



The Corporation of the City of Temiskaming Shores
Committee of the Whole
Tuesday, April 4, 2023 - 3:00 p.m.
City Hall – Council Chambers – 325 Farr Drive

Agenda

Land Acknowledgement

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

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

6. **Disclosure of Pecuniary Interest and General Nature**
7. **Public Meetings Pursuant to the Planning Act, Municipal Act, and Other Statutes**
8. **Public Works**
 - a) **Delegations**
None

b) Administrative Report PW-003-2023 – New Liskeard Landfill Agreement

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-003-2023; and

That Council hereby directs staff to prepare the necessary by-law to amend By-law No. 2019-103 for the addition of Schedule E being an agreement with Phippen Waste Management for the Operation and Maintenance of the New Liskeard Landfill; and further to amend Schedule C to By-law 2019-103 to identify the agreement to be for the Operation and Maintenance of the Haileybury Landfill for consideration at the April 18, 2023 Regular Council meeting.

c) Administrative Report PW-004-2023 – Tender Award – Asphalt Markings

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-004-2023; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Grass King Inc., for Asphalt Marking and Symbol Painting Services in the amount of \$ 41,182.00, plus applicable taxes, for consideration at the April 18th, 2023 Regular Council meeting.

d) Administrative Report PW-005-2023 – Annual Landfill Monitoring

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-005-2023; and

That Council directs Staff to prepare the necessary amendment to By-law No. 2013-054 to extend the current agreement with WSP (formerly Wood) for one year (2023) at a cost of \$ 75,344.00, plus applicable taxes, for consideration at the April 18, 2023, Regular Council meeting.

e) Operational Update: Memo No. 006-2023-PW – 2022 Water Break Summary

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 006-2023-PW – 2022 Water Break Summary for information purposes.

f) Operational Update: Memo No. 007-2023-PW – Department Report

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 007-2023 - PW for information purposes.

9. Recreation Services

a) Delegations

None

b) Administrative Report RS-008-2023 – Emission Reduction Targets

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-008-2023;

That Council adopts a greenhouse gas emission reduction target for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050;

That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; and further

That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.

c) Administrative Report RS-009-2023 –Tender Award – Arena Condenser for Don Shepherdson Memorial Arena

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-009-2023;

That Council directs staff to prepare the necessary by-law to enter into an agreement with Toromont/CIMCO for the replacement of the Don Shepherdson Memorial Arena condenser in the amount of \$120,000, plus applicable taxes, for consideration at the April 18, 2023, Regular Council meeting.

d) Operational Update: Memo No. 006-2023-RS – Department Report

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 006-2023-RS for information purposes.

10. Corporate Services

a) Presentation:

HR Policy: Compressed Workweek pilot: Amy Vickery, City Manager

b) Administrative Report CS-012-2023 – Official Plan and Zoning By-Law Amendments for Bill 109 and 23; and Site Plan Control By-Law Amendment

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-012-2023;

That Council agrees to amend the provisions of the City of Temiskaming Shores Official Plan, the City of Temiskaming Shores Zoning By-law 2017-154, and the City of Temiskaming Shores Site Plan Control By-law 2018-097 to reflect the legislative amendments to the Planning Act made under Bill 109, the More Homes for Everyone Act, and Bill 23, the More Homes Built Faster Act; and further

That Council directs staff to prepare the necessary by-laws to amend the City of Temiskaming Shores Official Plan, the City of Temiskaming Shores Zoning By-law 2017-154, and the City of Temiskaming Shores Site Plan Control By-law 2018-097 for consideration at the April 18, 2023 Regular Council meeting.

c) Administrative Report No. CS-013-2023 – Disposition of Land – Portion of Ethel Street and Hardy Avenue

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-013-2023;

That Council directs staff to complete the disposition of municipal road allowances, being:

- a. Portion of Ethel Street legally identified on Plan M-54NB, adjacent to Lots 137 and 154; and
- b. Portion of Unopened Road Allowance known as Hardy Avenue legally identified on Plan M-54NB, adjacent to Lots 190 to 239

in accordance with By-law No. 2015-160; and

That Council directs staff to prepare the necessary by-laws to Stop and Close the above-described road allowances, and to enter into an Offer of Purchase and Sale Agreement in the amount of \$1.00 plus all associated costs between the City of Temiskaming Shores as Vendor, and Northern College as Purchaser, for consideration at the April 18, 2023 Regular Council meeting.

d) Memo No. 011-CS-2023 – Temiskaming Shores Development Corporation

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 011-2023-CS for information purposes.

e) Memo No. 012-CS-2023 – Memorandum of Understanding – Timiskaming Health Unit – Community Safety and Well Being Plan

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 012-2023-CS;

That Council directs staff to prepare the necessary by-law to enter into a Memorandum of Understanding with the Timiskaming Health Unit for implementation of the Community Safety and Wellbeing Plan for consideration at the April 18, 2023 Regular Council meeting.

11. Schedule of Council Meetings

- a) Regular Meeting of Council – April 18, 2023 at 6:00 p.m.
- b) Committee of the Whole – May 2, 2023 at 3:00 p.m.

