recognize the achievements of local seniors.

We also recently celebrated the second anniversary of Ontario's Action Plan for Seniors, a plan that focuses on active aging and improved safety and security for seniors. We've made many strides including expanding the "Finding Your Way Program," in partnership with the Alzheimer Society of Ontario to better reach Ontario's diverse and growing seniors population. The program will offer "safety kits", in four new languages: Arabic, Tagalog, Tamil and Urdu. This builds on the current languages available: English, French, Cantonese, Mandarin and Punjabi, Italian, Spanish and Portuguese. The safety kits are available for download at [Findingyourwayontario.ca](http://Findingyourwayontario.ca)

For more information on these programs and other supports for seniors, you can visit [Ontario.ca/seniors](http://Ontario.ca/seniors).

Thank you,

A handwritten signature in black ink that reads "Mario Sergio".

Mario Sergio  
Minister

Enclosure

**Ministry of  
Municipal Affairs  
and Housing**

**Ministère des  
Affaires municipales  
et du Logement**



Municipal Services Office -  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Telephone: 705-564-0120  
Toll Free: 1-800-461-1193  
Fax: 705-564-6863  
Web : [www.mah.gov.on.ca/onramp-ne](http://www.mah.gov.on.ca/onramp-ne)

Bureau des services aux municipalités  
du Nord (Sudbury)  
159 rue Cedar, Local 401  
Sudbury ON P3E 6A5  
Téléphone: 705-564-0120  
Sans frais: 1-800-461-1193  
Télécopieur: 705-564-6863  
Site Web: [www.mah.gov.on.ca/onramp-ne](http://www.mah.gov.on.ca/onramp-ne)

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March 19, 2015

**By E-Mail and Regular Mail**

Mayor Carman Kidd and Members of Council  
City of Temiskaming Shores  
P.O. Box 2050  
325 Farr Drive  
Haileybury ON P0J 1K0

Attention: Karen Beauchamp, Director of Community Growth and Planning

**Re: Refusal of Official Plan Amendment No. 13 for the Town of Haileybury Official Plan  
MMAH File No.: 54-OP-0085-013**

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This is to advise you of the refusal to approve Amendment No.13 to the Town of Haileybury Official Plan adopted by By-law No. 2008-086 on July 22, 2008. Copies of the Notice of Decision and Decision are attached for your information and use.

**Decision to Refuse**

The City of Temiskaming Shores, through Council resolution No. 2014-514, has indicated that it is no longer pursuing amendment No. 13 to the Town of Haileybury Official Plan. The Town of Haileybury Official Plan is to be repealed, pending the Ministry's approval of the adopted City of Temiskaming Shores Official Plan. The adopted City of Temiskaming Shores Official Plan includes policies addressing the lands to which the proposed amendment would have applied.

The last date of appeal to the decision on this planning application is April 08, 2015. After the appeal period has expired, and provided no appeals to the decision have been received, we will return the original and duplicate copies of the proposed Official Plan Amendment.

We are also required under the Environmental Bill of Rights to post the Decision, with the last date of appeal, on the Environmental Bill of Rights Registry for additional public information (EBR Registry Number 010-5114). The posting of the Decision on the Registry coincides with the Notice of Decision date.

Should you have any questions or concerns, please contact Kasper Koblauch, Planner(A) at 1-800-461-1193, ext. 47128 or directly at 705-564-7128.

Sincerely,



Bridget Schulte-Hostedde, MCIP, RPP  
Manager, Community Planning and Development  
Municipal Services Office - North

cc.

Chris D. Jones BES, MCIP, RPP (**EMAIL ONLY**)  
18 Taylor Drive  
Barrie, ON  
L4N 8K7

Enclosures: Notice of Decision and Decision

**File No.:** 54-OP-0085-013  
**Municipality:** (former) Town of Haileybury  
**Subject Lands:** Lots 105 to 121, 138 to 142  
Plan M-30 and part of stopped up and closed  
portion of Farr Drive in Plan M-30 NB and Lots 1  
to 43, 74 to 95, 126 to 136, 152 to 174, parts of  
closed Lawlor, Algonquin, Gordon and Connie in  
Plan M-58 NB and Part of Lots 13, Concession 3,  
including the closed portion of Colonization Road  
all as identified by Reference Plans 54R-5168  
and 54R-5239 in the City of Temiskaming Shores

**Date of Decision:** March 18, 2015  
**Date of Notice:** March 19, 2015  
**Last Date of Appeal:** April 08, 2015

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## NOTICE OF DECISION

With respect to Amendment No. 13 to  
the Town of Haileybury Official Plan  
Subsection 17 and 21 of the Planning Act

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A decision was made on the date noted above to refuse to approve amendment No.13 to the Town of Haileybury Official Plan as adopted by By-law No. 2008-086.

### **Purpose and Effect of the Official Plan Amendment**

The proposed official plan amendment sought to re-designate the subject lands from 'park and open space' and 'residential' to 'mixed use special policy area' in order to permit a range of uses including commercial, residential and recreational uses.

A decision to refuse to approve the proposed amendment was made because policies addressing the subject lands have been integrated into the adopted City of Temiskaming Shores Official Plan which would replace the Town of Haileybury Official Plan, if approval by the Minister of Municipal Affairs and Housing.

### **When and How to File an Appeal**

Any appeal to the Ontario Municipal Board must be filed with the Minister of Municipal Affairs and Housing no later than 20 days from the date of this notice as shown above as the last date of appeal.

The appeal should be sent to the attention of the Area Planner, at the address shown below and it must,

- (1) set out the specific part of the proposed official plan amendment to which the appeal applies,
- (2) set out the reasons for the request for the appeal, and
- (3) be accompanied by the fee prescribed under the Ontario Municipal Board Act in the amount of \$125.00 payable by certified

cheque to the Minister of Finance, Province of Ontario.

### **Who Can File an Appeal**

Only individuals, corporations or public bodies may appeal the decision of the Ministry of Municipal Affairs and Housing to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council, or, in the opinion of the Ontario Municipal Board, there are reasonable grounds to add the person or public

body as a party.

**When the Decision is Final**

The decision of the Minister of Municipal Affairs and Housing is final if a Notice of Appeal is not received on or before the last date of appeal noted above.

**Other Related Applications:** City of Temiskaming Shores Official Plan, File No. 54-OP-148925

**Getting Additional Information**

Additional information about the application is available for public inspection during regular office hours at the Ministry of Municipal Affairs and Housing at the address noted below or from the City of Temiskaming Shores.

**Mailing Address for Filing a Notice of Appeal**

Ministry of Municipal Affairs and Housing  
**Municipal Services Office - North**  
159 Cedar Street, Suite 401,  
Sudbury ON P3E 6A5

Submit notice of appeal to the attention of Kasper Koblach, A/Planner, Municipal Services Office - North  
Tele: (705) 564-7128 Fax: (705) 564-6863

**DECISION**  
with respect to Amendment No. 13 to  
the Official Plan for the Town of Haileybury  
Subsection 17(34) and 21 of the *Planning Act*

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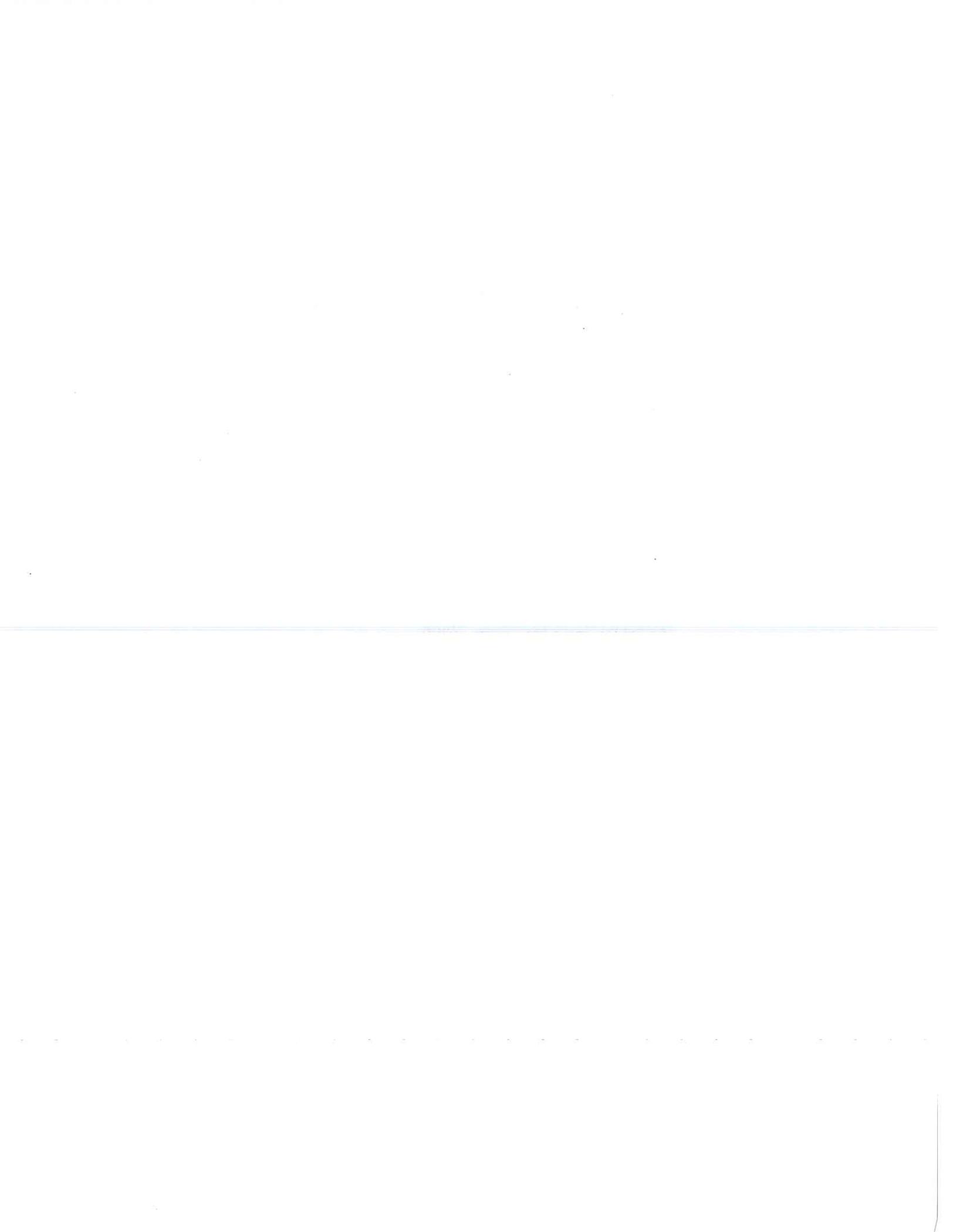
I hereby refuse to approve Amendment No.13 to the Official Plan for the Town of Haileybury adopted by Council of the City of Temiskaming Shores by By-law No. 2008-086.

Dated at Thunder Bay this 18<sup>th</sup> day of MARCH, 2015



for

\_\_\_\_\_  
Lynn Buckham  
Regional Director  
Municipal Services Office - North  
Ministry of Municipal Affairs and Housing



RECEIVED

MAR 19 2015

# INSPECTION

## Inspection of Approved (2015–2016) Annual Work Schedule Temagami Management Unit

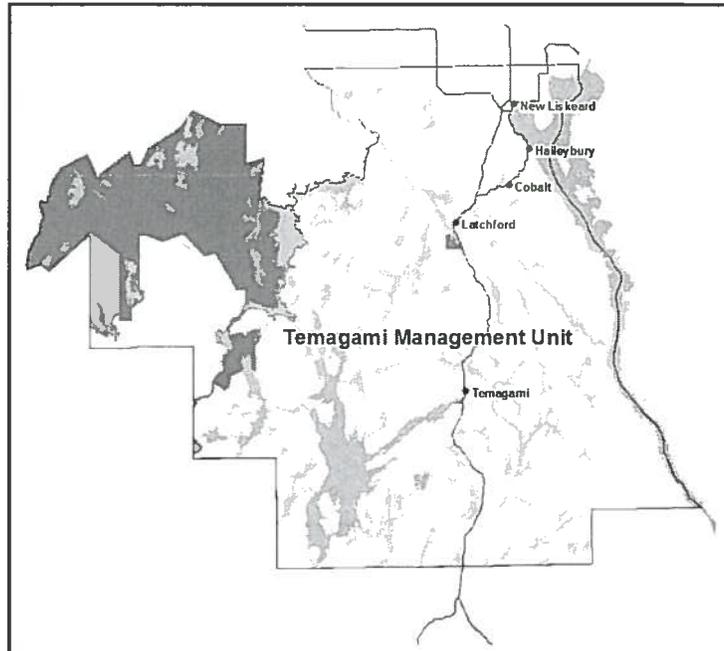
The **North Bay District office** of the Ontario **Ministry of Natural Resources and Forestry (MNRF)** has reviewed and approved the April 1, 2015–March 31, 2016 annual work schedule (AWS) for the Temagami Management Unit.

### Availability

The AWS will be available for public inspection at the MNRF public website at [ontario.ca/forestplans](http://ontario.ca/forestplans) beginning **March 15, 2015** and throughout the one-year duration. Ontario Government Information Centres located at 447 McKeown Avenue in North Bay and 280 Armstrong Street in New Liskeard provide access to the Internet.

### Scheduled Forest Management Operations

The AWS describes forest management activities such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.



### Tree Planting and Fuelwood

The Temagami Management Unit has hired Treeline Reforestation Inc. to carry out this year's tree plant. Please contact Treeline Reforestation Inc. at [planting@treeline.on.ca](mailto:planting@treeline.on.ca) for information regarding tree planting job opportunities.

For information on the locations and licence requirements for obtaining fuelwood for personal use, please contact the North Bay District office at 705-475-5550.

### More Information

For more information on the AWS or to arrange an appointment with MNRF staff to discuss the AWS or to request an AWS operations summary map, please contact:

#### Don Farintosh, RPF

Management Forester  
Ministry of Natural Resources and Forestry  
North Bay District Office  
3301 Trout Lake Road  
North Bay, ON P1A 4L7  
tel: 705-475-5521  
fax: 705-475-5500

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MAR 19 2015

The Premier of Ontario

Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1



La première ministre de l'Ontario

Édifice de l'Assemblée législative, Queen's Park  
Toronto (Ontario) M7A 1A1

March 12, 2015

Mr. David B. Treen  
City of Temiskaming Shores  
325 Farr Drive  
PO Box 2050  
Haileybury, Ontario  
P0J 1K0

Dear Mr. Treen:

Thank you for taking the time to send your letter informing me of council's resolution regarding MicroFIT and FIT projects in your community. I appreciate your keeping me apprised of council's position on these important issues.

I note that you have sent copies of your correspondence to my colleagues the Honourable Bob Chiarelli, Minister of Energy, and the Honourable Jeff Leal, Minister of Agriculture, Food and Rural Affairs. I trust the ministers will also take council's views into consideration.

Once again, thank you for the information. I welcome council's input on this or any other issue of provincial concern. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Wynne".

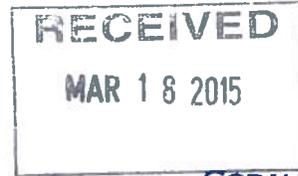
Kathleen Wynne  
Premier

c: The Honourable Bob Chiarelli  
The Honourable Jeff Leal





# THE COBALT HISTORICAL SOCIETY



P.O. Box 309

COBALT, ON PQJ 1C0

*"our history shines"*

**March 13/015 Open Letter to City of Temiskaming Shores**

***"The voice of passion is better than the voice of reason. The passionless cannot change history."***

**— Czesław Miłosz**

The review of the arena is a great way to assess a public asset and reassert its vital future.

The aging demographics of Cobalt have obviously meant certain facilities such as the arena are underused. Filling in that gap has been Temiskaming Shores. Every effort should be used to position the arena as a competitive facility that serves not only Cobalt's self-interests but is accessible to the greater community. Likewise the arena can be positioned as a shared multi-purpose recreational centre. The Hoist Room is a success as a revenue generating part of the arena complex.

While the cost to run the arena with less Cobalters usage is important it should not be overemphasized as the main reason to close it permanently. All community arenas across Canada don't make money and their costs are absorbed just like a baseball diamond or soccer field as one of the mixed recreational opportunities a community provides. So I strongly suggest the committee aggressively work to find the funds locally or through government grant programs to keep the arena sustainable. Future revenue from the solar installations and the potential sale of the train station can be directed to the needs of the arena.

But of significant symbolic importance is the Historic Cobalt brand will be tarnished if the arena is not kept open in the future. The Township of Coleman is a historical stakeholder and needs to be consulted as part of the Historical Cobalt mining camp and the National Historic Mining District partner. This arena also symbolically represents the birthplace of the Northern Ontario Hockey Association. The 100<sup>th</sup> anniversary celebration of its founding in 2018 is being planned for Cobalt. Who is going to write the letter to tell them we don't have an arena?

Arenas across Canada are part of a uniquely Canadian architectural heritage that need protection and preservation. With Cobalt's storied history of being the forerunner to the NHL it would be embarrassing to say the town that helped create the modern professional league we know today doesn't have an arena.

I don't want to be the one to look at a potential Toronto Star reporter in the eye when he comes to do a story on its closing. How much marketing value will that story have for attracting tourists when one of its symbolic buildings along with its history is no more an arena.

To say nothing of diminishing the legacy of Father Les Costello a Stanley Cup winner who was a dynamic personality making a tremendous volunteer contribution to Cobalt. Closing the arena will not enhance his place of importance but annihilate it. If the arena is shuttered then you will have to take another piece of history off the Cobalt website that lists the following.

### **Father Les Costello Memorial Arena**

*The arena was named in Honour of Father Les Costello, a catholic priest who was a 1948 Stanley Cup winner with the Toronto Maple Leafs. Father Costello was one of Cobalt's most interesting and cherished characters. He is fondly remembered by many residents and stories of his exploits in the community abound. The naming of the arena is a small tribute to the memory of a great man.*

David Brydges Cobalt Historical Society member

Vivian Hylands President and Secretary of the Cobalt Historical Society

**Ministry of  
Municipal Affairs  
and Housing**

Municipal Services Office -  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Telephone: 705-564-0120  
Toll Free: 1-800-461-1193  
Fax: 705-564-6863  
Web : [www.mah.gov.on.ca/onramp-ne](http://www.mah.gov.on.ca/onramp-ne)

**Ministère des  
Affaires municipales  
et du Logement**

Bureau des services aux municipalités  
du Nord (Sudbury)  
159 rue Cedar, Local 401  
Sudbury ON P3E 6A5  
Téléphone: 705-564-0120  
Sans frais: 1-800-461-1193  
Télécopieur: 705-564-6863  
Site Web: [www.mah.gov.on.ca/onramp-ne](http://www.mah.gov.on.ca/onramp-ne)



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March 23, 2015

**By E-Mail and Regular Mail**

Mayor Carman Kidd and Members of Council  
City of Temiskaming Shores  
P.O. Box 2050  
325 Farr Drive  
Haileybury ON P0J 1K0

**Attention: Karen Beauchamp, Director of Community Growth and Planning**

**Re: Approval of the City of Temiskaming Shores Official Plan  
MMAH File No.: 54-OP-148925**

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This is to advise you of the approval, with modifications, of the City of Temiskaming Shores Official Plan, as adopted by By-law No. 2014-040 on February 18, 2014. Copies of the Notice of Decision and Decision are attached for your information and use.

The last date of appeal to the decision on this planning application is April 12, 2015. After the appeal period has expired, and provided no appeals to the Decision have been received, we will forward a duplicate original copy of the approved City of Temiskaming Shores Official Plan, as modified.

We are also required under the Environmental Bill of Rights to post the Decision, with the last date of appeal, on the Environmental Bill of Rights Registry for additional public information. The posting of the Decision on the Registry coincides with the Notice of Decision date.

In closing, we are especially appreciative of the City's co-operation throughout the process and the positive working relationship with the Municipal Services Office North

staff in Sudbury. Should you have any questions or concerns, please contact Kasper Koblauch, Planner(A) at 1-800-461-1193, ext. 47128 or directly at 705-564-7128.

Sincerely,



Bridget Schulte-Hostedde, MCIP, RPP  
Manager, Community Planning and Development  
Municipal Services Office - North

cc. Glen Tunnock, Tunnock Consulting Ltd. (email only)

encl. Notice of Decision and Decision

File No.: 54-OP-148925  
Municipality: City of Temiskaming Shores  
Subject Lands: Entire municipality

Date of Decision: March 20, 2015  
Date of Notice: March 23, 2015  
Last Date of Appeal: April 12, 2015

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**NOTICE OF DECISION**  
**With respect to an Official Plan**  
**Section 17(34) of the Planning Act**

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A decision was made on the date noted above to modify and approve as modified all of the City of Temiskaming Shores Official Plan as adopted by By-law 2014-040. This new official plan replaces the Official Plan for the Town of Haileybury, Official Plan for the Town of New Liskeard, and Official Plan for the Township of Dymond, all approved by this Ministry in 1989.

**Purpose and Effect of the Official Plan**

The City of Temiskaming Shores Official Plan contains goals, objectives, and policies to guide land use decisions within the municipality for the next 20 years. Modifications were made to ensure the Official Plan's consistency with the 2014 Provincial Policy Statement and to reflect the legislative direction of the *Planning Act*.

**When and How to File an Appeal**

Any appeal to the Ontario Municipal Board must be filed with the Minister of Municipal Affairs and Housing no later than 20 days from the date of this notice as shown above as the last date of appeal.

The appeal should be sent to the attention of the Area Planner, at the address shown below and it must,

- (1) set out the specific part of the proposed official plan to which the appeal applies,
- (2) set out the reasons for the request for the appeal, and
- (3) be accompanied by the fee prescribed under the Ontario Municipal Board Act in the amount of \$125.00 payable by certified cheque to the Minister of Finance, Province of Ontario.

**Who Can File an Appeal**

Only individuals, corporations or public bodies may appeal the decision of the Ministry of Municipal Affairs and Housing to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council, or, in the opinion of the Ontario Municipal Board, there are reasonable grounds to add the person or public body as a party.

**When the Decision is Final**

The decision of the Minister of Municipal Affairs and Housing is final if a Notice of Appeal is not received on or before the last date of appeal noted above.

**Other Related Applications:** N/A

**Getting Additional Information**

Additional information about the application is available for public inspection during regular office hours at the Ministry of Municipal Affairs and Housing at the address noted below or from the City of Temiskaming Shores.

**Mailing Address for Filing a Notice of Appeal**

Ministry of Municipal Affairs and Housing  
**Municipal Services Office – North (Sudbury)**  
159 Cedar Street, Suite 401,  
Sudbury ON P3E 6A5

Submit notice of appeal to the attention of Kasper Koblauch, Planner(A), Municipal Services Office - North

Tele: (705) 564-7128 Fax: (705) 564-6863

**DECISION**  
with respect to the  
**Official Plan for the City of Temiskaming Shores**  
Subsection 17(34) and 21 of the *Planning Act*

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I hereby approve the repeal of the Township of Dymond Official Plan, the Town of New Liskeard Official Plan, and the Town of Haileybury Official Plan, pursuant to By-law No. 2014-040, insofar as these Official Plans are in effect;

I hereby modify and approve, as modified, the Official Plan for the City of Temiskaming Shores as adopted by the City of Temiskaming Shores by By-law No. 2014-040, as follows:

1. **PAGE 2, SECTION 1.2 THE PLAN AND ITS PURPOSE**, by adding the following new sentence to the end of the final paragraph in this section:

**"The Official Plan will be reviewed not less than every five years after the Plan comes into effect."**
2. **PAGE 5, SECTION 2: INTERPRETATION (diagram)**, by:
  - a. Deleting the words "referred to in a policy in this Plan" in the second bullet in the box falling under "Temiskaming Shores Official Plan"; and
  - b. Replacing "2005" with "2014" before the words "Provincial Policy Statement" in the Provincial Policy Statement text box
3. **PAGE 6, SECTION 3.4 PROJECTIONS**, by:
  - a. Deleting "by 2026 and 15,040" in the first bullet; and
  - b. Replacing "1,830" with "1,540" in the second bullet
4. **PAGE 6, SECTION 3.5 TARGETS, diagram entitled "Targets for Housing Distribution,"** by:
  - a. Replacing "Dymond – 10%/30 units" with "Dymond 15% / 220 units";
  - b. Replacing "New Liskeard – 65%/1,100 units" with "New Liskeard 53% / 820 units"; and

c. Replacing "Halleybury - 25%/700 units" with "Halleybury 32% / 500 units"

5. **PAGE 8, SECTION 3.6.12 AFFORDABLE HOUSING**, by adding the following new paragraph at the end of the section:

In the case of rental housing, 'affordable' shall be defined as a unit for which rent is at or below the regional market area average, or, a unit which does not exceed 30% of gross annual household income for low and moderate income households, whichever is least expensive. In the case of ownership housing, affordable shall be defined as housing with a purchase price at least 10% below the regional market area average, or, housing with a purchase price that does not result in an annual cost exceeding 30% of gross annual household income for low and moderate income households, whichever is least expensive."

6. **PAGE 17 AND 18, SECTION 4.7.6 BOAT HOUSE FACILITY**, by:

- a. Renaming the title of this section "Boat House Facility Policy Area";
- b. Adding the words "policy area" after the word "facility" in the in the first sentence of subsection a., first sentence of subsection b., first sentence of subsection c., and first sentence of subsection f;
- c. Deleting the words "and accessed by a privately maintained road" in subsection c.
- d. Replacing the words "Boathouse Special Policy Area" with "boat house facility policy area" in the first sentence of subsection d.; and
- e. Replacing the words "Special Policy Area" with "boat house facility policy area" in the second sentence of Subsection f

7. **PAGE 26, SECTION 4.11 Land Division**, by:

- a. Changing the title of this section from "Land Division" to "Land Division by Consent"; and
- b. By replacing "4.11" with "4.12" in subsection b.

8. **PAGE 27, SECTION 4 COMMUNITY DEVELOPMENT**, by adding the following new Section 4.12 entitled "Land Division by Plan of Subdivision":

"Proposals for land division resulting in more than three new lots, in addition to one retained lot, must occur by plan of subdivision. An application for plan of subdivision shall be prepared in accordance with the requirements of The *Planning Act* and must comply with the relevant policies of this plan, applicable schedules, and the City's Zoning By-law (see Section 15.17 for detailed requirements).

Proponents will be required to consult with the City before submitting an application for plan of subdivision. Additional information, such as technical studies may be required in assessing the appropriateness of the application (See Section 15.1 for study examples). Studies shall be undertaken by the proponent at his/her expense and prepared by professionals sufficiently qualified to do so. Applications may not be further processed until such studies are submitted and deemed to be adequate."

9. PAGE 27, SECTION 4 COMMUNITY DEVELOPMENT, by adding the following new subsection 4.13 entitled "Agricultural Research Facility" as follows:

"An existing Agricultural Research Facility is located within the Settlement Area of the former Town of New Liskeard as identified on Schedule C. The Agricultural Research Facility has been established in New Liskeard for many years and is an integral facility for research, collaboration, innovation, and environmental stewardship related to agriculture and agricultural production and processing in Northern Ontario.

**Policies**

On lands designated Agricultural Research Facility, the permitted uses are agriculture uses and associated research and other related uses. In addition, education, ancillary commercial (ie. market gardens, road-side produce sales), agriculture events (ie. trade shows, agricultural fairs), and other related public uses (ie. public/community gardens) and accessory uses may be permitted where they do not alter the predominantly agriculture-related research nature of the Agricultural Research Facility."

10. PAGE 27, SECTION 4 COMMUNITY DEVELOPMENT, by adding the following new Section 4.14 entitled "Land Use Compatibility":

"The Ministry of Environment's D-6 Guidelines identify potential influence areas for industrial uses including aggregate operations to be as follows: Class I – 70 metres; Class II – 300 metres; and Class III -

1,000 metres. The 'actual' site-specific influence area may be lesser or greater than the potential influence area noted above, and can be determined through appropriate technical studies. Development of an industrial or sensitive land use within an influence area noted above may only be permitted where technical studies indicate the absence of a problem or where impacts can be mitigated to an insignificant level.

11. PAGE 31, SECTION 5.6.1 PROVINCIAL HIGHWAYS, by:

- a. Deleting subsection a. and replacing it with "Highway 11 is recognized as a controlled access Provincial highway for through traffic." and;
- b. Deleting the second sentence in subsection e. and replacing it with "Where residential or other sensitive land uses are proposed within 100 metres of a Provincial highway or 50 metres of a Provincial highway right-of-way, noise and vibration studies in accordance with Environmental Noise Guideline NPC-300 may be required prior to considering whether development should be approved."

12. PAGES 32 & 33, SECTION 5.6.4 Railway, by:

- a. inserting the following new sentences between the second and third sentence:

"Where a residential or other sensitive land use is proposed within 100 metres of a principal main railway line right-of-way or 50 metres of a secondary main railway line right-of-way, appropriate technical studies will be required. Studies will be completed by a consultant sufficiently qualified to do so, will assess negative noise effects and identify appropriate mitigation measures."
- b. Replacing the words "Lu-131 MOE Guideline" with "Environmental Noise Guideline NPC-300 or its successors" in the second sentence

13. PAGE 57, SECTION 10.8 LAKE CAPACITY, by adding the following to the end of the Section:

"Proposals for lot creation adjacent to a designated Lake Trout Lake which is at-capacity or proposals for more intensive use on existing lots

adjacent to an at-capacity Lake Trout lake will not be considered unless one of the following criteria are met:

- a. to separate existing habitable dwellings, each of which is on a lot that is capable of supporting a Class 4 sewage system, provided that the land use would not change and there would be no net increase in phosphorus loading to the lake;
- b. where all new tile fields would be located such that they would drain into a drainage basin which is not at capacity;
- c. where all new tile fields would be set back at least 300 metres from the shoreline of lakes, or such that drainage from the tile fields would flow at least 300 metres to the lake;
- d. where a site-specific soils investigation prepared by a qualified professional has been completed showing the following site conditions:
  - i. the site where the septic tile-bed is to be located, and the region below and 15 metres down-gradient of this site, toward the lakeshore or a permanently-flowing tributary, across the full width of the tile bed, consist of deep (more than three metres), native and undisturbed, non-calcareous (<1% CaCO<sub>3</sub> equivalent by weight) overburden with acid-extractable concentrations of iron and aluminum of >1% equivalent by weight (following Robertson 2005, 2006, Appendix B). Soil depth shall be assessed with test pits and/or boreholes at several sites. Samples for soils chemistry should be taken at a depth adjacent to, or below, the proposed tile bed; and
  - ii. an unsaturated zone of at least 1 ½ metres depth exists between the tile bed and the shallowest depth (maximum) extent of the water table. The position of the water table shall be assessed with test pits during the periods of maximum soils saturation (e.g., in the spring, following snowmelt, or late fall)

14. PAGES 57 AND 58, SECTION 10.9 NATURAL HAZARDS, by:

- a. Adding "Hazardous lands due to the presence of hazardous forest types for wildland fires" as a new item (c.) to subsection 10.9.1:
- b. Adding the following new subsection (10.9.7) as follows:

Development shall generally be directed to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire. Development may be permitted in lands with hazardous forest types for wildland fire where the risk is mitigated in accordance with wildland fire assessment and mitigation standards, as identified by the Ministry of Natural Resources and Forestry. Proponents may be required to undertake a site assessment to determine the presence of hazardous forest types for wildland fire, as may be indicated by generalized wildland fire hazard information. If development is proceeding where hazardous forest types are present, mitigation measures should be identified by proponents to outline how the risk will be lessened.

15. PAGE 62, SECTION 11.11 d. AGRICULTURAL COMMERCIAL, INDUSTRIAL AND RESEARCH USES, by replacing the words "the farm operation" with "farm operations in the area"

16. PAGE 63, SECTION 11.14.2 c. MINIMUM DISTANCE SEPARATION, by:

- a. Replacing "Type B" with "Type A";
- b. Replacing the word "or" with "and" between the words "closed" and "receives"; and
- c. Replacing "Type A" with "Type B"

17. PAGE 65, SECTION 11.20.2 LAND DIVISION, by:

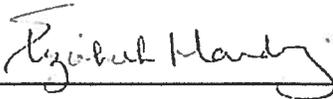
- a. Inserting the words "and the lot to be retained are generally a minimum of 40 hectares respectively. Council will also consider whether the lands" between the words "created" and "will be adequate";
- b. Deleting "(e.g. 32 ha)" between the words "size" and "and appropriate"; and
- c. Replacing the word "where" with the word "that" between the words "area and" and "the lot"

18. **PAGE 68, SECTION 12.9 COMPATIBILITY**, by adding "Section 4.14 and" between "See" and "Resource Kit" at the end of the first paragraph.
19. **PAGE 73, SECTION 13.9 COMPATIBILITY**, by adding "Section 4.14 and" between "See" and "Planning Resource Kit" on the end of the section.
20. **PAGE 80 and 81, SECTION 15.1 PLANNING APPLICATIONS**, by:
- a. Deleting the first sentence in the first paragraph;
  - b. Adding a new item "17. Lakeshore Capacity Assessment Study" to the numbered list of study types;
  - c. Adding a new item "18. Planning Justification Report" to the numbered list of study types
21. **PAGE 84, SECTION 15: PLANNING TOOL KIT**, Section 15.17.9 by:
- a. Inserting "as determined in consultation with the Lakeshore Capacity Assessment Handbook" between the words "its capacity" and "no residual capacity"; and
  - b. Replacing the words "(see Section 10.10)" with the words "unless in accordance with Section 10.8" after the words "water body"
22. **Entire Document**, by replacing all eight instances of the words "economic and service hub" with "regional hub."
23. **SCHEDULE A - CITY**, by deleting Schedule A "Date Modified: January 2014" and replacing with Schedule A "Date Modified: February 2015" (attached).
24. **SCHEDULE B - DYMOND**, by deleting Schedule B "Date Modified: January 2014" and replacing with Schedule B "Date Modified: February 2015" (attached).

25. SCHEDULE C – NEW LISKEARD, by deleting Schedule C "Date Modified: February 2014" and replacing with Schedule C "Date Modified: February 2015" (attached).

26. SCHEDULE D – HAILEYBURY, by deleting Schedule D "Date Modified: February 2014" and replacing with Schedule D "Date Modified: February 2015" (attached).

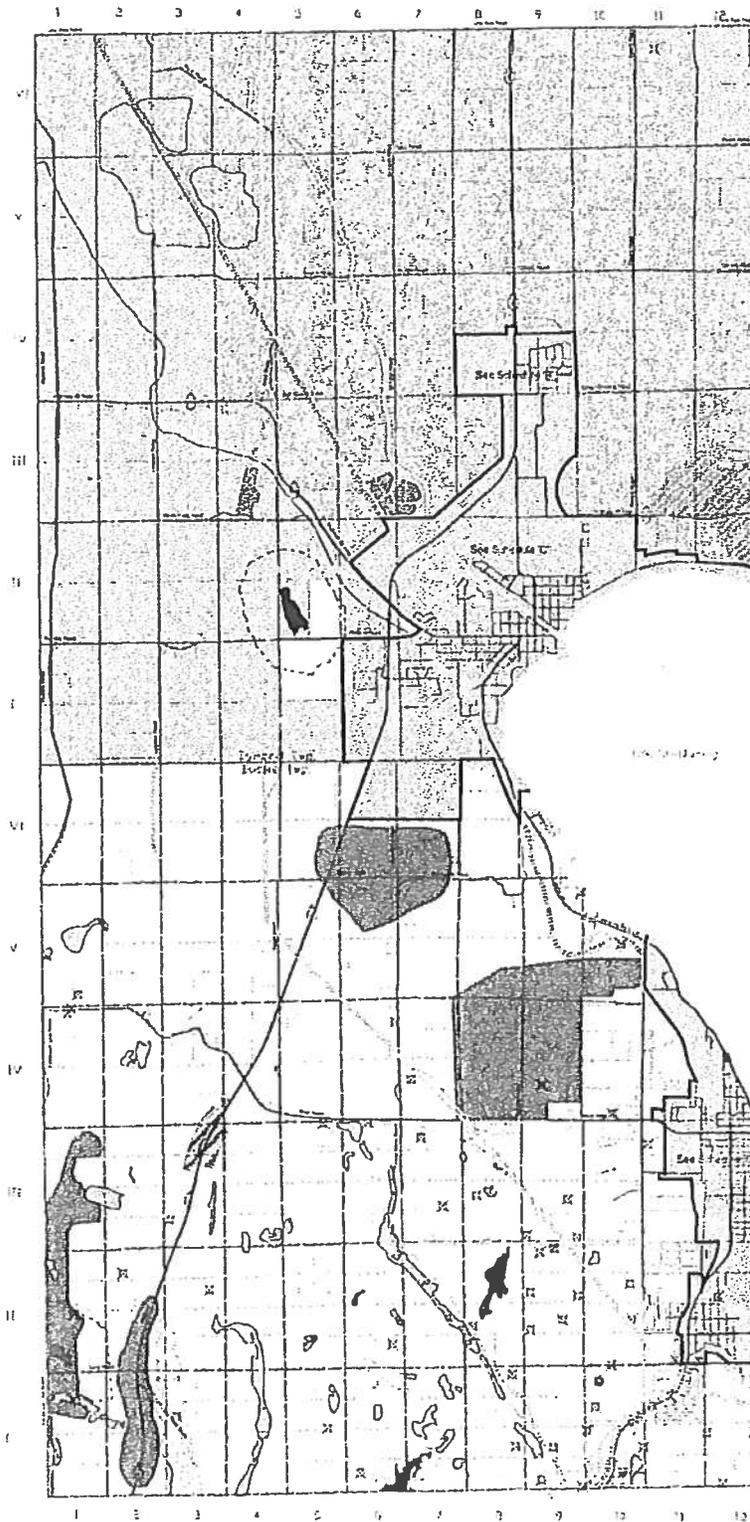
Dated at Toronto this 20 day of March, 2015



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**Elizabeth Harding**  
**Assistant Deputy Minister**  
**Municipal Services Division**  
**Ministry of Municipal Affairs and Housing**

Do not use a scale more than 1:10,000 or use any other scale.



**Legend**

**Land Use Designations:**

- Residential Neighbourhood
- Recreation
- South Temiskaming Active Trail
- Employment Areas
- Mixed Use Areas
- Town Centre
- Rural Area
- Prime Agricultural Land
- Agricultural Land
- Agricultural Research Facility
- Water Aggregate Resources
- Waste Management Facility
- 500m Influence Area
- Waste Management Facility - Closed
- Mining
- Sewage Treatment Facility
- Settlement Area Boundary

**Other Features:**

- Flood Hazard Consultation Area
- Line Hazards
- Unstable Slopes
- Well Head Protection Area 0-2 year
- Well Head Protection Area 2-10 year
- Intake Protection Area (0-2 year)
- Intake Protection Area (2-10 year)

**Infrastructure:**

- Transportation and Corridors:
- Provincial Highway
- Arterial Road
- Collector Road
- Local Road
- Right of Way
- Trans Canada Pipeline
- Transmission Line

**Natural Environment:**

- Wetlands
- Candidate AHS
- Cold Water Lake
- Fish Habitat (Spawning Area)
- Escarpment

Notes: 1. This is a plan of the City of Temiskaming Shores and is not a map. 2. The City of Temiskaming Shores is not responsible for the accuracy of the information shown on this plan. 3. The City of Temiskaming Shores is not responsible for the accuracy of the information shown on this plan. 4. The City of Temiskaming Shores is not responsible for the accuracy of the information shown on this plan. 5. The City of Temiskaming Shores is not responsible for the accuracy of the information shown on this plan.

Scale: 1:10,000

North Arrow

City of Temiskaming Shores

CGIS







**Ministry of Agriculture,  
Food and Rural Affairs**

**Ministère de l'Agriculture,  
de l'Alimentation et  
des Affaires rurales**

**RECEIVED**

**MAR 30 2015**



Office of the Minister

77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M7A 1B3  
Tel: (416) 326-3074  
Fax: (416) 326-3083

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : (416) 326-3074  
Télééc. : (416) 326-3083

**MAR 26 2015**

His Worship Carmen Kidd  
Mayor  
City of Temiskaming Shores  
PO Box 2050  
325 Farr Avenue  
Haileybury, Ontario  
P0J 1K0

Dear Mayor Kidd:

*Carm*

Thank you for sharing your concerns about the potential effects of ground mounted solar projects on prime agricultural lands during our meeting at the recent Ontario Good Roads Association and the Rural Ontario Municipal Association Conference. I have also received your letter on the same subject, and I am pleased to provide you with information.

To protect prime agricultural areas in your region, I suggest that you contact the Ministry of Energy and the Integrated Electricity System Operator for details on the new rules they have developed or are developing for ground-mounted solar facilities. Please note that I have copied this letter to the Honourable Bob Chiarelli, Minister of Energy for his information.

If you would like to contact these offices directly, you can use the contact information below:

Renewable Energy Facilitation Office, Ministry of Energy  
Email: REFO@ontario.ca  
Phone: 1-877-440-7336

Integrated Power System Operator  
Email: customer.relations@ieso.ca  
Phone: 1-888-387-3403

I appreciate that you brought forward your concerns about the Canada Land Inventory map covering the City of Temiskaming Shores and area. My ministry staff is aware that there are some discrepancies in the land classification information for the region.

.../2

To assess the nature of these concerns, and to make changes where necessary, we are currently conducting a quality assurance review of these CLI map sheets. To provide input into this process, I encourage you to contact Mr. Ross Kelly, Manager of Resource Information and Business Services in my ministry at [ross.kelly@ontario.ca](mailto:ross.kelly@ontario.ca) or 519-826-6382.

Thank you for taking the time to meet with me.

Sincerely,



Jeff Leal  
Minister of Agriculture, Food and Rural Affairs

c. The Honourable Bob Chiarelli  
Minister of Energy

Mr. Ross Kelly  
Ontario Ministry of Agriculture, Food and Rural Affairs



## Timiskaming & Area

---

**MADD Timiskaming & Area Chapter**  
P.O. Box 1793, New Liskeard, ON P0J 1P0

March 30<sup>th</sup>, 2015.

Mayor and Council:

RBC has generously offered to host a B-B-Q on May 15<sup>th</sup>, 2015 at the Royal Bank corner to raise funds for our Area Chapter. In order to accomplish the best possible event, and have the public attend safely, we are requesting permission to close part of the street Whitewood from Armstrong to May from 11:00 a.m. to 2:00 p.m.

Your consideration to our request is greatly appreciated.

Yours truly,

Annette Neil,  
Treasurer,  
MADD Timiskaming & Area.  
(705-647-4311 x 232)

# Report to the Board of Health

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**March 4, 2015**

*Prepared by:  
the Management Team*

**2014 Q4 BOARD REPORT**

## HUMAN RESOURCES UPDATE - *Randy Winters*

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### RECENT NEW HIRES

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- **Public Health Inspector**, NL, Contract Extension, Full-Time (up to March 25.2016)
- **Nurse Practitioner**, Elk Lake, Casual (Nov.10.2015-Mar.31.2015)
- **Public Health Inspector**, KL, Contract, Full-Time (Jan.19.2015 – Aug.28.2015)
- **Analyst/Research/Planning**, NL, Contract, Full-Time (Feb.2.2015 – Feb.26.2016)
- **Test Shopper**, KL, Casual (Feb.2.2015)
- **Public Health Promoter**, KL, Contract, Full-Time (Mar.2.2015 – Dec.31.2015)
- **Public Health Nurse**, Eng, Permanent, Full-Time (February 16.2015)

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### RETIREMENT/RESIGNATION (*since last report*)

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- **MH/ADD Clinician**, Resignation, NL, Permanent, Part-Time (effective April 10, 2015)
- **Public Health Nurse**, Resignation, NL, Permanent, Full-Time (effective February 27, 2015)

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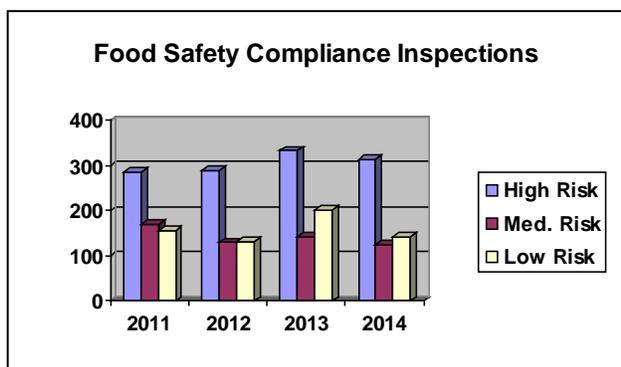
### CURRENT VACANCIES

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None

## SPECIAL PROJECTS

- **Infection Prevention and Control Week Campaign** that included Presentations (influenza control measures) at Long Term Care Homes and continuation of Grade 2 **Hand washing program**.
- Review of **Temagami Lake Association Drinking Water Program**.
- Continued promotion of **'Well Aware' program** with postcards and print media reminding public about Tuesday drop-off for private residential well drinking water samples.



## PROFESSIONAL DEVELOPMENT

- **CIPHI Educational Conference**, Oct. 4,5 & 6, Toronto
- **Old Order Amish & Mennonite Networking Day for Service Providers**, Oct. 10, Stratford
- **ASPHIO Conference**, Nov. 20, Toronto
- **Advanced situational assessment training – PHO**, Dec. 18
- **IPAC - UBC on-line course for IPAC nurse** to eventually work toward Certificate of Infection Control (CIC) designation.

## INFECTIOUS DISEASE

- **Ongoing review of new ministry LTCH Respiratory Outbreak Guidelines**
- **Cryptosporidium outbreak amongst Northern College Veterinary Technician**

**Students** - Oct. 7 – Nov. 26 - 17 probable and 4 confirmed cases with consultation with vet, questionnaires with students, and recommendations for IPAC control measures at farm visits.

- Review of
  - Ministry **Best Practices for Prevention, Surveillance and Infection Control**
  - Ministry **Management of Novel Respiratory Infections**.
- **Community MRSA cluster at Matachewan mine** – site visit, presentation, follow up with Occupational health.

## SAFE WATER

- Review of
  - Ministry **Recreational Water Program Protocols**,
  - Ministry **Small Drinking Water System Directives**
  - Ministry **Blue-Green Algae Guidance Document**
  - **Internal Boil Water Advisory Procedure and fact sheets and Recreational Camp Checklist update**
- **Semi Annual Ministry of Environment and Climate Change, Safe Drinking Water Branch and THU joint meeting, Oct. 23** including plans for collaboration on Lake Temagami children's camp inspections and-Mennonite/Amish Schools compliance issues.
- **Safe Water** – with OCWA and Temiskaming Shores - THU requirements in accordance with Recreational Water protocol for **Haileybury splash pad renovations**.

## RABIES

- Ongoing teleconferences concerning logistics for implementing the new provincial **specimen collection system for rabies testing**.
- **Health Hazards**
  - **Skin Cancer Prevention Act** – inventory and dissemination of signage compiled for tanning bed operators with the electronic inspection module for inspectors' and inspectors designated as Provincial Offence Officers under the Skin Cancer Prevention Act (SCPA).
  - Review and summary - CELA Radon recommendations.
- **Tobacco Enforcement**
  - Ongoing teleconferences with Enforcement Subcommittee to plan for **SFOA regulatory amendments for sporting fields, playgrounds and patios**.
  - Review of Draft of 'Making Healthier Choices Act' concerning **regulation of e-cigarettes**.
- **Radio/media ads** included:
  - **Well Aware** – private residential well water bacteriological testing.
  - **Hot Tub Safety**
  - **Mould Hazards**
  - **Infection Control Week** – antibiotic resistance, hand hygiene, influenza preparedness.

## EMERGENCY PREPAREDNESS

- **Emergency Management Program Committee Meeting**, Haileybury, Oct. 15
- **PHO - IMS Emergency Training for THU staff** – Oct. 28
- **Emergency Management Desktop Exercise, Temagami** – Dec. 4
- **Joint Emergency Exercise for Englehart and area municipalities** – Dec. 15

## FOUNDATIONAL STANDARDS

### Surveillance/Situational Assessment

#### Supported data collection for:

- **Supported cryptosporidiosis outbreak by providing analysis and writing a summary report** for the THU and Northern College.

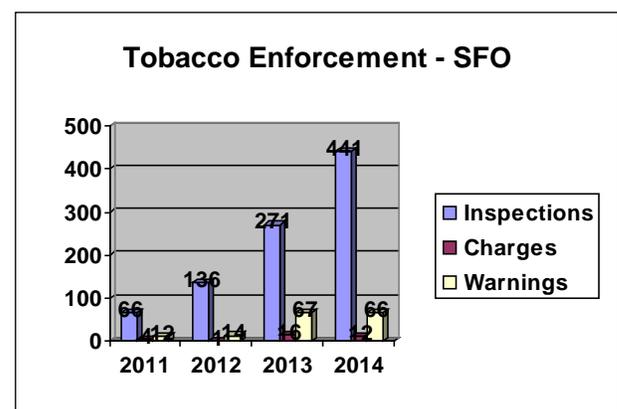
#### Program Evaluation:

##### Evaluation of poverty project (in process)

- Work on P.A.R.T.Y. Program 2011-2013 evaluation report and 2014-2016 evaluation plan
- Diabetes Prevention Project Temiskaming evaluation
- Cobalt Recreation Survey
- Postpartum Mood Disorders
- Food Handler 2013 Data report
- Tobacco Network evaluation

Infection Control	2011	2012	2013	2014
Reportable Disease	-	-	80	70
Investigations				
Outbreaks	9	13	17	22
Animal Bite Reporting	72	90	74	60

Land Control	2012	2013	2014
Permits Issued	197	137	137
File Searches	51	38	57
Severance/Subdivision Notifications	37	14	20



## CHRONIC DISEASE, INJURY PREVENTION & COMMUNITY HEALTH

*Kerry Schubert-Mackey*

### SCHOOL HEALTH

The following are Q4 school team highlights:

- Supported the TDSS healthy eating grant work-plan which included meeting with 8 data management students who developed, disseminated and analyzed an electronic survey of their school population peers on healthy eating to inform next steps. Also met with Food Services to glean information & discuss options/opportunities.
- Supported the student nutrition partnership advisory with information for lunch box program and foods safety/ PHI connections.
- Continued to support several schools with Nutrition Tools for Schools.
- Met with TDSS physical activity grant lead to offer input and support for their work-plan.
- Coordinated P.A.R.T.Y. Program at TDSS and ESCSM 24 and students respectively. Includes coordinating partners involved and pre and post student survey.