12. Closed Session

13. Adjournment

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

Subject: New Liskeard Landfill Agreement – Phippen Waste Management **Report No.:** PW-003-2023

Agenda Date: April 4, 2023
Committee of the Whole

Attachments

Appendix 01: New Liskeard Landfill Operation and Maintenance Analysis

Appendix 02: New Liskeard Landfill Operation and Maintenance Agreement – Phippen Waste Management

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-003-2023; and
2. That Council hereby directs staff to prepare the necessary by-law to amend By-law No. 2019-103 for the addition of Schedule E being an agreement with Phippen Waste Management for the Operation and Maintenance of the New Liskeard Landfill; and further to amend Schedule C to By-law 2019-103 to identify the agreement to be for the Operation and Maintenance of the Haileybury Landfill for consideration at the April 18, 2023 Regular Council meeting.

Background

In December of 2021, staff received the Environmental Compliance Approval (ECA) for the expansion of the New Liskeard Landfill. This ECA outlines how the expansion of the landfill is to be constructed and operated.

At the Regular Council Meeting held on February 1, 2022, Council approved entering into an agreement with EXP Services Inc. for engineering services related to the expansion of the New Liskeard Landfill. Part of the scope of work included preparation and release of the construction tender, evaluation and provide a tender report and recommendation.

The Tender was released on July 14, 2022 with a closing date of August 4, 2022. At the Regular Council meeting held on September 6, 2022, this Tender was awarded to Pedersen Construction. The construction of the new landfill commenced in October of 2022 and is anticipated to be completed late summer of 2023.

Analysis

As a requirement within the new ECA and as part of the Design and Operation Plan, the construction of the New Liskeard Landfill will require additional operational expenses. The most notable expense is the requirement for additional staff because of the installation of a scale to account for all waste classes entering the landfill more accurately.

Other additional operating expenses, as a result of the new landfill, include the movement of waste bins to the appropriate areas within the landfill and additional snow removal requirements because of a larger road network.

At a Special Council Meeting held on August 12, 2022, Council directed staff to renegotiate the contract with Phippen Waste Management as a result of the new landfill opening in 2023.

The new ECA and Design and Operation Plan was supplied to Phippen Waste Management and negotiations for the additional work required at the new landfill commenced. After numerous negotiation meetings a proposed increase of \$ 232,123.00 was presented to staff by Phippen Waste Management.

Staff prepared an analysis of the New Liskeard Landfill Operations and Maintenance as a result of the Phippen proposal. This analysis is attached as Appendix 01. The 2023 cost to maintain and operate the current landfill is \$ 289,666.36 in accordance with requirements under Schedule C to By-law 2019-103. With the proposed increase, the total yearly operating and maintenance cost of the new landfill will be \$ 521,789.36. If approved, the increase would not come into effect until the New Liskeard Landfill commences operation.

The proposal and analysis were discussed at the Public Works Committee Meeting held on February 16th, 2023, resulting in the following recommendation:

Recommendation PW-2023-003

Moved by: Councillor Mark Wilson

Be it resolved that:

The Public Works Committee accepts the landfill proposal for operations of the new landfill as provided by Phippen Waste Management and presented by Manager of Environmental Services and recommends the contract be amended for consideration of Council.

Carried

As a result, staff prepared a new agreement for the operation and Maintenance of the New Liskeard Landfill identified as Schedule E and is attached as Appendix 02. The requirements under Schedule C, operation and maintenance of the current landfill, will remain in effect until the New Liskeard Landfill commences operation.

Therefore, staff is recommending that Council approves amending By-law 2019-103 to include Schedule E as described in Appendix 02 and to identify Schedule C as operation and maintenance of the Haileybury Landfill.

Relevant Policy / Legislation / City By-Law

- By-law No. 2019-103 (Specifically Schedule C)
- ECA No. A-500-1115044194 (New Liskeard Landfill)

Consultation / Communication

- Public Works Committee Meeting – February 16, 2023

Financial / Staffing Implications

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

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

Sufficient funds were included in the 2023 operating budget to cover 6 months of the operation and maintenance increase as it is anticipated that the New Liskeard Landfill will not commence operation before July 2023.

Climate Considerations

The climate lens was used to consider the impacts of the Operation and Maintenance of the New Liskeard Landfill. Results indicate that the new landfill will reduce impact as environmental concerns were considered throughout the EA and ECA process.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

"Original signed by"

"Original signed by"

Steve Burnett
Manager of Environmental Services

Amy Vickery
City Manager

New Liskeard Landfill Operation and Maintenance Analysis

2021 MTO OPSS. Prov 127 (Rental Rates)

Compactor (30,000kg) plus CPI to establish 2023 rate	\$ 329.91
Loader (235hp) plus CPI to establish 2023 rate	\$ 140.51
1.2 Employee @ \$27.64/hr including overhead	\$ 84,000.00

Notes:

Employee rate of \$27.64 is Step 5 of Group 5 for Heavy Equip. Operator and Admin. Assistant within the CUPE Collective Agreement
 0.2 of an Employee was utilized for the coverage of vacation, personal days and sick time
 Analysis is based on 251 days of operation
 This analysis does not include any cost associated with loader attachments and or administration
 The employee cost does not include any profit margin however profit is included in the equipment rental rates established by MTO

Current Landfill Operations

1.2 Employee	\$ 84,000.00
Compactor @ average of 2 hrs/day	\$ 165,614.82
Loader @ average of 1 hr/day	\$ 35,268.01
Misc duties/clean-up, etc	\$ 4,783.53
Total	\$ 289,666.36

Proposed Increase based on new Operations

1.2 Employee (Scale House Attendant)	\$ 84,000.00
Additional Loader @ average of 4 hrs/day	\$ 141,072.04
Misc duties/clean-up, etc	\$ 7,050.96
Total	\$ 232,123.00

Full Yearly Operations of New Landfill

2.4 Employees	\$ 168,000.00
Compactor @ average of 2 hrs/day	\$ 165,614.82
Loader @ average of 5 hr/day	\$ 176,340.05
Misc duties/clean-up, etc	\$ 11,834.49
Total	\$ 521,789.36



Schedule “E” to

By-law No. 2019-103

Agreement between

The Corporation of the City of Temiskaming Shores

and

Phippen Waste Management Limited

for the Operation and Maintenance of the New Liskeard
Municipal Landfill Site

this Agreement made in triplicate this 18th day of April, 2023.

Between:

The Corporation of the City of Temiskaming Shores

(hereinafter called the “Corporation”)
Party of the First Part

And:

Phippen Waste Management Ltd.

(hereinafter call the “Contractor”)
Party of the Second Part

Whereas the Corporation desires to enter into an agreement with Phippen Waste Management Limited for the operation and maintenance of the New Liskeard Sanitary Landfill Site.

And whereas the Corporation and the Contractor have agreed to the following terms and conditions, which form part of this Agreement.

Now therefore the parties hereto in consideration of the mutual promises and covenants, set out herein do hereby agree one with the other as follows:

1.0 Definitions

- 1.1 **Aggregate** shall mean crushed rock or gravel screened to size for use in road surfaces, concrete, or bituminous mixes;
- 1.2 **Angle of Repose** shall mean the maximum acute angle that the inclined surface of a pile of loosely divided material can make with the horizontal;
- 1.3 **Asbestos Waste** shall mean solid or liquid waste that results from the removal of asbestos-containing construction or insulation materials or the manufacture of asbestos-containing products that contains asbestos in more than a trivial amount or proportion;
- 1.4 **Backfill** shall mean the material used to refill a ditch or other excavation, or the process of doing so;
- 1.5 **Bearing Capacity** shall mean the maximum load that a material can support before failing;
- 1.6 **Bucket** shall mean an open container affixed to the movable arms of a wheeled or tracked vehicle to spread solid waste and cover material, and to excavate soil (bucket loader);
- 1.7 **Bulldozer** shall mean a tracked vehicle equipped with a blade;

- 1.8 **Cell** shall mean compacted solid wastes that are enclosed by natural soil or cover material in a sanitary landfill;
- 1.9 **Cell Height** shall mean the vertical distance between the top and bottom of the compacted solid waste enclosed by natural soil or cover material in a sanitary landfill;
- 1.10 **Cell Thickness** shall mean the perpendicular distance between the cover materials placed over the last working face of two successive cells in a sanitary landfill;
- 1.11 **Clay** shall mean a fine grained soil having liquid limits and plasticity indexes that plot above the A-line on the Unified Soil Classification System plasticity chart;
- 1.12 **Compactor** shall mean a vehicle with a blade and with steel wheels that have load concentrators to provide compaction and a crushing effect;
- 1.13 **Compost** shall mean relatively stable decomposed organic material used to fertilize and condition soil;
- 1.14 **Consumer Price Index or "CPI"** means the Consumer Price Index for Ontario.
- 1.15 **Contaminated Waste** shall mean any material from the clean-up of a spill of a commercial chemical product or petroleum product that meets specifications, is permitted within the Landfill Site;
- 1.16 **Contract** means this Agreement to do the work entered into with the Corporation, and includes Bond or Security, the Specifications, the General Conditions, the Tender and other documents referred to or connected with the said agreement;
- 1.17 **Contractor** or a pronoun in place thereof, means the person or persons who have undertaken to carry out this contract;
- 1.18 **Corporation** means The Corporation of The City of Temiskaming Shores;
- 1.19 **Cover Material** shall mean soil that is used to cover compacted soil waste in a sanitary landfill;
- 1.20 **Cutoff Trench** shall mean a trench that is filled with material that is impermeable or very permeable to the flow of gas or water. The barrier is used to prevent the movement of gas or water or to intercept them and to direct them to another location;
- 1.21 **Demolition Waste** see definition for Waste, Construction and Demolition;
- 1.22 **Density (Sanitary Landfill)** shall be as outlined in the following table;

Actual Refuse Density: weight of solid waste/volume of solid waste.

Apparent Refuse Density: weight of solid waste/volume of solid waste and soil.

Fill Density or Combined: weight of solid waste and soil/volume of solid waste and soil.