- Coordinated and facilitated youth champion meetings with TDSS and ESCSM youth and held recruitment and healthy living information events at KLDCS, ECJV and EHS. Also participated in a Health Fair at KLDCS on Tobacco Prevention. Had numerous youth

self-identify to be involved in youth health promotion.

- Continued to deliver Roots of Empathy in 2 schools.
- Supported 2 TDSS and 2 ESCSM youth to attend regional youth training in Sudbury.
- Held 34 school Immunization clinics and 17 Healthy Relationship clinics at 4 secondary schools.
- Co-taught 5 classes on topics including sexual health, substance, hand washing.



*Alcohol related trauma simulation in youth at local hospital as part of the P.A.R.T.Y. Program*

## COMMUNITY HEALTH – INJURY & SUBSTANCE MISUSE PREVENTION

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Our participation in a provincial youth mental health and addiction champion project resulted in the following Q4 highlights:

- Hosted two pre-training sessions and attended the youth-lead provincial training with 6 local youth from local pilot schools KLDCS & TDSS.
- Coordinated & supported subsequent local youth-lead activities to recruit and train a cohort of youth champions (4 activities & 2 training events reaching over 25 youth.
- Guest attended the Timiskaming Mental Health and Addiction Planning Group.

With the NE LHIN investing in a **falls prevention among seniors** with a branded approach called *'Stay On Your Feet'* (SOYF) local fall prevention initiatives in Timiskaming continued to expand and THU staff highlights for this quarter include:

- Participating in the NE regional SOYF steering committee, attending the Kirkland Lake & district Hospital Falls Prevention committee.
- Lead first SOYF Timiskaming Coalition meeting involving 11 agencies/sectors.
- Planned & implemented a fall risk assessment and awareness activity at many THU flu clinics. This project involved a Northern College Nursing student placement and work with senior volunteers from 3 Risking Star Troupes.
- Attended the Canadian Falls Prevention Curriculum instructor training session.
- Collected information from local partners to complete an inventory of falls initiatives happening in Timiskaming.

## COMMUNITY HEALTH

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### Highlights for Chronic Disease Prevention (including Smoke Free Ontario & Healthy Communities Fund Partnership)

Lead the local implementation of a provincial project to leverage the municipal election to raise awareness on local action to address food security and poverty (key determinants of population health). This involved disseminating & promoting the Hungry for Action municipal candidate survey (47 responses, 25% response rate). The other activity involved planning and implementing a Hungry for Action poverty simulation (local committee & provincial planning committee). Two simulation events were held which saw 20 participants in KL and 40 participants in NL.

Continued work on the buy local & charitable food resource map for launch.

Work on NutriSTEP included training 3 CHW from CSCT to implement NutriSTEP assisted screening to pilot at 4 childcare locations in the district. Developed related tools per partner request. Ongoing internal meetings to identify priority populations and existing programs that can implement NutriSTEP.

- Coordinated a local RD Network meeting (10 RDs attended).
- Promoted & facilitated webinar attendance for THU staff re: healthy term infant feeding (7 staff attended).
- Provided training to Bear Island staff re: baby food preparation and infant feeding (2moms & 2 staff) and provided Brighter Futures with resources and best practice guidelines for baby food making course.
- Met with DTSSAB and OEYC to discuss Physical Literacy toolkit roll out for early learning centres.
- Supported KidSport which participated in 2 of the last of the 5 series in the Get Active in Timiskaming fundraiser activity event. Assisted on the day of activity event and provided KidSport awareness information.

Also supported the hiring of a contract KidSport Administration staff for the Timiskaming chapter (recruitment, interview and provided funding along with other partners). KidSport chapter also supported the Town of Kirkland Lake and the City of Temiskaming Shores to access Jumpstart funding to run a before and after school program.

- In collaboration with partners, planned and delivered a Northern Forum on Advocacy/activating community change workshop in NL and KL which saw 35 participants.
- Continued to coordinate Larder Lake Official plan review with consultant.
- Supported Temiskaming Shores with the Healthy Kids Community Challenge project which included data collection for needs assessment, preparing for a local scan and participating at steering committee.
- Hosted a local cessation practitioner network meeting and shared You Can Make it Happen website with partners and supplied quit kits and NRT vouchers to CSCT. Shared information on quit contests coming up Leave the Pack Behind and Driven to Quit.
- Attended the Diabetes Expo in NL and staffed a smoking cessation booth. Over 300 residents attended the Expo.
- Planned and delivered 2 Stop on the Road smoking cessation workshops one in NL with 8 participants and one at Aurico mine in Matachewan with 8 participants.
- Hosted the RNAO workshop Best Practice Champions for a Smoke-Free Pregnancy in NL which saw, 30 participants.
- Identified signage needs for Parks & Recreational Sports fields, & Patios across Timiskaming in anticipation of new SFOA legislation.

#### **Diabetes Prevention Program Funded Project**

October to December is the 3<sup>rd</sup> quarter for this Ministry funded project and highlights include:

- Local project partner advisory and networking events to inform the project and

exchange knowledge & identify opportunities among partners.

- Piloted a Walktober interactive awareness & physical activity promotion campaign at THU which engaged about 64 staff.
- Planned and implanted a food canning workshop & healthy eating presentation for 34 participants including students from the KLDCS Personal Life Management class.
- Supported Matachewan First Nation to implement Paint Your Plate healthy eating campaign reaching 7 staff.
- Helped to plan and deliver a new community kitchen series with the Temiskaming Native Women's Support group and the Timiskaming Diabetes Program and lead the participant and facilitator evaluation and reporting to a funder.
- Staffed a diabetes prevention/healthy eating information booth at the local Diabetes Expo in New Liskeard which saw over 300 attendees.
- Attended the Healthy Eating on a Budget program via the South Timiskaming literacy council and provided information on physical activity.
- Began the process to create the 2015-2016 workplan with partners.

#### **COMMUNICATIONS – COMMUNITY HEALTH – CHRONIC DISEASE & INJURY PREVENTION**

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- Distributing & pick up Medicine Cabinet Cleanout Resources to Pharmacies and Other Local Businesses
- Participated in a Morning CJTT radio chat on the Hungry for Action Candidate survey and poverty simulation event. Also did paid ads and a media release.
- Tobacco cessation communication campaign (Best Give Ever) and a media release on the amendments to SFOA legislation. Bring Back the Tradition of Healthy Living and Diabetes Risk Assessment campaign under Diabetes Prevention Project.

# FAMILY HEALTH & NURSING STATIONS

Ghislaine Julien

## DENTAL HEALTH

Caseload	2011	2012	2013	2014
OHSS Screening (Primary: Pre-Kind /Kind & Gr. 2)	1800	942	912	822
Regular Screening (Additional: Grade 2-4-6)	1889	1475	2129	1153
Office Screening	73	99	124	345
<b>Topical Fluoride</b>				
# of children offered the service	637	319	105	984
# of children who consented to the service provision	83	98	105	264
# of children who received the service through CINOT	64	67	71	56

## Travel Health Clinics

Client Visits	2012	2013	2014
Kirkland Lake	177	307	335
New Liskeard	535	531	478
Englehart	142	103	157

## VACCINE ADMINISTERED

Apr-June	2011-12	2012-13	2013-14	2014-15
Influenza	6526	5396	6128	5804
HPV	364	391	451	373
Meningococcal	303	340	284	372

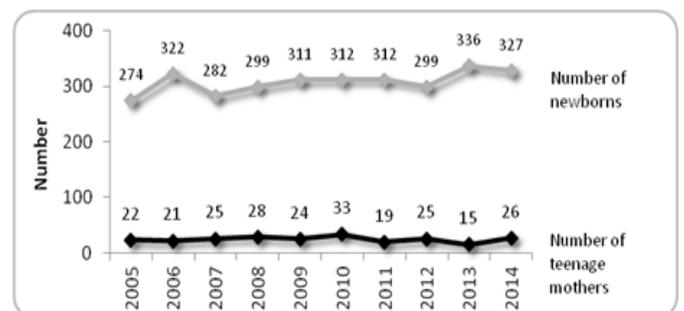
## SEXUAL HEALTH

Client Services	2011	2012	2013	2014
Male Clients	164	195	216	210
Female Clients	2014	2011	1758	1355
Contraceptives	2936	2540	2190	1856
Plan B	250	110	79	85

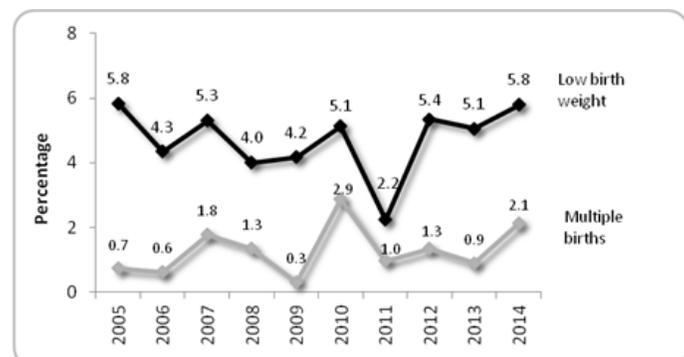
## HEALTHY BABIES/HEALTHY CHILDREN

Healthy Babies/ Healthy Children	2011	2012	2013	2014
% of women screened during Pregnancy (target: 25%)	23%	84%	100%	73%
# of family visits by LHV/PHN or joint by LHV/PHN	357	243	201	175

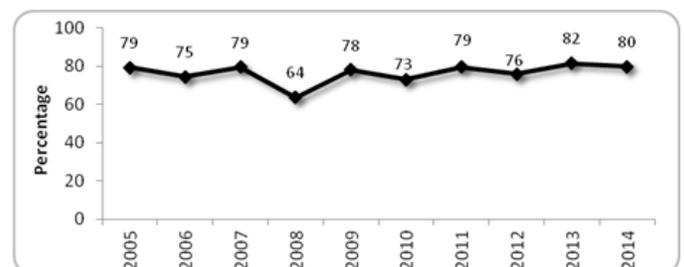
## Number of newborns and teenage mothers



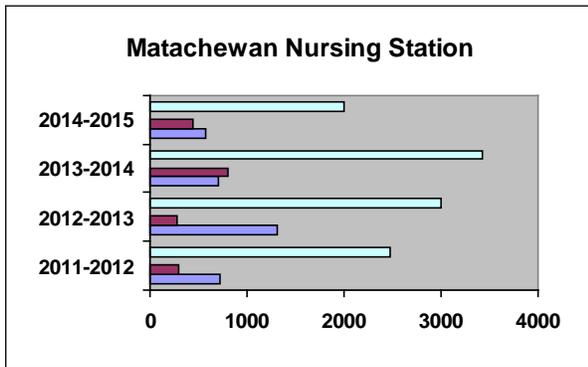
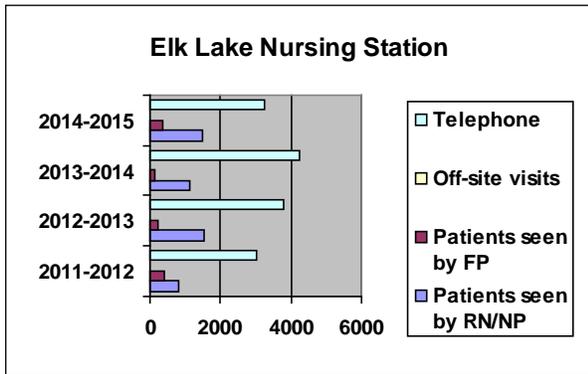
## Percentage of newborns with low birth weight (less than 2,500 grams) and % of births that were multiple births



## Percentage of mothers who initiated breastfeeding (in the hospital)

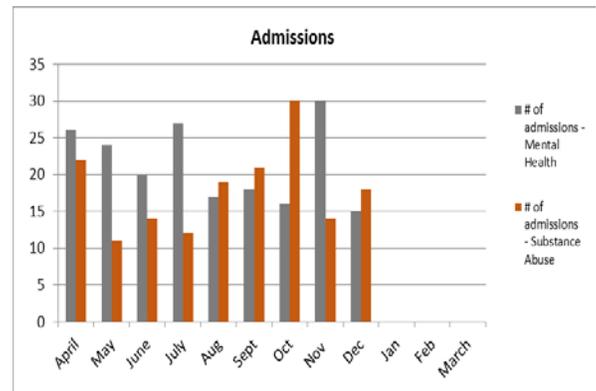
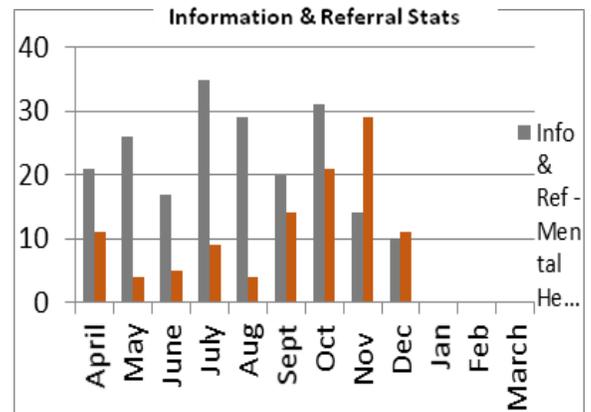
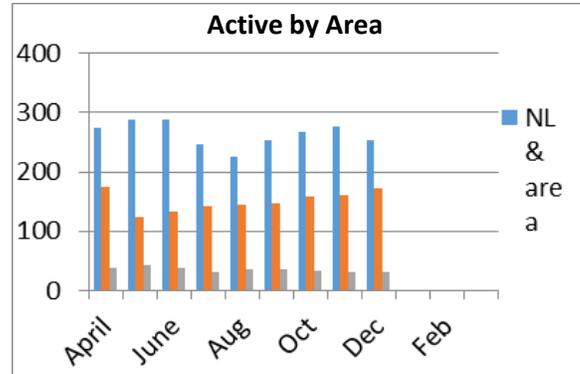


## NURSING STATIONS (Apr-Dec)



## MENTAL HEALTH & ADDICITON SERVICES

Ryan Peters





## MINUTES

### Timiskaming Health Unit Board of Health

Regular Meeting held on January 28<sup>th</sup>, 2015 at 6:30 P.M.

Timiskaming Health Unit – Kirkland Lake Boardroom

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1. The meeting was called to order at 6:35 p.m.

2. **ROLL CALL**

**Board of Health Members**

Carman Kidd	Chair, Municipal Appointee for Temiskaming Shores
Sue Cote	Municipal Appointee for Town of Cobalt, Town of Latchford, Municipality of Temagami, and Township of Coleman) ( <i>Teleconference</i> )
Mike McArthur	Municipal Appointee for Temiskaming Shores
Jean-Guy Chamailard	Municipal Appointee for Town of Kirkland Lake
Sherri Louttit	Provincial Appointee
Audrey Lacarte	Municipal Appointee for Township of Brethour, Harris, Harley & Casey, Village of Thornloe
Sherry Yee	Municipal Appointee for Township of Larder Lake, McGarry & Gauthier
Kimberly Gauthier	Municipal Appointee for Township of Armstrong, Hudson, James, Kerns & Matachewan
Merrill Bond	Municipal Appointee for Township of Chamberlain, Charlton, Evanturel, Hilliard, Dack & Town of Englehart
Jesse Foley	Municipal Appointee for Temiskaming Shores
Maria Overton	Provincial Appointee

**Regrets:** Tony Antoniazzi, Vice-Chair, Municipal Appointee for Town of Kirkland Lake

**Timiskaming Health Unit Staff Members**

Dr. Marlene Spruyt	Medical Officer of Health/Chief Executive Officer
Randy Winters	Manager of Corporate Services
Rob Watchorn	Accountant
Rachelle Leveille	Executive Assistant

3. **ELECTIONS OF OFFICERS/APPOINTMENT OF SUB-COMMITTEES**

Nominations were opened by Dr. Marlene Spruyt.

a. **ELECTION OF CHAIRPERSON**

**MOTION #1R-2015**

Moved by: Merrill Bond

Seconded by: Sherri Louttit

That the Board of Health approves the appointment of Carman Kidd as Chairperson for the Timiskaming Board of Health for year 2015.

CARRIED

b. **ELECTION OF VICE-CHAIR**

**MOTION #2R-2015**

Moved by: Mike McArthur

Seconded by: Jean-Guy Chamaillard

That the Board of Health approves the appointment of Tony Antoniazzi as Vice-Chair for the Timiskaming Board of Health for year 2015.

CARRIED

c. **APPOINTMENT OF AUDITORS**

**MOTION #3R-2015**

Moved by: Audrey Lacarte

Seconded by: Sherri Louttit

That the Board of Health approves the appointment of Kemp Elliott & Blair as auditors for the Timiskaming Health Unit for the calendar year of 2015.

CARRIED

d. **APPOINTMENT OF SIGNING OFFICERS**

**MOTION #4R-2015**

Moved by: Merrill Bond

Seconded by: Jesse Foley

That the Board of Health approves the appointment of the following individuals for year 2015:

- Carman Kidd
- Mike McArthur
- Jesse Foley
- Tony Antoniazzi
- Dr. Marlene Spruyt, MOH/CEO
- Randy Winters, Manager of Corporate Services

CARRIED

e. **APPOINTMENT OF FINANCE/AUDIT SUB-COMMITTEE**

**MOTION #5R-2015**

Moved by: Sherri Louttit

Seconded by: Jean-Guy Chamaillard

That the Board of Health approves the appointment of the following individuals for year 2015:

- Carman Kidd
- Tony Antoniazzi
- Maria Overton
- Audrey Lacarte
- Dr. Marlene Spruyt, MOH/CEO
- Randy Winters, Manager of Corporate Services

CARRIED

f. **APPOINTMENT OF GRIEVANCE/PERSONNEL SUB-COMMITTEE**

**MOTION #6R-2015**

Moved by: Mike McArthur

Seconded by: Maria Overton

That the Board of Health approves the appointment of the following individuals for year 2015:

- Carman Kidd
- Sherri Louttit
- Jesse Foley
- Sherry Yee
- Dr. Marlene Spruyt, MOH/CEO
- Randy Winters, Manager of Corporate Services

CARRIED

g. **APPOINTMENT OF POLICY/PROCEDURE SUB-COMMITTEE**

**MOTION #7R-2015**

Moved by: Sherri Louttit

Seconded by: Merrill Bond

That the Board of Health approves the appointment of the following individuals for year 2014:

- Carman Kidd
- Sherri Louttit
- Sue Cote
- Dr. Marlene Spruyt, MOH/CEO
- Rachelle Leveille, Executive Assistant

CARRIED

4. **APPROVAL OF AGENDA**

**MOTION #8R-2015**

Moved by: Audrey Lacarte

Seconded by: Merrill Bond

Be it resolved that the Board of Health adopts the agenda for its regular meeting held on January 28, 2015, as presented.

CARRIED

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

None.

6. **2015 PUBLIC HEALTH/RELATED PROGRAMS BUDGET**

**MOTION #9R-2015**

Moved by: Merrill Bond

Seconded by: Mike McArthur

Be it resolved that the Board of Health approves the 2015 Public Health & Related Programs Budget Proposal as presented.

CARRIED

7. **BUSINESS ARISING**

a. **KL Heating Complaints By-Law Follow Up**

A follow-up letter from the Town of Kirkland Lake, Mrs. Nancy Allick, regarding the dealing with landlord/tenant issues was distributed to the Board. The Town of Kirkland Lake will refer all complaints regarding heating to the Investigations and Enforcement Unit - Ministry of Municipal Affairs and Housing.

8. **REPORT OF THE MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER**

**MOTION #10R-2015**

Moved by: Mike McArthur

Seconded by: Audrey Lacarte

Be it resolved that the Board of Health accepts the report of the Medical Officer of Health/Chief Executive Officer as distributed.

CARRIED

A copy of the updated Organizational Chart was distributed to reflect some recent operational changes and the combination of the Human Resources and Manager of Finance-Administration positions now titled Manager of Corporate Services.

**9. NEW BUSINESS****a. Management Operational Plans 2015**

Distributed for information. Statements and requirements from the Ontario Public Health Standards are listed with action items from THU to meet those standards.

**b. Board of Health Operational Plans 2015**

Distributed for review and information. Based on the Organizational Standards, the requirements and actions taken on behalf of the Board and Management are identified and reviewed and updated annually.

**c. alpha Conference – Board of Health Orientation**

alPHa is holding an orientation for Board of Health members on February 5, 2015, in Toronto. Mrs. Kimberly Gauthier and Mrs. Sherry Yee will be attending the conference.

**10. CORRESPONDENCE**

The Board of Health acknowledges receipt of the correspondence for information purposes;

- Peterborough County-City Health Unit: Letter to Honourable Tracy MacCharles, Ministry of Children and Youth Services to urge the province to maintain HBHC as a 100% funded program and grant sufficient annual increases to meet the provincial mandate and keep pace with financial costs with the demands from client families in their community.
- Sudbury & District Health Unit: Motion #62-14, Flavoured tobacco Menthol, to call on the government to re-introduce tobacco legislation banning candy and fruit flavoured cigarette including sale of menthol cigarettes and tobacco products.
  - Motion to urge the province to further increase social assistance rates to reflect the actual cost of nutritious food and housing.
  - Motion #57-14 to support for regulation on the manufacture, sale, promotion, display and use of cigarettes and prohibiting the use of e-cigarettes on school property.
  - Resolution #59-14 to urge the Ministry to adequately fund the emergency dental program and maintain clinical preventive oral health services in the Ont. Public Health Standards.
- Algoma Public Health: Resolution #101 to urge the Ministry to maintain the dental program in the Ont. Public Health Standards, access to one full course of treatment for children with urgent dental needs and access to preventive oral health services.
- Simcoe Muskoka District Health Unit: Letters sent to the Federal Minister of Health, MOHLTC and Director General of Health Products and Food Branch Inspectorate to recommend to regulate all e-cigarettes, cartridges and liquids to ensure manufacturing and accurate labelling, to require that e-cigarettes be sold in child-proof bottles, and restrict marketing, advertising and promotion.
- Haliburton, Kawartha, Pine Ridge District Health Unit: Letter to the MOHLTC to urge and reconsider the removal of Oral Health Preventive Services and maintain access to one full course of treatment and prevention for children with urgent dental conditions.
- Northwestern Health Unit: Resolution #118-2014 to urge the Ministry the current eligibility criteria and continue to support current levels of funding through general program and Healthy Smiles Ontario budgets.
- The Premier of Ontario, Kathleen Wynne: Letter to Mayor Kidd and Dr. Spruyt for the

resolution regarding electronic cigarettes.

- Windsor-Essex County Health Unit: Resolution to recommend to the Province of Ontario to amend the regulations of the Safe Drinking Water Act to require community water fluoridation for all municipal water systems to prevent dental carries.  
-Resolution to encourage all Windsor-Essex municipalities to develop and adopt by-laws prohibiting smoking, smokeless tobacco use and lighted or heated smoking equipment such as hookah, waterpipe, e-cigarettes in all municipality owned outdoor sport and recreation areas, parks, beaches, trails, playgrounds and 9m from entrances, buildings, transit shelters and hospital grounds.

CARRIED

Mr. Watchorn left the meeting at 7:58 p.m.

11. **IN-CAMERA**

**MOTION #11R-2015**

Moved by: Jesse Foley

Seconded by: Jean-Guy Chamaillard

Be it resolved that the Board of Health agrees to move in-camera at 7:59 p.m. to discuss the following matters under section 239 (2):

- a. THU Property

CARRIED

12. **RISE AND REPORT**

**MOTION #12R-2015**

Moved by: Mike McArthur

Seconded by: Jesse Foley

Be it resolved that the Board of Health agrees to rise without report at 8:06 p.m.

CARRIED

13. **DATES OF NEXT MEETINGS**

The next Board of Health meeting will be held on March 4<sup>th</sup>, 2015 at 6:30 p.m. in New Liskeard.

14. **ADJOURNMENT**

**MOTION #13R-2015**

Moved by: Mike McArthur

Seconded by: Merrill Bond

Be it resolved that the Board of Health agrees to adjourn the regular meeting at 8:08 p.m.

CARRIED

**1. Call to Order**

The meeting was called to order at 1:05 p.m.

**2. Roll Call**

<input checked="" type="checkbox"/> Mayor Carman Kidd	<input checked="" type="checkbox"/> Mike Trodd	<input type="checkbox"/> Joel Breault
<input checked="" type="checkbox"/> Chris Oslund	<input checked="" type="checkbox"/> Mike Del Monte	<input type="checkbox"/> Maria McLean
<input checked="" type="checkbox"/> Timothy Uttley	<input type="checkbox"/> Thomas McLean	<input checked="" type="checkbox"/> Monique Chartrand
<input type="checkbox"/> Shelly Zubyck	<input checked="" type="checkbox"/> Serenna Besserer	<input type="checkbox"/> Roger Lord

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

None

**4. Approval of Agenda**

Recommendation EMPC-2015-01

Moved by: Mike Del Monte  
Seconded by: Carman Kidd

Be it resolved that the March 18, 2015 Emergency Management Program Committee Agenda be approved as printed.

**Carried**

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

None

**6. Review and Adoption of Previous Minutes**

Recommendation EMPC-2015-02

Moved by: Serena Besserer  
Seconded by: Carman Kidd

Be it resolved that the October 15, 2014 Emergency Management Program Committee minutes be adopted as presented.

**Carried**

**7. Delegations**

None

**8. Correspondence**

None

**9. Training and Education**

None

**10. Unfinished Business**

a) Terms of Reference Review

The Committee reviewed the Terms of Reference and made the following recommendation:

Recommendation EMPC-2015-03

Moved by: Monique Chartrand  
Seconded by: Mike Del Monte

Be it resolved that the Emergency Management Program Committee confirms its review of the Terms of Reference for the Committee as adopted by By-law No. 2011-158, as amended; and

That the Committee recommends to Council for the City of Temiskaming Shores the following amendments to the Committee's Terms of Reference:

- That Section 2.10 (Election of Chairperson) be amended to elect the Chairperson and Vice-Chairperson of the Committee for the Term of Council instead of on an annually basis
- That Section 6.1 (Meetings) be amended to reduce the number of meetings from monthly to four (4) times per year (February, June, September and November)
- That Section 8.1 (Quorum) be amended to read "50% + 1 of the members appointed" instead of "...members present".

**Carried**

**11. New Business**

a) Annual Election of Committee Chairperson and Vice Chairperson

Recommendation EMPC-2015-04

Moved by: Chris Oslund  
Seconded by: Monique Chartrand

Be it resolved that the Emergency Management Program Committee nominates Mike Trodd and Thomas McLean as Chairperson and Vice Chairperson respectively, for the Emergency Management Program Committee for the 2015 calendar year.

**Carried**

b) Emergency Preparedness Week (May 3 – 9, 2015)

- Four (4) hours of annual training to be conducted for the Emergency Control Group, staff and other individuals identified in the Emergency Response Plan;
- Annual Exercise for the Emergency Control Group; and
- Public Education Strategy – Emergency Preparedness Day

Chief Uttley advised that he is planning a mock evacuation as part of this year's annual training for the Emergency Control Group. It will be held in conjunction with the annual Emergency Preparedness Week and take place on Friday, May 8, 2015.

The Emergency Preparedness Day event will be held on Saturday, May 9, 2015 at the Haileybury Arena.

Victims Services of Temiskaming & District will hold its annual bike auction in conjunction with their barbeque this year.

An Annual Training and Emergency Preparedness Day Subcommittee was established comprised of Chief Uttley, Derrick Buffam, Mike Del Monte, Serena Besserer, Monique Chartrand and Thomas McLean.

c) Critical Infrastructure Identification Review

The Committee reviewed the Critical Infrastructure Identification List in accordance with the Emergency Management and Civil Protection Act.

d) Emergency Management Program 2014 Statement of Completion

Chief Uttley advised that the 2014 Emergency Management Program Statement of Completion was verified by Emergency Management Ontario on December 2, 2014. The City of Temiskaming Shores achieved compliance with the requirements of the Emergency Management and Civil Protection Act.

**12. Schedule of Meetings**

- **Wednesday, June 17, 2015** at 1:00 p.m. - City Hall (325 Farr Drive)
- **Wednesday, September 16, 2015** at 1:00 p.m. - City Hall (325 Farr Drive)
- **Wednesday, November 18, 2015** at 1:00 p.m. - City Hall (325 Farr Drive)

**13. Adjournment**

Recommendation EMPC-2015-05

Moved by: Serenna Besserer

Seconded by: Carman Kidd

Be it resolved that the March 18, 2015 Emergency Management Program Committee meeting be hereby adjourned at 2:00 p.m.

**Carried**

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Mike Trodd, Committee Chair

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Christopher W. Oslund, Recording Secretary

## **Temiskaming Shores Public Library Board**

Meeting Minutes  
Thursday, February 19, 2015  
7:00 p.m. at the Haileybury Branch

### **1. Call to Order**

Meeting called to order by Library CEO/Head Librarian Rebecca Hunt at 7:00 p.m.

### **2. Roll Call**

Present: Roger Oblin, Donald Bisson, Jeff Laferriere, Brenda Morissette, Carman Kidd, Robert Dodge and CEO/Head Librarian Rebecca Hunt

Regrets: Cam Locke, Theresa McGrory

Guests: Brad Hearn, IT Officer with City of Temiskaming Shores

Members of the Public: 1

### **3. Presentation by Guest Speaker Brad Hearn: Network merger and virtualized infrastructure options**

### **4. Election of officers:**

**Chair: Donald Bisson**

At this time the Chair was passed to Donald Bisson.

**Vice Chair: Roger Oblin**

### **5. Adoption of the Agenda**

**Moved by:** Roger Oblin

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accept the agenda as amended.

**Carried.**

**Additions to Agenda:**

**Plan, Policy and Bylaw Review b.:** Personnel Policies to review and amend.

**6. Adoption of the Minutes**

**Moved by:** Carman Kidd

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Thursday, January 15, 2015 as printed.

**Carried.**

**7. Business arising from Minutes**

- a. There was an inquiry by Carman Kidd on whether the emergency contact lists for the burglar alarms at the library buildings had been updated. The CEO will follow up with building maintenance.

**8. Correspondence**

- a. To Karen Beauchamp, Director of Community Growth and Planning, City of Temiskaming Shores

**Re:** Support for grant application.

**Reference:** Information.

- b. To Karen Beauchamp, Director of Community Growth and Planning, City of Temiskaming Shores

**Re:** Support for grant application.

**Reference:** Information.

- c. From Stephen Abram, Executive Director, Federation of Ontario Public Libraries

**Re:** Resources for Library Trustees and Councilors.

**Reference:** Information.

## 9. Secretary–Treasurer’s Report

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

### ***Friends of the Library***

Will meet on March 18, 2015 at 11:00 in Haileybury.

### ***Building and Equipment***

Fire safety checks were conducted in January in Haileybury and New Liskeard buildings.

There have been some problems with the pipes freezing at the New Liskeard branch in February. On February 2 the sewer pipes from the public washroom froze and building maintenance was called. At that time it was discovered that some work needed to be done on the plumbing in that area of the building. The work is deferred until later in the Spring, but we have been warned that we will lose the wall space in the children’s area downstairs on the streetside of the building because a vent will be placed to keep the pipes from freezing. Staff is discussing how the bookshelves will be placed to best accommodate these changes.

On February 9 the water pipes to the New Liskeard building froze and the library was closed at 1:00 for the rest of the day so Building Maintenance could work. The pipes were thawed later in the afternoon.

### **Business:**

**Ontario Library Association Conference:** Rebecca Hunt attended the OLA conference in Toronto on January 29 and 30.

**Library Advocacy Unshushed Course:** Alison McCorkle and Sue Culhane are taking this online course offered free from the University of Toronto

**EXCEL Small Library Management courses:** Melissa Campsall and Kendra Lacarte are taking a courses this term towards their certificates.

**Advanced EXCEL:** Carmen Peddie is taking a course for her certificate.

**RBC After School Project Grant:** There was discussion about the board applying for the grant, depending on what happens with the library budget and if we can meet the March 16 deadline. If it is not possible to apply this year, staff will plan on applying next year.

**Changes to staff benefits:** The CEO reviewed the changes to staff benefits.

### ***Programming***

Technology Help One-on-One and Drop-In Sessions at the Haileybury Branch

Tuesdays, Wednesdays or Saturdays or drop in on Fridays until the end of March

Les liseuses, Club de lecture pour les adultes à la succursale de New Liskeard

Le premier mardi du mois de 10 h à 11 h.

Manor, Lodge and Extencicare book exchanges continue

Books are exchanged for residents every two weeks in each location

Pay as you Please Used Book Sales at the Library Branches

There are ongoing used book sales at both branches of the library, pay as you please.

Tuesday Night Book Club at the New Liskeard Branch

The last Tuesday of each month.

Blind Date with a Book at both branches

Reading incentive program for the month of February

Brownies/Sparks visit the New Liskeard Branch

Wednesday, February 4: 30 attended

Typing Skills Cyber Camp at the Haileybury Branch Library

Friday, February 6: 8 attended

Ukulele Workshop at the New Liskeard Branch

Saturday, March 7

Games Galore at the New Liskeard Branch

Thursday, March 19

***Finances and Statistics***

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

## **10. Committee Reports**

### **a. Finance and Property Committee**

Nothing to report

### **b. Planning and Policy Committee**

Nothing to report

### **c. Publicity / Personnel**

Nothing to report.

## **11. New Business**

### **a. Report #004-2015 Health and Safety January workplace inspection report**

Received for information.

### **b. Report #005-2015 Subscribing to e-magazines through Zinio.**

The report described the Zinio e-magazine service for libraries and how the platform is copyrighted and agreements are in place with the magazine publishers.

Received for information.

### **c. Library 2015 Budget.**

There was discussion on the Library's 2015 budget and the City Council's February 10<sup>th</sup> request to look at reducing the Library's budget by \$50,000 to realize the savings from a reduction of a full time staff person in 2014.

The CEO distributed Report #006-2015 Staffing Budget Priorities, prepared by the CEO.

The Board discussed the fact that the Library has already realized savings of \$9000 in 2014 from the 2013 budget because of the retirement of a staff person in 2014, and an additional \$6000 in the Board's first draft of the 2015 budget from the 2014 budget. Mayor Kidd stated that the board may be credited the \$15,000 already saved towards the \$50,000 reduction.

There was discussion about the \$36,000 chargeback to the Library for Library Staff Great West Life benefits. Jeff Laferriere explained the chargeback on the Library's budget to the Board.

Chair Donald Bisson appointed a Finance Committee to work on the Library's budget:

Roger Oblin, Chair of Finance Committee

Jeff Laferriere

## 12. Plan, Policy and Bylaw Review

### a. Policy review: Intellectual Freedom policy, Col-2

#### **Motion #2015-03**

**Moved by:** Roger Oblin

**Seconded by:** Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board adopts the Library's Collection Development Policy on Intellectual Freedom, COL-2 as reviewed.

**Carried.**

### b. Policy Review: Personnel Policies, Per-9, Per-14

#### **Motion #2015-04**

**Moved by:** Brenda Morissette

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board, for pay equity purposes, amend the board's personnel policy Per-9 Salary Administration in regards to the Library Clerk job classification to reflect the agreed increase in wages for the comparator city position of Receptionist, effective February 3, 2015, and the board's personnel policy Per-14 Worker's Comp/Sick Leave Plan to reflect the changes in the administration of unused sick time at year end.

**Carried.**

**Motion #2015-05**

**Moved by:** Roger Oblin

**Seconded by:** Carman Kidd

Be it resolved that the Temiskaming Shores Public Library Board, for pay equity purposes, adopts the City's Management Agreement 2015-2017 for the Library CEO/Head Librarian position of the Temiskaming Shores Public Library Board, and that the Library CEO/Head Librarian position be classed at Level 3 with the comparator positions of Transportation Superintendent and Parks and Facilities Superintendent as per the 2009 Pay Equity Review suggested comparable positions.

**Carried.**

**13. Adjournment**

Motion to adjourn by Jeff Laferriere at 9:05 pm.

**Carried.**

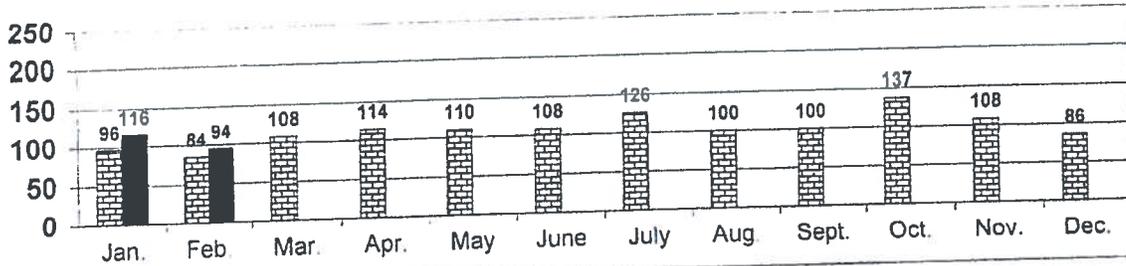
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Chair – Donald Bisson

**EARLTON-TIMISKAMING REGIONAL  
AIRPORT  
FEBRUARY 2015**

<b><u>REVENUE</u></b>	<b><u>ACTUAL</u></b>	<b><u>YTD</u></b>
Fuel	\$9,624	\$13,908
Operations	\$7,366	\$16,457
	<hr/>	
	\$16,990	\$30,365
 <b><u>EXPENSES</u></b>		
Fuel	\$3,968	\$7,981
Operations	\$20,032	\$38,763
Capital Expenses	\$0	\$0
	<hr/>	
	\$24,000	\$46,744
 <b><u>NET PROFIT/LOSS</u></b>		
Fuel	\$5,656	\$5,927
Operations	-\$12,666	-\$22,306
Capital Expenses	\$0	\$0
	<hr/>	
	-\$7,010	-\$16,379
 <b><u>FUEL INVENTORY - JET A1</u></b>	\$ 3,040	
<b><u>FUEL INVENTORY - AVGAS</u></b>	\$ 2,097	
<b><u>FUEL INVENTORY - DIESEL</u></b>	\$ 2,903	

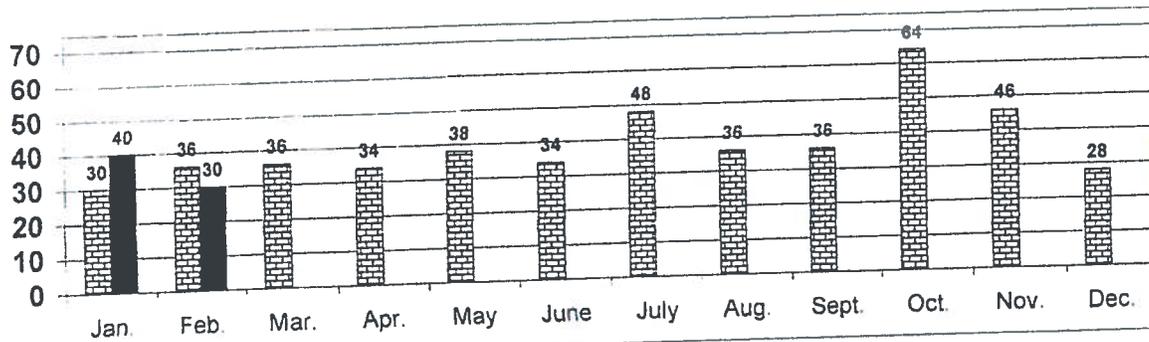
### Air Carriers Movements

2014  
2015



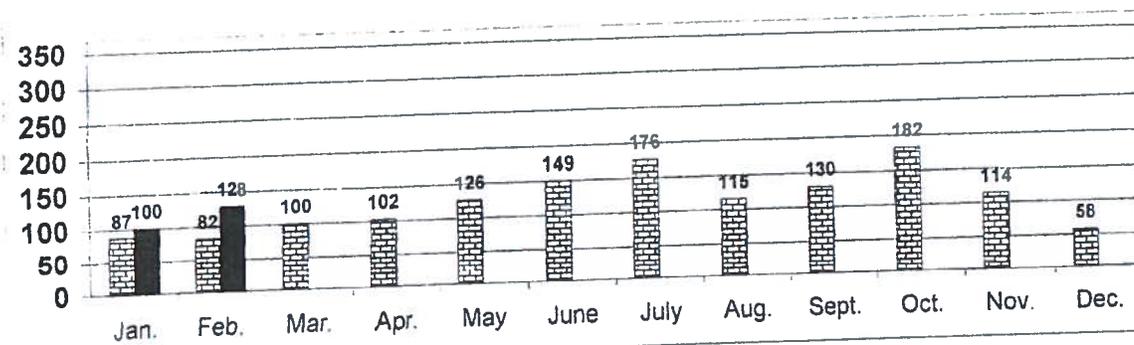
### Air Ambulance Movements

2014  
2015



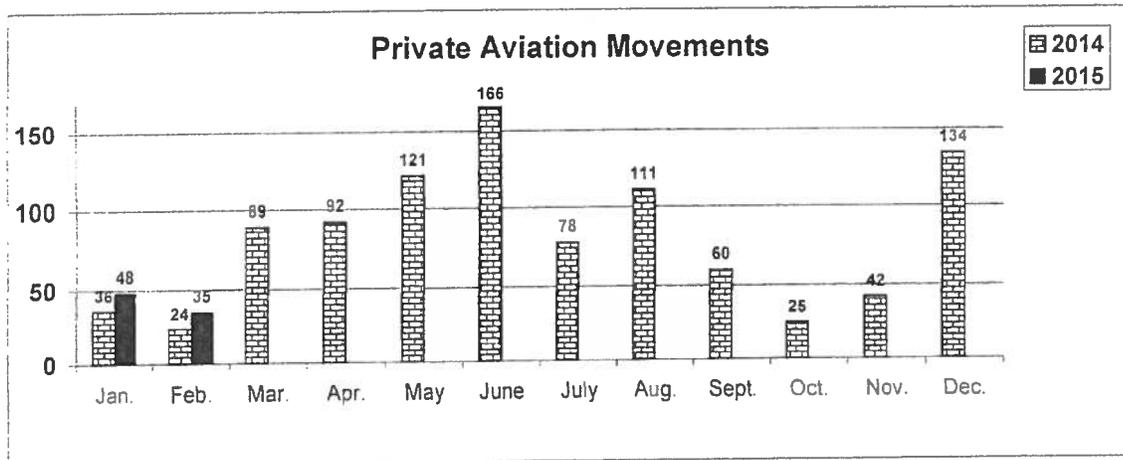
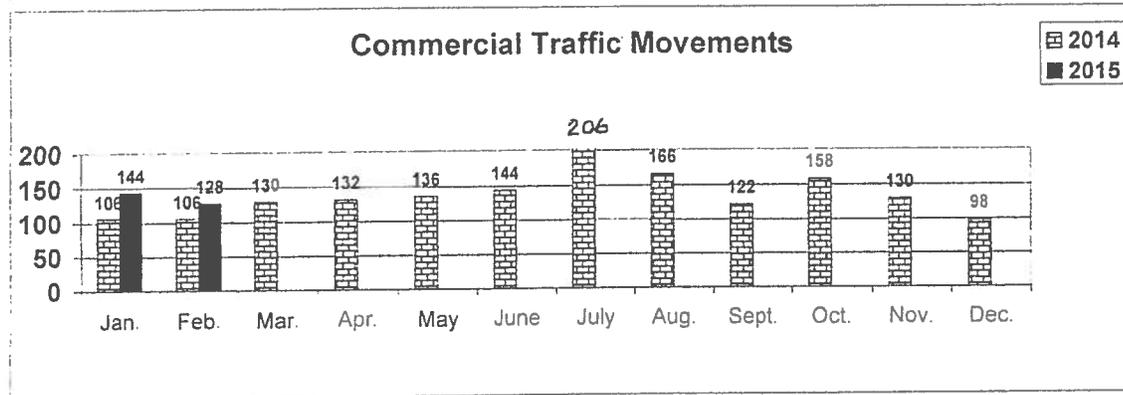
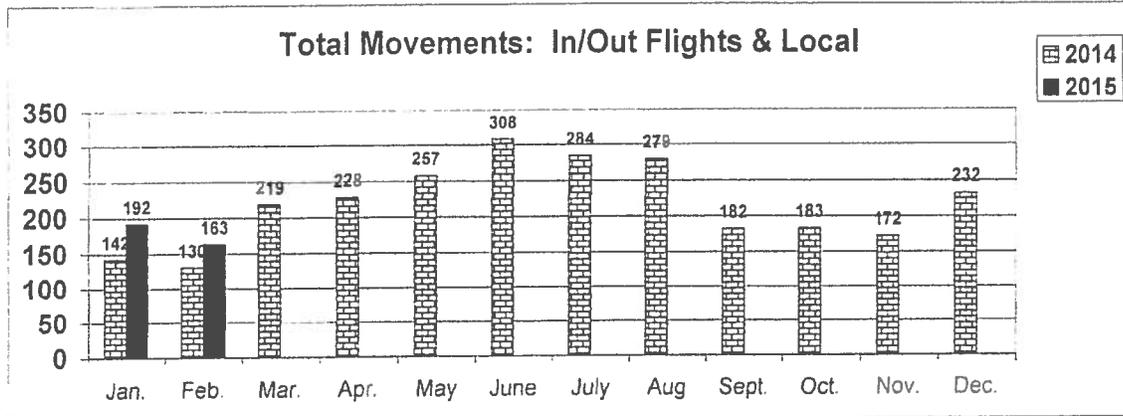
### # Pgrs. via Air Charter

2014  
2015



# ANNUAL AIRCRAFT MOVEMENTS

AS OF FEBRUARY 28, 2015



## MANAGER'S REPORT FEBRUARY 2015

### Cobalt Council:

I offered to visit any of the MSB member's local Council meetings to explain the Airport operations to help understand our situation. Cobalt invited me to their regular meeting on February 24th. I answered many questions to help clarify what it is that we do at the Airport, our sources of revenue, and where we spend our money. The statistics on Air Ambulance movements were certainly highlighted. I found out the next day that Cobalt had voted to support investigation into Option A, the Not-For-Profit Corporation.

### Blown Away:

In all my years of working with helicopters, I will admit that I had never seen one do this. We had a helicopter come to work out of our Airport to see if it could be used as a tool to remove snow accumulations from a solar panel array. He hovered over the panels to blow off the snow with the rotor wash. Apparently it worked well in the morning, but as the day warmed up, the snow began to stick onto the panels. They get an "A" for initiative.

### Fuel Sales:

This month we surpassed our budgeted fuel sales. This was in large part to two visits from Georgia Pacific's corporate jet. The runway conditions were almost perfect for them each time at 90% bare and dry. We sold 4987 litres of Jet A1 Fuel and 972 litres of Avgas. These are the highest sales for this month since 2007.

Harold Cameron  
Earlton-Timiskaming Regional Airport Manager

**Community Contribution Summary**  
**2015 Sharing Contribution**  
**Per Capita Contribution - \$7.95**

<u>Community</u>	<u>Population</u>	<u>Contribution</u>	<u>Paid</u>
Armstrong	1265	\$10,057	
Casey	374	\$2,973	
Chamberlain	346	\$2,751	
Charlton and Dack	670	\$5,327	
Cobalt	1103	\$8,769	
Coleman	531	\$4,221	
Englehart	1546	\$12,291	
Evanturel	464	\$3,689	
Harley	526	\$4,182	
Hilliard	227	\$1,805	
Hudson	457	\$3,633	
James	474	\$3,768	
Temiskaming Shores	10125	\$80,494	
Thornloe	110	\$875	
<b>Total Contributions</b>	<b>18218</b>	<b>\$144,833</b>	<b>\$0</b>

**Donation**

Kerns	349	\$2,775	
<b>Total Contributions</b>		<b>\$147,608</b>	<b>\$0</b>

As of March 5, 2015

**EARLTON-TIMISKAMING REGIONAL AIRPORT  
MUNICIPAL SERVICES BOARD (MSB)  
MINUTES**

Thursday, February 19th, 2015  
Council Chambers, Township of Armstrong  
Earlton, Ontario

**Attendance:** Marc Robillard, Pauline Archambault, Morgan Carson, Danny Whalen,  
Doug Metson, Barbara Beachey, Ken Laffrenier, Debbie Veerman, Bryan McNair,  
Ron Vottero, Harold Cameron, Sheila Randell, George Daviau (Armstrong Twp.)

**Absent:** Representatives from Cobalt and James Twp.

1. **Welcome - Meeting called to order**  
Moved by: Barbara Beachey  
Seconded by: Bryan McNair  
BE IT RESOLVED THAT "the meeting of February 19th, 2015, be called to order  
at 8:00 p.m. by acting Chair, Marc Robillard."  
Carried
  
2. **Attendance was taken.**
  
3. **Approval of Agenda**  
Moved by: Bryan McNair  
Seconded by: Doug Metson  
BE IT RESOLVED THAT "the Agenda be approved as presented."  
Carried
  
4. **Minutes of last Meeting**  
Moved by: Doug Metson  
Seconded by: Barbara Beachey  
BE IT RESOLVED THAT "the Minutes of the meeting held January 22nd, 2015, be  
adopted as presented."  
Carried
  
5. **Errors or Omissions**  
There were no errors or omissions.
  