- 1.23 **Drainage** shall mean provisions for directing the runoff that occurs from precipitation or overload flow in such a way as to prevent contact with refuse or interference with landfill operations;
- 1.24 **Dumping** shall mean an indiscriminate method of disposing of solid waste. To indicate unloading or emptying of a container, use discharging;
- 1.25 **Effluent** shall mean the substances that flow out of a designated source;
- 1.26 **Face** see definition for Working Face;
- 1.27 **Fill** see Sanitary Landfill;
- 1.28 **Food Waste** shall mean animal and vegetable waste resulting from the handling, storage, sale, preparation, cooking, and serving of foods; commonly called garbage;
- 1.29 **Gradient** shall mean the degree of slope or a rate of change;
- 1.30 **Gravel** shall mean rock fragments from 2 mm to 64 mm (0.08” to 2.5”) in diameter; gravel mixed with sand, cobbles, boulders, and containing no more than 15% of fines;
- 1.31 **Ground Water** shall mean water that occupies the voids within a geologic stratum;
- 1.32 **Ground Water Runoff** shall mean that part of the ground water which is discharged into a stream channel as spring or seepage water;
- 1.33 **Hydrology** shall mean the science dealing with the properties, distribution, and flow of water on or in the earth;
- 1.34 **Infiltration** shall mean the process whereby some precipitation flows through the surface of the ground;
- 1.35 **Landfill Site** means the New Liskeard Landfill Site located at 704165 Rockley Road;
- 1.36 **Lift** shall mean in a sanitary landfill, a compacted layer of solid wastes and the top layer of cover material. A lift is usually composed of several cells;
- 1.37 **Litter** shall mean wantonly discarded material;
- 1.38 **Loam** shall mean a soft easily worked soil containing sand, silt and clay;
- 1.39 **Municipal Waste** shall include:

- a. any waste, whether or not it is owned, controlled or managed by a municipality, except hazardous waste, liquid industrial waste, gaseous waste and;
 - b. solid fuel whether or not it is waste that is derived in whole or in part from the waste included in clause a;
- 1.40 **Open Burning** shall mean uncontrolled burning of wastes in the open or in an open dump Note: Opening burning is not permitted;
- 1.41 **Recovery** shall mean the process of obtaining materials or energy resources from solid waste. Synonyms: Extraction, Reclamation, Salvaging;
- 1.42 **Runoff** shall mean that portion of precipitation or irrigation water that drains from an area as surface flow;
- 1.43 **Salvaging** shall mean the controlled removal of waste material for utilization;
- 1.44 **Sand** shall mean a coarse-grained soil, the greater portion of which passes through a No. 4 sieve, according to the Unified Soil Classification System;
- 1.45 **Sanitary Landfill** shall mean a site where solid waste is disposed of using sanitary landfilling techniques;
- 1.46 **Sanitary Landfilling** shall mean an engineered method of disposing of solid waste on land in a manner that protects the environment, by spreading the waste in thin layers, compacting it to the smallest practical volume, and covering it with compacted soil by the end of each working day or at more frequent intervals as may be necessary;
- 1.47 **Sanitary Landfilling Methods** shall include the following:
- a. **Area**: A method in which the wastes are spread and compacted on the surface of the ground and cover material is spread and compacted over them.
 - b. **Trench**: A method in which the waste is spread and compacted in a trench. The excavated soil is spread and compacted over the waste to form the basic cell structure.
- 1.48 **Scavenging** shall mean the uncontrolled removal of materials at any point in the solid waste stream;
- 1.49 **Seepage** shall mean the movement of water or gas through soil without forming definite channels;
- 1.50 **Separation** shall mean the systematic division of solid waste into designated categories;
- 1.51 **Settlement** shall mean a gradual subsidence of material;

- 1.52 **Settlement Differential** shall mean the non-uniform subsidence of material from a fixed horizontal reference plane;
- 1.53 **Slope** shall mean the deviation of a surface from the horizontal expressed as a percentage, by a ratio, or in degrees;
- 1.54 **Solid Waste** shall mean useless, unwanted, or discarded material with insufficient liquid content to be free-flowing;
- 1.55 **Solid Waste, Agricultural** shall mean the solid waste that results from the rearing and slaughtering of animals and the processing of animal products and orchard and field crops;
- 1.56 **Solid Waste, Commercial** shall mean the solid waste generated by stores, offices, and other activities that do not actually turn out a product;
- 1.57 **Solid Waste, Industrial** shall mean the solid waste that results from industrial processes and manufacturing;
- 1.58 **Solid Waste, Institutional** shall mean the solid wastes originating from educational, health care, and research facilities;
- 1.59 **Solid Waste, Municipal** shall mean residential and commercial solid waste generated within a community;
- 1.60 **Solid Waste, Pesticide** shall mean the residue resulting from the manufacturing, handling, or use of chemicals for killing plant and animal pests;
- 1.61 **Solid Waste, Residential** shall mean all solid waste that normally originates in a residential environment; sometimes called municipal solid waste;
- 1.62 **Solid Waste Management** shall mean the purposeful systematic control of the generation, storage, collection, transport, separation, processing, recycling, recovery, and disposal of solid waste;
- 1.63 **Subsoil** shall mean that part of the soil beneath the topsoil usually without an appreciable organic matter content;
- 1.64 **Toe** shall mean the bottom of the working face at a sanitary landfill;
- 1.65 **Topsoil** shall mean the topmost layer of soil; usually refers to soil that contains humus and is capable of supporting good plant growth;
- 1.66 **Topographic Map** shall mean a map indicating surface elevations and slopes;
- 1.67 **Waste, Bulky** shall mean items whose large size precludes or complicates their handling by normal collection, processing, or disposal methods;

- 1.68 **Waste, Construction and Demolition** shall mean building materials and rubble resulting from construction, remodeling, repair, and demolition operations;
- 1.69 **Waste, Hazardous** shall mean those wastes that require special handling to avoid illness or injury to persons or damage to property;
- 1.70 **Waste, Special** shall mean those wastes that require extraordinary management;
- 1.71 **Waste, Wood Pulp** shall mean wood or paper fiber residue resulting from a manufacturing process;
- 1.72 **Waste, Yard** shall mean plant clippings, pruning’s, and other discarded material from yards and gardens. Also known as yard rubbish;
- 1.73 **Water Table** shall mean the upper limit of the part of the soil or underlying rock material that is wholly saturated with water;
- 1.74 **Water Table, Perched** shall mean a water table, usually of limited area, maintained above the normal free-water elevation by the presence of an intervening, relatively impervious stratum;
- 1.75 **Working Face** shall mean that portion of a sanitary landfill where waste is discharged by collection trucks and is compacted prior to placement of cover material;

2.0 Term

- 2.1 The Parties agree that the obligations of the Parties under this Agreement shall commence on the **1st day of the month the New Liskeard Landfill Site commences operation** and shall conclude on the **31st day of December 2024**.
- 2.2 It is understood by both Parties that the obligations under Schedule “C” to By-law 2019-103 – Operation and Maintenance of the Haileybury Landfill Site will continue until the New Liskeard Landfill Site commences operation.
- 2.3 It is understood by both Parties that upon commencement of operation of the New Liskeard Landfill Site, Schedule C will become null and void.
- 2.4 It is the intention of both the Corporation and the Contactor to renew the agreement for an additional ten (10) years, or for a term mutually agreed upon by the Parties. Thus, the Corporation and the Contractor shall commence negotiations for an extended agreement at least one (1) year prior to the termination of this agreement and one (1) year prior to year ten (10). In the event a new agreement is not commenced prior to termination of this agreement, this contract will continue on a monthly basis at the applicable rates until a new contract is executed. The City will not be liable for any additional costs or damages of any kind caused to the Contractor if this agreement is terminated.

3.0 Renegotiation

The parties agree that renegotiation of this Agreement will occur in the event operational changes are required during the term of this Agreement.

4.0 Right to Terminate Agreement

The Parties further agree that this Agreement may be terminated for just cause or for such reasons and in such manner as is hereinafter set forth.

5.0 Termination of this Agreement

5.1 The parties agree that this Agreement may be terminated upon written notice from one party to the other. The termination date shall be one (1) year subsequent to the date of written notice.

5.2 Notwithstanding 5.1 this Agreement may be terminated in thirty (30) days upon notice for just cause or for such reasons and in such manner as may be hereinafter set forth.

6.0 Remuneration

6.1 The Contractor shall accept the compensation as herein provided in full payment for furnishing all necessary materials, labour, tools, equipment, supplies and other incidentals and for performing all work under the Contract.

6.2 The Corporation shall pay to the Contractor a monthly amount of *forty-three thousand, four hundred and eighty-two dollars and forty-five cents (\$ 43,482.45)* plus HST for the operation and maintenance of the Landfill Site.

6.3 The Contractor will receive monthly payments less all stipulated forfeitures and deductions. All payments to the Contractor shall be made out of funds under the control of the Corporation, in its public capacity, and no member of City Council, or officer of the City is, or to be held personally liable to the Contractor under any circumstances whatever.

6.4 Before making any payments for work to be performed hereunder the Corporation may require the Contractor to satisfy the Corporation that all claims against the Contractor for labour, materials or things hired or supplied upon or for the works, have been paid or satisfied, or if any such claims are found to exist, may pay such sum and the Contractor shall repay the same within two days, or the Corporation may, at its option, withhold from the payment due sufficient amounts to satisfy the same.

6.5 For each subsequent year of this Agreement, effective January 1st, the Corporation shall be billed to account for increases in the Cost of Living for all items outlined in Section 6.0 of this agreement, as described herein. The increase will be equal to the

percentage increase for the CPI (Consumer Price Index) for Ontario (all items), as published for the previous 12 calendar months in September of each year.

7.0 General Duties and Intent

The Contractor agrees to operate the Landfill Site in accordance with **Appendix 02 – Environmental Compliance Approval (ECA) No. A-500-1115044194**, attached to and forming part of this agreement. Particular attention is drawn to the following sections of the ECA:

<i>Section(s)</i>	<i>Title</i>
B	Site Operations
C	Employee Training
D	Complaints Response Procedure
E	Emergency Response
F	Record Keeping and Reporting
G	Landfill Design and Development

In addition, other general duties to be completed by the Contractor under this agreement are as follows:

1. General maintenance/cleanliness.
2. Delivery of waste bins to appropriate storage areas and working face.
3. Snow removal on roadways, off-load area, around scale and scale house. Note: assistance may be requested by the contractor during extreme weather events.
4. supply of all and every kind of labour, vehicles, tools, equipment, articles and things necessary for the due execution of the work set out or referred to herein.