6. **Business Arising from the Minutes**  
There was no business arising from the minutes.
  
7. **Closed Session**  
There was no Closed Session.

**8. Committee Reports**

**(i) Finance Committee**

Moved by: Doug Metson

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "the report of the Finance Committee for the month of January 2015, be adopted as presented and be attached hereto, forming part of these Minutes."

Carried

**(ii) Property and Maintenance Committee Report**

No Report

**(iii) Human Resources Committee**

No Report

**9. Correspondence**

Moved by: Danny Whalen

Seconded by: Barbara Beachey

BE IT RESOLVED THAT "the Correspondence for January 2015 be filed."

Carried

**10. Manager's Report**

Moved by: Bryan McNair

Seconded by: Doug Metson

BE IT RESOLVED THAT "the Manager's Report for the month of January 2015, be adopted as presented, and attached hereto forming part of these Minutes."

Carried

**11. Chairman's Remarks/Report**

No Report

**12. Any Other Business**

Discussion held on outstanding amount owing by Northern Skys (Richard Bailey), and Harold has agreed to contact Richard to discuss payment.

Pauline Archambault requested that Harold keep track of his hours spent working on clean-up at the hangar, and also suggested that the drag race equipment be moved.

**13. Adjournment**

Moved by: Danny Whalen

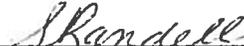
Seconded by: Doug Metson

BE IT RESOLVED THAT "this meeting be adjourned - 8:47 p.m. The next meeting will be held March 19th, 2015 at 7:00 p.m. at Armstrong Council Chambers.

Carried



Chair



Secretary

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

**Meeting Minutes**

Wednesday, December 17, 2014

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**PRESENT:** Chair: Carman Kidd  
Members: Florent Heroux; Rod Mathews; Suzanne Othmer

**REGRETS:** Greg Ford; Voula Zafiris

**ALSO PRESENT:** Jennifer Pye, Secretary-Treasurer  
Karen Beauchamp, Director of Community Growth and Planning

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**1. Opening of Meeting**

Resolution No. 2014-61

Moved By: Rod Mathews  
Seconded By: Florent Heroux

Be it resolved that the Committee of Adjustment meeting be opened at 1:30 p.m.

**Carried**

**2. Adoption of Agenda**

Resolution No. 2014-62

Moved By: Rod Mathews  
Seconded By: Florent Heroux

Be it resolved that the Committee of Adjustment adopts the agenda as printed.

**Carried**

**3. Declaration of Pecuniary Interest**

Carman Kidd declared conflict of interest on agenda item 5.1 – Consent Application B-2014-05(D) as his son is the owner of the subject property.

**4. Adoption of Minutes**

Resolution No. 2014-63

Moved By: Florent Heroux  
Seconded By: Rod Mathews

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the November 26, 2014 Committee of Adjustment Meeting as amended.

**Carried**

**5. Public Hearings**

The Planning Act requires that a public hearing be held before the Committee of Adjustment decides whether to approve such applications. The public hearing serves two purposes: first, to present to the Committee and the public the details and background to the proposed applications and, second, to receive comments from the public and agencies before a decision is made.

**5.1 Consent Application B-2014-05(D) Kidd Crest Farms Ltd**

Carman Kidd declared conflict of interest and vacated the meeting room.

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

**Meeting Minutes**

Wednesday, December 17, 2014

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Resolution No. 2014-64

Moved By: Rod Mathews

Seconded By: Suzanne Othmer

Be it resolved that the Committee of Adjustment appoints Florent Heroux to Chair the hearing of Consent Application B-2014-05(D)

**Carried**

The Chair declared the public hearing for Consent Application B-2014-05(D) to be open.

The Chair asked the Planner, Jennifer Pye, to summarize the proposal, provide any additional information that may be relevant and summarize any correspondence received to date regarding this application.

**Subject lands:** Dymond Concession 4, Part of Lot 3, South Part of Lot 4, North Part of Lot 4, Parcels 1174NND, 6599NND, 4903SST, and 33T; Dymond Concession 5, South Part of Lot 4, Parcel 2003 TIM; Township of Dymond.

**Purpose of the application:** The purpose of the application is to sever the north portion of the property, approximately 190 hectares (469.5 acres) and retain the south portion of the property, approximately 110 hectares (271.8 acres). Both the severed and retained properties will continue to be used for agricultural purposes and will be leased back to the current owner. No development is anticipated as a result of this application.

In 2010 the Committee of Adjustment approved an application to sever a surplus farm dwelling from the northern-most parcel of the proposed severed property. One of the conditions of approval of the consent was that a restriction be registered on title of the retained parcel to prohibit the construction of a residential dwelling on the retained parcel in the future.

**Statutory public notice:** The application was received on November 28, 2014 and was circulated to City staff on December 1, 2014. Notice of a complete application and notice of a public hearing was advertised in the Temiskaming Speaker on December 3, 2014 in accordance with the requirements of the Planning Act. Notice was also mailed to property owners within 60m (200') of the subject land.

Jennifer Pye summarized the Planning Report and advised that in her opinion the application meets the four tests for a minor variance as prescribed in the Planning Act and respectfully requested that the Committee approve the application.

The Committee requested clarification regarding the reasoning for the condition requiring the owner/applicant to register a restriction on title to the severed property to ensure the portion of the property to the west of the railway corridor cannot be sold without the portion of property to the east of the railway corridor. Jennifer Pye clarified that the Township of Dymond Official Plan and Zoning By-law 984 require properties to front on a municipally-owned and year-round maintained road and the portion of property to the west of the railway corridor does not meet this requirement. Registering a restriction on title pursuant to Section 118 of the Land Titles Act would ensure that the properties would be considered together for all future dealings with the severed portion.

The Committee questioned if the owner would be pursuing solar power development on the severed property as the Hydro One transmission line runs through the property. Jennifer Pye stated that the

**The Corporation of the City of Temiskaming Shores**  
**Committee of Adjustment**  
**Meeting Minutes**

Wednesday, December 17, 2014

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applicant indicated to her through pre-consultation that the property was to be used for agricultural purposes and was to be leased back to the owner/applicant for a period of five years. The Committee and City staff discussed the restrictions and requirements for locating solar projects under the Feed-In-Tariff and Large Renewable Procurement programs on prime agricultural lands.

The committee considered the following resolution:

Resolution No. 2014-65

Moved By: Rod Mathews  
Seconded By: Suzanne Othmer

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Consent Application B-2014-05(D) as submitted by Kidd Crest Farms Inc. for the following lands:

- Roll No. 5418-020-001-135.00 – Dymond Concession 4, Part of Lot 3, Parcels 1174NND and 6599NND;
- Roll No. 5418-020-001-136.00 – Dymond Concession 4, South Part of Lot 4, Parcel 4903SST;
- Roll No. 5418-020-001-143.00 – Dymond Concession 4, North Part of Lot 4, Parcel 33T;
- Roll No. 5418-020-001-161.00 – Dymond Concession 5, South Part of Lot 4, Parcel 2003TIM.

**And whereas** the applicant is requesting to sever the north portion of the subject property, approximately 190 hectares (469.5 acres), and retain the south portion of the property, approximately 110 hectares (271.8 acres);

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated December 5, 2014 and has considered the recommendations therein;

**And whereas** the following comments are noted in this decision:

Ontario Northland Transportation Commission (letter dated December 3, 2014):

- If access to portions of the severed property will be across ONR's rail line then an application will have to be made to ONR's Rail Division to have a crossing installed. If the proposed location is safe for a crossing then an agreement would have to be entered into under which there are fees payable to Ontario Northland and the licensee would have to maintain auto liability and general liability insurance.

Hydro One Networks Inc (letter dated December 5, 2014):

- Easement rights on the subject property must be protected and maintained.
- At the site plan stage for any proposed "new development," lot grading and drainage plan showing existing and final grades must be submitted in triplicate to Hydro One for review and approval.
- Detailed site servicing plan showing placement of any proposed utilities and lighting systems must be forwarded to Hydro One for review at the site plan stage.
- Any placement of permanent structures, facilities, or landscaping within the easement corridor will be prohibited without prior written approval.

Ministry of Transportation (letter dated December 15, 2014):

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

**Meeting Minutes**

Wednesday, December 17, 2014

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- A Ministry of Transportation of Ontario (MTO) building/land use permit will be required for any proposed buildings, septic systems, wells etc. located within 46m of the MTO right-of-way (ROW) limits or within a 183 metre radius of intersections. New buildings, septic systems etc. must be setback a minimum of 8 metres from the limits of the MTO ROW. New wells must be setback a minimum of 30 metres from the limits of the MTO ROW.
- An MTO entrance permit will be required prior to the construction of any new entrances or to reflect any changes in land ownership.
- Access to the severed part(s) will be via River Road and/or Heroux Road.

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Consent Application A-2014-05(D) subject to the following conditions:

- 1) The following documents shall be provided to the Secretary-Treasurer for the transaction described:
  - a) The original executed Transfer/Deed of Land form, a duplicate original, and one photocopy for our records;
  - b) A Schedule to the Transfer/Deed of Land form on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the Transfer/Deed of Land form;
  - c) A reference plan of survey which bears the Land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which consent approval relates;
- 2) That the owner/applicant provides an undertaking from their lawyer agreeing to transfer the existing right-of-way easement which forms part of the subject property and that the right-of-way easement shall form part of the severed property and shall be maintained in perpetuity.
- 3) That the owner/applicant provides an undertaking from their lawyer agreeing to register a restriction pursuant to S.119 of the Land Titles Act on title to the land to be severed to the effect that no building located on the land will be used for residential purposes, and no building will be constructed on the land for residential purposes.
- 4) That the owner/applicant provides an undertaking from their lawyer agreeing to register a restriction pursuant to S.118 of the Land Titles Act on title to the land to be severed to the effect that the area of property to the west of the Ontario Northland Railway corridor cannot be further transferred separately and apart from the area of property to the east of the Ontario Northland Railway corridor.
- 5) That the owner/applicant secure legal access to the portion of the severed property to the west of the Ontario Northland Railway corridor through one of the following methods:
  - a) That the owner/applicant enter into an agreement, or provide proof of an existing agreement, with the Ontario Northland Transportation Commission for the existing crossing of the Ontario Northland Railway corridor, in accordance with all of the requirements of the Ontario Northland Transportation Commission;
  - b) That the owner/applicant obtain an easement over the retained property, to be registered on title in favour of the severed property, to allow legal access in perpetuity to the portion of the

**The Corporation of the City of Temiskaming Shores  
Committee of Adjustment  
Meeting Minutes**

Wednesday, December 17, 2014

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severed property to the west of the Ontario Northland Railway corridor, and that the easement cannot cross the railway corridor.

**Carried**

The Chair declared the public hearing for Consent Application B-2014-05(D) to be closed.

Carman Kidd returned to the meeting room.

**6. New Business**

None

**7. Unfinished Business**

**7.1 Minor Variance Application A-2014-12(NL) 1679491 Ontario Limited**

Jennifer Pye updated the Committee on the further investigation that was done by the Public Works Department regarding the private sewer connection as it relates to the proposed Minor Variance application and stated that through dye testing of the connection for 101 Niven Street it was determined that the sewer connection for the house on the subject property is connected directly to the City's main on Dymond Avenue and is not serviced by the private connection, although the line still runs through the subject property.

Karen Beauchamp noted that the City will continue to work with and consult with the affected property owners. Letters have been sent and it is expected that a neighbourhood meeting will be arranged.

The Committee considered the following resolution:

**Resolution No. 2014-53**

Moved By: Voula Zafiris

Seconded By: Angela Hunter

**Whereas** the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2014-12(NL) as submitted by 1679491 Ontario Limited for the following lands: 101 Niven Street North; Plan M31NB, Lot 19; Parcel 3438SST; New Liskeard;

**And whereas** the applicant is requesting relief from the following sections of Zoning By-law 2233, as amended:

- 1) Section 7(2)(a)(i) requires a minimum lot area for a duplex dwelling house of 660m<sup>2</sup>. The applicant is requesting 602.3m<sup>2</sup>;
- 2) Section 7(2)(b)(i) requires a minimum lot frontage for a duplex dwelling house of 18m. The applicant is requesting 12.27m.

**And whereas** the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated October 24, 2014 and has considered the recommendations therein;

**The Corporation of the City of Temiskaming Shores  
Committee of Adjustment  
Meeting Minutes**

Wednesday, December 17, 2014

---

**Be it resolved that** the Committee of Adjustment for the City of Temiskaming Shores approves Minor Variance Application A-2014-12(NL).

**Further be it resolved that** the following variance be granted:

That the Committee of Adjustment grant relief from Section 7(2)(a)(i) of Zoning By-law 2233 to permit a minimum lot area for a duplex dwelling house of 602.3m<sup>2</sup>.

That the Committee of Adjustment grant relief from Section 7(2)(b)(i) of Zoning By-law 2233 to permit a minimum lot frontage for a duplex dwelling house of 12.27m.

**For the following reasons:**

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the Town of New Liskeard Official Plan, as amended;
2. The variance maintains the general intent and purpose of the Town of New Liskeard Zoning By-law 2233, as amended;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor.

**Carried**

**8. Applications for Next Meeting**

Next meeting: Wednesday, January 28, 2015

**9. Adjournment**

Resolution No. 2014-66

Moved By: Rod Mathews

Seconded By: Florent Heroux

Be it resolved that the Committee of Adjustment meeting be closed at 2:16 p.m.

**Carried**

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Carman Kidd  
Chair

---

Jennifer Pye  
Secretary-Treasurer



**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES  
ACCESSIBILITY ADVISORY COMMITTEE REGULAR MEETING**

Wednesday, March 18, 2015 – 10:30 AM

Timiskaming Health Unit

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Vision Statement: All people of the City of Temiskaming Shores shall live in dignity, with independence, inclusion and equal opportunity.

Mission Statement: To ensure through education, promotion, and advocacy, that all persons with disabilities can with dignity and independence have full, equal, inclusionary participation and opportunity within the boundaries of the City of Temiskaming Shores.

**MINUTES**

**1. CALL TO ORDER**

- Meeting called to order at 10:32 a.m.

**2. ROLL CALL**

MEMBERS:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Janice Labonte - Chair     | <input checked="" type="checkbox"/> George Depencier | <input type="checkbox"/> Debbie Despres                  |
| <input checked="" type="checkbox"/> Carman Kidd (Mayor)        | <input checked="" type="checkbox"/> Josette Cote     | <input type="checkbox"/> Bob Hobbs                       |
| <input checked="" type="checkbox"/> Mike McArthur (Councillor) | <input checked="" type="checkbox"/> Walter Humeniuk  | <input checked="" type="checkbox"/> Nicki Galley (phone) |

SUPPORT STAFF:

- Karen Beauchamp, Director of Community Growth and Planning
- Kelly Conlin, Executive Assistant
- Jennifer Pye, Planner

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

- Add: 7.6 – Council Updates

### **4. APPROVAL OF AGENDA**

Moved by: Josette Cote

Seconded by: Walter Humeniuk

Be it resolved that:

The agenda for the March 18, 2015 TSAAC meeting be approved as amended.

**CARRIED**

### **5. DISCLOSURE OF CONFLICT OF INTEREST AND GENERAL NATURE**

- None

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

Moved by: Carman Kidd

Seconded by: Mike McArthur

Be it resolved that:

The Minutes for the January 21, 2015 TSAAC meeting be approved as printed.

**CARRIED**

### **7. UNFINISHED BUSINESS**

#### **7.1 Election of Chair and Vice Chair**

Walter Humeniuk nominated Janice Labonte for the position of Chair. Nomination was seconded by George Depencier. There were no further nominations. Janice Labonte agreed to let her name stand.

Carman Kidd moved to close nominations for Chair. Mike McArthur seconded motion to close nominations for Chair.

Walter Humeniuk nominated Josette Cote for the position of Vice Chair. Nomination was seconded by George Depencier. There were no further nominations. Josette Cote agreed to let her name stand.

Moved by: Walter Humeniuk

Seconded by: George Depencier

Whereas Section 7.2 of the TSAAC Terms of Reference requires that at the first meeting of each calendar year, TSAAC shall elect a Chair and Vice-Chair;

Be it resolved that:

Janice Labonte is elected Chair

Josette Cote is elected Vice-Chair

**CARRIED**

**7.2 Housing for small families, seniors and persons living with disabilities Project– Update:**

Karen Beauchamp provided an update that the RFP for the project will be out by the end of the week. There are approximately 50 people on a list that would like to receive copies of the RFP and the package will be at the New Liskeard Pool/Fitness Centre and at City Hall and will be available for download on the City's website. The RFP will be advertised in the Community Bulletin. A public information meeting will be held on March 31, 2015 at 6:00pm at City Hall and guest speakers will include Stan Lawlor (Housing Needs Analysis) and Kaireen MacKinnon (principles of Universal Design) and will be paid for by money left over from CMHC seed funding.

**7.3 Review City's Accessibility Plan**

Moved by: Josette Cote

Seconded by: Nicki Galley

Whereas Section 8.2 of the TSAAC Terms of Reference requires that at the first meeting on each year, TSAAC shall commence the generation of an annual plan of activities including a review of the City's Multi-Year Accessibility Plan;

Be it resolved that:

TSAAC directs staff to update the City's Multi-Year Accessibility Plan to Section 3.3 to add TSAAC Accomplishments for 2014, Section 3.4 TSAAC Priorities for 2015 and 7.1 By-law No. 2012-186 amended Terms of Reference for TSAAC.

And further that, TSAAC requests a copy of the Accessibility Compliance Record that was submitted to the Province for 2014.

**CARRIED**

**7.4 Northern College Accessibility Awareness Day – TSAAC Challenge Station March 26, 2015**

Update:

Karen Beauchamp informed the Committee that Alexandra Jackson, Cultural Co-ordinator, will be taking the lead on the challenge station and Kim BenGuenna, a Northern College co-op student, will be helping as well. The City was asked to do more than 1 challenge so Alexandra and Kim are working on that from a list of possibilities.

## **7.5 Nomination for AMCTO AODA 10<sup>th</sup> Anniversary Champion Award**

Moved by: Walter Humeniuk

Seconded by: Mike McArthur

Whereas, Kaireen MacKinnon was employed by the City of Temiskaming Shores as an Accessibility Coordinator from July 2013 until July 2014 on a one-year youth intern contract which was partially funded by FedNor;

And whereas, Kaireen studied at the University of Guelph Humber and holds a Honours Bachelor of Applied Science in Family and Community Social Services from University of Guelph and a Social Service Workers' Diploma from Humber Institute of Technology and Advanced Learning;

And whereas, in her cover letter that accompanied her application for employment with the City, Kaireen writes, "I am passionate about serving individuals living with disabilities and addressing barriers that are experienced by those in our community;"

And whereas, Kaireen consistently demonstrates outstanding leadership and commitment in supporting awareness of accessibility and disability issues which will have a lasting impact on our community;

And whereas, Kaireen fosters a culture of accessibility in our community and raises awareness of the need to remove barriers in all sectors of our community including government, business, health care, planning and development, transit, and social services;

And whereas, Kaireen has worked to put policies in place that will improve accessibility in the areas of employment, customer service, transportation, built environment and recreation that have changed the way our community views disabilities and will have an impact on the way we do business for many years to come;

And whereas, Kaireen provided sound advice to the Temiskaming Shores Accessibility Advisory Committee based on her knowledge and experience, her research into best practices for improving accessibility, and the relationships that she fostered with other agencies including municipality's accessibility advisory committee members, CNIB, United Way, March of Dimes, Timiskaming Home Support, Timiskaming Health Unit, and Timiskaming Transit.

And whereas, because of her passion, Kaireen excels at educating people about the need for an accessible community including Mayor and Council, co-workers, committee members and the public;

And whereas, Kaireen's expertise and enthusiasm is acknowledged by community groups including the New Liskeard Cub Scouts and Temiskaming Injury Prevention Task Force who invited her to speak about disability issues and how we can all work together to reduce barriers to accessibility;

And whereas, Kaireen excels at community engagement and uses non-traditional methods which include: riding the transit bus for a day, and giving away cookies and juice on the street corner in order to engage people in conversations about disability issues that affect everyone;

And whereas, the Temiskaming Shores Accessibility Advisory Committee believes that Kaireen's passion for accessibility which she passes on to each person she meets, makes her a solid candidate for the AMCTO AODA 10th Anniversary Champion Award;

Therefore be it resolved that:

The Temiskaming Shores Accessibility Advisory Committee nominates Kaireen MacKinnon for The AMCTO AODA 10th Anniversary Champion Award her outstanding leadership and commitment in promoting awareness of accessibility and disability issues.

**CARRIED**

## **7.6 Council Updates**

Update:

Karen Beauchamp went through updates from last night's Council meeting that pertain to TSAAC:

- Council considered a report to amend the building permit fees for accessible upgrades and scheduled a public meeting for April 21, 2015 in regards to the proposed fees;
- Council delegated authority to the City Manager to enter into encroachment agreements for accessible ramps and lifts for certain developments that may encroach onto City property;
- Approved the accessible site plan guidelines but want the word "strongly" removed from the document, ie. "The City strongly encourages..."
- The Public Works Department will be putting out a tender for a contractor to maintain the transit shelters year-round, including snow removal and garbage removal.

## **8. NEW BUSINESS**

### **8.1 Proposed 2015 Operating and Capital Budgets**

Moved by: Josette Cote

Seconded by: Mike McArthur

Whereas TSAAC has reviewed the proposed Operating and Capital Budgets with respect to items that relate to accessibility;

Be it resolved that:

TSAAC commends staff and Council for budgeting for accessible upgrades to municipal buildings and infrastructure in order to make our community more accessible to persons living with disabilities;

And further that TSAAC recommends to Council that the committee be consulted on all projects that have an accessibility component.

**CARRIED**

## **8.2 Stopgap.ca Community Ramp Project**

Moved by: Carman Kidd

Seconded by: Walter Humeniuk

Whereas TSAAC has reviewed information regarding the Stopgap.ca Community Ramp Project and believes that it would be of benefit for businesses in the City of Temiskaming Shores to help make the City more accessible to persons living with disabilities;

Be it resolved that:

TSAAC supports the initiation of a Stopgap.ca Community Ramp project in the City of Temiskaming Shores and recommends that Council support the project by partnering with community groups and businesses to undertake the project;

And further that TSAAC recommends that Council direct staff to coordinate a Stopgap.ca Community Ramp project.

**CARRIED**

## **8.3 2015 Accessible Parking Space Program**

Moved by: Mike McArthur

Seconded by: Janice Labonte

Whereas in April 2014 TSAAC and Council both supported the relocation and addition of accessible on-street parking spaces for 2015;

Be it resolved that TSAAC directs staff to undertake a public consultation process, prepare the necessary amendments to the City's Traffic and Parking By-law No. 2012-101 for Council's consideration, and schedule the work that is required to paint accessible spaces and erect signs as required.

**CARRIED**

## **9. SCHEDULING OF MEETINGS – Third Wednesday of each month**

Moved by: Mike McArthur

Seconded by: Walter Humeniuk

Be it resolved that:

The next regular TSAAC meeting is to be held on April 15, 2015 at 10:30am at the Timiskaming Health Unit.

**CARRIED**

## **10. ITEMS FOR FUTURE MEETINGS**

## **11. ADJOURNMENT**

Moved by: Josette Cote

Seconded by: George Depencier

Be it resolved that:

TSAAC adjourns at 11:45 A.M.

**CARRIED**

### 1.0 Call To Order

The meeting was called to order at 2:35 p.m.

### 2.0 Roll Call

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Councillor Mike McArthur                     | <input checked="" type="checkbox"/> Chris Oslund, City Manager                   |
| <input checked="" type="checkbox"/> Councillor Danny Whalen                      | <input checked="" type="checkbox"/> Candice Bedard, CAO Town of Cobalt           |
| <input type="checkbox"/> Tina Sartoretto – Mayor, Town of Cobalt                 | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets |
| <input checked="" type="checkbox"/> Councillor Rochelle Schwartz, Town of Cobalt | <input checked="" type="checkbox"/> Gary Wadge, Public Works Clerk               |
|  | <input checked="" type="checkbox"/> Kelly Conlin; Executive Assistant            |

### 3.0 Review of Revisions or Deletions to Agenda

None

### 4.0 Approval of Agenda

#### Recommendation TC-2015-09

Moved by: Councillor Mike McArthur

Be it recommended that:

1. The Transit Committee agenda for the March 25, 2015 meeting be approved as printed.

**Carried**

### 5.0 Disclosure of Pecuniary Interest and General Nature

None

### 6.0 Review and Adoption of Previous Minutes

#### Recommendation TC-2015-010

Moved by: Councillor Rochelle Schwartz

Be it recommended that:

2. The Transit Committee minutes for the January 27, 2015 meeting be adopted as printed.

**Carried**

**7.0 Unfinished Business**

**7.1 Budget Update**

Christopher Oslund provided the committee an update on the status of the 2015 budget for transit which includes the hiring of a consultant for the automated stop review; the purchase of one new shelter; and the capital leasing of 2 new accessible transit buses using existing reserve funds and future gas tax revenues. (Recommendation to follow)

**7.2 Metrolinx Update/Status**

**a) ITS/AVL (Automated Stops)**

Mitch Lafreniere provided the committee with an update in regards to the status of the RFP for the joint hiring of a consultant to perform the automated stop announcement review.

**b) Joint bus procurement**

Mitch Lafreniere made the committee aware that the previously discussed RFP for the joint purchase of transit buses through Metrolinx. On-going

**7.3 Transit Procurement**

**Recommendation TC-2015-011**

Moved by: Councillor Mike McArthur

Be it recommended that:

1. The Transit Committee hereby directs staff to investigate a joint procurement for the purchase of two (2) 9 metre accessible transit buses.

**Carried**

**7.4 Transit Driver Meeting – Follow up**

**a) Radios**

Mitch Lafreniere will be providing the transit drivers with 3 portable radios on a trial basis to determine if this will eliminate their concern about the inability to communicate between buses. Mitch will be working with Stock Transportation to resolve.

**b) Student Fares**

Another concern that was brought forward by the drivers of our transit was the issue of student fares and their inability to determine who should get a student rate when the patrons are paying cash as not all students have valid identification.

Recommendation TC-2015-012

Moved by: Councillor Rochelle Schwartz

Be it recommended that:

1. The Transit Committee hereby directs staff to proceed with the implementation of student fares for passes and tickets only. Cash fares will be charged at adult rate.

**Carried**

**8.0 New Business**

**8.1 Passenger Count for Jan/Feb 2015**

The committee reviewed passenger counts provided by Stock Transportation

**8.2 Rules for Ridership**

Mitch Lafreniere was made aware of a case of miscommunication between a rider and transit driver regarding the transit route. Mitch will ensure he provides clarification to stock regarding the transit route and when riders are to disembark.

**8.3 Used transit bus purchase**

Councillor Whalen made the committee aware of a used transit bus for sale. After discussion, the committee determined it does not fit the needs of our transit system at this time.

**8.4 Espar Heating**

Mitch Lafreniere made the committee aware that a representative from Espar heating will be on site next week to inspect the transit bus heaters and provide training and information to the mechanic at Stock transportation. Bart Dries from Overland Coaches will also be on site and meeting with Chris Oslund and Mitch.

**9 Next Meeting**

The next meeting of the Transit Committee is scheduled for May 25, 2015 at 2:30 pm.

**10 Adjournment**

Recommendation TC-2015-012

Moved by: Councillor Mike McArthur

Be it recommended that:

1. The Transit Committee meeting is adjourned at 3:36 p.m.

**Carried**

## 1.0 CALL TO ORDER

The meeting was called to order at 6:45 pm

## 2.0 ROLL CALL

PRESENT:	Councillor Jesse Foley; James Franks, Economic Development Officer; Kelly Conlin, Executive Assistant; Simone Holzamer; Fred MacKewn ; Mike Del Monte; Robert Koch
REGRETS:	Warren Schaffer; Maria McLean
OTHERS PRESENT:	

## 3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- Election of Chair: Mike Del Monte

## 4.0 APPROVAL OF AGENDA

Recommendation: ARN – 2015-01:

Moved by: Mike Del Monte

The Agriculture, Rural Affairs & Natural Resources Advisory Committee agenda for the February 18, 2015 meeting be approved as printed.

## 5.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

- None

## 6.0 DELEGATIONS

- None

## 7.0 UNFINISHED BUSINESS

- None

## 8.0 COMMUNICATIONS

The committee reviewed the following items as correspondence:

- a) Native Agri Updates: September – December 2014, January 2015
- b) NEOSCIA Breaking Ground Newsletter
- c) Information regarding changes to moose hunting/tag regulations

## 9.0 NEW BUSINESS

a) *New Tax Credit to Farmers and Communities*

**Discussion:**

Received for information

b) *Celebrating Agri-Food Innovation and Growth*

**Discussion:**

Received for information

c) *Hydrostor – Potential Project*

**Discussion:**

Received for information

d) *MDS – (Minimum Distance Separation) and Provincial agriculture training session*

**Discussion:**

The committee discussed the potential for hosting a training session locally and inviting several municipal planners and building officials throughout Northern Ontario to attend. Once the municipal staff is trained, they can then in turn contact their local agriculture community to educate others.

e) *UAV (unmanned aerial vehicle) and Farming*

**Discussion:**

James Franks has been approached by a private enterprise that was inquiring into the interest level locally with farming and drone technology and whether or not there was enough interest locally for them to invest in a government grade UAV and provide this service (for a fee) to farmers in the Temiskaming Region. The committee felt that although the technology is useful; the time it takes to decipher and analyze the information isn't fast enough. Perhaps it could be useful in other industry areas such as mining and forestry.

f) *Agri-trekking resource – Logo request*

**Discussion:**

Received for information

g) Earlton Farm Show sponsorship

**Discussion:**

James Franks made the committee aware that the City will once again be sponsoring a bus to transport local students to and from the farm show.

h) Northern Ontario Bio economy strategy

**Discussion:**

Kelly will forward the survey to the committee members.

i) Culinary tourism development for North Eastern Ontario

**Discussion:**

James attended the forum and reported that the presentation centered on the concept of food tourism and people travelling to certain areas specifically for the food. The committee discussed various and potential ways to entice local restaurants to support local producers.

j) Land Uses – Renewable Energy projects on farmland

**Discussion:**

Committee member Simone Holzamer brought forward concerns regarding the recent surge in microfit solar projects on viable farmland in the Temiskaming Shores and area. James indicated that because the provincial mapping does not designate our farm land as prime agriculture, the municipalities can do little to stop the projects from being constructed. Council contacted the province regarding the mapping and the importance and urgency to protect the viable farmland we have. Recent regulations have allowed municipalities to stop the large (over 10 acre) projects should their official plans designate certain areas as prime agriculture, however, this does not stop the microfit projects that are 10 acres or smaller.

k) Temagami Forest Tenure and Governance

**Discussion:**

James made the committee aware of decision by the crown and Ministry of Natural Resources and Forests to forego the management of the designated Temagami Forest Lands which span from Temagami to North of New Liskeard. Council has passed a resolution in support of the recommendation to have the Temagami Forest managed by a new corporate entity with modern governance, which will be making such request to the Temagami Tenure Modernization Initiative Advisory Team.

l) 2015: UN Year of the Soil

**Discussion:**

Received for information

## **10.0 OTHER BUSINESS**

Mike Del Monte suggested that anyone with any idea or suggestions to bring them forward prior to our next meeting

## **11.0 CLOSED SESSION**

- None

## **12.0 NEXT MEETING**

The next meeting of the Agricultural, Natural Resources and Rural Affairs Committee is scheduled for April 1, 2015 – 6:30 PM

## **13.0 ADJOURNMENT**

Recommendation: ARN – 2015-02:

Moved by: Simone Holzamer

The Agriculture, Rural Affairs & Natural Resources Advisory Committee meeting is adjourned at 9:07 pm.

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Committee Chair

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Committee Secretary



*District of Timiskaming Social Services Administration Board*  
*Conseil d'administration des services sociaux du district de Timiskaming*

**Minutes of the Regular Meeting of the Board**

held on Wednesday, February 18, 2015 at the  
NEOFACS Boardroom, 40 Third Street, Englehart

**PRESENT:** Jim Whipple – Chair; Doug Jelly – Vice-Chair; Fred Deacon; Patricia Hewitt;  
Karen Gerrard; Clermont Lapointe; Norm Mino; Todd Morgan; Tina Sartoretto  
Don Studholme, CAO.

**STAFF:** Kelly Black - Social Housing Manager  
Janice Loranger - Director of Finance

**CALL TO ORDER:** The Regular Meeting of the Board was called to order at 5:37 p.m.

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

None.

**3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA**

Resolution # 2015-13 MOVED by F. Deacon and SECONDED by D. Jelly:

**THAT the agenda of the February 18, 2015 regular meeting of the Board be accepted as presented.**

CARRIED

**4.0 ADOPTION OF PREVIOUS MINUTES**

Resolution # 2015-14 MOVED by P. Hewitt and SECONDED by C. Lapointe:

**THAT the minutes of the January 21, 2015 regular meeting of the Board be approved as presented.**

CARRIED

**5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

None to report.

**6.0 CORRESPONDENCE**

**6.1 Letter from the Municipality of Charlton and Dack**

Don Studholme, CAO, presented this item to the Board for information and for discussion.

Action: D. Studholme will correspond with the Municipality of Charlton and Dack with the explanation and the letter from MCSS indicating their interpretation of the word "term". The province has clearly indicated that their definition of term is the four year term that a member is elected for.

The Board also directed D. Studholme to inquire with the other DSSABs if there is an interest to request a change in the Ontario Regulations 278/98 regarding the appointment of the DSSAB Chair. D. Studholme indicated that he is sitting on a NOSDA committee with four other CAO's to discuss potential changes to Ontario Regulations 278/98 and will bring this request forward.

Resolution # 2015-16 MOVED by N. Mino and SECONDED by K. Gerrard:

**THAT the Board receive the Correspondence as presented, for information.**

CARRIED

## **7.0 OTHER BUSINESS**

### **7.1 Investment in Affordable Housing (IAH) – 2014 Extension Funding**

Kelly Black, Social Housing Manager, presented this item to the Board for discussion and for approval.

Resolution # 2015-16 MOVED by F. Deacon and SECONDED by C. Lapointe:

**THAT the Board approve the Program Delivery and Fiscal Plan (PDFP) for the Investment in Affordable Housing (IAH) 2014 Extension Funding as presented.**

**The funding provides Timiskaming District with \$1,882,900 in funding over six years ending March 31, 2020. The funding is to be allocated to the following components: \$1,581,290 to Ontario Renovates Home Repair, \$216,000 to Housing Allowance Direct Delivery and \$85,610 will go towards offsetting administration costs**

CARRIED

### **6.2 Household Income Limits**

Kelly Black, Social Housing Manager, presented this item to the Board for discussion and for approval.

Resolution # 2015-17 MOVED by D. Jelly and SECONDED by P. Hewitt:

**THAT the Board approve the following if the province lowers the Household Income Limits in areas of our district:**

- a) **to make existing applicants on the central waitlist ineligible for rent-gear-to-income housing in those areas where the limits have been lowered; and**
- b) **grandfather existing tenants currently residing in impacted social housing buildings should the limits be lowered.**

CARRIED

### **6.3 Social Housing Write-Offs**

Kelly Black, Social Housing Manager, presented this item to the Board for discussion and for approval.

Resolution # 2015-18 MOVED by F. Deacon and SECONDED by K. Gerrard:

**THAT the Board approve the write-off of \$38,524.94 of uncollected rent and maintenance chargebacks for 2014.**

CARRIED

**6.4 2015 Proposed DTSSAB Budget as a Whole**

Don Studholme, CAO, presented this item to the Board for information and for discussion.

Janice Loranger, Director of Finance, explained to the Board the factors used for the Apportionment.

**6.5 SAMS Status Update**

Don Studholme, CAO, presented this item to the Board for information.

**6.6 Child Care Wage Enhancement**

Don Studholme, CAO, presented this item to the Board for information.

**6.7 LHIN Request for Information: Non-Urgent Patient Transportation**

Don Studholme, CAO, presented this item to the Board for information and for discussion.

**6.8 CAO Report**

Don Studholme, CAO, presented this item to the Board for information.

**6.9 Board Expenses 2014**

Don Studholme, CAO, presented this item to the Board for approval.

Resolution # 2015-19 MOVED by C. Lapointe and SECONDED by D. Jelly:

**THAT the Board approve the 2014 Honorarium and Expenses as outlined in the attached spreadsheet.**

CARRIED

**7.0 ADJOURNMENT / NEXT MEETING**

Resolution # 2015-20 MOVED by F. Deacon and SECONDED by T. Morgan:

**RESOLVED THAT the Board meeting be hereby adjourned at 7:20 p.m.**

**AND that the next meeting be held on March 4, 2015, in Englehart, or at the call of the Chair.**

CARRIED

Minutes signed as approved by the Board:

  
\_\_\_\_\_  
Board Chair

March 4, 2015  
Date

Recorder: Lise Gauvreau, Executive Assistant - DTSSAB



**TEMISKAMING SHORES POLICE SERVICES BOARD**

**MONDAY, MARCH 16, 2015 AT 10:00 A.M.**

**CITY HALL COUNCIL CHAMBERS – 325 FARR DRIVE**

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**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order by Board Chair Doug Jelly at 10:00 a.m.

**2. ROLL CALL**

PRESENT: Board Chair Doug Jelly  
Board Members Ruth Shepherdson and Brian Thornton

ALSO

PRESENT: Kelly Conlin, Executive Assistant (Recording Secretary)  
Inspector Dan Dawson, O.P.P. – Detachment Commander

REGRETS: Board Members Gail Moore & Danny Whalen  
Staff Sergeant Joel Breault, O.P.P.  
Christopher W. Oslund, Board Secretary

MEMBERS OF THE PUBLIC PRESENT: None

**3. ELECTION OF CHAIR**

Resolution No. 2015-001

Moved by: Ruth Shepherdson

Seconded by: Brian Thornton

That Doug Jelly be appointed Board Chair for the 2014-2018 Term of Office.

CARRIED

**4. ADDENDUM/ANNOUNCEMENTS**

None

**5. APPROVAL OF AGENDA**

*Resolution No. 2015-002*

Moved by: Ruth Shepherdson

Seconded by: Brian Thornton

Be it resolved that the Temiskaming Shores Police Services Board approves the agenda as printed.

CARRIED

**6. PRESENTATIONS/DELEGATIONS**

None

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

None

**8. APPROVAL OF MINUTES**

*Resolution No. 2015-003*

Moved by: Ruth Shepherdson

Seconded by: Brian Thornton

Be it resolved that the Minutes of the Temiskaming Shores Police Services Board meeting held on November 17, 2014 be approved as printed.

CARRIED

**9. CORRESPONDENCE**

- a) CERB 911 Report – November/December 2014 & January/February 2015

Reference: Received for information.

- b) Andrew Eamer, Commander Business Management Bureau – Ontario Provincial Police

Re: Reporting Framework Changes

Reference: Received for information.

Resolution No. 2015-004

Moved by: Brian Thornton  
Seconded by: Ruth Shepherdson

Be it resolved that the Police Services Board agrees to deal with Communication items 9 a) & 9 b) according to the agenda references.

CARRIED

**10. OPP BUSINESS**

a) **OPP Report – November/December 2014 and January/February 2015**

Resolution No. 2015-005

Moved by: Brian Thornton  
Seconded by: Ruth Shepherdson

Be it resolved that the Temiskaming Shores Police Services Board acknowledges receipt of the November/December 2014 and January/February 2015 Ontario Provincial Police - Temiskaming Detachment Reports.

CARRIED

**11. NEW BUSINESS**

a) **Draft False Alarm By-law Amendments**

The Board reviewed the Draft False Alarm By-law Amendments.

City Staff is working on wording for 911 Hang-up calls.

b) **OAPSB Spring Conference**

Resolution No. 2015-006

Moved by: Brian Thornton  
Seconded by: Ruth Shepherdson

Be it resolved that the Temiskaming Shores Police Services Board approves the attendance of Board Member Gail Moore to the Ontario Association of Police Services Boards (OAPSB) Annual General Meeting and Spring Conference to be held in Toronto, Ontario on May 27-30, 2015; and

Further that the expenses for attending the said meeting be paid in accordance with the Board's Expense Policy.

CARRIED

c) **2014-2016 Temiskaming Detachment Action Plan**

Inspector Dan Dawson reviewed the 2014-2016 Temiskaming Detachment Action Plan with members of the Board.

d) **Speed on Lakeshore Road**

Board Chair Doug Jelly advised the Board that the City has received concerns regarding excessive speeds on Lakeshore Road. Council has also received a request to lower the speed limit South of Radley’s Hill. Council will be considering these requests as part of the road resurfacing project along Lakeshore Road in 2015.

e) **Zone 1-A Meeting**

Resolution No. 2015-007

Moved by: Brian Thornton  
 Seconded by: Ruth Shepherdson

Be it resolved that the Temiskaming Shores Police Services Board approves the attendance of Board Chair Doug Jelly to the Ontario Association of Police Services Boards (OAPSB) Zone 1-A meeting to be held in North Bay, Ontario on April 29-30, 2015; and

Further that the expenses for attending the said meeting be paid in accordance with the Board’s Expense Policy.

CARRIED

12. **BY-LAWS**

NONE

13. **CLOSED SESSION**

NONE

14. **SCHEDULE OF MEETINGS**

a) Regular Police Services Board meeting – **Monday, May 25, 2015** at 10:00 a.m. – Council Chambers, City Hall – 325 Farr Drive

15. **ADJOURNMENT**

Resolution No. 2015-007

Moved by: Brian Thornton  
 Seconded by: Ruth Shepherdson

Be it resolved that the regular meeting of the Temiskaming Shores Police Services Board hereby adjourns at 11:09 a.m.

CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

DRAFT

## 1.0 Call to Order

The meeting was called to order at 1:30 p.m.

## 2.0 Roll Call

<b>Present:</b>	Mayor Carman Kidd; Councillor Doug Jelly; Christopher Oslund, City Manager; Doug Walsh, Director of Public Works; Steve Burnett, Technical and Environmental Compliance Coordinator; Logan Belanger, Special Programs Coordinator
<b>Regrets:</b>	Robert Beaudoin, Environmental Superintendent
<b>Others Present:</b>	N/A

## 3.0 Review of Revisions or Deletions to Agenda

- None

## 4.0 Approval of Agenda

Recommendation RC-2015-004

Moved by: **Councillor Doug Jelly**

Be it recommended that:

1. The Recycling Committee agenda for the February 12, 2015, meeting be approved as printed.

**Carried**

## 5.0 Disclosure of Pecuniary Interest and General Nature

- None

## 6.0 Review and Adoption of Previous Minutes

Recommendation RC-2015-005

Moved by: **Councillor Doug Jelly**

Be it recommended that:

2. The Recycling Committee minutes for the January 15, 2015, meeting be approved as printed.

**Carried**

## 7.0 Public Presentations

- None

## 8.0 Unfinished Business

8.1 Spoke Transfer Station on Barr Dr.

### Previous Discussion

Representatives from the Continuous Improvement Fund (CIF) held a meeting at City Hall on December 15, 2014, to discuss service delivery options for Northeastern Ontario recycling programs. The City Manager and the Director of Public Works expressed their concerns for the proposed recommendations in the report, as well as followed-up by sending a letter to the CIF. Topics outlined in the letter included:

- a recap of the notice to withdraw from the joint management and operation of the municipal waste management program;
- concerns regarding not taking into account long-term savings for municipal operations, such as those associated with lengthening the lifespan of the landfill due to increased waste diversion;
- concerns regarding if declining CIF recommendations would adversely affect the City's WDO Data Call, despite the significant improvements established since September of 2014; and
- recommending that the City accept recyclable materials from Southern Node municipalities at an established processing fee, as the City already has a significant investment into the single-stream curbside collection recycling program.

**Action:** Recommendation RC-2014-021

Moved by: **Councillor Doug Jelly**

Be it recommended that:

1. The Recycling Committee agrees the following items be declared as surplus and advertised for sale:
  - Sorting Unit from the Spoke Transfer Station on Barr Drive; and
  - All Recycling Depot Bins (approximately 30 units).

**Carried.**

**Action:** Recommendation RC-2014-028

Moved By: **Mayor Carman Kidd**

Be it recommended that:

1. The City of Temiskaming Shores pay Phippen Waste Management a maximum of \$10,000 per year, to open the Spoke Transfer Station two days per week on a trial basis for six months. A review will be completed upon completion of the trial period.

**Carried.**

**Action:** Recommendation RC-2014-029

Moved By: **Councillor Doug Jelly**

Be it recommended that:

2. The City of Temiskaming Shores develop a long-term recycling plan for the Industrial, Commercial and Institutional (ICI) sector.

**Carried.**

**Action:** Recommendation RC-2014-033

Moved By: **Councillor Doug Jelly**

Be it recommended that:

1. The Recycling Committee does not authorize the maintenance or the assumption of costs associated with the baler located at the Spoke Transfer Station.

**Carried.**

## **Discussion**

The ECA application was completed and submitted to the Ministry of the Environment (MOE); Steve, Burnett, Technical & Environmental Compliance Coordinator will follow up with the MOE for a status update.

The Cochrane Temiskaming Waste Management Board (CTWMB) removed all material from the Spoke Transfer Station by December 31, 2014.

## **8.2 Multi-residential Units & Downtown**

### **Previous Discussion**

Decals have arrived for the designated bins in the downtown core; however, will be placed on the bins in the Spring for proper adherence of the glue.

## Discussion

The City received a call regarding garbage at an area of concern in the downtown core. The bins were previously labeled to identify their designated use; however, garbage bags in excess of the bins capacity were found in the location. The garbage was identified and the issue was addressed with the user.

## 8.3 Public Awareness & Education

### Previous Discussion

A notice tag was created and printed in the form of a door-hanger. Phippen Waste Management will place the notices on bins that contravene the terms outlined in the Solid Waste Management By-law, such as if the bin was placed incorrectly at the collection location; if the incorrect bin was placed out for collection, if the lid of the bin was not closed due to overfilling, if unacceptable materials were found in the bin, etc.

### Discussion

Phippen Waste Management has been issuing notice tags on bins that contravene the terms outlined in the Solid Waste Management By-law. Public notices are ongoing, and an annual budget will be allocated for public education and awareness advertisements.

## 8.4 Recycling Refuse Containers

### Previous Discussion

It appears that some of the recycling bin lids received by Rehrig were the incorrect size. An inventory will be completed to ensure the remaining order is accurate.

**Action:** Recommendation RC-2014-034  
**Moved By:** Councillor Doug Jelly

Be it recommended that the Recycling Committee deny Smallman Pharmacy's request for additional 65 gallon garbage bin(s).

**Carried.**

### Discussion

An inventory was completed on the bin lids to ensure the order is accurate.

## 8.5 R&D Recycling, North Bay

### Previous Discussion

A call was received from R&D Recycling in December requesting a meeting in the New Year.

### Discussion

A call was received from R&D Recycling in December requesting a meeting in the New Year; however, to date, a meeting has not yet been scheduled. The rate of contamination for recyclables remains on budget.

## 8.6 Non-Residents Recycling

### Previous Discussion

Agreements have been prepared and sent to Harley, Hudson, Armstrong, Cobalt and Eco-Logix for the disposal and processing of recyclable material. To date, two agreements have been returned and are fully executed.

### Discussion

Agreements have been prepared and sent to Harley, Hudson, Armstrong, Cobalt and Eco-Logix for the disposal and processing of recyclable material. To date, four agreements have been returned and are

fully executed. The Township's of Charlton & Dack and Chamberlain have expressed interest to enter into agreements for depositing materials at the Spoke Transfer Station.

### 8.7 Phippen Waste Management

#### **Previous Discussion**

The Phippen Waste Management agreement for the collection of refuse and recyclable materials, and for the operation and maintenance of the Landfill Site and for the Spoke Transfer Station is in the process of finalization, and will be presented to Council at the February 3<sup>rd</sup> regular meeting.

#### **Discussion**

The Phippen Waste Management Agreement (By-Law No. 2015-039) has received third and final reading at the Special Council meeting on Tuesday, February 10, 2015. Phippen Waste Management has been notified; the agreements require company representative signatures for finalization.

### 8.8 Assisted Waste Collection Service

#### **Previous Discussion:**

No update.

**Action:**        Recommendation RC-2014-021

Moved by:    **Mayor Carman Kidd**

Be it recommended that:

The Recycling Committee agree to implement the Assisted Waste Collection Service.

**Carried.**

#### **Discussion:**

No update.

### 8.9 Ratepayer Comments

#### **Previous Discussion:**

None.

#### **Discussion:**

The City received an email from a resident explaining how much they have appreciated the implementation of the curbside recycling program, stating "recycling is one the best things that the city has done."

### 8.10 Draft Solid Waste Management By-law

#### **Previous Discussion:**

The Solid Waste Management By-law was presented to Council at a special meeting on January 13<sup>th</sup>, 2015, for first and second reading. The first and second reading of By-law No. 2013-195 was repealed and reintroduced as By-law No. 2015-021, due to the significant program changes. The By-law was posted on the website for a 30 day public consultation period, and sent to the Ministry of Attorney General and Regional Senior Justice for approval of the short form wording and set fines.

**Action:** Recommendation RC-2014-035  
**Moved by:** **Mayor Carman Kidd**

Be it recommended that:

The Recycling Committee bring the revised Solid Waste Management By-law to Council for review at a Special Meeting in January of 2015.