It is the intent of the Parties that during the currency of this Contract, the Contractor shall furnish all labour, material, equipment, articles and things necessary for proper and satisfactory disposal of all solid wastes "garbage" including municipal, commercial and industrial waste. It is understood and acknowledged by the Contractor that the City prohibits the disposal, or co-disposal of solid wastes, of hazardous waste materials, or recyclable materials at the Landfill Site.

It is agreed by both parties that the following is considered outside the general duties of the Contractor:

1. Placement of cover material (daily, intermediate, and final)
2. Additional construction of berms and ditches

3. Additional construction of access roads, storage yards and turnarounds
4. Restroom servicing
5. Handling of large deposits of Construction/Demolition and Contaminated waste.

It is the intent of both Parties that should any of the above be required, the additional cost associated will be negotiated by the Contractor and the Corporation.

8.0 Change of Law Provisions

- 8.1 The Contractor acknowledges and agrees that at all times its obligations and duties under this Contract shall be performed in accordance with all Applicable Laws.
- 8.2 For the purposes of clarity, the Contractor shall be solely responsible for complying with all federal and provincial laws, regulations, policies and procedures governing the performance of the work (“Applicable Laws”) as may be amended and replaced from time to time.
- 8.3 In addition to acting in compliance with all Applicable Laws, the Contractor shall behave in an ethical manner having regard for the condition, well-being, and fair treatment of all persons, places and things.
- 8.4 A “Change of Law” includes but is not limited to any legal change, amendment, alteration to Applicable Law including a policy, plan, directive, statute, statutory instrument, regulation or by-law through:
 - (i) A draft bill as part of any government departmental consultation paper;
 - (ii) A government bill or white paper;
 - (iii) A draft statutory instrument;
 - (iv) Any applicable judgment of a relevant court of law or administrative body that may affect the Work; or
 - (v) Any guidance, recommendations or directions provided from any ministerial authority applicable to the duties contained in the Contract.
- 8.5 If a Change of Law occurs or is about to occur, that results in a significant effect on the ability of the Contractor to perform the work as determined by the **Corporation** acting reasonably and/or the ability of the **Corporation** to authorize the performance of the work, and/or significantly alters the scope of work to be performed, then the **Corporation**, in its sole discretion may notify the Contractor in writing of the Change of Law and either party may notify the other to express an opinion on its likely effects, providing details of their opinion regarding:
 - (i) Any necessary change in the Work;

- (ii) Whether any changes or amendments are required to the Contract to deal with the Change of Law;
- (iii) Whether any relief is required from the terms, conditions and obligations set out under the Contract is required prior to or after implementation of any relevant Change of Law;
- (iv) Any loss of income that may result from the Change of Law;
- (v) Any estimated change in the costs of performing the work as a direct result of the Change of Law and any costs and/or expenses required or may no longer be required as a result of the Change of Law.

8.6 In each case, full details of any proposed procedure and/or cost for implementing the resulting change in the Work shall be provided by the **Corporation** to the Contractor in writing in its sole discretion confirming any changes to the Contractor’s responsibilities as a result of the Change in Law. Any resulting variation to the Contract Price shall be dealt with in accordance with the Change Management Section herein.

9.0 Regulations

The Contractor shall make known to himself, its agents and employees, and shall abide by all federal, provincial and municipal laws and regulations now or hereafter enacted in the performance of all portions of the work set out in this agreement; including, but not limited to the Environmental Compliance Approval (ECA) No. A-500-1115044194, the Environmental Protection Act (EPA), Ontario Regulation 347/90 “*General - Waste Management*” under the EPA, Ontario Regulation 232/98 “*Landfilling Sites*” under the EPA.

10.0 Groundwater Monitoring

The Landfill Operator is not responsible for any aspect of any groundwater-monitoring program with the exception of ensuring that all monitoring apparatus (i.e. wells, staff gauges, etc.) are protected and not damaged from the daily operations of the site.

11.0 Equipment / Staffing

11.1 The Contractor undertakes and agrees to maintain and utilize adequate equipment for the execution of the obligations hereunder. For the purpose of this agreement, "adequate equipment" shall include at a minimum, without limiting the generality of the foregoing, one 22 ton loader, one 17 ton excavator and appropriate snow removal/sanding equipment.

Require the utilization of a 28 ton steel-wheeled compactor, or equivalent.

The Contractor undertakes to keep such equipment in a good state of repair. The adequacy of the equipment hereunder shall be subject to the approval of the Corporation or its Appointee.

11.2 The Contractor shall be responsible for the hiring, and the compensation / benefits paid to all employees with the appropriate qualifications, and supply training as mandated or required.

11.3 The Contractor shall be responsible to ensure that a minimum of 2 staff; one scale house attendant and one landfill attendant are present or available at all times during normal operating hours.

12.0 Health and Safety

12.1 The Contractor shall provide all employees with neat and distinctive work coveralls and applicable safety equipment when at the Landfill Site and when carrying out contract activities. The Contractor shall ensure that all employees maintain such apparel in a state of good repair.