**Carried.**

**Discussion:**

The Solid Waste Management By-law No. 2015-021 was approved and returned from the Ministry of Attorney General and Regional Senior Justice, and the proposed changes were incorporated into the By-law. To date, no comments have been received during the 30 day public consultation period which closes on Monday, February 16<sup>th</sup>, 2015. The By-law is scheduled to be presented to Council for third and final reading on Tuesday, February 17, 2015.

The By-law introduces a *waste diversion plan* which encourages contractors to reduce, reuse and recycle waste generation on construction, demolition or renovation/addition projects. A draft copy of the plan and a notification letter outlining its introduction to the building permit process as well as on the changes to the tipping fees, were provided to the Committee for review. It was recommended to request feedback on the proposed changes from the Contractors.

**9.0 New Business**

- None

**10.0 Administrative Reports**

- None

**11.0 Closed Session**

- None

**12.0 Next Meeting**

The next regular meeting is scheduled for Tuesday, March 24, 2015 to commence at 1:00 p.m. in the New Liskeard Boardroom.

**13.0 Adjournment**

**Action:** Recommendation RC-2015-006

**Moved by:** **Mayor Carman Kidd**

Be it recommended that:

1. The Recycling Committee meeting is adjourned at 2:15 p.m.

**Carried.**



Committee Chair



Recorder

**1. CALL TO ORDER**

- Meeting called to order at 3:00 PM.

**2. ROLL CALL**

PRESENT:	Mayor Carman Kidd; Councillor Jeff Laferriere; Councillor Danny Whalen; Christopher Oslund, City Manager; Shelly Zubyck, Director of Corporate Services; David B. Treen, Clerk; Laura Lee Macleod, Treasurer; Kelly Conlin, Executive Assistant
REGRETS:	
OTHERS PRESENT:	

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

- None

**4. APPROVAL OF AGENDA**

Recommendation CS-2015-08

Moved by: Mayor Carman Kidd

Be it recommended that:

The Corporate Services Committee agenda for the March 9, 2015 meeting be approved as printed/amended.

**CARRIED**

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

- None

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

Recommendation CS-2015-09

Moved by: Councillor Danny Whalen

Be it recommended that:

The Corporate Services Committee minutes of the December 11, 2014, January 26, 2015 and January 27, 2015 meetings be approved as printed.

**CARRIED**

**7. DELEGATIONS/PRESENTATIONS**

- None

**8. NEW BUSINESS**

**a) 2015 Capital Budget**

Recommendation CS-2015-10

Moved by: Mayor Carman Kidd

Be it recommended that:

The Corporate Services Committee hereby recommends the preapproval of the purchase of the Data Backup replacement, Switch Refresh and Network Security & Management appliance due to a system failure on the current backup and potential cost savings with bundling purchase.

**CARRIED**

Recommendation CS-2015-11

Moved by: Councillor Danny Whalen

Be it recommended that:

The Corporate Services Committee hereby endorses the 2015 Capital budget submission as presented.

**CARRIED**

**b) 2015 Library Board Budget and Library Finance Committee Recommendations**

Recommendation CS-2015-12

Moved by: Mayor Carman Kidd

Be it recommended that:

The Corporate Services Committee hereby endorses the 2015 Library Board budget and Library Finance Committee recommendations

**CARRIED**

**c) New Liskeard Medical Centre Update**

Discussion:

Shelly Zubyck provided the committee with an update on the sale of the building. Soil testing has commenced.

**d) Municipal Policies: Working alone, 24 hour shift, Securing vehicles**

Discussion:

Shelly Zubyck provided the committee with information regarding the internal policies which are currently being reviewed by individual departments.

**e) City Hall half day closure – December 24, 2015/December 31, 2015**

Recommendation CS-2015-13

Moved by: Councillor Danny Whalen

Be it recommended that:

The Corporate Services Committee hereby recommends supporting the closure of City Hall starting at noon (12:00 P.M.) on both December 24<sup>th</sup> and 31<sup>st</sup>, 2015.

**CARRIED**

**f) Pool Fitness Memberships for Council**

Recommendation CS-2015-14

Moved by: Mayor Carman Kidd

Be it recommended that:

The Corporate Services Committee hereby recommends that members of Council will receive a 100% discount on a full individual membership to the Waterfront Pool Fitness Centre. Membership is non-transferable and has no cash value.

**CARRIED**

**9. CLOSED SESSION**

Recommendation CS-2015-15

Moved by: Mayor Carman Kidd

Be it recommended that:

The Corporate Services Committee convene into Closed Session at 4:20 p.m. to discuss the following matters:

- a) Labour relations or employee negotiations under Section 239 (2) (d) of the Municipal Act, 2001:
- Request for new positions: Fire Training Officer and Engineering Technician
  - Admin Report: CS-011-2015 – Crossing Guard Positions

**CARRIED**

Recommendation CS-2015-16

Moved by: Councillor Danny Whalen

Be it recommended that:

The Corporate Services Committee agrees to rise from Closed Session at 4:41 p.m. with report.

**CARRIED**

**a) Labour relations or employee negotiations under Section 239 (2) (d) of the Municipal Act, 2001:**

- Request for new positions: Fire Training Officer and Engineering Technician
- Admin Report: CS-011-2015 – Crossing Guard Positions

The Committee provided direction to staff

**10. SCHEDULE OF MEETINGS**

- As required

**11. ADJOURNMENT**

Recommendation CS-2015-17

Moved by: Mayor Carman Kidd

Be it recommended that:

1. The Corporate Services Committee meeting is adjourned at 4:43 p.m.

**CARRIED**



# Memo

**To:** Mayor and Council  
**From:** Jennifer Pye, Planner  
**Date:** April 7, 2015  
**Subject:** Deeming By-law for 90 Queen Street (Lots 86, 88, 90, and 92, on the east side of Queen Street, Plan M-67NB)  
**Attachments:** **Appendix 01** - Request for Council to Pass Deeming By-law  
**Appendix 02** - Draft Deeming By-law

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Mayor and Council:

John Brown has submitted a request for a deeming by-law on behalf of Donald and Chantal Lacroix, who own the property at 90 Queen Street, North Cobalt. The property is comprised of Lots 86, 88, 90, and 92, on the east side of Queen Street, on Plan M-67 N.B. and Mr. Lacroix would like to construct a new accessory garage on the property with it being located on a different lot than the existing single detached dwelling. A deeming by-law is required as the lots still exist as original lots on a plan of subdivision and could therefore be sold as separate entities.

If the Deeming By-law is passed it will be registered on title at the owners' expense and MPAC will be notified of the change. It is recommended that Council direct staff to prepare the necessary deeming by-law for consideration at the April 7, 2015 Regular meeting of Council.

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

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Jennifer Pye  
Planner

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Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

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Christopher W. Oslund  
City Manager

**Dave Treen**

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**From:** John Brown <john@jbrownenterprises.com>  
**Sent:** March-13-15 12:11 PM  
**To:** Jennifer Pye  
**Cc:** doncha@outlook.com  
**Subject:** Lacroix-Deeming By-law

Hello Jennifer

I am acting as the agent for Mr. Donald Lacroix with respect to the construction of a new accessory garage to be constructed at 90 Queen St in Haileybury. The property description is lots 86, 88, 90, & 92 on Plan M-67 N.B. Pcl 15457, 13984SST

As per our discussion on this matter, I understand these lots are required to be consolidated through a "Deeming By-law" process prior to a Building Permit application being submitted. Therefore would you please consider this email as an application for the City to proceed with that process.

A cheque in the amount of \$226 for this application will follow.

Regards

John

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

**By-law No. 2015-000**

**Being a by-law to designate any plan of subdivision,  
or part thereof, that has been registered for eight years or more,  
which shall be deemed as not a registered plan of subdivision  
90 Queen Street – Roll No. 54-18-030-009-265**

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

**And whereas** the property owner has requested that the following properties be merged on title: Lots 86, 88, 90, and 92, East Side of Queen Street, Plan M67NB, Parcels 15457SST, and 13984SST;

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

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as
  - a) Lots 86, 88, 90, and 92, on the East Side of Queen Street, Plan M67NB, Parcels 15457SST, and 13984SST
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.
6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.

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

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

Schedule “A”

City of Temiskaming Shores



90 Queen Street

Donald and Chantal Lacroix

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**Subject:** Amendments to By-law No. 2013-052  
Building Permit Fees

**Report No.:** CGP-018-2015  
**Agenda Date:** April 7, 2015

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## **Attachments**

**Appendix 01:** Proposed Amendment to Building By-law No. 2013-052

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-018-2015;
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2013-052 for consideration of First and Second Reading at the April 21, 2015 Regular Council meeting;
3. That Council directs staff to provide notice to the public of the proposed Building Permit Application Fee changes in accordance with Section 1.9 of the Building Code Act and Section 8.7 of the Building By-law No. 2013-052; and
4. That Council agrees to hold a public meeting on Building Permit Application Fee changes at the May 19, 2015 Regular Council meeting;

## **Background**

On May 31, 2013, Council passed By-law No. 2013-052 being a by-law to Regulate Construction, Demolition, Change of Use, Inspections, Permits and Associated Fees (Building By-law) and to repeal By-law No. 2005-066.

The Building By-law is written such that the existing building permit fees only recover some of the costs associated with the review of submissions to obtain a building permit, the issuance of the permit, the time required to inspect the project at certain stages of construction and if required, to provide an occupancy permit for new buildings.

The Building By-law does not allow for the recovery of costs associated with the issuance of orders and follow up inspections to verify compliance with these orders.

The *Building Code Act*, 1992, S.O. 1992, Chapter 23 under Section 3.(1) makes the Council of each municipality responsible for the enforcement of this Act. Under Section 7.(1).(c) the Act allows a municipality to pass by-laws requiring the payment of fees and prescribing the amount of the fees.

With the existing Building By-law and the associated fee structure the clients that are compliant with the *Building Code Act (BCA)* and the *Ontario Building Code (OBC)* are absorbing some of the costs associated with non-compliant individuals.

Presently if an inspector witnesses a contravention to the *BCA* and the *OBC* he has the option of advising the person/owner of the contravention. If compliance is achieved nothing more is required in regards to the infraction. However if the person/owner chooses to ignore the inspector, the inspector may issue an order or issue a summons to appear in court on the matter. By issuing an order the person/owner is given a certain time to comply with the order (required) and thus compliance may be achieved. If after this the person/owner still has not complied with the order the inspector files charges and serves a summons to appear in court and the court date may be months later. Often these cases will take up to half a day when compliance is achieved early, but when it becomes a court matter may take up to a week or more of the inspector`s time.

**Analysis:**

Staff proposes the following amendments to the Building By-law No. 2013-052:

1. Part 2 – Definitions, Add Section 2.15 and re-number the paragraphs that follow:

**2.15 “Order”** means an “Order to Comply”, “Order Not to Cover or Enclose”, “Stop Work Order”, “Order to Uncover” and “Order Requiring Test and Samples” as listed and described in Part 14 of the by-law.

2. Part 8 – Section 8 Permit, Inspection and Maintenance Fees,

Add to Section 8.6 Refunds

“(c) In the case of an *order* that has been issued no refunds shall be given. However the person aggrieved may appeal the decision of the *Chief Building Official* or an *Inspector* as allowed in the *BCA*.”

3. Add Section 8.9 **Fees – Orders**

The fees payable in respect of an order that is issued to achieve compliance with the *BCA*, the *OBC* and the Building By-law is based on a flat rate as set out in Appendix “1” Classes of Permits and Permit Fees.

4. Appendix “1” to Schedule “A” of By-law No. 2013-052 respecting Classes of Permits and Permit Fees, add to the table as follows:

Row No.	Class of permit or fee	Fee Payable – 2013	Fee Payable –January 1 2014	Fee payable – January 1, 2015
13	An order that has been issued	Not applicable	Not applicable	\$200.00 per order (effective date: June 3, 2015)
14	A building permit application for which construction has started	Not applicable	Not applicable	Applicable permit fee shall be doubled

Building By-Law No. 2013-052 with the proposed changes above is attached as Appendix 01.

Council is required to give notice to the public of proposed Building Permit Application Fee changes in accordance with Section 1.9 of the Building Code Act and Section 8.7 of the Building By-law No. 2013-052. Once Council provides 1<sup>st</sup> and 2<sup>nd</sup> reading to the By-law, staff will give notice of a public meeting to be scheduled for May 19, 2015 at the Regular Council meeting. Notice will be published in the Community Bulletin section of the Temiskaming Speaker and Weekender, posted to the City's facebook and website pages, and emailed to contractors and designers who are on the Chief Building Official's contact list.

Following adoption of the Building By-law amendments, staff recommends that Council amend the Fee By-law No. 2012-039 accordingly.

**Alternatives**

No alternatives were considered.

**Financial / Staffing Implications**

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

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

The time involved with the inspection, enforcement of the *BCA* and *OBC* and subsequent re-inspection costs will be at least partially offset by these proposed fee changes.

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

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Norm Desjardins  
Chief Building Official

\_\_\_\_\_  
Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

\_\_\_\_\_  
Christopher W. Oslund  
City Manager

**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**  
**BY-LAW NO. 2013-052**  
**BEING A BY-LAW TO REGULATE CONSTRUCTION, DEMOLITION, CHANGE OF**  
**USE, INSPECTIONS, PERMITS AND ASSOCIATED FEES**  
**AND TO REPEAL BY-LAW 2005-066**

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

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

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

**AND WHEREAS** under Section 10.(2) 6 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws with respect to matters of health, safety and well-being of persons;

**AND WHEREAS** Section 7.(1) of *the Building Code Act, 1992, S.O. 1992, Chapter 23*, as amended provides that a *Council* may pass by-laws and make regulations, applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act;

- (a) prescribing classes of permits under this Act, including permits in respect of any stage of construction or demolition;
- (b) providing for applications for permits and requiring the applications to be accompanied by such plans, specifications, documents and other information as is prescribed,
- (c) requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (c.1) requiring the payment of interest and other penalties, including payment of collection costs, when fees are unpaid or are paid after due date;
- (d) providing for refunds of fees under such circumstances as are prescribed;
- (e) requiring a person specified in the building code to give notice to the chief building official or an inspector, of any of the stages of construction specified in the building code, in addition to the stages of construction prescribed under subsection 10.2(1) and prescribing the period of time after such notice is given during which an inspection may be carried out;

- (f) prescribing forms respecting permits and applications for permits and providing for their use;
- (g) enabling the chief building official to require that a set of plans of a building or any class of buildings as constructed be filed with the chief building official on completion of the construction under such conditions as may be prescribed in the building code;
- (h) providing for the transfer of permits when land changes ownership;
- (i) requiring the person to whom a permit is issued to erect and maintain fences to enclose the site of the construction or demolition within such areas of the municipality as may be prescribed;
- (j) prescribing the height and description of the fences required under clause (i).

**AND WHEREAS** Section 7.(8.1) of *the Building Code Act, 1992, S.O. 1992, Chapter 23*, as amended provides that Section 398 of the Municipal Act, 2001, S.O. 2001, c. 25 applies, with necessary modifications, to fees established by a municipality under clause 7.(1)(c) of *the Building Code Act*;

**AND WHEREAS** Section 398.(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

**AND WHEREAS** Section 398.(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for the following property in the municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

**AND WHEREAS** The Corporation of the City of Temiskaming Shores deems it desirable to repeal By-law No. 2005-066 and enact a new building by-law with respect to the construction, demolition and change of use, permits, inspections, and associated fees;

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

1. That the Council of the City of Temiskaming Shores hereby adopts the "*Building By-law*", hereto attached as Schedule "A" and forming part of this by-law.
2. That this by-law shall come into force and take effect on June 1, 2013.

3. That By-law No 2005-066 being a by-law respecting construction, demolition, change of use permits, inspections, and amendments thereto, is hereby repealed.
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law where such modifications or corrections do not alter the intent of the by-law.

Read a FIRST and SECOND TIME this 16<sup>th</sup> day of April, 2013.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Read a THIRD TIME and FINALLY PASSED this 21<sup>st</sup> day of May, 2013.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

SCHEDULE "A"  
TO BY-LAW NO. 2013-052

BEING A BUILDING BY-LAW TO REGULATE CONSTRUCTION, DEMOLITION,  
CHANGE OF USE, INSPECTIONS, PERMITS AND ASSOCIATED FEES.

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**PART 1**  
**GENERAL PROVISIONS**

**SECTION**

**1.1 Short Title**

This By-law shall be cited as the “Building By-law”.

**1.2 Scope**

The provisions of this by-law shall apply to all *property* within the geographic limits of the City of Temiskaming Shores, except where otherwise provided.

**1.3 Enforcement**

This By-law shall be enforced by the *Chief Building Official* or an *Inspector*.

**1.4 Administration**

The *Chief Building Official* is responsible for the administration of this by-law.

**1.5 Conflicts with other by-law**

Where a provision of this By-law conflicts with a provision of another by-law in force in the City of Temiskaming Shores, the provisions that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental well-being of the municipality, shall prevails to the extent of the conflict.

**PART 2**  
**DEFINITIONS**

Definitions of words, phrases and terms used in this By-law that are not included in the list of definitions in this section shall have the meanings which are commonly assigned to them in the context in which they are used in this by-law.

The words, phrases and terms defined in this section have the following meaning for the purposes of this by-law.

**SECTION**

**2.1 “Accessibility Upgrade”** means renovations undertaken to make a single detached dwelling, duplex, semi-detached dwelling or townhouse with up to 2 dwelling units, accessible for persons living with disabilities.

**2.2 “Act” or “BCA”** means the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended.

**2.3 “Applicant”** means the owner of a building or property who applies for a permit or the person authorized by the owner to apply for a permit on the owner’s behalf

**2.4 “Architect”** means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the *OBC*.

**2.5 “As Constructed Plans”** means as constructed plans as defined in the *OBC*.

**2.6 “Brownfield”** means a property or land that is potentially contaminated due to historical industrial or commercial land use practices and is underutilized,

derelict or vacant and is governed by Section 168.3.1. of the Environmental Protection Act, R.S.O. 1990, CHAPTER E.19 as amended.

- 2.7** “**Building**” means a building as defined in Section 1(1) of the *Act*.
- 2.8** “**Chief Building Official**” means a Chief Building Official appointed by by-law of The Corporation of the City of Temiskaming Shores for the purposes of enforcement of the *Act*.
- 2.9** “**Construct**” means construct as defined in Section 1.(1) of the *Act*.
- 2.10** “**Corporation**” means The Corporation of City of Temiskaming Shores.
- 2.11** “**Demolish**” means demolish as defined in Section 1.(1) of the *Act*.
- 2.12** “**Farm Building**” means a farm building as defined in the *OBC*.
- 2.13** “**Inspector**” means a Building Inspector appointed by the by-law of The Corporation of the City of Temiskaming Shores for the purposes of enforcement of the *Act*.
- 2.14** “**Ontario Building Code**” or “**OBC**” means the regulations made under Section 34 of the *Act* as amended.
- 2.15** “**Order**” means an “**Order to Comply**”, “**Order Not to Cover or Enclose**”, “**Stop Work Order**”, “**Order to Uncover**” and “**Order Requiring Test and Samples**” as listed and described in Part 14 of the by-law.
- 2.165** “**Prescribed Form**” means the applicable Provincial or Municipal Prescribed form(s) as set out in Appendix “4”.
- 2.176** “**Permit**” means written permission or written authorization from the *Chief Building Official* to perform construction or demolition regulated by this by-law and the *Act*, or to change the use of a building or part of a building or parts thereof as regulated by the *Act*.
- 2.187** “**Plumbing**” means plumbing as defined in Section 1(1) of the *Act*.
- 2.198** “**Professional Engineer**” means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the *OBC*.
- 2.2019** “**Residential Construction site**” means any construction site in respect of which a building permit has been issued for the construction of a new building consisting of a single dwelling unit; except where the site is within a registered plan of subdivision which is being developed for the first time.
- 2.210** “**Seasonal Recreational Use**” means seasonal recreational use as defined in the City of Temiskaming Shores Zoning By-laws.
- 2.224** “**Sewage System**” means a sewage system as defined in the Building *OBC*.
- 2.232** “**Sewage Works**” means a sewage works as defined in the Ontario Water Resources Act.
- 2.243** “**Surveyor’s Real Property Report (SRPR)**” means a legal document that clearly illustrates the location of all visible public and private improvements relative to property boundaries.

**PART 3**  
**CLASSES OF PERMITS**

Classes of *permits* with respect to the construction, demolition and change of use of *buildings* and *permit* fees shall be as set out in Appendix "1" to this Schedule.

**SECTION**

**Building Permit**

- 3.1** No person shall *construct* or cause to be constructed a *building* within the boundaries of the *Corporation* unless a *building permit* has been issued by the *Chief Building Official* or his/her designate.

A *building permit* is required for all types of construction governed by the *OBC*, including renovation (Part 11), plumbing (Part 7) and *farm buildings* that are not covered under a separate class of *permit*.

**Demolition Permit**

- 3.2** No person shall demolish or cause to be demolished a *building* within the boundaries of the *Corporation* unless a *permit* has been issued by the *Chief Building Official* or his/her designate.

This *permit* governs both the type and method of demolition under the *OBC*.

**Partial Permit**

- 3.3** When, in order to expedite *construction*, approval of a portion of the *building* or project is desired prior to the issuance of a permit for the complete *building* or project, application shall be made and fees paid for the complete project. Complete plans and specification covering the portion of the *construction* for which immediate approval is desired shall be filed with the *Chief Building Official*.

Where a *permit* is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor, that approval will necessarily be granted for the entire building or project.

**Conditional Permit**

- 3.4** A conditional *permit* may be issued although all requirements of Subsection 8(2) have not been met provided the requirements of Clauses 8. (3).(a), (b) and (c) of the *BCA* have been complied with prior to the issuance of a conditional *permit*.

**Change of Use Permit**

- 3.5** No person shall change the use of a *building* or part of a *building* or cause a change of use of a *building* or part of a *building*, which would result in an increase in hazard as determined under the *OBC*, without a *permit*.

## PART 4

### ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

#### SECTION

##### Revisions to Permit (required in writing)

#### 4.1

After the issuance of a *permit* under the *BCA*, notice of any material change to a plan, specification, document or other information on the basis of which the *permit* was issued, must be given in writing, to the *Chief Building Official* together with the details of such change. This submission shall not be construed as authorization to proceed with the changes without the *Chief Building Official's* written authorization and the appropriate fees paid.

## PART 5

### REQUIREMENTS FOR APPLICATION

#### SECTION

##### General Requirements to Obtaining a Permit

#### 5.1

To obtain a *permit*, the owner or an agent authorized in writing by the owner, shall file an application in writing by completing a prescribed form appropriate for the *permit* required, as listed in Appendix "4", available at the offices of the municipality or on our website at [www.temiskamingshores.ca](http://www.temiskamingshores.ca). The form shall be submitted to the *Chief Building Official* and include the following information,

- 1) identify and describe in detail the construction or demolition, to be covered by this *permit* for which the application is made,
- 2) identify and describe in detail the existing use(s) and the proposed use(s) for which the *building* is intended,
- 3) include the legal description, the municipal address and where appropriate, the unit number of the land on which the work is to be done;
- 4) be accompanied with all of the required and completed Schedules (where applicable),
- 5) be accompanied by the completed "Listing of Applicable Law" form in accordance with Appendix "4" and all documentation to support compliance with the applicable law,
- 6) be accompanied by the required fees as calculated in accordance with Appendix "1" to this By-law,
- 7) state the name, current address and telephone number of the owner, and where the owner is not the *applicant*, the authorized agent shall also provide his/her name, current address and telephone number,
- 8) when Division "C", Subsection 1.2.2. of the *OBC* applies, be accompanied by a "General Review Commitment" form completed and signed by the "owner", *architect* and any of the *professional engineer(s)* undertaking to provide the plans and specifications of the construction,
- 9) include where applicable, the *applicant's* registration number where an applicant is a builder or vendor as defined in the "Ontario New Home Warranties Plan Act, R.S.O 1990, CHAPTER O.31, and
- 10) be signed by the owner or authorized agent who shall certify as to the

truth of the contents of the application.

## **5.2 Building, Conditional and Demolition Permits**

5.2.1 Where application is made for a construction *permit* under subsection 8(1) of the *BCA*, in addition to the General Requirements to obtaining a *permit* the application shall:

- (a) include two (2) complete sets of plans and specifications, documents and other information as required by Division “C”, Sentence 1.3.1.3.(5) of the *OBC* and as described in this by-law for work to be covered by the *permit*; and
- (b) include such information as described in this by-law to establish that the work covered by the *permit* will not be in contravention of the *BCA*, the *OBC*, this by-law and all other applicable law as defined and listed in Division “A”, Article 1.4.1.3. of the *OBC*.

5.2.2 Where application is made for a demolition *permit* under subsection 8(1) of the *BCA*, in addition to the General Requirements to obtaining a *permit* the application shall:

- (a) include two complete sets plans and specifications, documents and other information as required by Division “C”, Article 1.3.1.3. of the *OBC* and as described in this by-law for the work to be covered by the *permit*;
- (b) when Division “C”, Article 1.2.2.3. of the *OBC* applies, be accompanied by a signed “Commitment to General Review” by a *Professional Engineer* on the form prescribed in Schedule “4” of this By-law; and
- (c) include such information as described in this by-law to establish that the work covered by the *permit* will not be in contravention of the *BCA*, the *OBC*, this by-law and all other applicable law as defined and listed in Division “A”, Article 1.4.1.3. of the *OBC*.

5.2.3 Where application is made for a conditional *permit* under subsection 8(3) of the *Act*, in addition to the General Requirements to obtaining a *permit* the application shall:

- (a) include two (2) complete sets of plans and specifications, documents and other information as required by Division “C”, Sentence 1.3.1.3.(5) of the *OBC* and as described in this by-law for the construction to covered by the *permit*;
- (b) state the reason why the applicant believes that unreasonable delays in construction would occur if a conditional *permit* is not granted; and
- (c) state the necessary approvals which must be obtained in respect of the proposed *building* and the time in which such approvals will be obtained;
- (d) state the time in which plans and specifications of the complete *building* be filed with the *Chief Building Official*; and
- (e) require that the owner and such other interested persons, as the *Chief Building Official* determines, to enter into an agreement with the Municipality prior to the issuance of a *permit*.

### **Change of Use Permits**

5.3 Every application for a change of use *permit* issued under subsection 10(1) of the *BCA* shall be submitted to the *Chief Building Official*, in addition to the General Requirements to obtaining a *permit* the application shall:

- (a) describe the *building* in which the occupancy is to be changed, by a description that will readily identify and locate the *building*;
- (b) identify and describe in detail the current and proposed occupancies of the *building* or part of a *building* for which the application is made;
- (c) include plans and specification showing the current and proposed occupancy of all parts of the *building*, and which contain sufficient information to establish compliance with the requirements of the *OBC*, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings, load bearing capacities, and details of the any existing “sewage system” or “sewage works”; and
- (d) a change of use *permit* shall not be issued prior to an inspection being conducted by an *inspector*.

**Alternative Solutions (as defined in the OBC)**

**5.4** Where an application for a *permit* or for authorization to make a material change to a plan, specification, document or other information on the basis of which a *permit* may be issued, contains an *alternative solution* for which authorization under Subsection 2.1.1. of Division “C” of the *OBC* is requested, the submissions must be prepared, sealed and signed by a *professional engineer* and/or *architect* with experience in the use of the materials, systems or *building* design to which the submission relates and the following information shall be provided to the *Chief Building Official*:

- (a) identifies applicable objectives, functional statements and acceptable solutions;
- (b) a description of the proposed material, system or *building* design for which an alternative solution is requested;
- (c) the designer shall provide documentation that establishes on the basis of past performance, tests described in Article 2.1.1.2. of Division “C” of the *OBC* or other evaluation that the proposed *alternative solution* will achieve the level of performance required under Article 1.2.1.1. of Division “A” of the *OBC*; and
- (d) be accompanied by a “General Review Commitment” form completed and signed by the “owner” and the designer {*architect* and/or the *professional engineer(s)*} undertaking to provide the plans and specifications of the alternative solution.

**Sewage System Permit**

**5.5** Every application for a *sewage system* permit under section 8(1) of the BCA shall be made to the Temiskaming Health Unit using the provincial application form “Application for a *Permit to Construct or Demolish*”.

**Sewage Works Permit**

**5.6** Every application for a *sewage works* system under the Ontario Water Resources Act shall be made to the Ministry of the Environment in such a manner as prescribed by the authority having jurisdiction.

**PART 6**

**PLANS, SUBMISSIONS AND SPECIFICATIONS**

**SECTION**

**Required Information**

- 6.1 Sufficient information, such as plans, specifications, documents and other information shall be submitted with each application for a *permit* to enable the *Chief Building Official* to determine whether or not the proposed construction, demolition or change of use will conform to the *BCA*, the *OBC* and any other applicable law as defined by Article 1.4.1.3.of Division “A” of the *OBC*.

#### **Required Submissions**

- 6.2 Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by two complete sets of the plans and specifications prepared in accordance with generally accepted architectural and engineering practices for construction of the *building* and as required under this by-law.

#### **Required Contents of Plans And Specifications**

- 6.3 Plans shall be drawn to scale on paper, cloth or other durable material, shall be legible and, without limiting the generality of the foregoing, shall be dated, shall contain the necessary designer information and signed as required by Clause 3.2.5.1.(1).(c) of Division “C” of the *OBC*. The submission shall include such working drawings as set out in Appendix “2” to this Schedule unless otherwise specified by the *Chief Building Official*.

#### **Depth of Frost Penetration**

- 6.4 For the purposes of Division “B”, Table 9.12.2.2 in row 5 column 5 of the *OBC*, the depth of frost penetration shall be at a minimum five (5) feet for foundations containing heated basement or crawl space and six (6) feet for foundations containing no heated space.

#### **Water Supply – Sewage Systems and Sewage Works**

- 6.5 If a municipal water supply system is not available, and a private *sewage system* or *sewage works* is provided to service a *building*, a source of water shall be provided that will supply at a minimum, a volume of water equal to the daily design flow rate of the private *sewage system* or *sewage works* that has been approved by the authority having jurisdiction. The source of water shall be available on a continual year round basis.

#### **Class of Sewage Systems**

- 6.6 Where plumbing facilities are required by the *OBC* and a municipal *sewage system* is not available, a Class 4 leaching bed system shall be installed to service all classes of *buildings* with the exception of *buildings* designated as *seasonal recreational use*, which may be serviced by a Class 1 *sewage system*, or a Class 4 leaching bed system.

Where plumbing facilities are required to service a tent regulated by the *OBC*, and a municipal *sewage system* is not available, a Class 1 *sewage system* may be provided in accordance with the *OBC*.

#### **Municipal Services**

- 6.7 When the proposed construction site is located where municipal services are provided each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by an “Application for Municipal Services” (Form D-06 of Appendix “4”) of this Schedule, as amended. With this form the *applicant* shall provide a site plan with the location of the proposed municipal water supply, sanitary systems, and storm water systems.

### **Entrance Permit**

- 6.8 Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by an Application for an “Application for New or Larger Entrance” (Form D-05 of Appendix “4”) of this Schedule on which is provided a description of the proposed driveway entrance to a municipally maintained roadway, and a site plan depicting the size and proposed location of the entrance in relation to lot lines and existing or proposed *buildings*.

### **Declaration of Use**

- 6.9 Every application for a Construction *Permit*, Conditional *Permit* or a Change of Use *Permit* shall be accompanied with a “Declaration of Use” in which the *applicant* declares that the proposed *building* to which the application relates to will be, and will remain to be used exclusively for the uses as permitted by the *OBC* and Municipal Zoning By-Laws.

The “Declaration of Use” shall be sworn before a Commissioner of Oaths and would have the same force and effect as if made under oath, and by virtue of the Canada Evidence Act. The “Declaration of Use” may be registered against the property at the expense of the owner.

The *chief building official* may waive the requirement of the “Declaration of Use” and or the requirement for registration in association with a *permit* application.

### **Brownfields – Environmental Protection Act – Reg. 153/04**

- 6.10 For the purposes of this Section and Form D-07 of Appendix “4” to this Schedule, a “Change of Property Use” and “Change in Use” does not include reference to a change of zoning of a property under municipal by-laws or to the change of use of a *building* as regulated by the *BCA* or the *OBC*.

For the purposes of this Section and Form D-06 of Appendix “4” to this Schedule, types of “Property Uses” shall have the meanings as defined in the Environmental Protection Act - Reg. 153/04 and does not include reference to property uses under municipal by-laws.

- a) Each application unless otherwise specified by the *chief building official* shall be accompanied by a Form D-06 of Appendix “4” to this Schedule, on which shall be provided: the legal description of the property;
- b) the present use of the property;
- c) all former uses of the property;
- d) the property use proposed for by this application;
- e) each application, unless otherwise specified by the *chief building official* shall be accompanied by copies of such records on file with the Land Registry Office which relate to the present and former property uses; and
- c) each application, unless otherwise specified by the *chief building official* shall be accompanied by a copy of any “Certificate of Property Use” and/or “Record of Site Condition”, and/or any other record relating to the property pursuant to the Environmental Protection Act.

### **Site Plans**

- 6.11 A site plan, which is used to demonstrate compliance with the *Act*, the *OBC* or other applicable law, shall be submitted with each application. The site plan shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and shall include such information as:
- a) lot dimensions;

- b) lot area and percentage of lot coverage of the proposed *building* and any other existing or proposed *buildings*;
- c) location and setback of the proposed *buildings* from the property lines,
- d) location and distance of every other adjacent *building* from property lines and the main *building*; and
- e) proposed finished grade elevations at the four corners of the subject property as well as well as the proposed finished grades at the four corners of the proposed *building(s)*.

## PART 7

### SURVEYOR'S REAL PROPERTY REPORT

#### SECTION

#### **Surveyor's Real Property Report requirements**

- 7.1** A *Surveyor's Real Property Report* (SRPR) shall be submitted prior to the "NOTICE OF COMPLETION READINES FOR OCCUPANCY". The SRPR will generally include:
- (a) a legal description of the property including the municipal address,
  - (b) the dimensions and locations of property boundaries,
  - (c) the location of all *buildings* in relation to property boundaries,
  - (d) finished ground levels or grades at the corners of the *building*;
  - (e) finished ground levels or grades at the corners of the subject property;
  - (f) the location of adjacent properties, roads, lanes, etc.,
  - (g) fire access routes and existing fire hydrant locations,
  - (h) the type and location of any land-related encumbrances or interests on the property title including utility rights-of-way, roadways, neighbour's rights-of-way, etc.
  - (i) it generally includes a written report highlighting the surveyor's opinion of any concerns,
  - (j) a surveyor's certificate indicating that the information represented on the plan is from actual field measurement and title research by himself or staff under his direct supervision, and
  - (k) an SRPR must contain a raised sealed embossment from the signing and responsible surveyor,
- in order to verify that the work conforms with the *BCA*, the *OBC* and other applicable law.

## PART 8

### PERMIT, INSPECTION, AND MAINTENANCE FEES

#### SECTION

#### **Fees Payable**

- 8.1**
- (a) Fees for a required *permit* shall be as set out in Appendix "1" to this Schedule, and as required by Division "C", Clause 1.3.1.3.(5).(e) of the *OBC* shall be paid upon submission of an application for a *permit*,
  - (b) no *permit* shall be issued until the fees are paid in full,
  - (c) where the application is made for a Conditional *Permit* the fees shall be

- paid for the complete project, and
- (d) where construction is incomplete or deficient and a call-back re-inspection is required to determine compliance, an inspection fee shall be charged to the *applicant* and paid in full prior to the re-inspection being conducted as set out in Appendix “1” to this Schedule.

#### **Fees – Cost of Valuation**

- 8.2 (a) The fees payable in respect of an application for a construction or demolition *permit* issued under Subsection 8.(1) and 8.(3) of the *BCA* are based on the cost of valuation of the proposed work,
- (b) the cost of valuation of the proposed work shall mean the total cost of all work regulated by the *permit* including the cost of all plans, material, labour, equipment, overhead, professional and related services, and
- (c) for residential development that is typically undertaken and /or managed by the owner, or in cases where reasonable costing is difficult to determine, the table as set out in Appendix “6” will be used to arrive at the cost of valuation of the proposed work.

#### **Fees – Accessibility Upgrade**

- 8.3 The fees payable in respect of an application for a construction or demolition permit for an accessibility upgrade are based on a flat rate as set out in Appendix “1” Classes of Permits and Permit Fees.

#### **Fees – Change of Use Permit**

- 8.4 Where fees payable in respect to an application for a change of use *permit* issued under Subsection 10.(1) of the *Act* are based on a floor area, floor area shall mean the total floor space of all storey’s subject to the change of use.

#### **Fees – Cost of Valuation – Dispute**

- 8.5 The *Chief Building Official* may place a valuation on the cost of the proposed work for the purposes of establishing the *permit* fee, and where disputed by the *applicant*, the *applicant* shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the *Chief Building Official* shall issue a refund.

#### **Refunds**

- 8.6 (a) In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, upon receipt of a written request for a refund, the *Chief Building Official* shall determine the amount of paid *permit* fees that may be refunded to the *applicant*, if any, in accordance with Appendix “3” to this Schedule.
- (b) In the case of an Accessibility Upgrade, the amount of the paid permit fee shall be refunded to the applicant following final inspection of the construction

(c) In the case of an order that has been issued no refunds shall be given. However the person aggrieved may appeal the decision of the Chief Building Official or an Inspector as allowed in the BCA.

### **Dormant File Maintenance Fee**

- 8.7 Where a *permit* has been issued and the construction or demolition authorized by the *permit* is, in the opinion of the *chief building official* substantially suspended or discontinued for a period of more than one year, a dormant file maintenance fee shall be charged to the *applicant* as set out in Appendix "1" of this Schedule.

### **Changing Permit Fees**

- 8.8 The *Chief Building Official* shall maintain a list of persons and organizations that have requested notification of any public meeting held with respect to a change in fees imposed for applications for *permits*, or the issuance of *permits* under clause 7(c) of the *BCA*. Such notice shall be provided via normal mail to the last known address provided to *Chief Building Official* by the persons or organization requesting notification and shall be provided a minimum of 21 days prior to the date of the public meeting.

#### Fees - Orders

- 8.9 The fees payable in respect of an order that is issued to achieve compliance with the BCA, the OBC and the Building By-law is based on a flat rate as set out in Appendix "1" Classes of Permits and Permit Fees.

## **PART 9 ANNUAL REPORT**

### **SECTION**

#### **Annual Report**

- 9.1 The *Chief Building Official* shall prepare an annual report outlining the fees and costs of *OBC* and *BCA* enforcement. The report shall include:
- (a) the total fees collected in the 12 month period, ending no later than three months before the release of the report;
  - (b) the direct costs of administering and enforcing the *BCA* including the review of the applications for *permits* and inspections of *buildings*;
  - (c) the indirect costs of administering and enforcing the *BCA*, including support and overhead costs; and
  - (d) the amount of a reserve fund, if one has been established for any purpose relating to the administration of enforcement of the *BCA*.

## **PART 10 CODE OF CONDUCT**

### **SECTION**

#### **Code of Conduct for Building Officials**

- 10.1 In accordance with Clause 7.1 (1) of the *BCA*, a Code of Conduct for the *Chief Building Official* and *Inspectors* shall be as set out in Appendix "5" to

this Schedule.

## PART 11 NOTICE REQUIREMENTS

### SECTION

#### **Prescribed Notices – Required Inspections**

**11.1** The *applicant* shall notify the *chief building official* or an *inspector* at each stage of construction for which notice is required under the *OBC* Division C Sentence 1.3.5.1.(2) and/or as itemized on the *permit* authorizing the construction.

The *applicant* shall allow two business days for the *inspector* to undertake a site inspection of the *building* to which the notice relates.

#### **Notice of Completion**

**11.2** The *applicant* shall notify the *chief building official* or an *inspector* upon completion of construction and installation of components required to permit the issue of and occupancy permit under Subsection 1.3.3. in Division “C” of the *OBC*.

Such notice shall be in the prescribed form D-12 “Notice of Completion and Readiness for Occupancy” and the *applicant* shall allow two business days for the *inspector* to undertake a site inspection of the *building* to which the notice relates.

No person shall occupy or permit to be occupied any *building* or part of a building, unless the *chief building official* has issued a permit in conformance with Subsection 1.3.3. in Division “C” of the *OBC* authorizing such occupation.

## PART 12 PRESCRIBED FORMS

### SECTION

#### **Prescribed Forms**

- 12.1**
1. The form prescribed for use as an Application for Change of Use permit under Section 10 (2) of the *BCA* shall be on Form D-01 identified in Appendix “4” to this Schedule.
  2. The Change of Use permit issued under Section 10 (1) of the *BCA* shall be on Form D-08 identified in Appendix “4” to this Schedule.
  3. The form prescribed for use as an Application to Construct or Demolish permit under Section 8. (1) of the *BCA* shall be on Form D-02 identified in Appendix “4” to this Schedule. French version shall be Forme D-03F Application de permit pour construire ou démolir.
  4. A Permit to Construct issued under Section 8 (1) of the *BCA* shall be on Form D-09 identified in Appendix “4” to this Schedule.
  5. A Permit to Demolish issued under Section 8 (1) of the *BCA* shall be on Form D-10 identified in Appendix “4” to this Schedule.

## PART 13

## OTHER FORMS

### SECTION

#### Other Forms

- 13.1
1. The form for use as a “*Notice of Readiness for Inspection*” under Section 10.2-(1) of the *BCA* shall be on Form D-11 of Appendix “4” to this Schedule.
  2. The form for use as a “*Notice of Completion and Readiness for Occupancy*” under Section 11 of the *BCA* shall be on Form D-12 of Appendix “4” to this Schedule.
  3. The form for use as an “*Application to Connect to Municipal Services*” D-04 (Potable water system, Sewage works and Storm water system) of Appendix “4” to this Schedule.
  4. The form prescribed for use as an “*Application for a New or Larger Entrance Permit*” D-05 of Appendix “4” to this Schedule.

## PART 14 ORDERS

### SECTION

#### Orders

- 14.1
1. An “*Order to Comply*” pursuant to Section 12 (2) of the *BCA* shall be on Form D-13 of Appendix “4” to this Schedule.
  2. An “*Order to Uncover*” pursuant to Section 13 (6) of the *BCA* shall be on Form D-14 of Appendix “4” to this Schedule.
  3. A “*Stop Work Order*” pursuant to Section 14 (1) of the *BCA* shall be on Form D-15 of Appendix “4” to this Schedule.
  4. An “*Order Not to Cover or Enclose*” pursuant to Section 13 (1) of the *BCA* shall be on Form D-16 of Appendix “4” of this Schedule.
  5. An “*Order Requiring Tests and Samples*” pursuant to Section 18 (1) (f) of the *BCA* shall be on Form D-17 of Appendix “4” of this Schedule.

## PART 15 AS CONSTRUCTED PLANS

### SECTION

#### As Constructed Plans

- 15.1
- The *chief building official* may require that a set of plans of a *building* or any class of *buildings* as constructed, in a format specified by the *chief building official* be filed with the *chief building official* on completion of construction under such conditions as may be prescribed in the *OBC*.

## PART 16 FENCING OF CONSTRUCTION SITES

### SECTION

#### Required Fencing

- 16.1
- A person issued a *permit to Construct or Demolish* under the *BCA*, for any work in the City of Temiskaming Shores shall erect and maintain a fence to enclose the construction or demolition site, including any areas where equipment is operated or material is stored.

## **Exemption**

**16.2** Notwithstanding Section 16.1, the *chief building official* is authorized to grant an exemption from the requirements to erect and maintain a fence provided he or she is satisfied that the conditions at a site would not present a particular hazard to the public after having regard for:

- (a) the proximity of the site to occupied dwellings;
- (b) the proximity of the site to places frequented by the public, including streets; parks, businesses and workplaces;
- (c) the effectiveness of any existing fencing adjacent to the site;
- (d) the feasibility and effectiveness of fencing the site;
- (e) any proposed security measures to deter entry to the site;
- (f) the hazard presented by the activity occurring and materials used on the site;
- (g) the expected duration of the hazard; and
- (h) any other safety considerations.

Where work on a construction or demolition site is substantially suspended or abandoned, the *chief building official* may revoke an exemption granted under this section by serving written notice on the *applicant*.

## **General Requirements**

**16.3** Every fence required by this by-law shall;

- (a) be erected at the perimeter of the site to fully enclose the site;
- (b) be built to deter entry by unauthorized persons or vehicles;
- (c) have no rails, other horizontal or diagonal bracing, attachments or pattern of openings on the outside that would facilitate climbing;
- (d) at the access opening, be equipped with gates that shall be built to specifications that provide performance and safety at least equivalent to the fence, and deter entry by unauthorized persons;
- (e) be maintained in good repair and free from health, fire and accident hazards;
- (f) be closed and locked or securely reinstalled when the site is unattended;
- (g) be removed not later than 30 days after completion of the construction or demolition work.

## **Construction Details**

**16.4** A fence required by this section shall:

- (a) if erected on a *residential construction site* between an excavation on the site and a public sidewalk or lane that is within 3.0 meters of the excavation, have a height not less than 1.8 meters above the grade outside the enclosed area.
- (b) if erected on any other *residential construction site*, have a height not less than 1.2 meters above the grade outside the enclosed area.
- (c) if erected on any other construction or demolition site, have a height not less than 1.8 meters above the grade outside the enclosed area.
- (d) if built of wood, the outside face shall be smooth exterior grade plywood or waferboard 12.5 millimetres thick that is close-boarded, securely nailed or screwed to 89 millimetre by 89 millimetre vertical posts spaced at 2.4

meters centers and embedded sufficiently deep into the ground to provide a rigid support, and securely nailed or screwed to 39 millimetre by 89 millimetre horizontal rails secured to the vertical posts at the top, bottom and intermediate locations at 600 millimetre centers.

- (e) if built of plastic mesh, the fencing shall be fastened securely at 200 millimetre centers to steel T or 50 millimetre wide U posts, spread at not more than 1.2 metre centers and embedded at least 600 millimetres into the ground, with the top and bottom of the plastic mesh secured horizontally by an 11 gauge lacing cable threaded through the mesh and looped and fastened to each post.
- (f) if built with chain link, the mesh shall have openings no larger than 50 millimetres and shall be fastened securely both to vertical steel posts, spaced at not more than 2.4 metre centers and embedded at least 600 millimetres into the ground, and to top and bottom horizontal steel rails or 9 gauge steel wire.

Any hoarding, canopy or similar protective barrier required under provincial law may form part of the fence.

The fence may be a combination of the fence types specified in this article or may be built of other materials if the fence can be shown to provide performance and safety equivalent to fence types specified and the *chief building official*.

**Conflict**

- 16.5 Where this section conflicts with any legislation, regulation or other by-law, the more restrictive applies

**PART 17  
TRANSFER OF PERMITS**

**SECTION**

**Change of Ownership**

- 17.1 Upon written request by the *applicant*, a *permit* regulated by this by-law may be transferred to the new owner upon a change of ownership.

**Fee for Transfer of Permit**

- 17.2 The fee prescribed shall be as set out in Appendix “1” of Schedule “A” to this by-law and shall be due and payable upon submission of a written request for transfer of any *permit* covered by this by-law.

**Responsibility**

- 17.3 Upon the transfer of a *permit*, the new owner shall become responsible for and under all conditions set out in the *permit*.

**Additional Information**

- 17.4 The *chief building official* may request from the new owner any proof of engagement of design professional where appropriate and/or provisions of information by the new owner.

**PART 18  
PENALTY**

**SECTION**

**Penalties**

- 18.1 Penalties for offences under this by-law are provided in Subsection 36(3)-(5)

of the *BCA*.

**PART 19**  
**VALIDITY**

**SECTION**

**Validity of By-law**

- 19.1** It is declared that notwithstanding that any section or sections of this by-law, or parts thereof, may be found by any court of law to be bad or illegal or beyond the power of the *Council* to enact, such section or sections or parts thereof shall be deemed to be severable and that all sections or parts of this by-law are separate and independent from the other and enacted as such.

**Appendix “1” to Schedule “A”  
of By-law No. 2013-052 respecting  
Classes of Permits and Permit Fees.**

Row Number	Class of permit or fee	Fee Payable - 2013	Fee Payable – January 1, 2014	Fee Payable – January 1, 2015
1	A Building Permit to construct a building or Structure within the meaning of a “farm building” in the Ontario Code Act	\$7.90 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$79.00	\$8.20 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$82.00	\$8.45 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$84.50
2	A Building Permit to construct a Structure Designated in the Ontario Building Code in Div. “A”, Sentence 1.1.2.2.(2)	\$7.90 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$79.00	\$8.20 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$82.00	\$8.45 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$84.50
3	A Building Permit to construct a building or structure within the meaning the meaning of the Act but not covered in Column 2, Rows 1 and 2	\$7.90 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$79.00	\$8.20 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$82.00	\$8.45 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$84.50
4	A Conditional Permit	\$7.90 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$79.00 plus \$210.00 administrative fees	\$8.20 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$82.00 plus \$220.00 administrative fees	\$8.45 per \$1,000.00 or portion thereof of the cost of valuation of construction or a minimum of \$84.50 plus \$230.00 administrative fees
5	A Demolition Permit for a building described in Division “C”, Sentence 1.2.2.3.(1)	\$160.00 per application	\$165.00 per application	\$170.00 per application
6	A Demolition Permit for all other buildings not described in Column 2, Row 5	\$79.00 per application	\$82.00 per application	\$84.50 per application
7	A Change of Use Permit	\$79.00 per application plus \$0.03 per square foot	\$82.00 per application plus \$0.03 per square foot	\$84.50 per application plus \$0.03 per square foot
8	Revisions, Assignment or Renewal of Permit	\$52.50 per application	\$55.00 per application	\$56.25 per application
9	Re-inspection where work is not complete for the requested inspection	\$52.50 per inspection	\$55.00 per inspection	\$56.75 per inspection
10	Inspection to allow a partial occupancy of a building or occupancy of a partially completed building	\$52.50 per inspection	\$55.00 per inspection	\$56.75 per inspection
11	Dormant File Maintenance Fee	\$79.00 per year or a portion thereof	\$82.00 per year or a portion thereof	\$84.50 per year or a portion thereof

12	A Building Permit for an Accessible Upgrade	Not applicable	Not applicable	\$50 per application (effective date: May 1, 2015)
<u>13</u>	<u>An order that has been issued</u>	<u>Not applicable</u>	<u>Not applicable</u>	<u>\$200.00 per order (effective date: June 3, 2015)</u>
<u>14</u>	<u>A building permit application for which construction has started</u>	<u>Not applicable</u>	<u>Not applicable</u>	<u>Applicable permit fee shall be doubled</u>
Column 1	2	3	4	5

**Appendix “2” to Schedule “A”  
of By-law No. 2013-052 Respecting  
List of Plans or Working Drawing  
to accompany applications for permits.**

- 1) **Site Plan** illustrating the dimensions of the parcel of land, together with the location of the existing and/or proposed building(s), indicating front, rear and side yards setbacks.
- 2) **Surveyor’s Real Property Report** at the completion of the basement or foundation walls, to determine compliance with zoning setback regulations.
- 3) **Floor Plan** of each floor level indicating room dimensions, and the location and specifications of all doorways, windows, locks, stairways and landings.
- 4) **Foundation Plan** indicating location and specifications of all footings, foundation walls, piers and or slab on grade foundation components.
- 5) **Framing Plan** indicating location and specifications of all walls, floors and ceiling assemblies including engineered floor systems.
- 6) **Roof Plan** indicating location and specification of all structural framing and roof decking components including engineered truss systems.
- 7) **Reflected Ceiling Plans**
- 8) **Sections and Details** as required to determine compliance with the **OBC**.
- 9) **Building Elevations**
- 10) **Electrical Drawings** indicating location of all lighting and electrical components as required by the **OBC**.
- 11) **Heating, Ventilation & Air Conditioning Drawings** indicating location and specifications of all HVAC system components.
- 12) **Plumbing Drawings** indicating location and specifications of foundation drains, roof water drainage system, sanitary sewers and drains. Specifications of all fixtures, traps, floor drains, vents and cleanouts. Water supply piping details and specifications including back flow prevention and water temperature regulators.
- 13) **Fire Protection Equipment** indicating location and specifications of automatic sprinkler systems, stand pipe systems, portable fire extinguishers, fire alarm systems and smoke and CO detection systems.
- 14) **Means of Egress & Facility Exits** indicating locations and specifications of all means of egress from all floor areas.
- 15) **Emergency Systems** indicating location and specifications of all emergency power supplies, emergency lighting and exit lighting systems.

**NOTE:** The *chief building official* may specify that not all the above-mentioned plans are required in association with a *permit* application.

**Appendix “3” to Schedule “A” of  
By-law No. 2013-052 respecting  
Refunds**

<b><u>Status of Permit Application and/or Construction</u></b>	<b><u>Percentage of Fees Eligible for Refund</u></b>
Application filed and no processing or review of plans initiated.	100 %
Application filed. Plans reviewed and zoning functions performed.	80 %
Application filed. Plans reviewed and zoning functions performed. Permit has been issued.	70 %
Additional deduction for each field inspection that had been performed.	5 %
Minimum fee payable to obtain a <i>permit</i> as listed in Appendix “1”	0 %

**Appendix “4” to Schedule “A” of  
By-law No. 2013-052 respecting  
Forms**

Form D-01	Application for Change of Use
Form D-02	Application to Construct or Demolish
Form D-02F	Application pour permit de construire ou démolir
Form D-03	Energy Efficiency Design Summary
Form D-04	Application to Connect to Municipal Services
Form D-05	Application for New or Larger Entrance
Form D-06	List of Applicable Law Form
Form D-07	Brownfields- Reserved
Form D-08	Change of Use Permit
Form D-09	Construction Permit
Form D-10	Demolition Permit
Form D-11	Notice of Readiness for Inspection
Form D-12	Notice of Completion and Readiness for Occupancy
Form D-13	Order to Comply
Form D-14	Order to Uncover
Form D-15	Stop Work Order
Form D-16	Order Not to Cover or Enclose
Form D-17	Order Requiring Tests and Samples

**Appendix “5” to Schedule “A” of  
By-law No. 2013-052 respecting  
Code of Conduct for Building Officials**

**Introduction**

The City of Temiskaming Shores maintains this Code of Conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behavior of the Temiskaming Shores’ Building Officials reflects the Temiskaming Shores Building Department’s commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and the spirit of this code of conduct as it pertains to situations that bear on their responsibilities.

**Purpose**

The purposes of this code of conduct are:

- To promote appropriate standards of behavior by building officials in the exercise of their powers and performance of their duties.
- To prevent practices that may constitute an abuse of power, and
- To promote appropriate standards of honesty and integrity.

**Standards of Conduct and Professionalism**

The City of Temiskaming Shores Building Officials undertake at all times to:

1. Act in the public interest, particularly with regard to the safety of building works or structures;
2. Maintain their knowledge and understanding of the best building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and law relevant to their duties;
4. Comply with the provisions of Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
6. Not act beyond their level of competence or outside their area of expertise
7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of influence of interested parties;
8. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
9. Not divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with the laws governing freedom of information and protection of privacy;
10. To avoid any conduct that could bring Building Officials or the City of Temiskaming Shores into disrepute;
11. Extend professional courtesy to all;
12. Accept responsibility for the conduct of their subordinate employees;
13. Maintain current accreditation to perform functions assigned to them;
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties;

15. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official  
Guideline for responding to misconduct allegations

The Building Code Act provides that the performance of Building Officials will be measured against this code of conduct. In response to any allegation of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's powers and responsibilities as well as severity of any misconduct.

Disciplinary Action arising from the violations of this code of conduct are the responsibility of Temiskaming Shores' administration and is subject to relevant employee agreements, employment law and standards.

**Appendix “6” to Schedule “A” of  
By-law No. 2013-052 Respecting  
Valuation of Construction Costs based on Area**

(Note that these values may be adjusted annually based on the cost of living index at the discretion of the *Chief Building Official*)

<b>Row</b>	<b>Description of Construction type</b>	<b>Value of Construction per square foot</b>
<b>1</b>	Residential new construction	\$150.00
<b>2</b>	Basement Renovation	\$100.00
<b>3</b>	New bathroom in existing building	\$100.00
<b>4</b>	Garage (interior finished)	\$80.00
<b>6</b>	Garage (unfinished)	\$30.00
<b>7</b>	Residential Decks	\$10.00
<b>Column 1</b>	<b>2</b>	<b>3</b>

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**Subject:** 2014 Annual Building and Statistics Report    **Report No.:** CGP-019-2015  
**Agenda Date:** April 7, 2015

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### **Attachments**

- Appendix 01:** 2014 Annual Report – Building Permit Fees  
**Appendix 02:** Building Permit Statistics Report 2010 to 2014  
**Appendix 03:** Building Code Act Prescribed Report Content

### **Recommendations**

It is recommended:

1. That Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-019-2015; and
2. That Council directs staff to post the 2014 Annual Report - Building Permit Fees on the City's website, in the Community Bulletin in the Temiskaming Speaker and to make the report available to persons or organizations in accordance with the Ontario Building Code.

### **Background**

Section 7(1) of the Building Code Act (BCA) authorizes the Council of a municipality to pass by-laws to prescribe classes of permits, provide for applications for permits and require applications to be accompanied by such plans, specifications, documents and other information as is prescribed, and require the payment of fees on applications for the issuance of permits, and prescribe the amounts of the fees.

Section 7(2) of the BCA prescribes that the total amount of fees authorized in such by-law must not exceed the anticipated costs to the City to administer and enforce the BCA.

Section 7(4) of the BCA further requires that every 12 months, the City shall prepare a report that contains such information as may be prescribed, about the fees authorized in the by-law, and the costs of the City to administer and enforce the BCA. Appendix 03 to this report lists the information which is prescribed in the Ontario Building Code (OBC) to be included in the annual report. Section 7(4) also requires that the Annual Building Report be made available to the public.

The Annual Report – Building Permit Fees provides information to Council and the public regarding the revenues received from Building Permit Fees and the direct and indirect costs for administering and enforcing the Building Code Act. Based on this

information, Council can consider increasing or decreasing Building Permit Fees to better reflect administration and enforcement costs

### **Analysis**

The following table is a summary of the figures included in the 2014 Annual Report – Building Permit Fees which is attached as Appendix 01:

Permit Fees Collected =	\$82,198.92
Direct Costs =	(\$193,624.26)
Indirect Costs =	(\$44,170.85)
<b>Shortfall =</b>	<b>(\$155,891.49)</b>

**Permit Fees** are collected under the authority of the Building By-law 2013-052 and include fees for construction, demolition and change of use permits. **Permit Fees collected in 2014 total \$ 82,198.92.**

**Direct Costs** are costs for the operation of the Building Department with respect to the processing of permit applications, the review of building plans, conducting inspections and enforcement duties under the authority of the BCA/OBC. The figure provided includes a percentage of wages and benefits for the Director, CBO, Building Inspector, Planner and the Administrative Assistant; as well as, costs of providing training for staff to meet the qualification requirements prescribed by the BCA. **The total direct costs are \$193,624.26.**

**Indirect Costs** are the Building Department’s share of overhead such as: office supplies, postage and courier service, telephone, IT support, CGIS service contract, payroll services, and office expenses. Indirect costs also include the Building Department’s share of capital asset costs of vehicles and their operation expenses. **The total indirect costs are \$44,170.85.**

**Cost Stabilization Reserve Fund** - As revenue does not exceed operating costs a Cost Stabilization Reserve Fund has not been established and therefore that figure is \$0.00.

### **Council Summary Report**

The Council Summary Report 2010-2014 provides information regarding building trends in the City over a five year period; and it compares the Building Permit fees charged by the City, the number of permits issued and construction cost associated with the development.

### **Financial / Staffing Implications**

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

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

There are no costs associated with this policy and savings in fuel costs can be expected once this policy is adopted.

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

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

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Norm Desjardins, CBCO  
Chief Building Official

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Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

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Christopher W. Oslund  
City Manager

**Corporation of the City of Temiskaming Shores**

**Annual Report – Building Permit Fees**

**Total Permit Fees** (Revenues) collected for the period January 1, 2014 to December 31, 2014 under By-law No 2013-052 of the City of Temiskaming Shores.

Total Permit Fees = **\$ 82,198.92.00**

**Direct Costs** are deemed to include costs related to wages, benefits and the training of staff of the Building Department for processing of building permit applications, the review of building plans, conducting inspections and building related enforcement duties for the period January 1, 2014 to December 31, 2014.

Direct Costs = **\$ 193,624.26.**

**Indirect Costs** are deemed to include the costs of overhead and support services related to the operation of the Building Department and include costs of office space and fleet as well as their depreciation for the period January 1, 2014 to December 31, 2014.

Indirect Costs = **\$ 44,170.85.**

**Cost Stabilization Reserve Fund** includes all revenues exceeding costs from previous years which are held in reserve to offset costs in future years.

Cost Stabilization Reserve Fund = **\$ 0.00**

**Note:** As the Total Permit Fees for the period January 1, 2014 to December 31, 2014 do not exceed the Direct and Indirect Costs for the same time period, no funds are transferred to the Cost Stabilization Fund for 2015.

**Building Permit Statistics Report**  
2010 to 2014

YEAR		2014		2013		2012		2011		2010	
		# of permits issued	Value of construction	# of permits issued	Value of construction	# of permits issued	Value of construction	# of permits issued	Value of construction	# of permits issued	Value of construction
Commercial & Institutional	New Starts	1	\$5,000	5	\$3,075,000	1	\$300,000	2	\$1,482,000	1	\$2,500,000
	Renovations	37	\$2,112,000	27	\$2,963,000	66	\$3,785,000	38	\$3,778,000	52	\$3,244,000
Industrial	New Starts	0	\$0	9	\$4,099,000	0	\$0	2	\$72,000	2	\$760,000
	Renovations	7	\$220,000	10	\$1,934,000	8	\$222,000	14	\$215,000	3	\$8,000
Multi-Unit Residential	New Starts	1	\$3,000,000	0	\$0	1	\$400,000	1	\$0	0	\$0
	Renovations	10	\$270,000	6	\$252,000	15	\$1,921,000	12	\$102,000	17	\$1,121,000
Single Residential	New Starts	5	\$1,070,000	16	\$4,414,000	13	\$3,706,000	11	\$2,873,000	7	\$1,600,000
	Renovations	133	\$1,636,000	100	\$1,403,000	108	\$939,000	74	\$932,000	70	\$906,000
<b>Total Value of Construction</b>		<b>194</b>	<b>\$8,315,000</b>	<b>173</b>	<b>\$18,141,000</b>	<b>212</b>	<b>\$11,275,000</b>	<b>155</b>	<b>\$9,462,000</b>	<b>153</b>	<b>\$10,141,000</b>
<b>Total Permit Fees</b>		<b>194</b>	<b>\$83,000</b>	<b>173</b>	<b>\$145,000</b>	<b>212</b>	<b>\$89,000</b>	<b>155</b>	<b>\$68,000</b>	<b>153</b>	<b>\$70,000</b>

**BCA/OBC Prescribed Report Content**

Building Code Act, 1992  
ONTARIO REGULATION 350/06  
BUILDING CODE  
Division C Part 2

**1.9.1.1. Annual Report**

- (1) *The report referred to in subsection 7 (4) of the Act shall contain the following information in respect of fees authorized under clause 7 (1) (c) of the Act:*
- (a) *total fees collected in the 12-month period ending no earlier than three months before the release of the report,*
  - (b) *the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),*
  - (c) *a break-down of the costs described in Clause (b) into at least the following categories:*
    - (i) *direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and*
    - (ii) *indirect costs of administration and enforcement of the Act, including support and overhead costs, and*
  - (d) *if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).*
- (2) *The principal authority shall give notice of the preparation of a report under subsection 7 (4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.*

**Of special note:** As revenues cannot be forecasted with any certainty, and often vary substantially from year to year, the BCA/OBC does allow municipalities to establish a cost stabilization reserve fund in which permit fees in excess of operating costs must be held. Those reserve funds may then only be used to offset costs of BCA/OBC administration / enforcement in future years. Should revenues continue to exceed costs, it is the intent being that the permit fee structure would then be revised accordingly.

As permit fees have yet to exceed operating costs, it has not been necessary to establish such a reserve fund in Temiskaming Shores.

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**Subject:** Stopgap.ca Community Ramp Project

**Report No.:** CGP-020-2015

**Agenda Date:** April 7, 2015

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## **Attachments**

**Appendix 01:** Stopgap.ca Community Ramp Handbook

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-020-2015;
2. That Council endorses TSAAC's recommendation to implement a Stopgap.ca Community Ramp Project in Temiskaming Shores.

## **Background**

In early February 2015, staff met with Medichair to discuss the City's building permit policy for accessible ramps and lifts. At that meeting, Dalas Forget, owner of Medichair asked if the City would be interested in participating in a Stopgap.ca Community Ramp Project for Temiskaming Shores.

The project provides free custom ramps to businesses to bridge the gap between the sidewalk and the entrance. They are portable ramps that can be handled by one person. When a person with a disability would like to shop in the store, they ring a doorbell, text or call. The storeowner puts the ramp out and the person enters. The ramp is removed and stored inside. When the person is ready to leave, the ramp is put out again, then removed and stored inside.

Staff reviewed the Stopgap.ca website and circulated departments for comments. All staff were agreeable to the project provided there was no increased liability for the City.

The Economic Development Officer discussed the project with the New Liskeard Business Improvement Area (BIA) at their regular meeting on February 26, 2015. The BIA supported the project in principle. Members requested additional information regarding the size and weight of the ramps, and the cost.

The Temiskaming Shores Accessibility Advisory Committee considered the project at their March 18, 2015 regular meeting and passed the following resolution:

Moved by: Carman Kidd  
Seconded by: Walter Humeniuk

Whereas TSAAC has reviewed information regarding the Stopgap.ca Community Ramp Project and believes that it would be of benefit for businesses in the City of Temiskaming Shores to help make the City more accessible to persons living with disabilities;

Be it resolved that:

TSAAC supports the initiation of a Stopgap.ca Community Ramp project in the City of Temiskaming Shores and recommends that Council support the project by partnering with community groups and businesses to undertake the project;

And further that TSAAC recommends that Council direct staff to coordinate a Stopgap.ca Community Ramp project.

### **Analysis:**

The goal of the Accessibility for Ontarians with Disabilities Act is to make Ontario accessible for all people with disabilities by 2025. The Stopgap.ca project, while not perfect, is a start for making businesses more accessible to persons with disabilities.

The project will require a number of community partners as follows:

- ✓ Medichair – has offered to take measurements for the ramps in order to customize the ramps for each individual business. In addition to varying heights of entrances above the sidewalk, there is generally a variation in the slope of the sidewalk particularly in downtown New Liskeard and Haileybury.
- ✓ Chat Noir – has offered to be a pilot project. They will have the first ramp constructed so that people can try it out, and other businesses can assess the size and weight and decide if it is something that they would like to have at their business.
- ✓ Businesses – will be invited to participate in the project. The New Liskeard BIA and the Temiskaming Shores and Area Chamber of Commerce will be instrumental in encouraging businesses to participate. Some businesses may not be able to participate because their entrances are too high and/or they have too many steps.
- ✓ Building supply stores and contractors – will be asked for donations of materials
- ✓ Students, woodworking hobbyists, and contractors – will be approached to construct the ramps
- ✓ Volunteers – will be needed to transport building materials, deliver ramps, etc.
- ✓ City – will enter into agreements with businesses that will have ramps encroaching on the City's sidewalks. The agreements will confirm that the ramps are to be on the sidewalk only when needed by a customer. TSAAC with the help of City Staff will assist the community to form a committee to undertake the project.

The Stopgap.ca website provides resource materials which include a Community Ramp Project Handbook, material donation request letter, Stopgap.ca stencil, “Accessible Ramp Available” sign, and construction drawings. A copy of the handbook is attached as Appendix 01. Community Ramp Projects are being implemented across Canada. In Northern Ontario, downtown Orillia has a project and Kenora has one coming soon.

Staff recommends that Council support TSAAC’s resolution to implement a Stopgap.ca Community Ramp Project in Temiskaming Shores.

**Alternatives**

No alternatives were considered.

**Financial / Staffing Implications**

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

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

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

**Submission**

Prepared by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

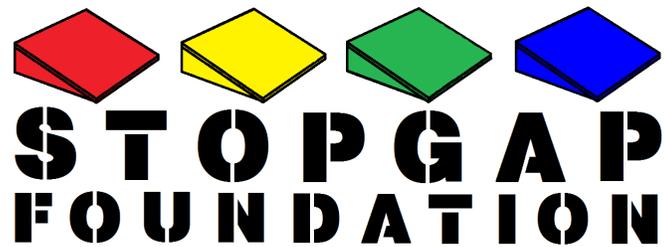
\_\_\_\_\_  
Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

\_\_\_\_\_  
Christopher W. Oslund  
City Manager

**StopGap Foundation presents...**

**The Community Ramp Project Handbook**

Second Edition - © October 2013



## **Introduction**

All of us at StopGap are incredibly grateful for your interest in taking on this exciting project in your community. We are so proud of the momentum that we've gained over the past two years, it's fantastic to be connecting with people and helping them take on Community Ramp Projects of their own in different communities across the country. With your participation you are helping create a world where every person can access every space. At the time of the publication of this second edition of The Community Ramp Project Handbook there are close to 200 StopGap inspired ramps being used in different communities across Canada.

With help from community organizations, material donations and volunteer support, businesses with single stepped storefronts are invited to participate and have a custom ramp made at no cost. The brightly coloured ramps do not present a perfect solution to the problem however they create curiosity and get people talking about this huge design issue while still getting people in the door. The project continues to introduce the human right to equal access and recent media attention has successfully shone a light on this topic.

The Community Ramp Project has been successful at highlighting how a simple ramp can make life easier for everyone. Participants have shared that a ramped storefront is more inviting. Parents pushing strollers, couriers using dollies to handle heavy packages and people using mobility aides all benefit from a barrier free storefront. The project has also proved that business owners are able to increase their customer base by providing a storefront that everyone can enter and exit. Supporters of the initiative hope that through these types of projects communities will create barrier removing legislation of their own instead of waiting until the projected due date outlined in the AODA (Accessibility for Ontarians with Disabilities Act) – that being 2025.

The temporary ramps are to be presented to businesses with a single step with the intent that business owners offer the use of the ramp to customers whenever there is a need. Business owners are encouraged to display the "Access Ramp Available upon Request" sign in a highly visible location in their storefront window such that customers can be easily informed about the availability of an access ramp.

Congratulations on being a part of this very exciting initiative, it continues to bring communities and their difference makers together. Anyone keen on taking on a Community Ramp Project should know that they are destined to have a blast, create lasting relationships and initiate a barrier free buzz in their community. Good luck!

## **Getting Started**

Along with this handbook are the following electronic files to be downloaded from the StopGap.ca website:

- Material Donation Request Letter
- The Community Ramp Project Brochure
- The Community Ramp Project Survey Form
- Ramp Component Measurement Calculator Spreadsheet
- StopGap.ca stencil
- The "Access Ramp Available Upon Request" sign

Approaching your community Business Improvement Association (BIA) and Accessibility Advisory Committee and telling them about your intent to start a Community Ramp Project is a great first step to getting a Ramp Project off the ground. Approval from these organizations will assist in engaging businesses to participate. It is highly unlikely that there will be a negative response however from our experience it is possible that these organizations may prefer not to be associated with the Community Ramp Project despite your attempts at educating them about the details. Please don't let their lack of support dissuade you from forging ahead, it's this type of resistance that is preventing physical barriers from being broken down! BIA's and Accessibility Advisory Committees are typically great resources to help figure out where to get the required support and they are often more than willing to publicize your adoption of The Community Ramp Project in their newsletters and newspapers. Be prepared to have your photo taken!

In order to offer the ramps to businesses at no cost your role as a Community Ramp Project Team Leader is to secure a provider of all of the required building materials and hunt down community members that might be interested in helping build the ramps. There are a number of ways that a Community Ramp Project can be

successfully implemented and it's all about who is interested in supporting it.

Community woodworking shops are usually looking for projects to teach its students. Community woodworking shops often run programs that teach woodworking skills to people from marginalized neighbourhoods in attempt to help them gain valuable skills to secure meaningful and sustained work. Reach out to these organizations as the potential for a win-win situation is just too good to pass up. There has been tremendous success at securing partnerships with community woodworking shops as they typically take care of both the labour and material donations.

Should there not be a community woodworking shop in your community we recommend soliciting hardware stores for material donations. Personalize the Material Donation Request Letter and address it to the appropriate person at the prospective hardware store. Some hardware stores have their own community project programming such as The Home Depot's Team Depot program. StopGap has established a strong relationship with The Home Depot through their support of a number of completed projects, they are very aware of The Community Ramp Project at their Canadian headquarters. Each The Home Depot location has a manager assigned to their Team Depot program, this is the person who the Material Donation Request Letter should be addressed to. Although Canadian headquarters is supportive of The Community Ramp Project it is ultimately up to the manager of the Team Depot program as to their decision to participate or not. Again, don't let a negative response distract you - forge ahead and approach other hardware stores!

If material donations cannot be obtained from your local hardware store try soliciting monetary donations to cover material costs. A list of materials for an average sized project (approximately 12 ramps) appears in the Construction section of this manual, take it to your local hardware store and have them provide you with prices for the items listed.

The Community Ramp Project Brochure is to be customized to include the names of all participating community organizations, hardware stores and must include the contact information for the Community Ramp Project Team Leader. The Community Ramp Project Brochure will be handed out to businesses during the community survey, it will assist in educating business owners about the project and help in collecting committed participants.

Engaging local schools is a great way to enhance the community nature of the project. Together with the StopGap School Program elementary school students are introduced to the concept of accessibility and physical barriers in our built environment. Depending on the age group students' participation can range from being involved in the community survey to actual ramp construction and painting. Younger students enjoy the inclusion of The Ramp Man storybook into the curriculum. We can gladly arrange for a copy of The Ramp Man storybook to be delivered to you should you be interested in involving students at the elementary school level. Similarly, high school students benefit from being involved in The Ramp Project by gaining community hours as well as seeing firsthand how their newly learned woodworking skills have a direct positive impact on their community.

### ***Community Survey***

Armed with the approval of your community organizations and a participation commitment from a donation source it's time to hit the pavement! Approach businesses with a single stepped storefront by first introducing yourself and the project. Present the manager on staff with a copy of The Community Ramp Project Brochure and answer any questions they may have. Should you not know an answer to one of their questions simply let them know that you will get back to them with an appropriate answer as soon as you can. It's important not to guess at an answer and risk giving false information, honesty is the best policy in this situation. We are always available to answer any questions you may have.

Often times the person who makes the decisions at the business will not be present. Have the managing employee give the information to the business owner or chief decision-maker, before leaving take down their information and let them know that you will be anticipating their call or e-mail. Should you not hear from them in a few days follow-up with a phone call or e-mail message. Upon a businesses approval to participate, have the manager or storeowner fill out a Community Ramp Project Survey Form. Ensure that they read the policy at the bottom of the form and it's important to have them sign it. This policy ensures that the storeowners take responsibility for any risk associated with the ramps use.

Measure the height of the left and right side of the step to the closest 1/4 inch and record the measurements on the Survey Form. For both left and right locations it's best to take the measurement of the closest 1/4 inch below

the top of the step. Going with the closest 1/4 inch below the top of the step helps prevent a tripping hazard and helps prevent the wheel of a mobility device from pushing the ramp away from the step while exiting the venue. Measuring just below the top of the step also helps account for movement of the sidewalk due to winter frost heave.

### Volunteers

The saying “many hands make light work” definitely applies when it comes to ramp construction. Assign specific duties to people with matching skills and interests. Depending on the number of ramps involved in the project will dictate how many volunteers will be needed. Should the project be supported by The Home Depot you will need to coordinate volunteer help with the Team Depot manager. The Home Depot may have employees that are inspired by the project and are willing to volunteer their help if the build day coincides with their day off. It’s important to get firm commitments from Home Depot volunteers as well as your own friends and family, there is nothing worse than being left with a whole lot of work and not enough people to complete it. As a general rule one reasonably skilled person can expect to spend one working day constructing a dozen ramps and one working day painting them. Use this general rule as a gauge to estimate how many volunteers you will need to get a project done within a certain amount of time.

### Construction

#### Step 1 – Fill-In the Ramp Component Measurement Calculator Spreadsheet

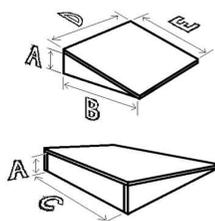
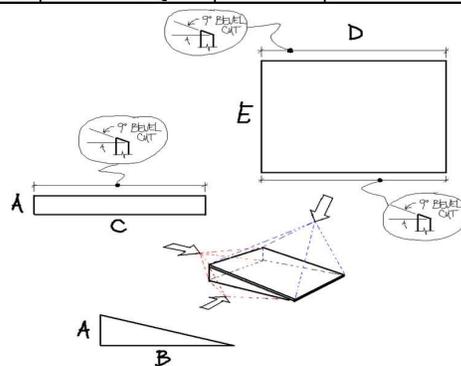
The Ramp Component Measurement Calculator Spreadsheet must be used to determine all of the specific measurements for each ramp component. The Measurement Calculator has been designed such that all you need to do is simply enter the step height into the step height column, the calculator does the rest! Enter the smallest measurement of the left and right side step measurements taken during the survey. Be sure to transfer all of the businesses information taken down during the community survey from the Survey Forms including the businesses name and address. Having all of this information on the spreadsheet and labeling each part as it is prepared is an important step to make sure none of the parts get mixed up.

The image below shows a completed Measurement Calculator Spreadsheet complete with the List of Materials.



Angle = 9.4623  
 Slider Thickness = 0.25 in  
 Plywood Thickness = 0.625 in <--- 5/8" PT Plywood  
 Ramp Width = 34 in  
 Side & Back Support Thickness = 1.5 in <--- 2x PT No. 1/No. 2 Material

	Client	Phone	Address	Colour	Step Height (in)	A	B	C	D	E
1	Community 54		1275 Queen St. West	Red	3 2/8	2 3/8	14 2/8	31	34	15 7/8
2	Passion for the Past		1646 Queen St. West	Green	5 2/8	4 3/8	26 2/8	31	34	28 1/8
3	Sylvie and Shimmy		1640 Queen St. West	Red	4 4/8	3 5/8	21 6/8	31	34	23 4/8
4	West End Comics		1590 Queen St. West	Blue	5 4/8	4 5/8	27 6/8	31	34	29 5/8
5	Kitten and the Bear		1574 Queen St. West	Blue	2 2/8	1 3/8	8 2/8	31	34	9 7/8
6	Good Catch		1556 Queen St. West	Green	3 6/8	2 7/8	17 2/8	31	34	19
7	Boutique Café		1542 Queen St. West	Red	3	2 1/8	12 6/8	31	34	14 3/8
8	Not My Dog		1510 Queen St. West	Blue	8	7 1/8	42 6/8	31	34	44 6/8
9	Fresh		1234 Spadina Ave.	Blue	7 6/8	6 7/8	41 2/8	31	34	43 2/8
10	Potala Gift Shop		1966 1/2 Queen St. East	Green	2 6/8	1 7/8	11 2/8	31	34	12 7/8
11	Beachside Grill		1922 Queen St. East	Blue	5	4 1/8	24 6/8	31	34	26 4/8
12	Freedom Clothing		939 Bloor St. W	Green	5	4 1/8	24 6/8	31	34	26 4/8

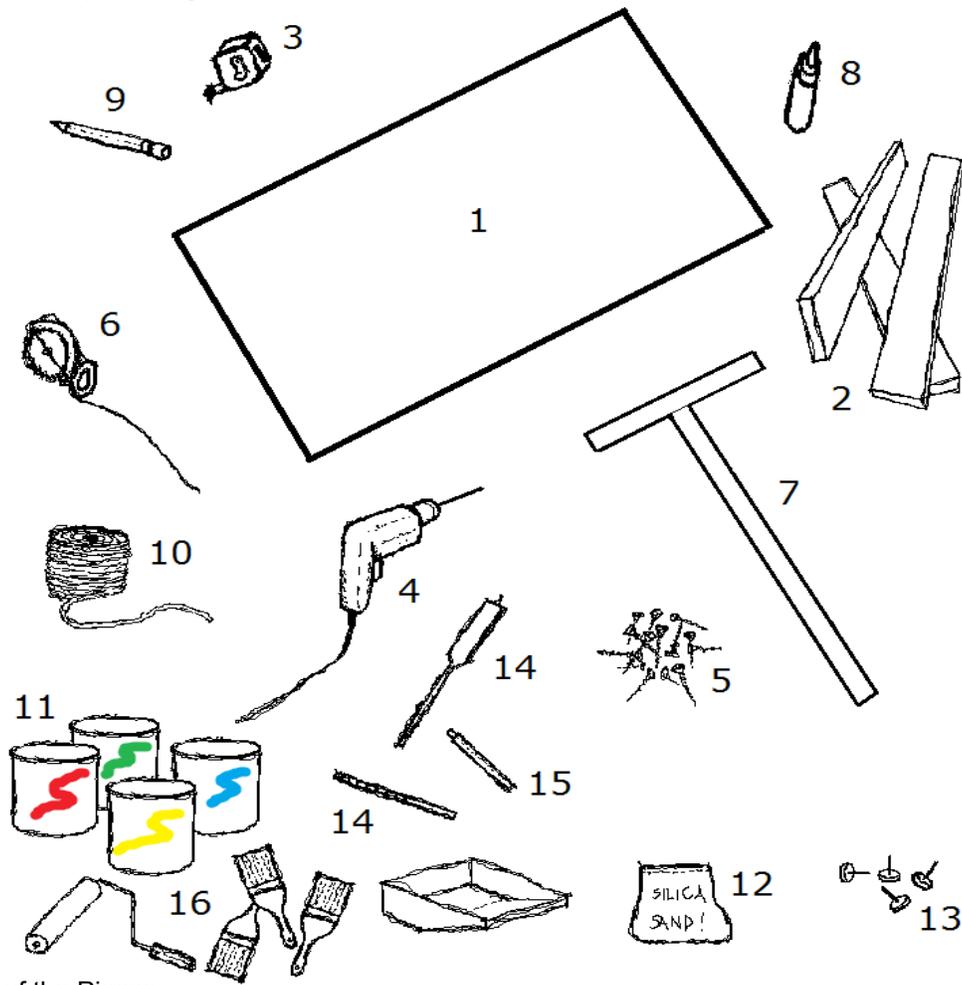


List of Materials	
2x4's - # feet required	19
2x6's - # feet required	24
2x8's - # feet required	7
4x8 Plywood Sheets	3

## Step 2 – Gather All Tools and Materials

The following is a list of everything required to build a StopGap ramp:

1. 4ft x 8ft - 5/8" plywood sheets preferably with one good finished side. Three sheets of plywood can accommodate the construction of approximately 12 moderately sized ramps.
2. 2x lumber - 2x4's, 2x6's and 2x8's (refer to the 'List of Materials' on the Measurement Calculator Spreadsheet for the required length of each lumber size)
3. Tape measure
4. Drill
5. #6 – 1 5/8" paintable wood deck screws. One 100 count box should accommodate 12 moderately sized ramps.
6. Circular saw with adjustable base.
7. Drywall T-square
8. Wood glue
9. Sharp pencil and pencil sharpener
10. One spool of 1/2" diameter twisted nylon rope
11. Primer, yellow, red, navy and green floor paint with brushes, rollers and paint trays.
12. 85 g bags of silica sand, one for each colour of floor paint
13. 5/8" diameter furniture cushion glides by Shepard Hardware Products Model 9445, minimum 4 per ramp
14. 9/16" wood drill bit
15. Appropriate Robertson drill bit to accommodate wood deck screws
16. 1/8" drill bit for predrilling



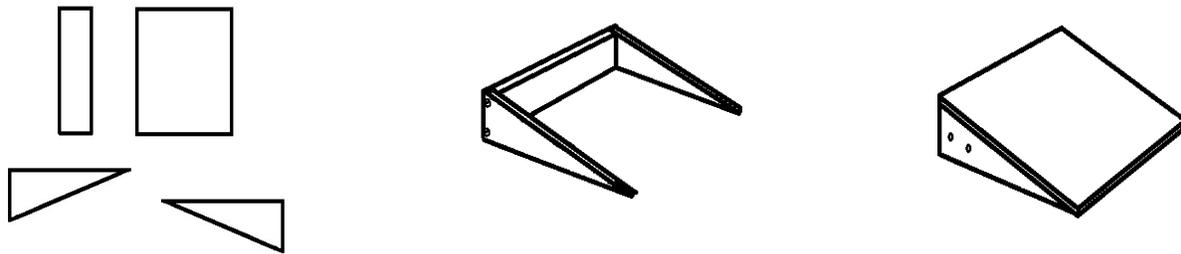
## Step 3 – Cut All of the Pieces

Be sure that all volunteers have appropriate safety gear including safety glasses, ear protection and close toed shoes!

This step should be completed by someone who is experienced with using power tools and is comfortable doing mitered and beveled cuts. Using the Measurement Calculator Spreadsheet layout and cut the plywood top paying particular attention to the edges that get a 9° bevel. You will notice that the bottom left diagram on the spreadsheet shows which edges are to receive a beveled cut. Without beveled edge the ramp will not sit flush up against the step causing a gap and possible tripping hazard. Similarly, layout and cut the sides and back from 2x lumber. Be sure to label each piece of each ramp to avoid mixing them up!

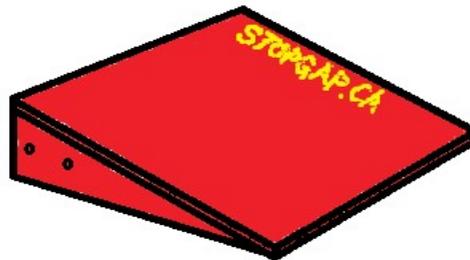
#### Step 4 – Assembly

Gather together the back support, top and side pieces. Make sure that each joint gets a good amount of glue to ensure a strong connection. The back support must be oriented such that the beveled top is lined up with the sloped side piece. It's very important to pre-drill before screwing to help prevent the wood from splitting. Use at least two screws to connect the sides to the back support. Place the top such that its upper beveled edge lines up with the vertical edge of the back support, this will ensure that there isn't a gap between the step and the ramp. Drill two holes on each side with the 9/16 inch diameter drill bit roughly one hand width apart for the rope handles.



#### Step 5 – Paint

Give all surfaces one good coat of primer including the underside. Add a full 85 g bag of silica sand to each paint colour and ensure that it is thoroughly mixed. All exposed surfaces should get at least two coats, it's best if the underside gets two coats as well but one coat minimum will do. Use the StopGap stencil template image to create the stencil, a moisture resistant non-corrugated cardboard is recommended for stenciling.



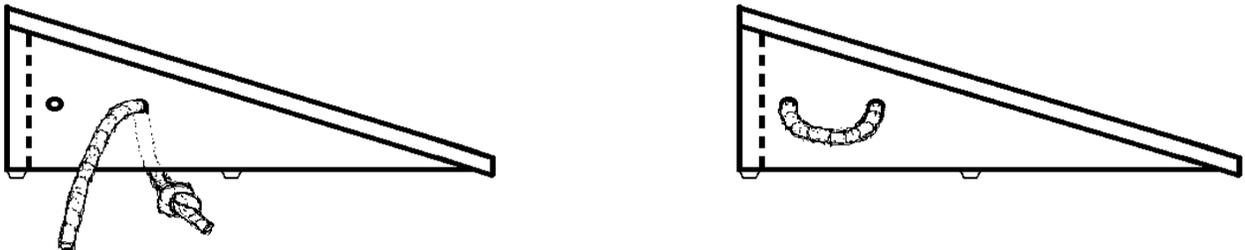
## Step 6 – Glides

The ramps have been designed to accommodate furniture cushion glides to elevate the ramp 1/4 inch off the sidewalk and keep the wood away from moisture. The recommended furniture cushion glides are made by Shepard Hardware Products (model 9445), they have a removable black plastic spacer. With this spacer removed the remaining cushion glide is exactly 1/4 inch thick. The recommended minimum diameter is 5/8 inch. Install two glides per side in the locations shown in the diagram below, one at the curb end of the ramp and one roughly halfway along the bottom edge of each side. It's recommended to use some wood glue to help secure the glide to the wood.



## Step 7 – Handles

Cut the half-inch diameter rope into 24 inch long segments. Thread the ends of the rope through the holes on the sides and tie a simple knot on each end to hold the rope handles in place. There should be enough slack in the rope to allow lots of room for gripping the handle.



## ***Delivery***

All of us at StopGap are incredibly grateful for your interest in taking on this exciting project. With your participation you are helping create a world where every person can access every space. Congratulations, good luck and most importantly have fun delivering the ramps to their new owners! Please keep us posted on your successes and we always appreciate receiving photos and news clippings!

# Memo

**To:** Mayor and Council  
**From:** Timothy H. Uttley, Fire Chief/CEMC  
**Date:** April 7, 2015  
**Subject:** EMPC – Amendments to Terms of Reference  
**Attachments:** **Appendix 01** - Draft Amending By-law

---

Mayor and Council:

On November 1, 2011 Council adopted By-law No. 2011-158 being a by-law to adopt Terms of Reference for the Emergency Management Program Committee (EMPC).

On March 18, 2015 the EMPC met and reviewed the Terms of Reference with the focus on ensuring the best possible use of municipal resources and to more accurately clarify the quorum requirements of the EMPC.

Based on the Committee's review, the following amendments to the Committee's Terms of Reference are being made to Council for consideration:

- That Section 2.10 (Election of Chairperson) be amended to elect the Chairperson and Vice-Chairperson of the Committee for the Term of Council instead of on an annual basis;
- That Section 6.1 (Meetings) be amended to reduce the number of meetings from monthly to four(4) times per year (February, June, September and November);
- That Section 8.1 (Quorum) be amended to read "50% + 1 of the members appointed" instead of members present.

It is recommended that Council direct staff to prepare the necessary by-law to amend By-law No. 2011-158, being a by-law to adopt Terms of Reference for the Emergency Management Program Committee as recommended by the EMPC at the April 7, 2015 Regular Meeting of Council.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

---

Timothy H. Uttley  
Fire Chief/CEMC

---

Christopher W. Oslund  
City Manager

## The Corporation of the City of Temiskaming Shores

### By-law No. 2015-000

#### Being a by-law to amend By-law No. 2011-158, being a by-law to adopt Terms of Reference for the Emergency Management Program Committee

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

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

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

**And whereas** Council considered Administrative Report PPP-011-2011 at the November 1, 2011 Regular Meeting of Council resulting in the adoption of By-law No. 2011-158 being a by-law to adopt Terms of Reference for the Emergency Management Program Committee dated November 15, 2011;

**And whereas** Council considered Memo 003-2015-PPP at the April 7, 2015 Regular Meeting of Council and directed staff to prepare the necessary by-law to amend By-law No. 2011-158 to incorporate changes recommended by the Emergency Management Program Committee;

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

1. That Council hereby amends Schedule "A" to By-law No. 2011-158 by deleting Article 2.10 and replacing it with the following:

**2.10 The Committee shall elect a Chairperson and Vice-Chairperson from amongst the members for the Term of Council.**

2. That Council hereby amends Schedule "A" to By-law No. 2011-158 by deleting the first sentence in Article 6.1 and replacing it with the following:

**6.1 Four (4) meetings of the EMPC will be held annually (February, June, September and November) or as deemed appropriate by the EMPC.**

3. That Council hereby amends Schedule "A" to By-law No. 2011-158 by deleting Article 8.1 and replacing it with the following:

**8.1 The Emergency Management Program shall have a quorum of fifty percent (50%) plus one (1) of the members appointed in order to vote on any matter before the committee.**

4. That is by-law shall come into effect upon its passing.

**Read a first, second and third time and finally passed** this 15<sup>th</sup> day of July, 2014.

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Mayor – Carman Kidd

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Clerk – David B. Treen



The Corporation of the City of Temiskaming Shores  
By-law No. 2015-000

Being a by-law to amend By-law No. 2015-021 being  
a by-law to establish a system for the collection and  
disposal of garbage, recyclables and other refuse

**Whereas** the City is authorized to enact by-laws imposing fees or charges for services or activities provided or done by or on behalf of it pursuant to Section 391 of the Municipal Act, 2011 (S.O. 2001, c.25);

**And whereas** Council considered Administrative Report No. PW-063-2013 at the December 3, 2013 Regular Council Meeting resulting in first and second reading of By-law No. 2013-195;

**And whereas** Council considered Administrative Report No. PW-001-2015 at the January 13, 2015 Special meeting of Council resulting in the adoption of By-law No. 2015-021 (February 17, 2015) being a by-law to establish a system for the collection and disposal of garbage, recyclables and other refuse;

**And whereas** Council considered Memo 004-2015-PW at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-021 for consideration at the April 7, 2015 Regular Council meeting;

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

1. That By-law No. 2015-021, as amended by further amended as follows:

Section 2 – Definitions of Schedule “A” after the first sentence add the following:

**The use of the defined term in either its singular or plural form shall have the same meaning. Words and phrases used in this By-law which are not included in Subsection 2.1 shall have the meanings which are commonly assigned to them in the context in which they are used.**

Section 2 – Definitions of Schedule “A” that certain terms be replaced as follows and placed in alphabetical order:

<u>Term</u>	<u>Replace with</u>
Collection - Bi-Weekly	Bi-Weekly Collection
Collection - Curbside	Curbside Collection
Residential Building - Multi-Unit	Multi-Unit Residential Building
Residential Building - Low-Density	Low-Density Residential Building

**Residential Unit**  
**Single Family Dwelling**

**Dwelling Unit**  
**Single Dwelling**

Section 2 – Definitions of Schedule “A” that certain terms be deleted:

**Collection – Weekly**

**Imported Waste**

**Paint Can**

Section 2 – Definitions of Schedule “A” replace definition 2.11 Building Owner with the following:

**2.11 Building Owner** means the registered owner of a *low-density residential building and/or multi-unit residential building* or the *building owner’s designate* (i.e. property manager) in charge of a *low-density residential building and/or a multi-unit residential building*;

Section 2 – Definitions of Schedule “A” definition 2.34 Garbage, add the following item within the definition:

***Sharp Items***

Section 2 – Definitions of Schedule “A” definition 2.40 ICI Establishments, add the following:

**r) *non-profit organizations;***

Section 2 – Definitions of Schedule “A” at the end of definition 2.47 Non-Collectable Waste, add the following:

**Including farm waste**

Section 2 – Definitions of Schedule “A” replace definition 2.51 Owner with the following:

**2.51 Owner** includes any registered *owner*, property manager, occupant, resident, lessee or tenant of a *residential building* and includes any *person* who has care and control of the building or a portion of the building;

Section 2 – Definitions of Schedule “A” at the end of definition 2.64 Scavenge/Scavenging, add the following:

**or is being stored until ready for collection.**

Section 3 – Administration of Schedule “A” under Section 3.11 Refusal to Collect, add the following:

**d) the approved container exceeds allowable weight limits;**

Section 3 – Administration of Schedule “A” under Article 3.16.9, add the following:

**f) Exceeds the allowable weight limits for the *approved container*;**

Section 4 – Collection Program - Residential of Schedule “A” replace Article 4.4 Single Dwelling with the following:

#### **4.4 Single Dwelling**

**The City will provide garbage and recycling collection services to each *single dwelling* by supplying one (1) *garbage container* and one (1) *recycling container* each designed for *automated collection*.**

Section 4 – Collection Program – Residential of Schedule “A”, replace Article 4.5 b) Low-Density Residential Building with the following:

**b) Automated Collection – garbage containers for collection of garbage, and recycling containers for the collection of recyclable materials**

Section 4 – Collection Program – Residential of Schedule “A” at the end of Articles 4.8 a), 4.8 b), 4.8 c) and 4.8 d), add the following:

**off of the travelled portion of the roadway;**

Section 4 – Collection Program – Residential of Schedule “A” under Article 4.13.1, add the following:

**b) ensure that all recyclable materials, except for shredded paper which requires packaging in a clear plastic bag, be placed in the recycling container loosely;**

**e) ensure all materials placed into the appropriate *approved container* does not exceed the following weight restrictions:**

**i. Refuse Container 100 pounds (45.4 kg)**

**ii. Recycling Container 120 pounds (54.4 kg)**

Section 5 – Collection Program – Industrial, Commercial and Institutional of Schedule “A” at the end of Articles 5.4 a), 5.4 b), 5.4 c) and 5.4 d), add the following:

**off of the travelled portion of the roadway;**

Section 5 – Collection Program – Industrial, Commercial and Institutional of Schedule “A” under Article 5.7.1, add the following:

- b ensure that all recyclable materials, except for shredded paper which requires packaging in a clear plastic bag, be placed in the recycling container loosely;**
- e) ensure all materials placed into the appropriate *approved container* does not exceed the following weight restrictions:**
  - i. *Refuse Container* 100 pounds (45.4 kg)**
  - ii. *Recycling Container* 120 pounds (54.4 kg)**

Section 10 – Prohibitions, Enforcement and Penalties of Schedule “A” replace reference from **Corporation** to ***Director of Public Works*** in Articles 10.5.1 and Article 10.5.3;

Section 10 – Prohibitions, Enforcement and Penalties of Schedule “A” under Article 10.5.5 add the following:

- a) a Police Officer;**

Appendix 02 – Recyclable Materials, add the following under recyclable papers:

- b) shredded paper (requires packaging in a clear plastic bag)**

Appendix 07 – Prohibited Waste, change the first sentence to the following:

**For the purposes of this By-law *hazardous waste* means:**

- 2. That this By-law shall become effective on the date of passing thereof; 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.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

---

Mayor – Carman Kidd

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Clerk – David B. Treen



The Corporation of the City of Temiskaming Shores

By-law No. 2015-000

**Being a by-law to amend By-law No. 2015-039 being a by-law to enter into an Agreement with Phippen Waste Management Limited for the Collection, Removal and Disposal of Refuse and Recyclable Materials; for the operation and maintenance of the Haileybury Municipal Landfill Site and for the operation and maintenance of the Municipal Spoke Transfer Station Operations**

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

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

**And whereas** Council considered Administrative Report No. PW-007-2015 at the February 10, 2015 Special meeting of Council resulting in the adoption of By-law No. 2015-039 being a by-law to enter into an agreement with Phippen Waste Management Limited for the collection, removal and disposal of refuse and recyclable materials; for the operation and maintenance of the Haileybury Municipal Landfill Site and for the operation and maintenance of the Municipal Spoke Transfer Station Operations;

**And whereas** Council considered Memo 005-2015-PW at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-039 for consideration at the April 7, 2015 Regular Council meeting;

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

1. That By-law No. 2015-039, as amended by further amended as follows:

Article 19.1 of Schedule "B", add the following statement:

**and shall be provided to the Corporation on a monthly basis.**

Article 19.1 of Schedule "B", add the following statement:

**The Contractor shall provide the Corporation with 100 percent of the tipping fees collected at the Haileybury Municipal Landfill Site, as well as the supporting documentation on a monthly basis.**

Article 19.4 of Schedule "B", add the following statement:

**The Corporation shall calculate the amount payable to the Contractor for each month based on the records of contaminated waste deposited at the Haileybury Municipal Landfill Site.**

Article 19.5 of Schedule "B", add the following statement:

**The Corporation shall calculate the amount payable to the Contractor for each month based on the records of large deposits of construction and demolition materials at the Haileybury Municipal Landfill Site.**

2. That this By-law shall become effective on the date of passing thereof; 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.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

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**Subject:** Roof Replacement – Dymond Complex

**Report No.:** PW-012-2015  
**Agenda Date:** April 7, 2015

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### **Attachments**

**Appendix 01:** RFQ Results

**Appendix 02:** Draft Agreement

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-012-2015;
2. That as outlined in By-law No. 2009-012, Purchasing Policies and Procedures, Section 3.5 Approval Authority, Council approves the award of the contract to Doug Little Contracting for replacement of the roof at Dymond Complex, as detailed in Request for Quote PW-RFQ-003-2015 for a total upset limit of \$41,760.00 plus applicable taxes; and
3. That Council directs Staff to prepare the necessary by-law to enter into an Agreement with Doug Little Contracting for consideration at the April 7, 2015, Regular Council Meeting.