12.2 The Contractor shall supply and maintain first aid items and equipment as called for under the First Aid regulations of the Workplace Safety and Insurance Act (WSIB) as may be amended.

12.3 The Occupational Health and Safety Act and/or other legislation pertaining to safety shall govern the Contractor and his employees.

13.0 Standard of Performance

All work to be performed under this Contract will be supervised by and must be to the satisfaction of the Corporation or its Appointee and be carried out in accordance with the Acts and Regulations of the Province of Ontario, and or written instructions from the Corporation.

14.0 Acceptance and Disposal of Waste

The acceptance and disposal of waste shall be done in accordance with the ministry approved Design and Operations Plan and Closure Plan as outline in Schedule 1 of Environmental Compliance Approval (ECA) No. A-500-1115044194.

In general terms, the construction of 4 waste disposal cells shall be sequenced over the lifespan of the landfill.

15.0 Pathological Waste and Dead Animals

The Contractor shall not permit the disposal of pathological waste or dead animals.

16.0 Unacceptable Waste

The Contractor shall not accept recyclable materials, chemical wastes, any liquid waste, car bodies, recreational hulks such as ATV's, snowmobiles, motorcycles, and garden tractors or farm machinery.

17.0 Open Burning Procedures

Open burning is not permitted at the Landfill Site.

18.0 Tipping Fees

18.1 The Contractor's scale house attendant at the site(s) shall prepare and maintain, in safe keeping, all records the City of Temiskaming Shores requires for invoicing or general statistics and shall be provided to the Corporation through the established scale software or by paper copy on a monthly basis.

18.2 The Contractor's scale house attendant shall validate volumes by means of the scale and software and identify the type of waste being disposed of at the site(s) and impose the applicable tipping fee. Applicable tipping fees are adopted through either a By-law or Resolution of Council. The Corporation shall provide the Contractor with the most current tipping fee schedules. The Contractor shall provide the Corporation with 100 percent of the tipping fees collected at the Landfill Site, as well as the supporting documentation.

18.3 Individuals shall have the ability to make cash/debit/credit payments to the Contractor's scale house attendant. The Contractor shall utilize the supplied software to complete a tipping fee ticket for all Refuse to which a fee is applicable. The Contractor shall also maintain accurate records of all refuse delivered whether a fee is applicable or not.

18.4 The Contractor shall be entitled to a portion of Tipping Fees for large deposits of Construction/Demolition waste to compensate for the additional handling of such waste. This compensation will be determined on a case-by-case basis mutually agreed by the Contractor and the Corporation.

19.0 Tipping Fee Audit

The City at its sole discretion may have an independent audit conducting with respect to tipping fees collected through the municipality's auditor.

20.0 Salvage Materials

20.1 Salvageable metal waste includes steel, tin, white metals (appliances), hot water tanks, propane tanks, and all other such metals that can be reused or recycled. The Contractor shall ensure that metals delivered are segregated by the persons delivering the metals into the appropriate waste disposal bins or storage area.

20.2 The City shall have all rights to salvageable materials.

20.3 The City shall endeavor to dispose of all salvageable metal waste by October 31st of each year during the term of this contract.

21.0 Inspection of the Landfill Site

The Medical Officer of Health and the Ministry of Environment, Conservation and Parks and authorized representatives of these agencies may enter the Landfill Site at any time and from time-to-time to perform whatever duties or inspections they deem necessary. The Contractor shall provide access for such entry whenever requested to do so. The Contractor shall notify the Manager of Environmental Services upon arrival of any official of the Medical Officer of Health or the Ministry of Environment, Conservation and Parks.

22.0 Environmental Protection Act

Throughout the duration of this Agreement, the Contractor will be required to comply with the requirements of regulations made under the *Environmental Protection Act*, and in the event that any amendments thereto shall result in substantial changes in the terms of this Agreement, the said Agreement shall be subject to re-negotiation between the parties.

23.0 Landfill Site and Hours of Operation

During the currency of this agreement, the Contractor shall:

- 23.1 keep access gates locked at all times outside of normal hours of operation;
- 23.2 maintain signs and buildings on the Landfill Site to the satisfaction of the Manager of Environmental Services and/or the Ministry of Environment, Conservation and Parks;

The normal operating hours shall be as follows:

DAYS	HOURS
Sunday and Monday	CLOSED
Tuesday to Saturday	8:30 a.m. – 4:30 p.m.

**Open for a total of 8 hours per day.

24.0 Holidays

The Landfill Site shall be closed on Statutory Holidays. In the event a Statutory Holiday falls on a Monday, the next day (Tuesday) shall be in lieu of the Statutory Holiday and the site shall be closed. The Contractor shall provide advance notice of closures in a manner acceptable to the Manager of Environmental Services, which may include advertisement in a local newspaper and/or radio announcements.

25.0 Access Roads and Traffic Control

25.1 The main access roads and on-site roads shall be maintained so that vehicles hauling waste to and on the site may travel readily on any day under all normal weather conditions.

25.2 Access to the site shall be limited to such times as an attendant is on duty and the site shall be restricted to use by persons authorized to deposit waste in the fill area.