### **Background**

City staff completed an inspection of the roofing membrane at the Dymond Complex and given the age, potential for damage due to leaking and the considerable patching and sealing work that has taken place over the past few years, recommended that it be replaced.

The project has been included in the 2015 Building Maintenance capital budget submission and pending final Budget approval by Council, staff prepared a Request for Quotations (RFQ) for the work required.

Based on past experience, it was felt that projects such as these should be scheduled early in the year to obtain best pricing as well as to ensure that weather does not become a factor later in the construction season. PW-RFQ-003-2015 was prepared advertised and circulated to known qualified contractors with a closing date of March 12, 2015 at 2:00 p.m.

### **Analysis**

Three (3) submissions were received in response to PW-RFQ-003-2015. The quotations were reviewed and evaluated in accordance to the requirements of the RFQ

and the deliverables to be provided by the successful service provider. **Appendix 01 – RFQ Results** summarizes the results of the responses received and are as follows:

Contractor	Sub total	HST	Grand Total
G. Belanger Construction	\$59,921.43	\$7,789.79	\$67,711.22
SLE Construction	\$52,242.25	\$6,791.49	\$59,033.74
Doug Little	\$41,760.00	\$5,428.80	\$47,188.80

**Financial / Staffing Implications**

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

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

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

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

\_\_\_\_\_  
 Mitch Lafreniere  
 Manager of Physical  
 Assets

\_\_\_\_\_  
 G. Douglas Walsh, CET  
 Director of Public Works

\_\_\_\_\_  
 Christopher W. Oslund  
 City Manager

PW-RFQ-003-2015

THURS, MARCH 12, 2015

ROOF REPLACEMENT AT DYMOND COMPLEX

2:00 P.M

QUOTATIONS REC'D:

1. G. BELANGER CONSTRUCTION - \$59,921.43  
 7,789.79 HST  
 67,711.22

2. SLE - \$52,242.25  
 6,791.49 HST.  
 59,033.74

3. DOUG LITTLE - \$41,760.00  
 5,428.80 HST.  
 47,188.80

IN ATTENDANCE:

*Doug Little*

Mich Lafreniere

City of T. Shores

Laura-Lee MacLeod

City of Tem Shores.

Linda McKnight

City of T. S.

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

**By-law No. 2015-000**

**Being a by-law to enter into an agreement  
with Doug Little Contracting for the replacement  
of the roof at the Dymond Complex**

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

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

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

**And whereas** Council considered Administrative Report No. PW-012-2015 at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Doug Little Contracting for the replacement of the Dymond Complex roof at an upset limit of \$41,760 plus applicable taxes for consideration at the April 7, 2015 Regular Council meeting;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into an agreement with Doug Little Contracting;

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

1. That Council authorizes the entering into an agreement with Doug Little Contracting for the replacement of the roof at the Dymond Complex at an upset limit of \$41,760.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed this 7<sup>th</sup> day of April, 2015.**

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Mayor – Carman Kidd

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Clerk - David B. Treen



Schedule "A" to

**By-law 2015-000**

Agreement between

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

and

**Doug Little Contracting**

for the replacement of the roof at the  
Dymond Complex

**This agreement** made in duplicate this 7<sup>th</sup> day of April, 2015.

Between:

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

(hereinafter called “the Owner”)

and

**Doug Little Contracting**

(hereinafter called “the Contractor”)

Witnesseth:

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

**Article I:**

The Supplier will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores  
Replacement of Dymond Complex Roof  
Request for Quotation No. PW-RFQ-003-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents, attached hereto as Appendix 01 – Form of Agreement, forming part of this agreement;
- c) Complete, as certified by the Director, all the work by **October 31, 2015.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid as quoted on the Form of Tender (Appendix 01) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon the Director’s certification in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.





Appendix 01 to  
Schedule "A" to

**By-law No. 2015-000**

Form of Agreement

Clearance Certificate / Certificat de décharge

Contractor Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur	Contractor Address / Adresse de l'entrepreneur	Contractor Classification Unit and Description / Unité de classification de l'entrepreneur et description	Principal Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur principal	Principal Address / Adresse de l'entrepreneur principal	Clearance Certificate Number / Numéro du certificat de décharge	Validity period (dd- mmm-YYYY) / Période de validité (jj/mm/aaaa)
DOUGLAS LITTLE	BOX 42 SITE 1 RR 1, NEW LISKEARD, ON, P0J 1P0, CAN	4011-099: HOMEBUILDING OPERATIONS	THE CORPORATION OF THE CITY OF TEMISKAMING SHORES / PARENT ACCOUNT	PO BOX 2050, HAILEYBURY, ON, P0J1K0, CA	E2000006HUOV	10-Mar-2015 to 19- May-2015



Dymond  
Haileybury  
New Liskeard

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

City of Temiskaming Shores  
\*\*\*Revised\*\*\* Tender Form  
PW-RFQ-003-2015

**Roof Replacement at 181 Drive-In Theatre Road  
Dymond Complex - Dymond, ON  
PW-RFQ-003-2015**

**Documents To Be Enclosed Within This Bid Form.**

- Bid Form Signed & Sealed**
- Schedule of Items & Prices**
- List of Subcontractors**
- List of References**
- Non Collusion Affidavit**
- WSIB Certificate (upon award)**
- Insurance Certificate (upon award)**
- Other information to be included**

**Note:**

## Respondent Information Form

RESPONDENTS must complete this form and include with the Proposal Submission  
Please ensure all information is legible.

1.	Respondent's Main Contact Individual	DOUG LITTLE
2.	Address	P.R.#1, SITE 1, Box 42 NEW LISKEARD, ON POJ-1PO
3.	Office Phone #	705-647-3778
4.	Toll Free #	—
5.	Cellular #	705-676-5778
6.	Pager #	
7.	Fax #	705-647-8775
8.	e-mail address	douglittlecontracting@gmail.com
9.	Website	—
10.	Tax Account #	85402 8032 RT0001
11.	Manufacturer ISO Certified?	YES      NO ✓

### Acknowledgement To Receipt Of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

<u>ADDENDUM #</u>	<u>DATE RECEIVED</u>
# <u>1</u>	<u>MARCH 5, 2015</u>
# _____	_____
# _____	_____

Check here if NO Addenda received.

<u>DOUG LITTLE</u> RESPONDENT	 SIGNATURE	<u>March 10/2015</u> DATE
----------------------------------	--	------------------------------

To the City of Temiskaming Shores, hereafter called the "Owner ":

I/WE DOUG LITTLE the undersigned declare:

1. THAT I/WE have carefully examined the locality and site of the proposed Works, as well as all the Contract Document (Health & Safety Regulations) relating thereto, prepared, submitted and rendered available by the Owner , by and on behalf of the Municipality and hereby acknowledge the same to be part and parcel of any Contract to be let for the Work therein described or defined.
2. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
3. THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
4. I/WE represent that no member of Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said contract, or in the supplies, Work or business in connection with the said contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
5. THAT the several matters stated in the said Bid are in all respects true accurate and complete.
6. THAT I/WE do hereby Bid and offer to enter into a Contract to do all the Work and to provide all of the labour and to furnish, deliver, place and erect all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of Bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
7. THAT additions or alterations to or deductions from the said contract, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Contract and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
8. THAT this Bid is irrevocable and open to acceptance until the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
9. THAT if I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, whichever event first occurs, the amount of the Bid deposit accompanying this Bid shall be forfeited to the Owner.
10. THAT the Awarding of the Contract by the Owner is based on this submission, which shall be an acceptance of this Bid.
11. THAT if the Bid is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Contract document and to execute the agreement in triplicate within Seven (7) Working Days after notification of Award. If I/WE fail to do so, the Owner may retain the money deposited by us, to the use of the Owner and to accept the next lowest or any Bid or to advertise for new Bids, or to carry out completion of the Works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Bids, and shall indemnify and save harmless the

Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

12. THAT I/WE agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee.
13. THAT I/WE propose to engage the sub-contractors and obtain materials and equipment from the Bidders and manufacturers listed in the schedules on the following pages headed "Schedule of Sub-contractors" and "Schedule of Bidders and Manufacturers" (unless all sub-contractors, Bidders and manufacturers are legibly and properly named, the Bid may be declared informal).
14. I/WE agree to adhere to all Occupational Health and Safety standards and requirements as set out within the Occupational Health and Safety and the Safety Standards Sections of the Bid document.
15. I/WE acknowledge that we shall perform all Work in accordance with the Occupational Health and Safety Act and all its associated regulations. We have a written Occupational Health and Safety policy which is reviewed, maintained and implemented in accordance with the Occupational Health and Safety Act and all its associated regulations.

16. **THE TOTAL BID PRICE (EXCLUDING APPLICABLE TAXES):**

FORTY-ONE THOUSAND, SEVEN HUNDRED and  
SIXTY DOLLARS and ZERO CENTS DOLLARS (\$ 41,760.00 )  
in lawful money of Canada.

17. The Bidder hereby accepts and agrees that the Addendum/Addenda referred to in these bid documents form part and parcel of the said contract. All Addendum/Addenda should be issued to the Contractor before twenty-four (24) hours of Closing Time. It is the responsibility of the Contractor to have received all Addendum/Addenda that have been issued by the Owner or Owner's Representative. Please check with the owner via e-mail [rmlafreniere@temiskamingshore.ca](mailto:rmlafreniere@temiskamingshore.ca) prior to submitting your bid submission for the number of addendum's released
18. The Bidder hereby agrees to commence the work by May/June, 2015 and to complete all work by August 30<sup>th</sup>, 2015. Liquidated damages shall be paid for time past this period.

The undersigned affirms that he/she is duly authorized to execute this Bid.

BIDDER'S SIGNATURE AND SEAL: Don Little  
(I have authority to bind the company)

POSITION: OWNER / OPERATOR

WITNESS: Cindy Little  
(If not under seal)

POSITION: Office Manager / Admin.

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE New Liskeard  
(City/Town)

THIS 10<sup>th</sup> DAY OF March 20 15.

## Items and Unit Prices

Price complete, including supply and installation of replacement roofing, site preparation, all labour, equipment, machinery, tools and parts used, all work as described herein, site clean-up, removal from site of all packaging and rubbish, warranties, guarantees and all other costs:

The Bid amount shall include all costs incurred, excluding HST.

DESCRIPTION	TOTAL PRICE
Supply & Installation of Roof Replacement At Dymond Complex	\$ 41,760.00
HST	\$ 5,428.80
Total Project Value	\$ 47,188.80

**Note:** Owner reserves the right, at its sole discretion to accept or refuse any of the above unit pricing without affecting other unit prices.

GRAND TOTAL \$ 47,188.80

## Provisional Items

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work, which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. The Bid amount shall include all costs incurred, excluding HST.

Description	Unit	Price
Hourly rate for additional work	Price/hr.	\$ 40.00 per man
Supply and installation of new structural lumber decking	Sq. ft.	\$ 2.50 per sq. ft.
Supply and installation of new fascia lumber decking (includes de. & re. of sheet metal)	Ln. ft.	\$ 5.00 Ln. ft.
Supply and installation of new Maximum vents	Ea.	\$ 150.00

## List Sub-Contractors

State OWN FORCES if a sub-Contractor is not required for any of the trades listed; otherwise name Work and sub-Contractor proposed to be used.

The Owner reserves the right to approve all proposed Sub-Contractors and where the Owner objects to the use of any proposed Sub-Contractor, the Bidder shall use another sub-Contract Bidder acceptable to the Owner. Any proposed changes to the approved list of Sub-Contractors subsequent to Contract Award shall be subject to the approval of the Owner.

The Awarded Bidder may be required to produce schedule of references for all or any proposed Sub-Contractors.

The Awarded Bidder shall only use those Sub-Contractors approved by the Owner and shall be held fully responsible to the Owner for the acts and omissions of its sub-Contractors.

Type of Work	Sub-Contractors	Contact Name and Number
ROOFING	OWN-FORCES	

### List References

State OTHER OWNERS WHICH HAVE BEEN SUPPLIED/SERVICED by the Bidder within the last five (5) years for projects of a scope and nature similar to the project described in this Call for Bids. The Awarded Bidder may be required to produce schedule of written references upon request.

Description of Work	Contact Name and Number
ROOFING	MITCH LAFRENIERE - 705-648-4941 CITY OF TEMISKAMING SHORES





PW-RFQ-003-2015

**City of Temiskaming Shores  
PW-RFQ-003-2015**

**Conflict of Interest Declaration**

Please check appropriate response:

I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.

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

List Situations:

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

Dated at New Rossford this 10<sup>th</sup> day of March, 2015.

FIRM NAME: DOUG LITTLE (CONTRACTING)

BIDDER'S AUTHORIZED OFFICIAL: DOUG LITTLE

TITLE: OWNER / OPERATOR

SIGNATURE: Doug Little

---

**Subject:** Flat Roof Replacement – Misc. buildings

**Report No.:** PW-013-2015  
**Agenda Date:** April 7, 2015

---

### **Attachments**

**Appendix 01:** RFQ Results

**Appendix 02:** Draft Agreement

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-013-2015;
2. That as outlined in Section 3.5 of By-law No. 2009-012 (Purchasing Policy), Council approves the award of the contract to J.G. Fitzgerald & Sons Ltd. for the replacement of three flat roofs, as detailed in Request for Quote PW-RFQ-002-2014 for a total upset limit of \$345,030.00 plus applicable taxes; and
3. That Council directs Staff to prepare the necessary by-law to enter into an agreement with J.G. Fitzgerald & Sons Ltd for consideration at the April 7, 2015 Regular Council meeting.

### **Background**

City staff, completed inspections of the roofing membranes on various buildings within the City constructed with flat or low pitch roofs. Given the age, potential for damage due to leaking and the considerable patching and sealing work that has taken place over the past few years, it was recommended that the roofs at the Haileybury Water Treatment Plant, Haileybury Library and a portion at the Haileybury Arena be replaced.

The projects have been included in the 2015 Building Maintenance capital budget submission and pending final Budget approval by Council, staff prepared a Request for Quotations (RFQ) for the work required.

Based on past experience, it was felt that projects such as these should be scheduled early in the year to obtain best pricing as well as to ensure that weather does not become a factor later in the construction season. PW-RFQ-002-2015 was prepared advertised and circulated to known qualified contractors with a closing date of March 15, 2015 at 2:00 p.m.

### **Analysis**

Four (4) submissions were received in response to PW-RFQ-002-2015. The quotations were reviewed and evaluated in accordance to the requirements of the RFQ and the

deliverables to be provided by the successful service provider. **Appendix 01 – RFQ Results** summarizes the results of the responses received and are as follows:

Contractor	HIby WTP	HIby Library	HIby Arena (West)	Sub-Total
Flynn Canada	\$188,455.00	\$125,060.00	\$196,010.00	\$509,525.00
J.G. Fitzgerald	\$164,600.00	\$80,655.00	\$99,775.00	\$345,030.00
Damisona Roofing	\$182,000.00	\$96,000.00	\$112,000.00	\$390,000.00
Blanchfield Roofing	\$170,650.00	\$90,950.00	\$105,320.00	\$366,920.00

### **Financial / Staffing Implications**

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

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

The combination of these three roofs are slightly over the anticipated budget, however, due to the proposed roof work at the Dymond Complex being below budget, we are still within the 2015 allocation from Council for all roof replacements.

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

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Mitch Lafreniere  
Manager of Physical  
Assets

\_\_\_\_\_  
G. Douglas Walsh, CET  
Director of Public Works

\_\_\_\_\_  
Christopher W. Oslund  
City Manager

Document Title: <sup>002</sup> PW-RFQ-004-2015

Opening Date: March 15, 2015

Opening Time: 2:00 pm

Description: Roof Replacement - Hlby WTP / Hlby Library / Hlby Arena

Inquiry Contact: Mitch Lafreniere, Manager of Assets

Form of Proposal

Bidder: FLYNN CANADA LTD

Hlby Arena Roof:	196,010. <sup>00</sup>
Hlby Library Roof:	125,060.
Hlby WTP Roof:	188,455.
Sub-Total (excl. HST):	509,525
Prov. 1: Perimeter blocking:	3.25
Prov. 2: Internal drain:	550 <sup>00</sup>
Prov. 3: Decking:	7.25
Prov. 4: Remove Skylight:	120 <sup>00</sup>

Bidder: DAMISONA ROOFING LTD

Hlby Arena Roof:	112,000.
Hlby Library Roof:	96,000.
Hlby WTP Roof:	182,000.
Sub-Total (excl. HST):	390,000.
Prov. 1: Perimeter blocking:	32.50
Prov. 2: Internal drain:	560 <sup>00</sup>
Prov. 3: Decking:	7.25
Prov. 4: Remove Skylight:	0

Bot - IN 5,800

Bidder: J. G. FITZGERALD & SONS LTD

Hlby Arena Roof:	99,775.
Hlby Library Roof:	80,655.
Hlby WTP Roof:	164,600.
Sub-Total (excl. HST):	345,030.
Prov. 1: Perimeter blocking:	4.50
Prov. 2: Internal drain:	750 <sup>00</sup>
Prov. 3: Decking:	5.25
Prov. 4: Remove Skylight:	175 <sup>00</sup>

Bot - IN 4,600<sup>00</sup>

Bidder: BLANCHFIELD ROOFING CO. LTD

Hlby Arena Roof:	105,320.
Hlby Library Roof:	90,950.
Hlby WTP Roof:	170,650.
Sub-Total (excl. HST):	366,920.
Prov. 1: Perimeter blocking:	4.65
Prov. 2: Internal drain:	760 <sup>00</sup>
Prov. 3: Decking:	5.40
Prov. 4: Remove Skylight:	170

Bot - IN 5,400

Comment : Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. Subsequently bidders will be informed of the results.

In Attendance:

Print Name  
 Mitch Lafreniere  
 Laura-Lee MacLeod  
 LINDA MCKNIGHT

Representing  
 T. Shores  
 T. Shores  
 City of TS

Signature  
  
 Laura-Lee MacLeod  


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

**By-law No. 2015-000**

**Being a by-law to enter into an agreement with J.G.  
Fitzgerald & Sons Ltd. for the replacement of three flat roofs  
Haileybury Water Treatment Plant – Haileybury Library  
Haileybury Arena (west side)**

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

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

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

**And whereas** Council considered Administrative Report No. PW-013-2015 at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with J.G. Fitzgerald & Sons Ltd. for the replacement of three (3) flat roofs at an upset limit of \$345,030 plus applicable taxes for consideration at the April 7, 2015 Regular Council meeting;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into an agreement with J.G. Fitzgerald & Sons Ltd.;

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

1. That Council authorizes the entering into an agreement with J.G. Fitzgerald & Sons Ltd. for the replacement of three (3) roofs at an upset limit of \$345,030.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.



**Read a first, second and third time and finally passed this 7<sup>th</sup> day of April, 2015.**

---

Mayor – Carman Kidd

---

Clerk - David B. Treen



Schedule “A” to

**By-law 2015-000**

Agreement between

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

and

**J.G. Fitzgerald & Sons Ltd.**

for the replacement of three flat roofs  
Hlby WTP – Hlby Library – Hlby Arena (west side)

**This agreement** made in duplicate this 7<sup>th</sup> day of April, 2015.

Between:

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

(hereinafter called "the Owner")

and

**J.G. Fitzgerald & Sons Ltd.**

(hereinafter called "the Contractor")

Witnesseth:

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

**Article I:**

The Supplier will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores  
Replacement of Miscellaneous Flat Roofs  
Request for Quotation No. PW-RFQ-002-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents, attached hereto as Appendix 01 – Form of Agreement, forming part of this agreement;
- c) Complete, as certified by the Director, all the work by **October 31, 2015.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid as quoted on the Form of Tender (Appendix 01) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon the Director's certification in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

**Article IV:**

All communications in writing between the parties, or between them and the Director shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by post or telegram addressed as follows:

The Supplier: **J.G. Fitzgerald & Sons Ltd.**  
55 Exeter Street  
North Bay, Ontario  
P1B 8G5

The Owner: **Corporation of the City of  
Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

The Director: **The Director of Public Works  
City of Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

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

Signed and Sealed in	)	<b>J.G. Fitzgerald &amp; Sons Ltd</b>
the presence of	)	
	)	
Contractor's Seal	)	_____
(if applicable)	)	President – Barry Fitzgerald
	)	
	)	_____
	)	Witness
	)	Name: _____
	)	
	)	<b>Corporation of the City of Temiskaming Shores</b>
	)	
	)	_____
Municipal Seal	)	Mayor – Carman Kidd
	)	
	)	_____
	)	Clerk – David B. Treen



Appendix 01 to  
Schedule "A" to

**By-law No. 2015-000**

Form of Agreement

# TENDER FORM

**Roof Replacement at:**

*Haileybury Water Treatment Plant, 1 Browning, Haileybury, Ontario*

*Sections: 1 & 2 (ALL)*

*Haileybury Library, 545 Lakeshore, Haileybury, Ontario*

*Sections: 1, 2 & 3 (ALL)*

*Haileybury Arena, 390 Ferguson, Haileybury, Ontario PW-RFT-002-2015*

*Sections: S1 & S6*

**Documents To Be Enclosed Within This Bid Form.**

- Bid Form Signed & Sealed
- Bid Deposit
- Schedule of Items & Prices
- List of Subcontractors
- List of References
- None Collusion Affidavit
- WSIB Certificate (upon award)
- Insurance Certificate (upon award)
- Other information to be included

**Note:**

## Respondent Information Form

**RESPONDENTS must complete this form and include with the Proposal Submission**  
**Please ensure all information is legible.**

1.	Respondent's Main Contact Individual	Barry Fitzgerald
2.	Address	55 Exeter Street North Bay, ON, P1B 8G5
3.	Office Phone #	705-472-2820
4.	Toll Free #	
5.	Cellular #	
6.	Pager #	
7.	Fax #	705-495-1936
8.	e-mail address	jgfitz vianet.ca
9.	Website	www.fitzgeraldroofing.ca
10.	Tax Account #	10264 1040 RT0001
11.	Manufacturer ISO Certified?	YES

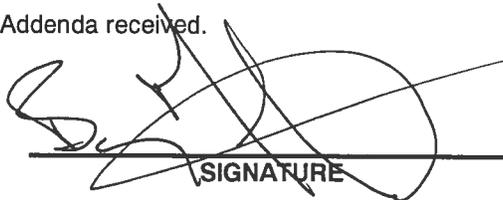
### Acknowledgement To Receipt Of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

<u>ADDENDUM #</u>	<u>DATE RECEIVED</u>
# <u>1</u>	<u>Mar 2, 2015</u>
# _____	_____
# _____	_____

Check here if NO Addenda received.

Barry Fitzgerald  
 \_\_\_\_\_  
 RESPONDENT

  
 \_\_\_\_\_  
 SIGNATURE

Mar 11/15  
 \_\_\_\_\_  
 DATE

To the City of Temiskaming Shores, hereafter called the "Owner ":

I/WE J.G. Fitzgerald & Sons Ltd. the undersigned declare:

1. THAT I/WE have carefully examined the locality and site of the proposed Works, as well as all the Contract Document (Health & Safety Regulations) relating thereto, prepared, submitted and rendered available by the Owner , by and on behalf of the Municipality and hereby acknowledge the same to be part and parcel of any Contract to be let for the Work therein described or defined.
2. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
3. THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
4. I/WE represent that no member of Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said contract, or in the supplies, Work or business in connection with the said contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
5. THAT the several matters stated in the said Bid are in all respects true accurate and complete.
6. THAT I/WE do hereby Bid and offer to enter into a Contract to do all the Work and to provide all of the labour and to furnish, deliver, place and erect all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of Bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
7. THAT additions or alterations to or deductions from the said contract, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Contract and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
8. THAT this Bid is irrevocable and open to acceptance until the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
9. THAT if I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, whichever event first occurs, the amount of the Bid deposit accompanying this Bid shall be forfeited to the Owner.
10. THAT the Awarding of the Contract by the Owner is based on this submission, which shall be an acceptance of this Bid.
11. THAT if the Bid is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Contract document and to execute the agreement in triplicate within Seven (7) Working Days after notification of Award. If I/WE fail to do so, the Owner may retain the money deposited by us, to the use of the Owner and to accept the next lowest or any Bid or to advertise for new Bids, or to carry out completion of the Works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Bids, and shall indemnify and save harmless the

Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

12. THAT I/WE agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee.
13. THAT I/WE propose to engage the sub-contractors and obtain materials and equipment from the Bidders and manufacturers listed in the schedules on the following pages headed "Schedule of Sub-contractors" and "Schedule of Bidders and Manufacturers" (unless all sub-contractors, Bidders and manufacturers are legibly and properly named, the Bid may be declared informal).
14. I/WE agree to adhere to all Occupational Health and Safety standards and requirements as set out within the Occupational Health and Safety and the Safety Standards Sections of the Bid document.
15. I/WE acknowledge that we shall perform all Work in accordance with the Occupational Health and Safety Act and all its associated regulations. We have a written Occupational Health and Safety policy which is reviewed, maintained and implemented in accordance with the Occupational Health and Safety Act and all its associated regulations.

**16. THE TOTAL BID PRICE (EXCLUDING APPLICABLE TAXES):**

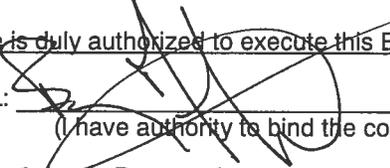
Three hundred and forty-five thousand and thirty dollars

DOLLARS(\$ 345,030.00 )  
in lawful money of Canada.

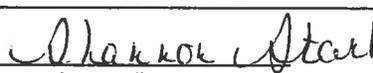
17. The Bidder hereby accepts and agrees that the Addendum/Addenda referred to in these bid documents form part and parcel of the said contract. All Addendum/Addenda should be issued to the Contractor before twenty-four (24) hours of Closing Time. It is the responsibility of the Contractor to have received all Addendum/Addenda that have been issued by the Owner or Owner's Representative. Please check with the owner via e-mail [mlafreniere@temiskamingshore.ca](mailto:mlafreniere@temiskamingshore.ca) prior to submitting your bid submission for the number of addendum's released

18. The Bidder hereby agrees to commence the work by May/June, 2015 and to complete all work by August 30<sup>th</sup>, 2015. Liquidated damages shall be paid for time past this period.

~~The undersigned affirms that he/she is duly authorized to execute this Bid.~~

BIDDER'S SIGNATURE AND SEAL:   
(I have authority to bind the company)

POSITION: Barry Fitzgerald - President

WITNESS: Shannon Stark   
(If not under seal)

POSITION: Estimator

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE North Bay  
(City/Town)

THIS 11th DAY OF March 2015.

## Items and Unit Prices

Price complete, including supply and installation of replacement roofing, site preparation, all labour, equipment, machinery, tools and parts used, all work as described herein, site clean-up, removal from site of all packaging and rubbish, warranties, guarantees and all other costs:

The Bid amount shall include all costs incurred, excluding HST.

DESCRIPTION	TOTAL PRICE
<b>Supply &amp; Installation of Haileybury Arena Roof Replacement</b>	\$ 99,775.00
<b>Supply &amp; Installation of Haileybury Library Roof Replacement</b>	\$ 80,655.00
<b>Supply &amp; Installation of Haileybury Water Treatment Plant Roof Replacement</b>	\$ 164,600.00

***Note: Owner reserves the right at its sole discretion, to accept or refuse any of the above unit pricing without affecting other unit prices.***

GRAND TOTAL \$ 345,030.00  
(HST Extra)

## Provisional Items

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work, which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. The Bid amount shall include all costs incurred, excluding HST.

Description	Unit	Price
Deteriorated perimeter wood blocking	Ln. Ft.	\$ <u>4.50</u>
Supply and installation of internal drain (plumbing by others)	Ea.	\$ <u>750.00</u>
Supply and installation/replacement of deteriorated wood or metal decking	Sq. Ft.	\$ <u>5.25</u>
Removal and capping of skylight curb and structural decking (credit).	Ea.	(\$ <u>175.00</u> )
To box-in the jog (overhang) at the transition between sections S4 and S5 at section S1 using a lumber framing system supported 24" O.C. and capped with 3/4" spruce plywood, and infilled with fiberglass bat insulation.	Lump Sum	\$ <u>4,600.00</u>

## List of Sub-Contractors

State OWN FORCES if a sub-Contractor is not required for any of the trades listed; otherwise name Work and sub-Contractor proposed to be used.

The Owner reserves the right to approve all proposed Sub-Contractors and where the Owner objects to the use of any proposed Sub-Contractor, the Bidder shall use another sub-Contract Bidder acceptable to the Owner. Any proposed changes to the approved list of Sub-Contractors subsequent to Contract Award shall be subject to the approval of the Owner.

The Awarded Bidder may be required to produce schedule of references for all or any proposed Sub-Contractors.

The Awarded Bidder shall only use those Sub-Contractors approved by the Owner and shall be held fully responsible to the Owner for the acts and omissions of its sub-Contractors.

Type of Work	Sub-Contractors	Contact Name and Number
Local forces if required		

### List of References

State OTHER OWNER S WHICH HAVE BEEN SUPPLIED/SERVICED by the Bidder within the last five (5) years for projects of a scope and nature similar to the project described in this Call for Bids. The Awarded Bidder may be required to produce schedule of written references upon request.

Description of Work	Contact Name and Number
Re-roofing	NNSDB 705-472-8170
Re-roofing	Caisse Populaire 705-474-5650
Re-roofing	RCCDSB 613-735-1031

**City of Temiskaming Shores**  
**PW-RFQ-002-2015**  
Roof Replacement at misc. buildings -

**Non Collusion Affidavit**

I/ We J.G. Fitzgerald & Sons Ltd. the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

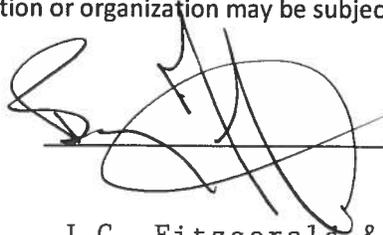
Such bid is genuine and is not a collusive or sham bid.

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

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

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

Signed



---

Company Name

J.G. Fitzgerald & Sons Ltd.

Title

Barry Fitzgerald - President



PW-RFQ-002-2015

**City of Temiskaming Shores**  
**PW-RFQ-002-2015**  
Roof Replacement at misc. buildings -

**Conflict of Interest Declaration**

Please check appropriate response:

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

List Situations:

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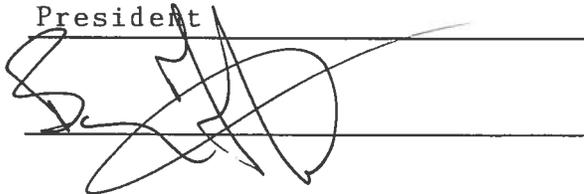
In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation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

Dated at North Bay this 11 day of March, 2015.

FIRM NAME: J.G. Fitzgerald & Sons Ltd.

BIDDER'S AUTHORIZED OFFICIAL: Barry Fitzgerald

TITLE: President

SIGNATURE: 

## Contractor's Qualification Statement

The undersigned certified under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Submitted to: City of Temiskaming Shores

Submitted by (Firm Name): J.G. Fitzgerald & Sons Ltd.

Address: 55 Exeter Street, North Bay, Ontario, P1B 8G5

Principal Office Location: Same as above

Qualification Statement Submitted for (Project Name):

City of Temiskaming Shores Roof Replacment at Misc Buildings

**Type of Work:**

Site Preparation: \_\_\_\_\_

General Construction: \_\_\_\_\_

Roofing: Yes

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Sprinkler: \_\_\_\_\_

Electrical: \_\_\_\_\_

Other: \_\_\_\_\_

Electrical: \_\_\_\_\_

(File separate form for each classification of work)

**Organization:**

Please provide the following information concerning your organization.

Type of Entity:

(Corporation) Yes

(Partnership) \_\_\_\_\_

(Individual) \_\_\_\_\_

(Other) \_\_\_\_\_

Name of Principal, Owners or Partner: Barry Fitzgerald

Years of Service: 33

Name & Position with Organization: Barry Fitzgerald - President

Number of years this organization has been in business: 74

Have members of this organization operated under former names/businesses?

Yes \_\_\_ No x

If "yes," list name, type of entity and names of principal, owners or partners.

\_\_\_\_\_  
\_\_\_\_\_

Provide a brief description of the general type of construction the firm performs. Please indicate for this project the work you intend to subcontract or perform.

Perform Subcontract: \_\_\_\_\_

Earth Work: \_\_\_\_\_

Concrete Work: \_\_\_\_\_

Masonry Work: \_\_\_\_\_

Structural Work: \_\_\_\_\_

Roofing Work: re-roofing and roofing of various systems

Sprinkler: \_\_\_\_\_

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Electrical: \_\_\_\_\_

**Experience:**

Please list on a separate sheet marked "Appendix A" the major construction projects your organization has in progress providing the name of project, owner, architect, contract amount, bonding company, insurance carrier, percentage complete and scheduled completion date.

Please list on a separate sheet marked "Appendix B" the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, bonding company, date of completion and percentage of the cost of the work performed with your own forces.

**Insurance and Bonds:**

Please list names of current insurance carrier and number of projects insured by carrier.

Lloyds of London  
\_\_\_\_\_

Please list names of bonding company/agent utilized for projects constructed during the last five years:

Intact Insurance  
\_\_\_\_\_

**Claims and Suits:**

Has your organization ever failed to complete any construction work it has been awarded?

Yes \_\_\_ No x

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please describe in full.)

Yes \_\_\_ No x

Has there been in the last ten years, or is there now pending or threatened, any litigation, arbitration, investigation, or governmental or regulatory proceeding involving claims in excess of \$100,000 or requesting a declaratory judgment or injunctive relief with respect to the construction or operation of any building which your firm, its principals, predecessors or affiliates constructed?

Yes \_\_\_ No x

Are all city, Provincial, and Federal taxes of any type, including real estate, FICA and Workmen's Compensation paid to date?

Yes x No \_\_\_

Is there any potential claim, demand, litigation, arbitration, investigation, governmental proceeding or regulatory proceeding involving your firm, or its principals, predecessors or affiliates?

Yes \_\_\_ No x

If the answer to either of the preceding questions is "Yes," please describe in full in an attachment.

In addition to the litigation, arbitration, investigation or governmental or regulatory proceeding referred to in the preceding paragraphs, is there any litigation, arbitration, investigation or governmental or regulatory proceeding now pending or threatened to which your firm is or may be a party, or are you aware of any

potential claim or demand, which might otherwise affect the capacity of your firm to perform with respect to your involvement with the Owner, whether or not it concerns other work which you have undertaken? If so, please describe in full.

Yes \_\_\_ No x

**Bankruptcy:**

Has your firm, its principals, predecessors, or affiliates been the subject of any proceeding under the federal bankruptcy laws or any other proceedings under provincial or federal law in which a court or government agency has assumed jurisdiction over any of the assets or business of your firm, its principals, predecessors or affiliates? If so, please identify the proceedings, the court or governmental body and the date such jurisdiction was assumed in an attachment.

Yes \_\_\_ No x

**Change Order History:**

Describe each instance within the last five (5) years where change orders applied for during construction amounted in the aggregate to more than five percent (5%) of the contract price for any building which your firm constructed, or in which actual construction costs exceeded the contract price by more than five percent (5%) in an attachment.

N/A

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# Bid Bond

Standard Construction Document  
CCDC 220 – 2002

**Intact Insurance Company**  
Surety Division – Ottawa  
Suite 300, 1400 St. Laurent Boulevard  
Ottawa, Ontario K1K 4H4  
Tel (613) 748-3000 Fax (613) 741-9250

Broker: **Knox Insurance Brokers Ltd.**

Bond No. **2010649-15-002**

Bond Amount: **\$10% of Tender Price**

**J.G. Fitzgerald & Sons Ltd.**, as Principal, hereinafter called the Principal, and **INTACT INSURANCE COMPANY** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and all Territories of Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Temiskaming Shores** as Obligee, hereinafter called the Obligee, in the amount of **10% of Tender Price** Dollars (**\$10% of Tender Price**) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated **12th** day of **March**, in the year **2015** for **Haileybury Arena Roof Replacement at Misc Buildings, City of Temiskaming Shores, Project #PW-RFQ-002-2015**.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **ninety (90)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this Bond dated **10th** day of **March** in the year **2015**.

SIGNED and SEALED in the presence of:

Sharon Stark  
Witness

**J.G. Fitzgerald & Sons Ltd.**  
  
Principal

\_\_\_\_\_  
Witness

**Intact Insurance Company**  
  
Surety  
**Mike Daniels**  
Attorney-In-Fact

CCDC Copyright 2002  
Canadian Construction Documents Committee

(CCDC 220 – 2002) has been approved by the Surety Association of Canada



# Bid Bond

Standard Construction Document  
CCDC 220 – 2002

Intact Insurance Company  
Surety Division – Ottawa  
Suite 300, 1400 St. Laurent Boulevard  
Ottawa, Ontario K1K 4H4  
Tel (613) 748-3000 Fax (613) 741-9250

Broker: **Knox Insurance Brokers Ltd.**

Bond No. **2010649-15-003**

Bond Amount: **\$10% of Tender Price**

J.G. Fitzgerald & Sons Ltd. as Principal, hereinafter called the Principal, and **INTACT INSURANCE COMPANY** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and all Territories of Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Temiskaming Shores** as Obligee, hereinafter called the Obligee, in the amount of **10% of Tender Price** Dollars (**\$10% of Tender Price**) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated **12th** day of **March**, in the year **2015** for **Haileybury Water Treatment Plant Roof Replacement at Misc Buildings, City of Temiskaming Shores, Project #PW-RFQ-002-2015**.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **ninety (90)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond dated **10th** day of **March** in the year **2015**.

SIGNED and SEALED in the presence of:

Shanna Stark  
Witness

J.G. Fitzgerald & Sons Ltd.  
Principal

\_\_\_\_\_  
Witness

Intact Insurance Company  
Mike Daniels  
Surety  
Mike Daniels  
Attorney-In-Fact

CCDC Copyright 2002  
Canadian Construction Documents Committee

(CCDC 220 – 2002) has been approved by the Surety Association of Canada



# Bid Bond

Standard Construction Document  
CCDC 220 – 2002

**Intact Insurance Company**  
Surety Division – Ottawa  
Suite 300, 1400 St. Laurent Boulevard  
Ottawa, Ontario K1K 4H4  
Tel (613) 748-3000 Fax (613) 741-9250

Broker: **Knox Insurance Brokers Ltd.**

Bond No. **2010649-15-004**

Bond Amount: **\$10% of Tender Price**

**J.G. Fitzgerald & Sons Ltd.**, as Principal, hereinafter called the Principal, and **INTACT INSURANCE COMPANY** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and all Territories of Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Temiskaming Shores** as Obligee, hereinafter called the Obligee, in the amount of **10% of Tender Price Dollars (\$10% of Tender Price)** lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated **12th** day of **March**, in the year **2015** for **Haileybury Library Roof Replacement at Misc Buildings, City of Temiskaming Shores, Project #PW-RFQ-002-2015**.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **ninety (90)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond Dated **10th** day of **March** in the year **2015**.

SIGNED and SEALED in the presence of:

*Shannon Stark*  
Witness

**J.G. Fitzgerald & Sons Ltd.**  
  
Principal

\_\_\_\_\_  
Witness

**Intact Insurance Company**  
  
Surety  
**Mike Daniels**  
Attorney-In-Fact

CCDC Copyright 2002  
Canadian Construction Documents Committee

(CCDC 220 – 2002) has been approved by the Surety Association of Canada

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**Subject:** Bicycle Friendly Community Application

**Report No.:** RS-011-2015

**Agenda Date:** April 7, 2015

---

## **Attachments**

**Appendix 01:** Bicycle Friendly Communities Quick Assessment Check list

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-011-2015; and
2. That Council directs staff to continue to work with the Community Bicycle Friendly Committee in the development of an application to the Share the Road Cycling Coalition for the City of Temiskaming Shores to be deemed a Bicycle Friendly Community.

## **Background**

The Bicycle Friendly Community Program was launched by the Share the Road Cycling Coalition in Canada in August of 2010. The program provides incentives, hands-on assistance, and award recognition for communities that actively support bicycling.

The application process is very thorough and judged on five categories, 'the 5 E's'.

- Engineering – Physical infrastructure and hardware to support cycling
- Education – Programs that ensure safety, comfort, and convenience of cyclists and fellow road users
- Encouragement – Incentives, promotions and opportunities that inspire people and enable them to ride
- Enforcement – Equitable laws and programs that ensure that cyclists and motorists are held accountable
- Evaluation and Planning – Processes that demonstrate a commitment to measuring results and planning for the future.

Attached as Appendix No. 01 to the report is Quick Assessment Checklist.

The application process is a self-assessment tool that leads a community to review current practises, learn best practices from other communities and work towards improving the cycling environment in their community. There are four levels of recognition Bronze, Silver, Gold or Platinum levels. Examples of awards include:

- Gold – Ottawa
- Silver – Guelph, Hamilton, Kitchener, Pelham, Toronto and Waterloo
- Bronze – Ajax, Burlington, Grimsby, Halton Hills, London, Kingston, etc...

### **Analysis**

Cycling is becoming more and more popular in the community as a source of transportation and living a healthy and active life. The development of the South Temiskaming Active Travel System and the Carter Antila Skateboard/Bike Park has increased cycling opportunities significantly.

In late November staff met with Linda St. Cyr to review the Bicycle Friendly Application process and to determine if the community would like to follow through with assistance from the municipality. The review of the application made it evident that the community is doing many things to encourage cycling (i.e. activities and programs hosted by the Temiskaming Road Safety Coalition and the Share the Road Campaign) and yet there are many more items to be considered. Some of the action items are currently in progress and others will take some time to address.

A call was sent out to cyclists in the community to gauge if there was interest in the community to assist. A group was formed and came together in February and determined the following short term priorities:

- Cycling safety education in schools
- Cycling promotion program
- Mapping and designating alternate cycling routes around busy streets
- Hosting a CanBike Instructor Course
- Hosting a Commuter Challenge and/or Mayor's Bike Ride
- Provision of bike racks throughout the municipality (NL BIA has purchased 8 units and will be installing this spring/summer, H4C purchased a rack for the skatepark, racks at PF Centre and Arena have been replaced).
- Host a Bicycle Friendly Workshop

The Temiskaming Health Unit has committed to assisting the group by hosting and funding a Bicycle Friendly Workshop that will specifically address the City of Temiskaming Shores by conducting an in-depth analysis of the community using the five E's, introduce the program to stakeholders, lead a goal setting session, host an evening session for the public, and develop a work plan for the upcoming year.

The Bicycle Friendly Community concept was presented by staff to the Recreation Services Committee at the regular meeting of March 9<sup>th</sup>, 2014 and the following recommendation was carried:

Recommendation RS-2015-03

Moved by: **Mike Del Monte**

Seconded by: **Danny Lavigne**

Be it recommended that:

1. The Recreation Services Committee reviewed the request for City Staff to work with the community towards submitting an application to the Bicycle Friendly Community Award Program; and
2. The Recreation Services Committee supports the project and directs staff to prepare an Administrative Report for Council's consideration.

Staff will update the Recreation Services Committee on the progress of the project on a regular basis.

**Financial / Staffing Implications**

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

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

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

As the items required in the application are addressed and if any have the potential of a monetary commitment on behalf of the municipality outside of the annual operating budget, staff seek approval from Council prior to moving forward.

**Alternatives**

No alternatives were considered.

**Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Tammie Caldwell  
Director of Recreation Services

\_\_\_\_\_  
Christopher W. Oslund  
City Manager



# BICYCLE FRIENDLY COMMUNITY

## Bicycle Friendly Communities Quick Assessment Checklist

Give yourself one point for each "Yes" you answer, then visit [www.sharetheroad.ca/bfc](http://www.sharetheroad.ca/bfc) to get started on your application!



### Engineering

- Yes  No Does your community have a comprehensive, connected, and well-maintained bicycling network?
- Yes  No Is bike parking available throughout the community?
- Yes  No Is there a policy that mandates the accommodation of cyclists on all road projects?



### Education

- Yes  No Is there a community-wide Active and Safe Routes to School program that includes bicycling education?
- Yes  No Are there bicycling education courses available for adults in the community?
- Yes  No Does your community educate motorists and cyclists on their rights and responsibilities as road users?



### Encouragement

- Yes  No Does your community have an up-to-date bicycle map?
- Yes  No Does the community celebrate bicycling with community rides, Bike to Work Day or media outreach?
- Yes  No Does the community host any major community cycling events or rides?
- Yes  No Is there an active bicycle advocacy group in the community?



### Enforcement

- Yes  No Do law enforcement officers receive training on the rights and responsibilities of all road users?
- Yes  No Does your community have law enforcement or other public safety officers on bikes?
- Yes  No Do local by-laws treat bicyclists equitably?



### Evaluation

- Yes  No Is there a specific plan or program to reduce cyclist/motor vehicle crashes?
- Yes  No Does your community have a current comprehensive bicycle plan?
- Yes  No Is there a Bicycle Advisory Committee that meets regularly?
- Yes  No Does your community have a bicycle program manager?

#### SCORE

0-8

Your community probably has some improvements to make before becoming a Bicycle Friendly Community — apply now to receive a free feedback report that will guide your community in becoming more bicycle friendly!

#### SCORE

9-17

You've already got a good start — apply now and we'll tell you what you've done well and how you can improve. Start working with local officials to fill out the Bicycle Friendly Community application and call us to help you through the process.

Any questions? Contact us at [bfc@sharetheroad.ca](mailto:bfc@sharetheroad.ca) for assistance!

**Subject:** PF Centre – Fee Schedule

**Report No.:** RS-012-2015  
**Agenda Date:** April 7, 2015

---

### **Attachments**

**Appendix 01:** 2015 PF Centre Fee Schedule/Changes

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-012-2015; and
2. That Council directs staff to prepare the necessary by-law to amend By-law No. 2012-039 (Fees By-law) to incorporate the 2015 Pool/Fitness Centre Fee Schedule as proposed for consideration at the April 21, 2015 Regular Council meeting.

### **Background**

The fee schedule for the Waterfront Pool/Fitness Centre was reviewed and is outlined in By-law No. 2012-039, as amended.

Over the past four years the Centre has realized a significant increase in participants due to the upgrades to the facility and continual upgrades to fitness equipment. In 2014 the fitness side of the Centre hosted 50,197 visitors and this does not include participants taking part in swimming lessons and swimming with the swim team.

### **Analysis**

Staff has conducted a review of the fee schedule and has reviewed rates from comparable centres in Kirkland Lake and Cochrane. The proposed fee schedule aims to increase cost recovery, bring the fees in line with other centres and to ensure that the pricing for programs and activities at the centre reflect the value to the customer. The percent increase is applied to daily user fees, memberships, program fees, and lounge rentals.

Attached as Appendix No. 01 to the report is the proposed fee schedule.

### **Financial / Staffing Implications**

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

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

The 2015 operating budget reflects an increase in revenue in the Centre due to increase in users and the proposed increase in fees.

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

### **Alternatives**

No alternatives were considered.

### **Submission**

Prepared by:

Reviewed and submitted for  
Council's consideration by:

"Original signed by"

"Original signed by"

\_\_\_\_\_  
Tammie Caldwell  
Director of Recreation Services

\_\_\_\_\_  
Christopher W. Oslund  
City Manager

<b>Daily Admissions</b> (plus Applicable Taxes)		
	<b>Current Rate</b>	<b>Proposed Rate</b>
<b>Pool</b>		
Youth/Senior	\$3.10	\$3.54
Adult	\$3.81	\$4.43
Family	\$9.30	\$11.06
Arthritic Program	\$3.10	\$3.32
Aquafit Drop In Rate	\$5.31	\$5.75
Private Swim Lesson	\$21.00	\$25.00
<b>Weight Room</b>		
Youth/Senior	\$4.87	\$5.75
Adult	\$5.75	\$6.64
CP Program	\$3.98	\$4.20
<b>Squash</b>		
Youth/Senior	\$3.54	\$4.43
Adult	\$4.42	\$5.31
Raquet Rental	\$2.65	\$3.10
<b>Facility Passes</b>		
Youth/Senior	\$19.47	\$24.78
Adult	\$23.89	\$29.20

## Youth and Senior Memberships

(Plus applicable taxes)

	<b>Current Rate</b>	<b>Proposed Rate</b>
<b>1 MONTH</b>		
Full	\$55.75	58.85
Pool	\$24.78	35.4
Squash	\$32.96	37.17
Weight Room	\$35.40	44.25
<b>3 MONTH</b>		
Full	\$142.14	\$153.54
Pool	\$63.18	75.22
Squash	\$84.06	\$97.35
Weight Room	\$90.27	\$110.84
<b>6 MONTH</b>		
Full	\$234.18	\$271.68
Pool	\$104.12	\$132.74
Squash	\$138.42	\$171.55
Weight Room	\$148.68	\$196.02
<b>1 YEAR</b>		
Full	\$367.92	\$486.73
Pool	\$163.58	\$196.24
Squash	\$217.57	\$261.07
Weight Room	\$233.64	\$280.31
<b>5 USE PUNCH CARD</b>	\$19.47	\$24.78

**Adult Membership**  
(plus applicable taxes)

	<b>Current Rate</b>	<b>Proposed Rate</b>
<b>1 MONTH</b>		
Full	\$73.90	\$84.07
Pool	\$32.74	\$39.38
Squash	\$39.82	\$47.79
Weight Room	\$44.25	\$53.10
<b>3 MONTH</b>		
Full	\$188.43	\$219.29
Pool	\$90.27	\$102.65
Squash	\$101.55	\$124.65
Weight Room	\$112.83	\$138.50
<b>6 MONTH</b>		
Full	\$310.38	\$388.02
Pool	\$148.68	\$181.73
Squash	\$167.22	\$220.58
Weight Room	\$185.88	\$247.70
<b>1 YEAR</b>		
Full	\$487.80	\$695.75
Pool	\$233.64	\$325.89
Squash	\$262.80	\$395.49
Weight Room	\$292.04	\$439.43
<b>5 USE PUNCH CARD</b>	\$23.89	\$29.20

**Family Membership**

(plus applicable taxes)

	<b>Current Rate</b>	<b>Proposed Rate</b>
<b>1 MONTH</b>		
Full	\$194.69	\$233.63
Pool	\$73.90	\$84.07
Squash	\$102.00	\$122.57
Weight Room	\$111.95	\$134.29
<b>3 MONTH</b>		
Full	\$496.47	\$609.47
Pool	\$188.43	\$219.29
Squash	\$260.10	\$319.74
Weight Room	\$285.57	\$350.31
<b>6 MONTH</b>		
Full	\$817.70	\$1,078.27
Pool	\$310.40	\$388.02
Squash	\$428.41	\$565.71
Weight Room	\$470.35	\$619.78
<b>1 YEAR</b>		
Full	\$1,284.96	\$1,933.48
Pool	\$487.61	\$695.75
Squash	\$672.57	\$1,014.34
Weight Room	\$738.94	\$1,111.37

**Aquafit Classes**

(plus applicable taxes)

	<b>Current Rate</b>	<b>Proposed Rate</b>
8 Classes	\$26.55	\$29.20
16 Classes	\$51.33	\$56.42
24 Classes	\$76.11	\$82.74

**Arthritic Classes**

(plus applicable taxes)

	<b>Current Rate</b>	<b>Proposed Rate</b>
8 Classes	\$24.78	\$27.21
16 Classes	\$49.56	\$54.42
24 Classes	\$74.34	\$81.55

**Cardio Pulmonary Program**

(plus applicable taxes)

	<b>Current Rate</b>	<b>Proposed Rate</b>
8 Classes	\$31.86	\$33.63
16 Classes	\$63.72	\$67.26
24 Classes	\$95.58	\$100.89

<b>Swimming Lesson</b>		
(plus applicable taxes)		
	<b>Current Rate</b>	<b>Proposed Rate</b>
<b>Nine (9) Classes</b>		
1/2 hour class	\$40.50	\$48.60
1 hour class	\$60.30	\$72.50
Family Rate	\$100.80	\$121.00
Family Rate w/1 in 1 hour class	\$130.50	\$156.50
Rookie	\$60.30	\$72.25
Ranger	\$60.30	\$72.25
Star	\$60.30	\$72.25
Bronze Star	\$60.30	\$72.25
<b>Ten (10) Classes</b>		
1/2 hour class	\$45.00	\$54.00
1 hour class	\$67.00	\$80.50
Family Rate	\$112.00	\$134.50
Family Rate w/1 in 1 hour class	\$145.00	\$174.00
Rookie	\$67.00	\$80.50
Ranger	\$67.00	\$80.50
Star	\$67.00	\$80.50
Bronze Star	\$67.00	\$80.50
Junior Lifeguard Club	\$89.50	\$107.50
Adult Classes	\$67.00	\$80.50

### Lounge and Pool Rentals

(plus applicable taxes)

		<b>Current Rate</b>	<b>Proposed Rate</b>
1 hour		\$39.82	\$47.79
2 hours		\$72.76	\$87.30
3 hours		\$109.19	\$130.97
Full Day		\$159.29	\$191.15
Non - Profit		\$30.00	\$36.06
1 hr. Fitness class		\$18.00	\$21.68
Bday Party - Private Pool/Lounge	Facility	\$78.63	\$94.47
	Pool	\$90.84	\$109.07
Bday Party - Open Swim/Lounge	Pool Admission	\$27.90	\$33.49
	Special Programs	\$90.84	\$109.07
Bday Party - Open Swim/Lounge	Pool Admission	\$27.90	\$33.49
No Food	Facility Rental	\$39.82	\$47.79
<b>POOL RENTALS</b>			
1 hr. Pool rental with slide		\$123.98	\$148.89
1 hr. pool rental without slide		\$85.13	\$102.21
1 hr. Pool rental DSBONE		\$44.16	\$53.01

<b>Gym / Squash Membership</b>			
(taxes included)			
	<b>Youth/Senior</b>	<b>Adult</b>	<b>Family</b>
<b>1 MONTH</b>	\$60.00	\$85.50	\$249.00
<b>3 MONTH</b>	\$156.50	\$223.00	\$649.55
<b>6 MONTH</b>	\$276.90	\$394.60	\$1,149.25
<b>1 YEAR</b>	\$496.55	\$707.60	\$2,060.70

<b>Snowbird Specials</b>		
(taxes included)		
	<b>Gym</b>	<b>Pool</b>
<b>8 months</b>	\$216.00	\$147.20
<b>9 months</b>	\$243.00	\$165.60
<b>10 months</b>	\$270.00	\$184.00

<b>Facility Passes</b>			
(taxes included)			
<b>5 Visits - Full</b>		<b>5 Visits - Pool</b>	
Youth / Senior	\$28.00	Youth / Senior	\$15.00
Adult	\$33.00	Adult	\$20.00
<b>5 Visits - Gym</b>		<b>5 Visits - Squash</b>	
Youth / Senior	\$22.00	Youth / Senior	\$20.00
Adult	\$27.00	Adult	\$25.00

**Subject:** Earlton Temiskaming Regional Airport Business & Operational Plan  
Funding Support

**Report No.:** CGP-021-2015

**Agenda Date:**

April 7, 2015

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CGP-021-2015;
2. That Council agrees to partner with the Township of Armstrong and the Town of Englehart on the proponent contribution costs of the funding applications to NOHFC and Fed Nor to complete the Strategic Business & Operational Plan for the development and operation of the Earlton-Temiskaming Regional Airport (ETRA); and
3. That Council approves the City's proponent contribution as follows;
  - Temiskaming Shores - \$3,750
  - Township of Armstrong - \$1,875
  - Town of Englehart - \$1,875

## **Background**

The Earlton Temiskaming Regional Airport (ETRA) is owned by the Corporation of the Township of Armstrong and operated by the ETRA Joint Municipal Service Board (MSB). The board is comprised of council representatives from the municipalities who provide operational funding support to the airport. At present, the Township of Armstrong is responsible for the capital costs of the land and buildings.

## **Analysis**

The MSB can no longer provide the operational services at the ETRA using the existing municipal funding support model. The MSB has been using up the airport reserves to finance operations for the past few years and has now depleted the reserves.

On January 19, 2015 a meeting was held for stakeholders of the Regional Airport, including the 14 municipalities who fund the operations. The group discussed operations and ownership of the ETRA. Two options were presented for consideration. Option A is would require the Township of Armstrong to turn over the land and facilities to an incorporated board who would manage the facilities and operations of the ETRA. Option B offered that Armstrong would retain ownership of the land and facilities, but the MSB would increase the partner contributions to enable the sustainability of the operations.

All fourteen local municipalities have passed resolutions of support for Option A, therefore the MSB is now moving forward with a plan to incorporate an ETRA board.

Under the Section 203 of the Municipal Act 2001, municipalities are able to set up corporations. There is however a requirement that a business plan be in place supporting the development of the corporation. For that reason, the Township of Armstrong has applied for funding to both the Northern Ontario Heritage Fund Corporation (NOHFC) and Fed Nor to complete a Strategic Business & Operational Plan for the ETRA.

Armstrong as the present owner of the land and facilities is the only partner who can be recognized as the proponent for the application. A meeting of the “Airport Corporation Steering Committee” was held in Earleton on March 23, 2015 where a discussion took place regarding the sharing of the costs of the proponent portion of the business plan project. The cost sharing is discussed below in the finance section.

City staff have assisted the Township of Armstrong by preparing the funding applications to both funding agencies, but Armstrong is hopeful that both of the areas larger municipalities will assist to cover the required 10% proponent commitment.

**Financial / Staffing Implications**

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

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

The cost of the Strategic Business & Operational Plan is \$75,000. 45% or \$33,750 will be covered by Fed Nor. 45% or \$33,750 will be covered by NOHFC. The remaining 10% or \$7,500 is to be shared between 3 contributing municipal partners. 50% of the proponent cost or \$3,750 will be covered by Temiskaming Shores. Armstrong and Englehart will each pay 25% of the proponent cost or \$1,875 each.

**Alternatives**

There were no alternatives considered during the preparation of this report.

**Submission**

Prepared by:

Reviewed and approved by:

Reviewed and submitted for Council’s consideration by:

*“Original signed by”*

*“Original signed by”*

*“Original signed by”*

James Franks  
Economic Development  
Officer

Karen Beauchamp, MCIP, RPP, CMO  
Director of Community Growth  
and Planning

Christopher W. Oslund  
City Manager

**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2015-073**  
**Being a by-law to adopt the 2015 Municipal Budget for**  
**the City of Temiskaming Shores**

**Whereas** Section 290(1) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

**And whereas** Section 290(2) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that the budget shall,

- a) in such detail and form as the Minister may require, set out the estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy; and
- b) provide that the estimated revenues are equal to the estimated expenditures;

**And whereas** Section 290(4) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that in preparing the budget, the local municipality,

- a) shall provide for any operating deficit of any previous year and for the cost of the collection of taxes and any abatement or discount of taxes;
- b) may provide for taxes and other revenues that it is estimated will not be collected during the year; and
- c) may provide for such reserves as the municipality considers necessary;

**And whereas** Public Notice was provided in the Temiskaming Speaker on March 25, 2015 and April 1, 2015 being at least seven (7) days prior to the passing of the by-law in accordance with By-law No. 2004-022, as amended informing the public of its intention to adopt the 2015 Municipal Budget;

**And whereas** it is deemed necessary and expedient to adopt the capital and general operating budget for the City of Temiskaming Shores for the year 2015.

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

1. That the 2015 general levy, which the municipality intends to raise on all rateable property in the municipality, be hereby established at \$12,432,808.
2. That the 2015 Operating and Capital Budgets, attached hereto as Schedule "A", Schedule "B", Schedule "C" and Schedule "D" and forming part of this by-law, be hereby adopted, approved and authorized.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

**General Operations**

	<b>2015 Budget</b>
<b>Revenues</b>	
Grants	4,756,745
Taxation	12,503,850
Other Revenues	4,416,064
Education	3,244,317
Business Improvement Area	32,000
<b>Total Revenues</b>	<b>\$24,952,976</b>
<b>Expenditures</b>	
Municipal Operations	15,117,660
Health & Social Services	2,759,084
Policing	2,316,422
Libraries	439,817
Education	3,244,317
Business Improvement Area	32,000
<b>Total Expenditures</b>	<b>\$23,909,300</b>
<b>Transfer to Capital</b>	<b>\$1,043,676</b>

**Environmental Operations**

	<b><u>2015 Budget</u></b>
<b>Revenues</b>	
User Fees	3,904,540
Total Revenues	<b><u>\$3,904,540</u></b>
<b>Expenditures</b>	<b><u>\$3,205,385</u></b>
<b>Transfer to Capital</b>	<b><u><u>\$699,155</u></u></b>

**2015 Capital Budget**

	<b>Capital 2015 Budget</b>
<b>General Capital</b>	
Grants	3,631,259
Revenues	267,572
Debt	2,150,553
Transfer from Reserves	405,272
<b>Expenditures</b>	<b>7,498,332</b>
<b>Transfer from Operations</b>	<b>(1,043,676)</b>
	<b>Capital 2015 Budget</b>
<b>Environmental Capital</b>	
Grants	3,897,200
Revenues	124,920
Transfer from Reserves	2,129,703
<b>Expenditures</b>	<b>6,850,978</b>
<b>Transfer from Operations</b>	<b>(699,155)</b>

**Reconciliation of Tax Levy Budget to PSAB Surplus**

		<b>2015 Budget</b>
	<b>Net General Operations</b>	<b>1,043,676</b>
	<b>Net Environmental Operations</b>	<b>699,155</b>
	<b>Net General Capital</b>	<b>(1,043,676)</b>
	<b>Net Environmental Capital</b>	<b>(699,155)</b>
	<b>Tax Levy Budget</b>	<b>0</b>
<b>Add Back:</b>	<b>Capital Expenditures</b>	14,349,310
	<b>LTD Principal Repayments</b>	556,057
		<b>14,905,367</b>
<b>Less:</b>	<b>Transfer from Reserves</b>	2,534,975
	<b>LTD Proceeds</b>	2,150,553
	<b>Amortization</b>	2,346,907
		<b>7,032,435</b>
	<b>PSAB Surplus</b>	<b>7,872,932</b>

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

**By-law No. 2015-074**

**Being a by-law to enact a Zoning by-law Amendment  
to amend the provisions of the Agriculture (A1) Zone  
in the Township of Dymond Zoning By-law 984 – 118420**

**Sales Barn Road**

**Roll No. 54-18-020-002-244.00**

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended, the Council of a Municipality may enact by-laws to authorize the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

**And whereas** By-law No. 984 regulates the use of land and the use and erection of buildings and structures within the Township of Dymond, now the City of Temiskaming Shores;

**And whereas** Council considered Administrative Report No. CGP-014-2015 at the March 17, 2015 Regular meeting of Council and directed staff to prepare the necessary by-law to amend the Township of Dymond Zoning By-law No. 984 to add an accessory triplex as a permitted use on the property for consideration at the April 7, 2014 Regular meeting of Council;

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

**1. Schedule Changes**

- a) Schedule “A” of By-law No. 984, as amended, is hereby further amended by rezoning Part of Lot 12, Concession 6, locally known as 118420 Sales Barn Road, as shown on Schedule “1” to this By-law, from the Agriculture (A1) Zone to the Agriculture Exception 14 (A1-E14) Zone as generally depicted on Appendix 01 attached hereto and forming part of this by-law.

**2. Text Changes**

- a) Section 2(30) is hereby amended by adding the following new definition:

2(30)(a.1) ACCESSORY TRIPLEX DWELLING HOUSE: means a dwelling house containing three dwelling units which is accessory to a permitted Non-Residential use and in which the dwelling units are occupied either by the family of the owner of such Non-Residential use or by the family of a person employed on the lot where such dwelling house is located.

- b) Section 15 is hereby amended by adding the following new subsection:

USES PERMITTED IN THE A1-E14 ZONE:

No person shall within any A1-E14 zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the uses permitted in Section 15(1)(a) and (b) of Zoning By-law 984 with the addition of “an accessory triplex dwelling house” under Section 15(1)(a)

ZONE PROVISIONS FOR THE A1-E14 ZONE:

No person shall within any A1-E14 zone use any lot or erect, alter or use any building or structure except in accordance with Section 15(2) and Section 3 of Zoning By-law 984, unless otherwise provided herein:

(c) DWELLING HOUSES PER LOT (maxima):

(i) lot used as a farm - 3, provided such dwelling houses are accessory dwelling houses, or, 1 accessory triplex dwelling house

3. That all other provisions of By-law No. 984 shall continue to apply.
4. That the passing of this by-law shall be subject to the provisions of the *Planning Act*.
5. 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 7<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

Appendix 01 to By-law 2015-074

City of Temiskaming Shores



Rezoned from Agriculture (A1) to Agriculture Exception 14 (A1-E14)

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

**By-law No. 2015-075**

**Being a by-law to amend By-law No. 2009-077, as amended  
being a by-law to adopt Terms of Reference for the  
Temiskaming Shores Accessibility Advisory Committee (TSAAC)**

**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** Council passed By-law No. 2009-077 on June 16, 2009 adopting Terms of Reference for the Temiskaming Shores Accessibility Advisory Committee;

**And whereas** Council considered Administrative Report CGP-009-2015 at the March 17, 2015 Regular meeting of Council and directed staff to prepare the necessary by-law to amend By-law No. 2009-077, as amended for consideration at the April 7, 2015 Regular meeting of Council.

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

1. That By-law No. 2009-077, as amended be further amended as follows:

Article 7.2 of Schedule "A" be replaced with the following:

**7.2 At the first meeting of each calendar year, TSAAC shall elect a Chair and a Vice-Chair to serve the Council term. The Chair and Vice-Chair shall be non-elected officials on the committee.**

Article 8.1 of Schedule "A" be replaced with the following:

**8.1 Quorum shall be three (3) of the members of TSAAC that are not Councillors. Each member shall confirm their attendance with the Committee Secretary before noon on the day before the meeting in order that the Committee Secretary can determine if there will be quorum. If there is no quorum, the Committee Secretary will notify all members that the meeting is cancelled.**

Article 8.4 of Schedule "A" be replaced with the following:

**8.4 The Agenda shall be circulated to members of the Committee at least four (4) days prior to the regularly scheduled meeting.**

Article 8.10 of Schedule "A" be replaced with the following:

**8.10 Minutes of all meetings will be recorded and will be amended as necessary and adopted at the following meeting. Draft minutes shall be provided to Council for their information. Adopted minutes shall be made available to the public at City Hall and posted on the Accessibility Page on the City's website.**

Article 8.13 to be added and read as follows:

**8.13 Cancelled meetings will not be re-scheduled unless the Chair determines that there is an item on the agenda that requires a decision by TSAAC before the next regular meeting.**

2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

## The Corporation of the City of Temiskaming Shores

### By-law No. 2015-076

#### Being a by-law to authorize the Sale of Land to Lisa Bernat being Parcel 7590 SST, Lot 126 on Plan M-128 N.B., Bucke Township

**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** By-law No. 2004-031 establishes procedures for the disposal of real property, including the giving of notice to the public, governing the sale of land;

**and whereas** Council considered Confidential Administrative Report CGP-012-2015 at the March 17, 2015 Regular meeting of Council and directed to staff to prepare the necessary by-law to enter into an Agreement of Purchase and Sale with Lisa Bernat for consideration at the April 7, 2015 Regular meeting of Council;

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

1. That Council hereby confirms the procedures set forth in By-law No. 2004-031 have been followed by the municipality in order to allow for the sale of lands herein after referred to in this By-law;
2. That Council authorizes the entering into an Agreement of Purchase and Sale between Lisa Bernat as Purchaser and The Corporation of the City of Temiskaming Shores as Vendor, in the form annexed hereto as Schedule "A" and forming part of this by-law;
3. That Council agrees to sell land described as Parcel 7590 SST, Lot 126 on Plan M-128 N.B., Bucke Township in the amount of \$17,825.00 plus H.S.T. and other such considerations outlined in the said agreement;
4. That the Mayor and Clerk be hereby authorized and directed to execute the Agreement of Purchase and Sale annexed hereto as Schedule "A" to this by-law and any and all other documentation necessary to complete the sale of land transaction.

5. 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 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

# Agreement of Purchase and Sale

Form 100 for use in the Province of Ontario

This Agreement of Purchase and Sale dated this 5th day of March 2015

**BUYER,** Lisa Bernat (Full legal names of all Buyers), agrees to purchase from

**SELLER,** The Corporation of the City of Temiskaming Shores (Full legal names of all Sellers), the following

**REAL PROPERTY:**

Address PCL 7590 SEC SST; LT 126, PL M128NB BUCKE, Haileybury, Ontario P0J 1K0

fronting on the ..... side of.....

in the .....

and having a frontage of ..... more or less by a depth of..... more or less

and legally described as PCL 7590 SEC SST; LT 126 PL M128NB BUCKE; TEMISKAMING SHORES; DISTRICT OF TIMISKAMING

..... (the "property").  
(Legal description of land including easements not described elsewhere)

**PURCHASE PRICE:** Dollars (CDN\$) 17,825.00

Seventeen thousand eight hundred and twenty five dollars Dollars

**DEPOSIT:** Buyer submits Herewith (Herewith/Upon Acceptance/as otherwise described in this Agreement)

One thousand seven hundred and eighty two dollars and fifty cents Dollars (CDN\$) 1,782.50

by negotiable cheque payable to Lisa A. Neil "Deposit Holder" to be held in trust pending completion or other termination of this Agreement and to be credited toward the Purchase Price on completion. For the purposes of this Agreement, "Upon Acceptance" shall mean that the Buyer is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Real Estate Trust Account and no interest shall be earned, received or paid on the deposit.

**Buyer agrees to pay the balance as more particularly set out in Schedule A attached.**

**SCHEDULE(S) A**..... **attached hereto form(s) part of this Agreement.**

1. **IRREVOCABILITY:** This offer shall be irrevocable by Seller until 4:00 ~~PM~~ /p.m. on the 23rd day of March 2015, after which time, if not accepted, this offer shall be null and void and the deposit shall be returned to the Buyer in full without interest.

2. **COMPLETION DATE:** This Agreement shall be completed by no later than 6:00 p.m. on the 31st 21<sup>st</sup> day of April ~~March~~ 2015. Upon completion, vacant possession of the property shall be given to the Buyer unless otherwise provided for in this Agreement.

**INITIALS OF BUYER(S):** LB

**INITIALS OF SELLER(S):**

3. **NOTICES:** The Seller hereby appoints the Listing Brokerage as agent for the Seller for the purpose of giving and receiving notices pursuant to this Agreement. Where a Brokerage (Buyer's Brokerage) has entered into a representation agreement with the Buyer, the Buyer hereby appoints the Buyer's Brokerage as agent for the purpose of giving and receiving notices pursuant to this Agreement. **Where a Brokerage represents both the Seller and the Buyer (multiple representation), the Brokerage shall not be appointed or authorized to be agent for either the Buyer or the Seller for the purpose of giving and receiving notices.** Any notice relating hereto or provided for herein shall be in writing. In addition to any provision contained herein and in any Schedule hereto, this offer, any counter-offer, notice of acceptance thereof or any notice to be given or received pursuant to this Agreement or any Schedule hereto (any of them, "Document") shall be deemed given and received when delivered personally or hand delivered to the Address for Service provided in the Acknowledgement below, or where a facsimile number or email address is provided herein, when transmitted electronically to that facsimile number or email address, respectively, in which case, the signature(s) of the party (parties) shall be deemed to be original.

FAX No.: ..... FAX No.: .....  
 (For delivery of Documents to Seller) (For delivery of Documents to Buyer)

Email Address: ..... Email Address: .....  
 (For delivery of Documents to Seller) (For delivery of Documents to Buyer)

4. **CHATELS INCLUDED:** n/a.....  
 .....  
 .....  
 .....

Unless otherwise stated in this Agreement or any Schedule hereto, Seller agrees to convey all fixtures and chattels included in the Purchase Price free from all liens, encumbrances or claims affecting the said fixtures and chattels.

5. **FIXTURES EXCLUDED:** n/a.....  
 .....  
 .....

6. **RENTAL ITEMS (Including Lease, Lease to Own):** The following equipment is rented and **not** included in the Purchase Price. The Buyer agrees to assume the rental contract(s), if assumable:

n/a.....  
 .....  
 .....

The Buyer agrees to co-operate and execute such documentation as may be required to facilitate such assumption.

7. **HST:** If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST), then such tax shall be **in addition to** ..... the Purchase Price. If the sale of the property is not subject to HST, Seller agrees to certify on or before closing, that the sale of the property is not subject to HST. Any HST on chattels, if applicable, is not included in the Purchase Price.

INITIALS OF BUYER(S): LB

INITIALS OF SELLER(S):

8. **TITLE SEARCH:** Buyer shall be allowed until 6:00 p.m. on the.....26..... day of.....March....., 2015..... (Requisition Date) to examine the title to the property at Buyer's own expense and until the earlier of: (i) thirty days from the later of the Requisition Date or the date on which the conditions in this Agreement are fulfilled or otherwise waived or; (ii) five days prior to completion, to satisfy Buyer that there are no outstanding work orders or deficiency notices affecting the property, and that its present use(vacant land - residential.....) may be lawfully continued and that the principal building may be insured against risk of fire. Seller hereby consents to the municipality or other governmental agencies releasing to Buyer details of all outstanding work orders and deficiency notices affecting the property, and Seller agrees to execute and deliver such further authorizations in this regard as Buyer may reasonably require.
9. **FUTURE USE:** Seller and Buyer agree that there is no representation or warranty of any kind that the future intended use of the property by Buyer is or will be lawful except as may be specifically provided for in this Agreement.
10. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens, and encumbrances except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties; and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the use of the property. If within the specified times referred to in paragraph 8 any valid objection to title or to any outstanding work order or deficiency notice, or to the fact the said present use may not lawfully be continued, or that the principal building may not be insured against risk of fire is made in writing to Seller and which Seller is unable or unwilling to remove, remedy or satisfy or obtain insurance save and except against risk of fire (Title Insurance) in favour of the Buyer and any mortgagee, (with all related costs at the expense of the Seller), and which Buyer will not waive, this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned without interest or deduction and Seller, Listing Brokerage and Co-operating Brokerage shall not be liable for any costs or damages. Save as to any valid objection so made by such day and except for any objection going to the root of the title, Buyer shall be conclusively deemed to have accepted Seller's title to the property.
11. **CLOSING ARRANGEMENTS:** Where each of the Seller and Buyer retain a lawyer to complete the Agreement of Purchase and Sale of the property, and where the transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, Chapter L4 and the Electronic Registration Act, S.O. 1991, Chapter 44, and any amendments thereto, the Seller and Buyer acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Seller and Buyer will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said lawyers. The Seller and Buyer irrevocably instruct the said lawyers to be bound by the document registration agreement which is recommended from time to time by the Law Society of Upper Canada. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.
12. **DOCUMENTS AND DISCHARGE:** Buyer shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Seller. If requested by Buyer, Seller will deliver any sketch or survey of the property within Seller's control to Buyer as soon as possible and prior to the Requisition Date. If a discharge of any Charge/Mortgage held by a corporation incorporated pursuant to the Trust And Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company and which is not to be assumed by Buyer on completion, is not available in registrable form on completion, Buyer agrees to accept Seller's lawyer's personal undertaking to obtain, out of the closing funds, a discharge in registrable form and to register same, or cause same to be registered, on title within a reasonable period of time after completion, provided that on or before completion Seller shall provide to Buyer a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, and, where a real-time electronic cleared funds transfer system is not being used, a direction executed by Seller directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on completion.
13. **INSPECTION:** Buyer acknowledges having had the opportunity to inspect the property and understands that upon acceptance of this offer there shall be a binding agreement of purchase and sale between Buyer and Seller. **The Buyer acknowledges having the opportunity to include a requirement for a property inspection report in this Agreement and agrees that except as may be specifically provided for in this Agreement, the Buyer will not be obtaining a property inspection or property inspection report regarding the property.**

INITIALS OF BUYER(S):

NB.

INITIALS OF SELLER(S):

14. **INSURANCE:** All buildings on the property and all other things being purchased shall be and remain until completion at the risk of Seller. Pending completion, Seller shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, Buyer may either terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If Seller is taking back a Charge/Mortgage, or Buyer is assuming a Charge/Mortgage, Buyer shall supply Seller with reasonable evidence of adequate insurance to protect Seller's or other mortgagee's interest on completion.
15. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if Seller complies with the subdivision control provisions of the Planning Act by completion and Seller covenants to proceed diligently at Seller's expense to obtain any necessary consent by completion.
16. **DOCUMENT PREPARATION:** The <sup>Purchaser</sup> Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registrable form at the expense of ~~Seller~~, and any Charge/Mortgage to be given back by the Buyer to Seller at the expense of the Buyer. If requested by Buyer, Seller covenants that the Transfer/Deed to be delivered on completion shall contain the statements contemplated by Section 50(22) of the Planning Act, R.S.O.1990.
17. **RESIDENCY:** (a) Subject to (b) below, the Seller represents and warrants that the Seller is not and on completion will not be a non-resident under the non-residency provisions of the Income Tax Act which representation and warranty shall survive and not merge upon the completion of this transaction and the Seller shall deliver to the Buyer a statutory declaration that Seller is not then a non-resident of Canada;  
(b) provided that if the Seller is a non-resident under the non-residency provisions of the Income Tax Act, the Buyer shall be credited towards the Purchase Price with the amount, if any, necessary for Buyer to pay to the Minister of National Revenue to satisfy Buyer's liability in respect of tax payable by Seller under the non-residency provisions of the Income Tax Act by reason of this sale. Buyer shall not claim such credit if Seller delivers on completion the prescribed certificate.
18. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to Buyer.
19. **PROPERTY ASSESSMENT:** The Buyer and Seller hereby acknowledge that the Province of Ontario has implemented current value assessment and properties may be re-assessed on an annual basis. The Buyer and Seller agree that no claim will be made against the Buyer or Seller, or any Brokerage, Broker or Salesperson, for any changes in property tax as a result of a re-assessment of the property, save and except any property taxes that accrued prior to the completion of this transaction.
20. **TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Seller and Buyer or by their respective lawyers who may be specifically authorized in that regard.
21. **TENDER:** Any tender of documents or money hereunder may be made upon Seller or Buyer or their respective lawyers on the day set for completion. Money shall be tendered with funds drawn on a lawyer's trust account in the form of a bank draft, certified cheque or wire transfer using the Large Value Transfer System.
22. **FAMILY LAW ACT:** Seller warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O.1990 unless Seller's spouse has executed the consent hereinafter provided.
23. **UFFI:** Seller represents and warrants to Buyer that during the time Seller has owned the property, Seller has not caused any building on the property to be insulated with insulation containing ureaformaldehyde, and that to the best of Seller's knowledge no building on the property contains or has ever contained insulation that contains ureaformaldehyde. This warranty shall survive and not merge on the completion of this transaction, and if the building is part of a multiple unit building, this warranty shall only apply to that part of the building which is the subject of this transaction.
24. **LEGAL, ACCOUNTING AND ENVIRONMENTAL ADVICE:** The parties acknowledge that any information provided by the brokerage is not legal, tax or environmental advice.
25. **CONSUMER REPORTS:** The Buyer is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this transaction.
26. **AGREEMENT IN WRITING:** If there is conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement including any Schedule attached hereto, shall constitute the entire Agreement between Buyer and Seller. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. For the purposes of this Agreement, Seller means vendor and Buyer means purchaser. This Agreement shall be read with all changes of gender or number required by the context.
27. **TIME AND DATE:** Any reference to a time and date in this Agreement shall mean the time and date where the property is located.

INITIALS OF BUYER(S):

LB.

INITIALS OF SELLER(S):



**28. SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

SIGNED, SEALED AND DELIVERED in the presence of: IN WITNESS whereof I have hereunto set my hand and seal:  
 (Witness) Adriano (Buyer) Lisa Bernat DATE 2015-03-09  
 (Witness) (Buyer) (Seal) DATE

I, the Undersigned Seller, agree to the above offer. I hereby irrevocably instruct my lawyer to pay directly to the brokerage(s) with whom I have agreed to pay commission, the unpaid balance of the commission together with applicable Harmonized Sales Tax (and any other taxes as may hereafter be applicable), from the proceeds of the sale prior to any payment to the undersigned on completion, as advised by the brokerage(s) to my lawyer.

SIGNED, SEALED AND DELIVERED in the presence of: IN WITNESS whereof I have hereunto set my hand and seal:  
 (Witness) (Seller) DATE 2015-03-  
 (Witness) (Seller) (Seal) DATE

**SPOUSAL CONSENT:** The Undersigned Spouse of the Seller hereby consents to the disposition evidenced herein pursuant to the provisions of the Family Law Act, R.S.O.1990, and hereby agrees with the Buyer that he/she will execute all necessary or incidental documents to give full force and effect to the sale evidenced herein.

(Witness) (Spouse) (Seal) DATE

**CONFIRMATION OF ACCEPTANCE:** Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes both typed and written was finally accepted by all parties at xxxx /p.m. this ..... day of ....., 20.....  
 (Signature of Seller or Buyer)

**INFORMATION ON BROKERAGE(S)**

Listing Brokerage..... Tel.No.(.....)  
 (Salesperson / Broker Name)  
 Co-op/Buyer Brokerage..... Tel.No.(.....)  
 (Salesperson / Broker Name)

**ACKNOWLEDGEMENT**

I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale and I authorize the Brokerage to forward a copy to my lawyer.  
 (Seller) DATE.....  
 (Seller) DATE.....  
 Address for Service..... Tel.No.( 705 ) 672-3338  
 Seller's Lawyer Lisa A. Neil  
 Address 524 Ferguson Ave., Box 518, Haileybury, ON P0J 1K0  
 Email 705-672-9006 (.....) 705-672-9008  
 (.....) Tel.No. FAX No.  
 I acknowledge receipt of my signed copy of this accepted Agreement of Purchase and Sale and I authorize the Brokerage to forward a copy to my lawyer.  
 (Buyer) Lisa Bernat DATE.....  
 (Buyer) DATE.....  
 Address for Service..... Tel.No.( 705 ) 672-2454  
 Buyer's Lawyer Lisa A. Neil  
 Address 524 Ferguson Avenue, Haileybury, ON P0J 1K0  
 Email 705-672-9006 (.....) 705-672-9008  
 (.....) Tel.No. FAX No.

**FOR OFFICE USE ONLY** **COMMISSION TRUST AGREEMENT**  
 To: Co-operating Brokerage shown on the foregoing Agreement of Purchase and Sale:  
 In consideration for the Co-operating Brokerage procuring the foregoing Agreement of Purchase and Sale, I hereby declare that all moneys received or receivable by me in connection with the Transaction as contemplated in the MLS® Rules and Regulations of my Real Estate Board shall be receivable and held in trust. This agreement shall constitute a Commission Trust Agreement as defined in the MLS® Rules and shall be subject to and governed by the MLS® Rules pertaining to Commission Trust.  
 DATED as of the date and time of the acceptance of the foregoing Agreement of Purchase and Sale. Acknowledged by:  
 (Authorized to bind the Listing Brokerage) (Authorized to bind the Co-operating Brokerage)

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

**By-law No. 2015-077**

**Being a by-law to authorize an Agreement with the Temiskaming Shores Library for an Information Technology Service Level Agreement Computer and Technology Acceptance Use Policy**

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

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

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

**And whereas** Council considered Administrative Report CS-013-2015 at the March 17, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with The Temiskaming Shores Library for a Service Level Agreement for consideration at the April 7, 2015 Regular Council Meeting;

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

1. That the Mayor and Clerk be authorized to enter into an Agreement with The Temiskaming Shores Library for an Information Technology Service Level Agreement, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen



Schedule "A" to

**By-law No. 2015-077**

Agreement between

**City of Temiskaming Shores**

and

**The Temiskaming Shores Library**

For an Information Technology  
Service Level Agreement

**This agreement** made this 7<sup>th</sup> day of April, 2015.

Between:

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

And:

**The Temiskaming Shores Library**  
(hereinafter called the "Library")

**Whereas** the parties hereto have agreed to enter into this Service Level Agreement.

### **1. Nonprofit Status**

The City hereby acknowledges the Library and its ability to purchase software and hardware from its affiliate TechSoup Canada; but under the supervision, guidance, and budgetary considerations of the Information Technology Division of the City. The Library may choose to upgrade its software and/or hardware independently from the City.

### **2. Virtual Training & Meeting**

The City hereby acknowledges the need for the Library to attend virtual meetings and training sessions via webinars and online learning portals. If special software or security requirements are needed to ensure the use of these tools function, the Library is asked to submit a request to the City to remedy the issue in a reasonable timeframe.

### **3. Public Privacy**

The City hereby acknowledges the need to not block or filter websites or keep computer user histories for intellectual freedom and right to privacy reasons on Public Access Computers. The City agrees to respect the Canadian Library Association's position on Information and Telecommunication Access Principles, Internet Access and Intellectual Freedom as per the Library's policy on Internet Filtering and Control of Information, Facilities-4.5.

**4. Acceptable Use Policy**

The Library hereby acknowledges the City's Acceptable Use Policy attached as Appendix 01 to this agreement.

Signed and Sealed in  
the presence of )

**Temiskaming Shores Library**

\_\_\_\_\_  
Library CEO – Rebecca Hunt

\_\_\_\_\_  
Witness

Print Name: \_\_\_\_\_

**Corporation of the City of  
Temiskaming Shores**

Municipal Seal )

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

## ***Computer and Technology – Acceptable Use Policy***

### **1. Policy Statement and Purpose**

- 1.1 The City of Temiskaming Shores provides employees, elected officials and other organizations and individuals with access to *Computer and Network Services*, including Internet use and email, to be used for legitimate business purposes in serving the interests of the City. These technologies are valuable tools that enable *Authorized Users* to effectively carry out the City’s business. As such, they must be used in a responsible and appropriate manner.
- 1.2 This Policy outlines the City’s expectations regarding the use of these *Computer and Network Services* and sets clear parameters for *Authorized Users* to ensure clarity surrounding the use of this corporate resource. The use of this corporate resource is not a right but a privilege and is subject to the terms of this Policy. Prior to the use of the City’s *Computer and Network Services*, all *Authorized Users* are required to read this Policy and electronically acknowledge their agreement to comply with it.
- 1.3 *Authorized Users* are expected to practice good judgment and to demonstrate a sense of responsibility and consideration of others when using the City’s *Computer and Network Services*. All work undertaken shall be performed in an ethical and lawful manner, demonstrating integrity and professionalism by all users.

### **2. Scope**

This Policy applies to all *Authorized Users* of the City’s *Computer and Network Services*.

### **3. Definitions**

- 3.1 “***Authorized Users***” includes all City employees (including full-time, temporary, part-time, and contract employees, volunteers, students and interns), elected officials and other authorized organizations or individuals such as independent contractors and agents.
- 3.2 “***Computer and Network Services***” means all:
  - (i) computer software, data processing, hardware and equipment owned and/or leased by the City, including desktop, laptop, tablet, notebook, server or handheld computers (such as BlackBerry or other PDA), telephones, including IP, cellular or traditional phones, scanners, printers and fax machines and peripheral devices and removable media associated with the computer (such as USB memory sticks, CDs, etc); and,
  - (ii) transmission methods and services employed by the City’s computer hardware and equipment, including wired, wireless and cellular networks, whether accessed from within the City’s premises or elsewhere.
- 3.3 “***Non-public Information***” means information that is exempt or is potentially exempt from disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 or the *Personal Health Information Protection Act, 2004*, S.O. 2004, c. 3, Schedule A, or that is otherwise deemed confidential.

### **4. Access**

- 4.1 *Authorized Users* have access to the City’s *Computer and Network Services*.
- 4.2 Access to these *Computer and Network Services* enables *Authorized Users* to conduct City

business, to perform assigned duties, to research and obtain information relevant to City business and to provide information to residents, businesses and business prospects of the City of Temiskaming Shores.

**5. City property**

5.1 All files and electronic communications, including email, Internet and web content systems, created on, generated by or transmitted through the City’s *Computer and Network Services* are deemed to be the property of the City of Temiskaming Shores.

5.2 All files, electronic communication, including email, Internet and web content systems and any other program, software and hardware be removed from the hard drive and that the hard drive be formatted as to remove any and all remaining information from City Computer and Network Services prior to the disposal of such assets.

**6. Monitoring**

6.1 All Authorized Users should be aware that the City has the ability to create activity records, including but not limited to, every Internet site visited and every message sent.

6.2 The City of Temiskaming Shores has no obligation to monitor or regulate the materials posted or distributed by authorized users, but may have cause to monitor authorized users usage to ensure proper working order, appropriate use by *authorized users*, and the security of City data. Routine "surveillance" of e-mail will be conducted only to the extent that just cause has been reasonably demonstrated, such as that which is required by law, or by legal obligations to third parties, or to protect its interests in the event of reasonable suspicion of crime or misuse, for example.

The City of Temiskaming Shores may retrieve the contents of any *authorized user* communications in these systems from time to time. Management may access user files, including archived materials of present or former *authorized users* without the user's consent for any purpose related to maintaining the integrity of the network, or the rights of the City of Temiskaming Shores or other users or for any other reasonable purpose.

Each *authorized user* is solely responsible for the distribution of any information they send through Internet-related systems, but the City reserves the right to scrutinize material posted or sent in order to determine suitability.

*Authorized users* may also be subject to limitations on their use of Internet-related resources.

**7. Usage**

7.1 The City’s *Computer and Network Services*, including Internet and email systems, are corporate resources. The primary use of the *Computer and Network Services* is for business purposes.

7.2 Limited, occasional or incidental use of the Computer and Network Services for personal activities is acceptable, provided the privilege is not abused. Personal uses involving substantial expenditures of time, uses for profit or uses that would otherwise violate any City policy are not permitted. Any inappropriate, excessive or abusive usage may result in an Authorized User’s access privileges being limited or revoked, and City employees may also be subject to disciplinary measures up to and including dismissal pursuant to the City’s Employee Discipline Policy (By-law No. 2009-085, as amended).

7.3 The City reserves the right to filter and quarantine both inbound and outbound electronic content, including but not limited to email and web content, in order to ensure the availability, reliability and security of the Computer and Network Services.

- 7.4 The City retains the right to report any illegal violations to the appropriate authorities.
- 7.5 The City’s existing corporate and human resources related policies also apply to conduct while using the City’s Computer and Network Services.
- 7.6 Authorized Users are expected to adhere to the following:
  - 7.6.1 *Authorized Users shall not distribute outside of the City’s internal network any Non-public Information, unless such distribution has been properly authorized and, where necessary, properly protected (e.g., encrypted, password-protected).*
  - 7.6.2 *Authorized Users shall conduct email messaging in the same manner as they would other business correspondence, being mindful of the fact that email transmissions over the Internet are not secure and may be intercepted, and that email is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Authorized Users are responsible for all email sent from their individual user name and should take appropriate precautions to ensure that their password is changed regularly and is not shared with anyone, except within the terms of this Policy.*
  - 7.6.3 *Authorized Users shall not, in any way, attempt to access confidential information to which they have not been previously granted access.*
- 7.7 Social networking sites such as Facebook and MySpace are recognized as useful tools for communicating and collaborating with the public in appropriate circumstances. Authorized Users are to use these sites for City business purposes only as approved by the Authorized User’s management.
- 7.8 Authorized Users must comply with copyright and licensing restrictions on any information which has been downloaded. Material which is viewed, copied, scanned, downloaded or saved from the Internet should be primarily related to City business.
- 7.9 Authorized Users must abide by vendor license agreements. Use of applications and/or data is subject to the vendor’s license agreement and may not be reproduced in any form without permission from the vendor.
- 7.10 Authorized Users must protect proprietary information, including computer software and documentation belonging to the City, its customers, or vendors, in accordance with contractual restrictions and City policies.
- 7.11 Any acquisition of goods or services must be in accordance with the City’s Purchasing Policies and Procedures (By-law No. 2009-012, as amended).
- 7.12 Authorized Users may not offer goods or services over the Internet or on the City’s network for personal use, nor may they send “for sale or wanted to buy” messages on the Internet or by email.
- 7.13 Authorized Users are obliged to follow security and data practices provided by the City.
- 7.14 Authorized users who are permitted to access the City’s Computer and Network Services remotely (e.g., from home) using a VPN connection and their personal computer must ensure that their personal computer is safe to use, including the use of a personal firewall and an up-to-date anti-virus scanner.
- 7.15 Authorized Users are required to report any damage to or loss of City property covered by this Policy to the Office of the Chief Administrative Officer immediately. The City is not responsible for any misuse of the Computer and Network Services. Persons found to be misusing the City’s

- resources will be responsible for any costs or damages sustained by the City or a third party, and will be obligated to indemnify the City for any claims against the City.
- 7.16 Acceptable and appropriate usage includes, but is not limited to the following list:
- 7.16.1 Participating in professional, work-related research.
  - 7.16.2 Distributing work-related correspondence, minutes, agendas and reports
  - 7.16.3 Responding to public inquiries.
  - 7.16.4 Accessing work-related distance learning opportunities.
  - 7.16.5 Creating work-related information resources.
  - 7.16.6 Participating in work-related mailing lists or forums.
  - 7.16.7 Communicating with staff, elected officials, and appropriate outside bodies such as other levels of government, businesses, City partners, citizen groups and residents.
- 7.17 Unacceptable and inappropriate usage includes, but is not limited to, the following list. The only exception is in the performance of work-related matters as approved by a member of the Department Director:
- 7.17.1 Accessing sites or transmitting material which violates any Canadian federal or provincial law or City by-law or directive, such as defamatory, discriminatory or obscene material or sites which, in the opinion of management, are inappropriate.
  - 7.17.2 Accessing, displaying or storing email messages, graphics or images on the City's Computer and Network Services that are obscene, harassing or fraudulent or that are offensive and conducive to a poisoned work environment. (Inadvertently accessing an inappropriate site or receiving an email with an unacceptable attachment will not be considered a violation of this Policy. Printing, scanning, saving or forwarding inappropriate material, except as properly authorized, shall be considered a violation of this Policy.)
  - 7.17.3 Distributing to members of the public, Non-public Information such as draft reports, confidential information or information without proper authorization and, where necessary, proper protection.
  - 7.17.4 Downloading files or introducing removable media to City computers without virus scanning with an approved and up-to-date virus scanner. Authorized Users are responsible for ensuring that their virus scanning software is up-to-date.
  - 7.17.5 Installing and using software banned for security reasons, including but not limited to: Kazaa, Morpheus, LimeWire, Donkey 2000, Bear Share, Gnutella, Nutella, iMesh, Blubster, and Instant Messaging applications such as AIM (AOL Instant Messenger), ICQ, NET, MSN or Windows Messenger, Yahoo Messenger Services and any other peer to peer software.
  - 7.17.6 Downloading or storing on the City's Computer and Network services any non-work-related photo, music or video files or software unless authorized by the Chief Administrative officer in writing.
-

- 7.17.7 Sending chain letters, junk mail or broadcast transmissions (i.e., sending a single message to a large number of individual email addresses) unless approved by the Authorized User’s management.
- 7.17.8 Using the Internet to access personal email accounts, including those provided by your personal Internet Service Provider (e.g. Rogers, Cogeco, Sympatico, Northern Tel, etc) and web-based email systems (e.g. Hotmail, Yahoo, gMail, etc.) from within the City’s network. Note that this restriction refers to logging on and opening mailboxes in these email systems. Authorized Users may use the City’s email system to correspond with users of any type of email system.
- 7.17.9 Participating in Internet chat groups or mailing lists that are not work-related.
- 7.17.10 Storing games, game-related data or personal web site material on any City network server.
- 7.17.11 Sending anonymous messages or accessing the Internet under another person’s network identification.
- 7.17.12 Allowing others who are not Authorized Users to access and utilize the City’s Computer and Network Services.
- 7.17.13 Sharing City accounts or passwords with any other person, except as authorized by the Office of the Chief Administrative Officer.
- 7.17.14 Making unauthorized copies of copyrighted software. It is the responsibility of individual department heads to ensure they obtain the appropriate software licensing and the responsibility of Authorized Users to obtain appropriate licensing for home computers.
- 7.17.15 Changing the configuration of the City’s Computer and Network Services without authorization from the Office of the Chief Administrative Officer.
- 7.17.16 Circumventing City computer security measures, attempting to gain access to a City system for which proper authorization has not been given, probing the security at any computer site or accessing sites or tools dedicated to computer/network hacking.
- 7.17.17 Connecting unauthorized devices (including personal or vendor laptops) to the City’s network without obtaining prior approval from the Office of the Chief Administrative Officer.
- 7.17.18 Leaving City computers logged on or unlocked when leaving the workplace for any extended period.
- 7.17.19 Live Radio Streaming over the internet using the City’s Computer and Network Services.

**8. Auditing**

- 8.1 Where there are reasonable grounds to suspect that an Authorized User has abused or contravened this Policy, an audit of the Authorized User’s usage may be undertaken, with or without notice to the Authorized User.
- 8.2 Usage audits of City employees may be requested by a member of the City’s Senior Management Team.

- 8.3 Usage audits of elected officials may be requested by Council. Records required for the audit will be collected by and provided to the auditing body authorized by Council.
- 8.4 Usage audits of any Authorized User may be requested by law enforcement officials. In the event of such a request, records required for the audit will be to law enforcement as required by law or otherwise authorized by legislation.

## **9. Compliance**

- 9.1 Failure to comply with this Policy shall result in the Authorized User’s access privileges being limited or revoked and City employees shall also be subject to disciplinary measures up to and including dismissal pursuant to the City’s Employee Discipline Policy (By-law No. 2009-085, as amended).
- 9.2 Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization’s standards of conduct. Unauthorized software duplication constitutes copyright infringement and may be punishable pursuant to the Canadian Copyright Act, R.S.C., c.C-42 s.s. 42 by a fine of up to \$25,000 and imprisonment for up to six months. Under certain circumstances, copyright infringement is an offence punishable by a fine of up to \$1,000,000 and imprisonment for up to five years.

Please be advised that this organization actively cooperates with the publishers of software products in reporting violations of copyright law. We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances. Individuals who install illegal copies of software onto any computer at this organization will be subject to disciplinary action and may face prosecution.

## **10. Administration**

- 10.1 This Policy is administered by the Office of the Chief Administrative Officer.

## **11. Relevant Legislation**

- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56
- *Human Rights Code*, R.S.O. 1990, c. H.19
- *Copyright Act*, R.S., 1985, c. C-42
- *Criminal Code of Canada*, R.S., 1985, c. C-46
- By-law No. 2009-012, as amended, Purchasing Policies and Procedures for the City of Temiskaming Shores
- By-law No. 2009-085, as amended, Employee Discipline Policy for the City of Temiskaming Shores
- By-law No. 2005-025, as amended, Harassment Policy for the City of Temiskaming Shores
- By-law No. 2004-151, as amended, Employment Hiring Policy for the City of Temiskaming Shores

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

**By-law No. 2015-078**

**Being a by-law to designate any plan of subdivision,  
or part thereof, that has been registered for eight years or more,  
which shall be deemed as not a registered plan of subdivision  
90 Queen Street – Roll No. 54-18-030-009-265**

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

**And whereas** the property owner has requested that the following properties be merged on title: Lots 86, 88, 90, and 92, East Side of Queen Street, Plan M67NB, Parcels 15457SST, and 13984SST;

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

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as
  - a) Lots 86, 88, 90, and 92, on the East Side of Queen Street, Plan M67NB, Parcels 15457SST, and 13984SST
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.
6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.

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

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

Schedule “A”

City of Temiskaming Shores



90 Queen Street

Donald and Chantal Lacroix

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

**By-law No. 2015-079**

**Being a by-law to designate any plan of subdivision,  
or part thereof, that has been registered for eight years or more,  
which shall be deemed as not a registered plan of subdivision  
40 Georgina Avenue – Roll Nos. 54-18-030-005-259.01 and 54-18-030-005-259**

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

**And whereas** the property owner has requested that the following properties be merged on title:

1. 40 Georgina Avenue, Lot 125, Plan M128NB, Parcel 20196SST; and
2. Lot 126, Plan M128NB, Parcel 7590SST;

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

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as:
  - a) 40 Georgina Avenue, Lot 125, Plan M128NB, Parcel 20196SST; and
  - b) Lot 126, Plan M128NB, Parcel 7590SST
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.

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

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

---

Mayor – Carman Kidd

---

Clerk – David B. Treen

Schedule "A"

City of Temiskaming Shores



40 Georgina Avenue and Lot 126 on Plan M-128NB

Lisa Bernat

## The Corporation of the City of Temiskaming Shores

### By-law No. 2015-080

#### Being a by-law to amend By-law No. 2011-158, being a by-law to adopt Terms of Reference for the Emergency Management Program Committee

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

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

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

**And whereas** Council considered Administrative Report PPP-011-2011 at the November 1, 2011 Regular Meeting of Council resulting in the adoption of By-law No. 2011-158 being a by-law to adopt Terms of Reference for the Emergency Management Program Committee dated November 15, 2011;

**And whereas** Council considered Memo 003-2015-PPP at the April 7, 2015 Regular Meeting of Council and directed staff to prepare the necessary by-law to amend By-law No. 2011-158 to incorporate changes recommended by the Emergency Management Program Committee;

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

1. That Council hereby amends Schedule "A" to By-law No. 2011-158 by deleting Article 2.10 and replacing it with the following:

**2.10 The Committee shall elect a Chairperson and Vice-Chairperson from amongst the members for the Term of Council.**

2. That Council hereby amends Schedule "A" to By-law No. 2011-158 by deleting the first sentence in Article 6.1 and replacing it with the following:

**6.1 Four (4) meetings of the EMPC will be held annually (February, June, September and November) or as deemed appropriate by the EMPC.**

3. That Council hereby amends Schedule "A" to By-law No. 2011-158 by deleting Article 8.1 and replacing it with the following:

**8.1 The Emergency Management Program shall have a quorum of fifty percent (50%) plus one (1) of the members appointed in order to vote on any matter before the committee.**

4. That is by-law shall come into effect upon its passing.

**Read a first, second and third time and finally passed** this 15<sup>th</sup> day of July, 2014.

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Mayor – Carman Kidd

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Clerk – David B. Treen

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

**By-law No. 2015-081**

**Being a by-law to enter into an agreement  
with Doug Little Contracting for the replacement  
of the roof at the Dymond Complex**

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

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

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

**And whereas** Council considered Administrative Report No. PW-012-2015 at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with Doug Little Contracting for the replacement of the Dymond Complex roof at an upset limit of \$41,760 plus applicable taxes for consideration at the April 7, 2015 Regular Council meeting;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into an agreement with Doug Little Contracting;

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

1. That Council authorizes the entering into an agreement with Doug Little Contracting for the replacement of the roof at the Dymond Complex at an upset limit of \$41,760.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed this 7<sup>th</sup> day of April, 2015.**

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Mayor – Carman Kidd

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Clerk - David B. Treen



Schedule "A" to

**By-law 2015-081**

Agreement between

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

and

**Doug Little Contracting**

for the replacement of the roof at the  
Dymond Complex

**This agreement** made in duplicate this 7<sup>th</sup> day of April, 2015.

Between:

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

(hereinafter called “the Owner”)

and

**Doug Little Contracting**

(hereinafter called “the Contractor”)

Witnesseth:

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

**Article I:**

The Supplier will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores  
Replacement of Dymond Complex Roof  
Request for Quotation No. PW-RFQ-003-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents, attached hereto as Appendix 01 – Form of Agreement, forming part of this agreement;
- c) Complete, as certified by the Director, all the work by **October 31, 2015.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid as quoted on the Form of Tender (Appendix 01) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon the Director’s certification in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.





Appendix 01 to  
Schedule "A" to

**By-law No. 2015-081**

Form of Agreement

Clearance Certificate / Certificat de décharge

Contractor Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur	Contractor Address / Adresse de l'entrepreneur	Contractor Classification Unit and Description / Unité de classification de l'entrepreneur et description	Principal Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur principal	Principal Address / Adresse de l'entrepreneur principal	Clearance Certificate Number / Numéro du certificat de décharge	Validity period (dd- mmm-YYYY) / Période de validité (jj/mm/aaaa)
DOUGLAS LITTLE	BOX 42 SITE 1 RR 1, NEW LISKEARD, ON, P0J 1P0, CAN	4011-099: HOMEBUILDING OPERATIONS	THE CORPORATION OF THE CITY OF TEMISKAMING SHORES / PARENT ACCOUNT	PO BOX 2050, HAILEYBURY, ON, P0J1K0, CA	E2000006HUOV	10-Mar-2015 to 19- May-2015



Dymond  
Haileybury  
New Liskeard

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

City of Temiskaming Shores  
\*\*\*Revised\*\*\* Tender Form  
PW-RFQ-003-2015

**Roof Replacement at 181 Drive-In Theatre Road  
Dymond Complex - Dymond, ON  
PW-RFQ-003-2015**

**Documents To Be Enclosed Within This Bid Form.**

- Bid Form Signed & Sealed**
- Schedule of Items & Prices**
- List of Subcontractors**
- List of References**
- Non Collusion Affidavit**
- WSIB Certificate (upon award)**
- Insurance Certificate (upon award)**
- Other information to be included**

**Note:**

## Respondent Information Form

RESPONDENTS must complete this form and include with the Proposal Submission  
Please ensure all information is legible.

1.	Respondent's Main Contact Individual	DOUG LITTLE
2.	Address	P.R.#1, SITE 1, Box 42 NEW LISKEARD, ON POJ-1PO
3.	Office Phone #	705-647-3778
4.	Toll Free #	—
5.	Cellular #	705-676-5778
6.	Pager #	
7.	Fax #	705-647-8775
8.	e-mail address	douglittlecontracting@gmail.com
9.	Website	—
10.	Tax Account #	85402 8032 RT0001
11.	Manufacturer ISO Certified?	YES      NO ✓

### Acknowledgement To Receipt Of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

<u>ADDENDUM #</u>	<u>DATE RECEIVED</u>
# <u>1</u>	<u>MARCH 5, 2015</u>
# _____	_____
# _____	_____

Check here if NO Addenda received.

<u>DOUG LITTLE</u> RESPONDENT	 SIGNATURE	<u>March 10/2015</u> DATE
----------------------------------	--	------------------------------

To the City of Temiskaming Shores, hereafter called the "Owner ":

I/WE DOUG LITTLE the undersigned declare:

1. THAT I/WE have carefully examined the locality and site of the proposed Works, as well as all the Contract Document (Health & Safety Regulations) relating thereto, prepared, submitted and rendered available by the Owner , by and on behalf of the Municipality and hereby acknowledge the same to be part and parcel of any Contract to be let for the Work therein described or defined.
2. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
3. THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
4. I/WE represent that no member of Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said contract, or in the supplies, Work or business in connection with the said contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
5. THAT the several matters stated in the said Bid are in all respects true accurate and complete.
6. THAT I/WE do hereby Bid and offer to enter into a Contract to do all the Work and to provide all of the labour and to furnish, deliver, place and erect all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of Bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
7. THAT additions or alterations to or deductions from the said contract, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Contract and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
8. THAT this Bid is irrevocable and open to acceptance until the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
9. THAT if I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, whichever event first occurs, the amount of the Bid deposit accompanying this Bid shall be forfeited to the Owner.
10. THAT the Awarding of the Contract by the Owner is based on this submission, which shall be an acceptance of this Bid.
11. THAT if the Bid is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Contract document and to execute the agreement in triplicate within Seven (7) Working Days after notification of Award. If I/WE fail to do so, the Owner may retain the money deposited by us, to the use of the Owner and to accept the next lowest or any Bid or to advertise for new Bids, or to carry out completion of the Works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Bids, and shall indemnify and save harmless the

Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

12. THAT I/WE agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee.
13. THAT I/WE propose to engage the sub-contractors and obtain materials and equipment from the Bidders and manufacturers listed in the schedules on the following pages headed "Schedule of Sub-contractors" and "Schedule of Bidders and Manufacturers" (unless all sub-contractors, Bidders and manufacturers are legibly and properly named, the Bid may be declared informal).
14. I/WE agree to adhere to all Occupational Health and Safety standards and requirements as set out within the Occupational Health and Safety and the Safety Standards Sections of the Bid document.
15. I/WE acknowledge that we shall perform all Work in accordance with the Occupational Health and Safety Act and all its associated regulations. We have a written Occupational Health and Safety policy which is reviewed, maintained and implemented in accordance with the Occupational Health and Safety Act and all its associated regulations.

16. **THE TOTAL BID PRICE (EXCLUDING APPLICABLE TAXES):**

FORTY-ONE THOUSAND, SEVEN HUNDRED and  
SIXTY DOLLARS and ZERO CENTS DOLLARS (\$ 41,760.00 )  
in lawful money of Canada.

17. The Bidder hereby accepts and agrees that the Addendum/Addenda referred to in these bid documents form part and parcel of the said contract. All Addendum/Addenda should be issued to the Contractor before twenty-four (24) hours of Closing Time. It is the responsibility of the Contractor to have received all Addendum/Addenda that have been issued by the Owner or Owner's Representative. Please check with the owner via e-mail [rmlafreniere@temiskamingshore.ca](mailto:rmlafreniere@temiskamingshore.ca) prior to submitting your bid submission for the number of addendum's released
18. The Bidder hereby agrees to commence the work by May/June, 2015 and to complete all work by August 30<sup>th</sup>, 2015. Liquidated damages shall be paid for time past this period.

The undersigned affirms that he/she is duly authorized to execute this Bid.

BIDDER'S SIGNATURE AND SEAL: Don Little  
(I have authority to bind the company)

POSITION: OWNER / OPERATOR

WITNESS: Cindy Little  
(If not under seal)

POSITION: Office Manager / Admin.

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE New Liskeard  
(City/Town)

THIS 10<sup>th</sup> DAY OF March 20 15

## Items and Unit Prices

Price complete, including supply and installation of replacement roofing, site preparation, all labour, equipment, machinery, tools and parts used, all work as described herein, site clean-up, removal from site of all packaging and rubbish, warranties, guarantees and all other costs:

The Bid amount shall include all costs incurred, excluding HST.

DESCRIPTION	TOTAL PRICE
Supply & Installation of Roof Replacement At Dymond Complex	\$ 41,760.00
HST	\$ 5,428.80
Total Project Value	\$ 47,188.80

**Note:** Owner reserves the right, at its sole discretion to accept or refuse any of the above unit pricing without affecting other unit prices.

GRAND TOTAL \$ 47,188.80

## Provisional Items

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work, which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. The Bid amount shall include all costs incurred, excluding HST.

Description	Unit	Price
Hourly rate for additional work	Price/hr.	\$ 40.00 per man
Supply and installation of new structural lumber decking	Sq. ft.	\$ 2.50 per sq. ft.
Supply and installation of new fascia lumber decking (includes de. & re. of sheet metal)	Ln. ft.	\$ 5.00 Ln. ft.
Supply and installation of new Maximum vents	Ea.	\$ 150.00

## List Sub-Contractors

State OWN FORCES if a sub-Contractor is not required for any of the trades listed; otherwise name Work and sub-Contractor proposed to be used.

The Owner reserves the right to approve all proposed Sub-Contractors and where the Owner objects to the use of any proposed Sub-Contractor, the Bidder shall use another sub-Contract Bidder acceptable to the Owner. Any proposed changes to the approved list of Sub-Contractors subsequent to Contract Award shall be subject to the approval of the Owner.

The Awarded Bidder may be required to produce schedule of references for all or any proposed Sub-Contractors.

The Awarded Bidder shall only use those Sub-Contractors approved by the Owner and shall be held fully responsible to the Owner for the acts and omissions of its sub-Contractors.

Type of Work	Sub-Contractors	Contact Name and Number
ROOFING	OWN-FORCES	

### List References

State OTHER OWNERS WHICH HAVE BEEN SUPPLIED/SERVICED by the Bidder within the last five (5) years for projects of a scope and nature similar to the project described in this Call for Bids. The Awarded Bidder may be required to produce schedule of written references upon request.

Description of Work	Contact Name and Number
ROOFING	MITCH LAFRENIERE - 705-648-4941 CITY OF TEMISKAMING SHORES

City of Temiskaming Shores

PW-RFQ-003-2015

[Comments]

Non Collusion Affidavit

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

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

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

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

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

Signed 

Company Name DOUG LITTLE (CONTRACTING)

Title OWNER/OPERATOR



PW-RFQ-003-2015

**City of Temiskaming Shores  
PW-RFQ-003-2015**

**Conflict of Interest Declaration**

Please check appropriate response:

I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.

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

List Situations:

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

Dated at New Riskeard this 10<sup>th</sup> day of March, 2015.

FIRM NAME: DOUG LITTLE (CONTRACTING)

BIDDER'S AUTHORIZED OFFICIAL: DOUG LITTLE

TITLE: OWNER / OPERATOR

SIGNATURE: Doug Little

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

**By-law No. 2015-082**

**Being a by-law to enter into an agreement with J.G.  
Fitzgerald & Sons Ltd. for the replacement of three flat roofs  
Haileybury Water Treatment Plant – Haileybury Library  
Haileybury Arena (west side)**

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

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

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

**And whereas** Council considered Administrative Report No. PW-013-2015 at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to enter into an agreement with J.G. Fitzgerald & Sons Ltd. for the replacement of three (3) flat roofs at an upset limit of \$345,030 plus applicable taxes for consideration at the April 7, 2015 Regular Council meeting;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores deems it necessary to enter into an agreement with J.G. Fitzgerald & Sons Ltd.;

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

1. That Council authorizes the entering into an agreement with J.G. Fitzgerald & Sons Ltd. for the replacement of three (3) roofs at an upset limit of \$345,030.00 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forms part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed this 7<sup>th</sup> day of April, 2015.**

---

Mayor – Carman Kidd

---

Clerk - David B. Treen



Schedule "A" to

**By-law 2015-082**

Agreement between

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

and

**J.G. Fitzgerald & Sons Ltd.**

for the replacement of three flat roofs  
Hlby WTP – Hlby Library – Hlby Arena (west side)

**This agreement** made in duplicate this 7<sup>th</sup> day of April, 2015.

Between:

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

(hereinafter called "the Owner")

and

**J.G. Fitzgerald & Sons Ltd.**

(hereinafter called "the Contractor")

Witnesseth:

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

**Article I:**

The Supplier will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores  
Replacement of Miscellaneous Flat Roofs  
Request for Quotation No. PW-RFQ-002-2015**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents, attached hereto as Appendix 01 – Form of Agreement, forming part of this agreement;
- c) Complete, as certified by the Director, all the work by **October 31, 2015.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid as quoted on the Form of Tender (Appendix 01) plus applicable taxes subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon the Director's certification in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

**Article IV:**

All communications in writing between the parties, or between them and the Director shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by post or telegram addressed as follows:

The Supplier: **J.G. Fitzgerald & Sons Ltd.**  
55 Exeter Street  
North Bay, Ontario  
P1B 8G5

The Owner: **Corporation of the City of  
Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

The Director: **The Director of Public Works  
City of Temiskaming Shores**  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

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

Signed and Sealed in	)	<b>J.G. Fitzgerald &amp; Sons Ltd</b>
the presence of	)	
	)	
Contractor's Seal	)	_____
(if applicable)	)	President – Barry Fitzgerald
	)	
	)	_____
	)	Witness
	)	Name: _____
	)	
	)	<b>Corporation of the City of Temiskaming Shores</b>
	)	
	)	_____
Municipal Seal	)	Mayor – Carman Kidd
	)	
	)	_____
	)	Clerk – David B. Treen



Appendix 01 to  
Schedule "A" to

**By-law No. 2015-082**

Form of Agreement

# TENDER FORM

**Roof Replacement at:**

*Haileybury Water Treatment Plant, 1 Browning, Haileybury, Ontario*

*Sections: 1 & 2 (ALL)*

*Haileybury Library, 545 Lakeshore, Haileybury, Ontario*

*Sections: 1, 2 & 3 (ALL)*

*Haileybury Arena, 390 Ferguson, Haileybury, Ontario PW-RFT-002-2015*

*Sections: S1 & S6*

**Documents To Be Enclosed Within This Bid Form.**

- Bid Form Signed & Sealed
- Bid Deposit
- Schedule of Items & Prices
- List of Subcontractors
- List of References
- None Collusion Affidavit
- WSIB Certificate (upon award)
- Insurance Certificate (upon award)
- Other information to be included

**Note:**

## Respondent Information Form

**RESPONDENTS must complete this form and include with the Proposal Submission**  
**Please ensure all information is legible.**

1.	Respondent's Main Contact Individual	Barry Fitzgerald
2.	Address	55 Exeter Street North Bay, ON, P1B 8G5
3.	Office Phone #	705-472-2820
4.	Toll Free #	
5.	Cellular #	
6.	Pager #	
7.	Fax #	705-495-1936
8.	e-mail address	jgfitz vianet.ca
9.	Website	www.fitzgeraldroofing.ca
10.	Tax Account #	10264 1040 RT0001
11.	Manufacturer ISO Certified?	YES

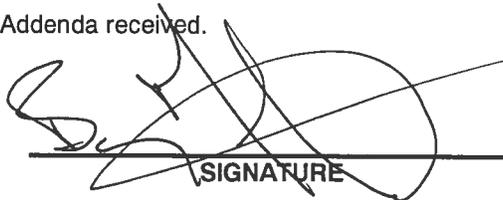
### Acknowledgement To Receipt Of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

<u>ADDENDUM #</u>	<u>DATE RECEIVED</u>
# <u>1</u>	<u>Mar 2, 2015</u>
# _____	_____
# _____	_____

Check here if NO Addenda received.

Barry Fitzgerald  
 \_\_\_\_\_  
 RESPONDENT

  
 \_\_\_\_\_  
 SIGNATURE

Mar 11/15  
 \_\_\_\_\_  
 DATE

To the City of Temiskaming Shores, hereafter called the "Owner ":

I/WE J.G. Fitzgerald & Sons Ltd. the undersigned declare:

1. THAT I/WE have carefully examined the locality and site of the proposed Works, as well as all the Contract Document (Health & Safety Regulations) relating thereto, prepared, submitted and rendered available by the Owner , by and on behalf of the Municipality and hereby acknowledge the same to be part and parcel of any Contract to be let for the Work therein described or defined.
2. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
3. THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
4. I/WE represent that no member of Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said contract, or in the supplies, Work or business in connection with the said contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
5. THAT the several matters stated in the said Bid are in all respects true accurate and complete.
6. THAT I/WE do hereby Bid and offer to enter into a Contract to do all the Work and to provide all of the labour and to furnish, deliver, place and erect all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, H.S.T. in effect on the date of the acceptance of Bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
7. THAT additions or alterations to or deductions from the said contract, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Contract and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
8. THAT this Bid is irrevocable and open to acceptance until the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
9. THAT if I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Sixty (60) Working Days, whichever event first occurs, the amount of the Bid deposit accompanying this Bid shall be forfeited to the Owner.
10. THAT the Awarding of the Contract by the Owner is based on this submission, which shall be an acceptance of this Bid.
11. THAT if the Bid is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Contract document and to execute the agreement in triplicate within Seven (7) Working Days after notification of Award. If I/WE fail to do so, the Owner may retain the money deposited by us, to the use of the Owner and to accept the next lowest or any Bid or to advertise for new Bids, or to carry out completion of the Works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Bids, and shall indemnify and save harmless the

Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

12. THAT I/WE agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee.
13. THAT I/WE propose to engage the sub-contractors and obtain materials and equipment from the Bidders and manufacturers listed in the schedules on the following pages headed "Schedule of Sub-contractors" and "Schedule of Bidders and Manufacturers" (unless all sub-contractors, Bidders and manufacturers are legibly and properly named, the Bid may be declared informal).
14. I/WE agree to adhere to all Occupational Health and Safety standards and requirements as set out within the Occupational Health and Safety and the Safety Standards Sections of the Bid document.
15. I/WE acknowledge that we shall perform all Work in accordance with the Occupational Health and Safety Act and all its associated regulations. We have a written Occupational Health and Safety policy which is reviewed, maintained and implemented in accordance with the Occupational Health and Safety Act and all its associated regulations.

**16. THE TOTAL BID PRICE (EXCLUDING APPLICABLE TAXES):**

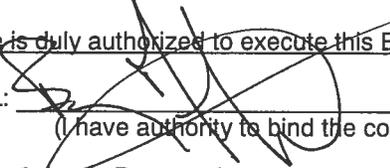
Three hundred and forty-five thousand and thirty dollars

DOLLARS(\$ 345,030.00 )  
in lawful money of Canada.

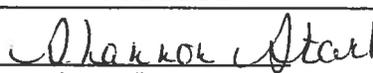
17. The Bidder hereby accepts and agrees that the Addendum/Addenda referred to in these bid documents form part and parcel of the said contract. All Addendum/Addenda should be issued to the Contractor before twenty-four (24) hours of Closing Time. It is the responsibility of the Contractor to have received all Addendum/Addenda that have been issued by the Owner or Owner's Representative. Please check with the owner via e-mail [mlafreniere@temiskamingshore.ca](mailto:mlafreniere@temiskamingshore.ca) prior to submitting your bid submission for the number of addendum's released

18. The Bidder hereby agrees to commence the work by May/June, 2015 and to complete all work by August 30<sup>th</sup>, 2015. Liquidated damages shall be paid for time past this period.

~~The undersigned affirms that he/she is duly authorized to execute this Bid.~~

BIDDER'S SIGNATURE AND SEAL:   
(I have authority to bind the company)

POSITION: Barry Fitzgerald - President

WITNESS: Shannon Stark   
(If not under seal)

POSITION: Estimator

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE North Bay  
(City/Town)

THIS 11th DAY OF March 2015.

## Items and Unit Prices

Price complete, including supply and installation of replacement roofing, site preparation, all labour, equipment, machinery, tools and parts used, all work as described herein, site clean-up, removal from site of all packaging and rubbish, warranties, guarantees and all other costs:

The Bid amount shall include all costs incurred, excluding HST.

DESCRIPTION	TOTAL PRICE
<b>Supply &amp; Installation of Haileybury Arena Roof Replacement</b>	\$ 99,775.00
<b>Supply &amp; Installation of Haileybury Library Roof Replacement</b>	\$ 80,655.00
<b>Supply &amp; Installation of Haileybury Water Treatment Plant Roof Replacement</b>	\$ 164,600.00

***Note: Owner reserves the right at its sole discretion, to accept or refuse any of the above unit pricing without affecting other unit prices.***

GRAND TOTAL \$ 345,030.00  
(HST Extra)

## Provisional Items

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work, which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. The Bid amount shall include all costs incurred, excluding HST.

Description	Unit	Price
Deteriorated perimeter wood blocking	Ln. Ft.	\$ <u>4.50</u>
Supply and installation of internal drain (plumbing by others)	Ea.	\$ <u>750.00</u>
Supply and installation/replacement of deteriorated wood or metal decking	Sq. Ft.	\$ <u>5.25</u>
Removal and capping of skylight curb and structural decking (credit).	Ea.	(\$ <u>175.00</u> )
To box-in the jog (overhang) at the transition between sections S4 and S5 at section S1 using a lumber framing system supported 24" O.C. and capped with 3/4" spruce plywood, and infilled with fiberglass bat insulation.	Lump Sum	\$ <u>4,600.00</u>

## List of Sub-Contractors

State OWN FORCES if a sub-Contractor is not required for any of the trades listed; otherwise name Work and sub-Contractor proposed to be used.

The Owner reserves the right to approve all proposed Sub-Contractors and where the Owner objects to the use of any proposed Sub-Contractor, the Bidder shall use another sub-Contract Bidder acceptable to the Owner. Any proposed changes to the approved list of Sub-Contractors subsequent to Contract Award shall be subject to the approval of the Owner.

The Awarded Bidder may be required to produce schedule of references for all or any proposed Sub-Contractors.

The Awarded Bidder shall only use those Sub-Contractors approved by the Owner and shall be held fully responsible to the Owner for the acts and omissions of its sub-Contractors.

Type of Work	Sub-Contractors	Contact Name and Number
Local forces if required		

### List of References

State OTHER OWNER S WHICH HAVE BEEN SUPPLIED/SERVICED by the Bidder within the last five (5) years for projects of a scope and nature similar to the project described in this Call for Bids. The Awarded Bidder may be required to produce schedule of written references upon request.

Description of Work	Contact Name and Number
Re-roofing	NNSDB 705-472-8170
Re-roofing	Caisse Populaire 705-474-5650
Re-roofing	RCCDSB 613-735-1031

**City of Temiskaming Shores**  
**PW-RFQ-002-2015**  
Roof Replacement at misc. buildings -

**Non Collusion Affidavit**

I/ We J.G. Fitzgerald & Sons Ltd. the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

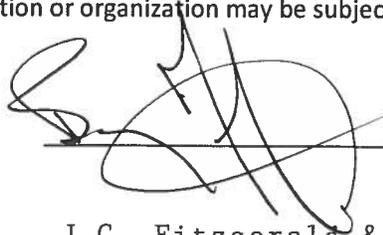
Such bid is genuine and is not a collusive or sham bid.

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

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

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

Signed



\_\_\_\_\_

Company Name

J.G. Fitzgerald & Sons Ltd.

Title

Barry Fitzgerald - President



PW-RFQ-002-2015

**City of Temiskaming Shores**  
**PW-RFQ-002-2015**  
Roof Replacement at misc. buildings -

**Conflict of Interest Declaration**

Please check appropriate response:

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

List Situations:

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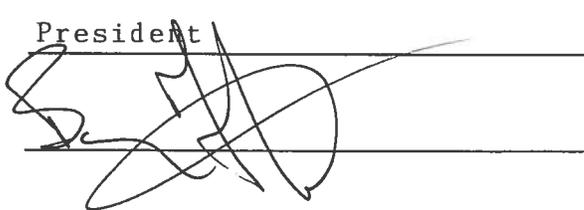
In making this quotation submission, our Company has / has no *(strike out inapplicable portion)* knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation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

Dated at North Bay this 11 day of March, 2015.

FIRM NAME: J.G. Fitzgerald & Sons Ltd.

BIDDER'S AUTHORIZED OFFICIAL: Barry Fitzgerald

TITLE: President

SIGNATURE: 

## Contractor's Qualification Statement

The undersigned certified under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Submitted to: City of Temiskaming Shores

Submitted by (Firm Name): J.G. Fitzgerald & Sons Ltd.

Address: 55 Exeter Street, North Bay, Ontario, P1B 8G5

Principal Office Location: Same as above

Qualification Statement Submitted for (Project Name):

City of Temiskaming Shores Roof Replacment at Misc Buildings

**Type of Work:**

Site Preparation: \_\_\_\_\_

General Construction: \_\_\_\_\_

Roofing: Yes

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Sprinkler: \_\_\_\_\_

Electrical: \_\_\_\_\_

Other: \_\_\_\_\_

Electrical: \_\_\_\_\_

(File separate form for each classification of work)

**Organization:**

Please provide the following information concerning your organization.

Type of Entity:

(Corporation) Yes

(Partnership) \_\_\_\_\_

(Individual) \_\_\_\_\_

(Other) \_\_\_\_\_

Name of Principal, Owners or Partner: Barry Fitzgerald

Years of Service: 33

Name & Position with Organization: Barry Fitzgerald - President

Number of years this organization has been in business: 74

Have members of this organization operated under former names/businesses?

Yes \_\_\_ No x

If "yes," list name, type of entity and names of principal, owners or partners.

\_\_\_\_\_  
\_\_\_\_\_

Provide a brief description of the general type of construction the firm performs. Please indicate for this project the work you intend to subcontract or perform.

Perform Subcontract: \_\_\_\_\_

Earth Work: \_\_\_\_\_

Concrete Work: \_\_\_\_\_

Masonry Work: \_\_\_\_\_

Structural Work: \_\_\_\_\_

Roofing Work: re-roofing and roofing of various systems

Sprinkler: \_\_\_\_\_

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Electrical: \_\_\_\_\_

**Experience:**

Please list on a separate sheet marked "Appendix A" the major construction projects your organization has in progress providing the name of project, owner, architect, contract amount, bonding company, insurance carrier, percentage complete and scheduled completion date.

Please list on a separate sheet marked "Appendix B" the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, bonding company, date of completion and percentage of the cost of the work performed with your own forces.

**Insurance and Bonds:**

Please list names of current insurance carrier and number of projects insured by carrier.

Lloyds of London  
\_\_\_\_\_

Please list names of bonding company/agent utilized for projects constructed during the last five years:

Intact Insurance  
\_\_\_\_\_

**Claims and Suits:**

Has your organization ever failed to complete any construction work it has been awarded?

Yes \_\_\_ No x

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please describe in full.)

Yes \_\_\_ No x

Has there been in the last ten years, or is there now pending or threatened, any litigation, arbitration, investigation, or governmental or regulatory proceeding involving claims in excess of \$100,000 or requesting a declaratory judgment or injunctive relief with respect to the construction or operation of any building which your firm, its principals, predecessors or affiliates constructed?

Yes \_\_\_ No x

Are all city, Provincial, and Federal taxes of any type, including real estate, FICA and Workmen's Compensation paid to date?

Yes x No \_\_\_

Is there any potential claim, demand, litigation, arbitration, investigation, governmental proceeding or regulatory proceeding involving your firm, or its principals, predecessors or affiliates?

Yes \_\_\_ No x

If the answer to either of the preceding questions is "Yes," please describe in full in an attachment.

In addition to the litigation, arbitration, investigation or governmental or regulatory proceeding referred to in the preceding paragraphs, is there any litigation, arbitration, investigation or governmental or regulatory proceeding now pending or threatened to which your firm is or may be a party, or are you aware of any

potential claim or demand, which might otherwise affect the capacity of your firm to perform with respect to your involvement with the Owner, whether or not it concerns other work which you have undertaken? If so, please describe in full.

Yes \_\_\_ No x

**Bankruptcy:**

Has your firm, its principals, predecessors, or affiliates been the subject of any proceeding under the federal bankruptcy laws or any other proceedings under provincial or federal law in which a court or government agency has assumed jurisdiction over any of the assets or business of your firm, its principals, predecessors or affiliates? If so, please identify the proceedings, the court or governmental body and the date such jurisdiction was assumed in an attachment.

Yes \_\_\_ No x

**Change Order History:**

Describe each instance within the last five (5) years where change orders applied for during construction amounted in the aggregate to more than five percent (5%) of the contract price for any building which your firm constructed, or in which actual construction costs exceeded the contract price by more than five percent (5%) in an attachment.

N/A

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# Bid Bond

Standard Construction Document  
CCDC 220 – 2002

**Intact Insurance Company**  
Surety Division – Ottawa  
Suite 300, 1400 St. Laurent Boulevard  
Ottawa, Ontario K1K 4H4  
Tel (613) 748-3000 Fax (613) 741-9250

Broker: **Knox Insurance Brokers Ltd.**

Bond No. **2010649-15-002**

Bond Amount: **\$10% of Tender Price**

J.G. Fitzgerald & Sons Ltd. as Principal, hereinafter called the Principal, and **INTACT INSURANCE COMPANY** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and all Territories of Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Temiskaming Shores** as Obligee, hereinafter called the Obligee, in the amount of **10% of Tender Price** Dollars (**\$10% of Tender Price**) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated **12th** day of **March**, in the year **2015** for **Haileybury Arena Roof Replacement at Misc Buildings, City of Temiskaming Shores, Project #PW-RFQ-002-2015**.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **ninety (90)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond dated **10th** day of **March** in the year **2015**.

SIGNED and SEALED in the presence of:

Sharon Stark  
Witness

J.G. Fitzgerald & Sons Ltd.  
Principal

\_\_\_\_\_  
Witness

Intact Insurance Company  
\_\_\_\_\_  
Surety  
**Mike Daniels**  
Attorney-In-Fact

CCDC Copyright 2002  
Canadian Construction Documents Committee

(CCDC 220 – 2002) has been approved by the Surety Association of Canada



# Bid Bond

Standard Construction Document  
CCDC 220 – 2002

**Intact Insurance Company**  
Surety Division – Ottawa  
Suite 300, 1400 St. Laurent Boulevard  
Ottawa, Ontario K1K 4H4  
Tel (613) 748-3000 Fax (613) 741-9250

Broker: **Knox Insurance Brokers Ltd.**

Bond No. **2010649-15-003**

Bond Amount: **\$10% of Tender Price**

**J.G. Fitzgerald & Sons Ltd.** as Principal, hereinafter called the Principal, and **INTACT INSURANCE COMPANY** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and all Territories of Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Temiskaming Shores** as Obligee, hereinafter called the Obligee, in the amount of **10% of Tender Price** Dollars (**\$10% of Tender Price**) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated **12th** day of **March**, in the year **2015** for **Haileybury Water Treatment Plant Roof Replacement at Misc Buildings, City of Temiskaming Shores, Project #PW-RFQ-002-2015**.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **ninety (90)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond dated **10th** day of **March** in the year **2015**.

SIGNED and SEALED in the presence of:

Shanna Stark  
Witness

**J.G. Fitzgerald & Sons Ltd.**  
  
Principal

\_\_\_\_\_  
Witness

**Intact Insurance Company**  
  
Surety  
**Mike Daniels**  
Attorney-In-Fact

CCDC Copyright 2002  
Canadian Construction Documents Committee

(CCDC 220 – 2002) has been approved by the Surety Association of Canada



# Bid Bond

Standard Construction Document  
CCDC 220 – 2002

**Intact Insurance Company**  
Surety Division – Ottawa  
Suite 300, 1400 St. Laurent Boulevard  
Ottawa, Ontario K1K 4H4  
Tel (613) 748-3000 Fax (613) 741-9250

Broker: Knox Insurance Brokers Ltd.

Bond No. 2010649-15-004

Bond Amount: \$10% of Tender Price

J.G. Fitzgerald & Sons Ltd. as Principal, hereinafter called the Principal, and **INTACT INSURANCE COMPANY** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and all Territories of Canada as Surety, hereinafter called the Surety, are held and firmly bound unto City of Temiskaming Shores as Obligee, hereinafter called the Obligee, in the amount of 10% of Tender Price Dollars (\$10% of Tender Price) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated 12th day of March, in the year 2015 for Haileybury Library Roof Replacement at Misc Buildings, City of Temiskaming Shores, Project #PW-RFQ-002-2015.

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within ninety (90) days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond Dated 10th day of March in the year 2015.

SIGNED and SEALED in the presence of:

Shannon Stark  
Witness

J.G. Fitzgerald & Sons Ltd.  
  
Principal

\_\_\_\_\_  
Witness

**Intact Insurance Company**  
  
Surety  
**Mike Daniels**  
Attorney-In-Fact

CCDC Copyright 2002  
Canadian Construction Documents Committee

(CCDC 220 – 2002) has been approved by the Surety Association of Canada

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

**By-law No. 2015-083**

**Being a by-law to amend By-law No. 2015-021 being  
a by-law to establish a system for the collection and  
disposal of garbage, recyclables and other refuse**

**Whereas** the City is authorized to enact by-laws imposing fees or charges for services or activities provided or done by or on behalf of it pursuant to Section 391 of the Municipal Act, 2011 (S.O. 2001, c.25);

**And whereas** Council considered Administrative Report No. PW-063-2013 at the December 3, 2013 Regular Council Meeting resulting in first and second reading of By-law No. 2013-195;

**And whereas** Council considered Administrative Report No. PW-001-2015 at the January 13, 2015 Special meeting of Council resulting in the adoption of By-law No. 2015-021 (February 17, 2015) being a by-law to establish a system for the collection and disposal of garbage, recyclables and other refuse;

**And whereas** Council considered Memo 004-2015-PW at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-021 for containers for consideration at the April 7, 2015 Regular Council meeting;

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

1. That By-law No. 2015-021, as amended by further amended as follows:

Section 2 – Definitions of Schedule “A” after the first sentence add the following:

**The use of the defined term in either its singular or plural form shall have the same meaning. Words and phrases used in this By-law which are not included in Subsection 2.1 shall have the meanings which are commonly assigned to them in the context in which they are used.**

Section 2 – Definitions of Schedule “A” that certain terms be replaced as follows and placed in alphabetical order:

<u>Term</u>	<u>Replace with</u>
Collection - Bi-Weekly	Bi-Weekly Collection
Collection - Curbside	Curbside Collection
Residential Building - Multi-Unit	Multi-Unit Residential Building
Residential Building - Low-Density	Low-Density Residential Building

**Residential Unit  
Single Family Dwelling**

**Dwelling Unit  
Single Dwelling**

Section 2 – Definitions of Schedule “A” that certain terms be deleted:

**Collection – Weekly**

**Imported Waste**

**Paint Can**

Section 2 – Definitions of Schedule “A” replace definition 2.11 Building Owner with the following:

**2.11 Building Owner** means the registered owner of a *low-density residential building and/or multi-unit residential building* or the *building owner’s designate* (i.e. property manager) in charge of a *low-density residential building and/or a multi-unit residential building*;

Section 2 – Definitions of Schedule “A” definition 2.34 Garbage, add the following item within the definition:

***Sharp Items***

Section 2 – Definitions of Schedule “A” definition 2.40 ICI Establishments, add the following:

**r) *non-profit organizations*;**

Section 2 – Definitions of Schedule “A” at the end of definition 2.47 Non-Collectable Waste, add the following:

**Including farm waste**

Section 2 – Definitions of Schedule “A” replace definition 2.51 Owner with the following:

**2.51 Owner** includes any registered *owner*, property manager, occupant, resident, lessee or tenant of a *residential building* and includes any *person* who has care and control of the building or a portion of the building;

Section 2 – Definitions of Schedule “A” at the end of definition 2.64 Scavenge/Scavenging, add the following:

**or is being stored until ready for collection.**

Section 3 – Administration of Schedule “A” under Section 3.11 Refusal to Collect, add the following:

- d) the approved container exceeds allowable weight limits;**

Section 3 – Administration of Schedule “A” under Article 3.16.9, add the following:

- f) Exceeds the allowable weight limits for the *approved container*;**

Section 4 – Collection Program - Residential of Schedule “A” replace Article 4.4 Single Dwelling with the following:

#### **4.4 Single Dwelling**

**The City will provide garbage and recycling collection services to each *single dwelling* by supplying one (1) *garbage container* and one (1) *recycling container* each designed for *automated collection*.**

Section 4 – Collection Program – Residential of Schedule “A”, replace Article 4.5 b) Low-Density Residential Building with the following:

- b) Automated Collection – garbage containers for collection of garbage, and recycling containers for the collection of recyclable materials**

Section 4 – Collection Program – Residential of Schedule “A” at the end of Articles 4.8 a), 4.8 b), 4.8 c) and 4.8 d), add the following:

**off of the travelled portion of the roadway;**

Section 4 – Collection Program – Residential of Schedule “A” under Article 4.13.1, add the following:

- b) ensure that all recyclable materials, except for shredded paper which requires packaging in a clear plastic bag, be placed in the recycling container loosely;**
- e) ensure all materials placed into the appropriate *approved container* does not exceed the following weight restrictions:**
  - i. Refuse Container 100 pounds (45.4 kg)**
  - ii. Recycling Container 120 pounds (54.4 kg)**

Section 5 – Collection Program – Industrial, Commercial and Institutional of Schedule “A” at the end of Articles 5.4 a), 5.4 b), 5.4 c) and 5.4 d), add the following:

**off of the travelled portion of the roadway;**

Section 5 – Collection Program – Industrial, Commercial and Institutional of Schedule “A” under Article 5.7.1, add the following:

- b ensure that all recyclable materials, except for shredded paper which requires packaging in a clear plastic bag, be placed in the recycling container loosely;**
- e) ensure all materials placed into the appropriate *approved container* does not exceed the following weight restrictions:**
  - i. Refuse Container 100 pounds (45.4 kg)**
  - ii. Recycling Container 120 pounds (54.4 kg)**

Section 10 – Prohibitions, Enforcement and Penalties of Schedule “A” replace reference from **Corporation** to **Director of Public Works** in Articles 10.5.1 and Article 10.5.3;

Section 10 – Prohibitions, Enforcement and Penalties of Schedule “A” under Article 10.5.5 add the following:

- a) a Police Officer;**

Appendix 02 – Recyclable Materials, add the following under recyclable papers:

- b) shredded paper (requires packaging in a clear plastic bag)**

Appendix 07 – Prohibited Waste, change the first sentence to the following:

**For the purposes of this By-law *hazardous waste* means:**

2. That this By-law shall become effective on the date of passing thereof; 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.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Mayor – Carman Kidd

\_\_\_\_\_  
Clerk – David B. Treen

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

**By-law No. 2015-084**

**Being a by-law to amend By-law No. 2015-039 being a by-law to enter into an Agreement with Phippen Waste Management Limited for the Collection, Removal and Disposal of Refuse and Recyclable Materials; for the operation and maintenance of the Haileybury Municipal Landfill Site and for the operation and maintenance of the Municipal Spoke Transfer Station Operations**

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

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

**And whereas** Council considered Administrative Report No. PW-007-2015 at the February 10, 2015 Special meeting of Council resulting in the adoption of By-law No. 2015-039 being a by-law to enter into an agreement with Phippen Waste Management Limited for the collection, removal and disposal of refuse and recyclable materials; for the operation and maintenance of the Haileybury Municipal Landfill Site and for the operation and maintenance of the Municipal Spoke Transfer Station Operations;

**And whereas** Council considered Memo 005-2015-PW at the April 7, 2015 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2015-039 for consideration at the April 7, 2015 Regular Council meeting;

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

1. That By-law No. 2015-039, as amended by further amended as follows:

Article 19.1 of Schedule "B", add the following statement:

**and shall be provided to the Corporation on a monthly basis.**

Article 19.1 of Schedule "B", add the following statement:

**The Contractor shall provide the Corporation with 100 percent of the tipping fees collected at the Haileybury Municipal Landfill Site, as well as the supporting documentation on a monthly basis.**

Article 19.4 of Schedule "B", add the following statement:

**The Corporation shall calculate the amount payable to the Contractor for each month based on the records of contaminated waste deposited at the Haileybury Municipal Landfill Site.**

Article 19.5 of Schedule "B", add the following statement:

**The Corporation shall calculate the amount payable to the Contractor for each month based on the records of large deposits of construction and demolition materials at the Haileybury Municipal Landfill Site.**

2. That this By-law shall become effective on the date of passing thereof; 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.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen

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

**By-law No. 2015-085**

**Being a by-law to authorize the Temporary Road Closure for  
the MADD Timiskaming & Area / Royal Bank of Canada (RBC)  
fundraising BBQ on Whitewood Avenue - May 15, 2015**

**Whereas** under Section 27, of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway;

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

**And whereas** the Council of The Corporation of the City of Temiskaming Shores acknowledges the Road Closure request from the MADD Timiskaming & Area Chapter and RBC to permit the hosting of a fundraising BBQ;

**And whereas** the Council of The Corporation of the City of Temiskaming Shores hereby deems it necessary to temporarily close roads for the MADD Timiskaming & Area Chapter and RBC fundraising BBQ;

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

1. That **Whitewood Avenue** from **Armstrong Street** to the **laneway** running north/south as illustrated on Schedule "A" hereto attached and forming part of this by-law shall be temporarily closed on **May 15, 2015** from **11:00 am** to **2:00 pm** to accommodate the MADD Timiskaming – RBC fundraising BBQ.

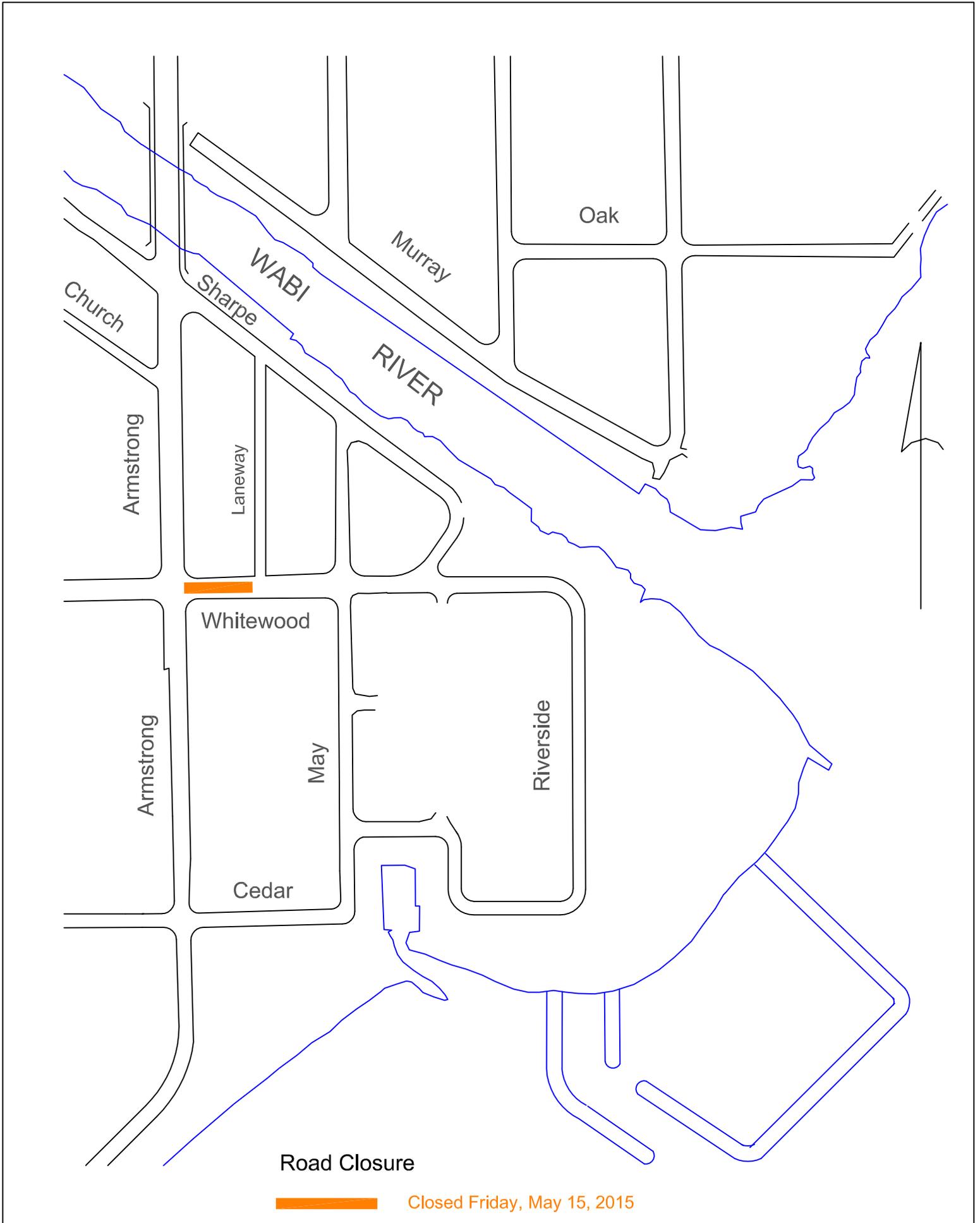
**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen



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

**By-law No. 2015-086**

**Being a by-law to confirm certain proceedings of Council  
of The Corporation of the City of Temiskaming Shores for  
its Regular meeting held on April 7, 2015**

**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 **April 7, 2015** 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 7<sup>th</sup> day of April, 2015.

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Mayor – Carman Kidd

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Clerk – David B. Treen