25.3 The Contractor shall at all times carry on the work in a manner that will create the least possible interference with traffic entering or leaving the work site and shall at his own expense, control and direct traffic within the site by the erection of appropriate signage and safeguards for the prevention of accidents at the site.

26.0 Records

26.1 The Contractor shall maintain all established records in regards to the operation of the Landfill Site.

26.2 The Contractor shall submit all records on a monthly basis, or upon request by the Corporation for the purpose of issuing notices or invoices.

26.3 The Corporation reserves the right to modify records from time-to-time as it sees fit.

27.0 Operating Procedures

27.1 It is understood and acknowledged by the Contractor that the City may develop from time-to-time operating procedures for the safe operation and maintenance of the Landfill Site. The Contractor shall ensure that operating procedures are followed.

27.2 The Contractor shall maintain a record of operating procedures at the Landfill Site.

28.0 Lines and Grades

The Manager of Environmental Services shall set such stakes as he/she may deem necessary to properly define the general location, alignment, elevation and grade of the work. The Contractor shall be responsible for detail, dimensions and elevations measured from the lines, grades and elevations so established.

29.0 Consultation Meetings – Performance Measures

The Contractor and Corporation agree that the orderly maintenance and operation of the Landfill Site is a priority with both parties. Therefore, it is agreed that both parties are to meet on a regular basis, at a minimum of every three (3) months, to review operational issues as well as to review agreed upon performance measures:

30.0 Supplementary Service

Any supplementary or additional service provided by the Contractor outside of the scope of this Agreement shall be the responsibility of the Contractor and the individual customer and the Corporation in no way guarantees the payment of any accounts for supplementary service; provided that the Contractor shall not undertake any supplementary service hereunder which may, in the discretion of the Corporation, interfere with the Contractor's duties in this Agreement.

31.0 Contractor’s Liability

The Contractor shall assume the defense of and indemnify and save harmless the Corporation and its officers and agents from all claims relating to labour, materials and equipment furnished for the work, and to inventions, patents or patent rights used in doing the work. The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done to or caused by him or his employees or relating from the prosecution of the works, or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used thereon or therein or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions and covenants and agrees to hold the Corporation harmless and indemnified for all such damages and claims for damages.

32.0 Insurance

Prior to the commencement of operations, the Contractor shall produce evidence satisfactory to the Corporation that the Contractor has obtained insurance in the amount of **Two Million Dollars (\$2,000,000.00)** from an insurance company authorized to carry on business in Canada, to cover any liability or property damage arising out of this contract. This coverage shall be maintained in force throughout the term of this Agreement. The Contractor shall deposit with the Corporation, before commencing any work under this contract, **a certified copy of the insurance policy** together with **Certificate of Insurance** detailing the coverage and expiry date for the policy, duly executed by the insuring agent.

The Certificate of insurance shall name the City of Temiskaming Shores as an additional insured with respect to its interest in the operations of the Contractor with the following language:

The City of Temiskaming Shores and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insured’s for Comprehensive General Liability. Such coverage is primary and non-contributing.

33.0 Indemnification of Corporation

The Contractor shall exonerate, indemnify and hold harmless the Corporation, its directors, officers, employees and agents from and against any and all Claims which may be suffered or incurred by, accrue against or be charged to or recoverable from the Corporation to the extent that such Claim is caused by Contractor’s negligence or wilful misconduct when performing the Services.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done to or caused by reason of the existence or location or condition of any materials, plant or chicanery used thereon or therein or which may happen by

reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions and covenants and agrees to hold the Corporation harmless and indemnified for all such damages and claims for damages.

34.0 Compliance with the Accessibility for Ontarians with Disabilities Act, 2005

The Contractor shall ensure that all its employees, agents, volunteers, or others who provide municipal services to the public and for whom the Contractor is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended the "Act"). To complete the Accessible Customer Service Training – SERVE-ABILITY: Transforming Ontario's Customer Service course, refer to the following: <http://www.mcass.gov.on.ca/en/serve-ability/index.aspx>.

The Contractor in consultation with the Site Authority shall submit to the City, as required from time to time, documentation with a record of the dates on which training was completed.

The Corporation reserves the right to require the Contractor to demonstrate that its training policies meet the requirements of the Act and the Regulation.

35.0 Workplace Safety and Insurance Act

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the *Workplace Safety and Insurance Act*, and upon failure to do so, the Corporation may pay such assessment or compensation to the *Workplace Safety and Insurance Board* and shall deduct or collect such expenses under the provisions of Section 6.0 Remuneration of this agreement. The Contractor shall, at the time of entering into any contract with the Corporation, **make a Statutory Declaration** that all assessment or compensation Board have been paid, and the Corporation may, at any time during the performance or upon completion of such contract, require a further Declaration that such assessment or compensations have been paid.

36.0 Assignment and Sub-contracting

The Contractor **shall not assign or sub-let the contract** or any part thereof or any benefit or interest therein, or there under, without the written consent of the Corporation. The Contractor shall be held as fully responsible to the Corporation for the acts and omissions of its sub-contractors and of persons directly or indirectly employed by it as for the acts and omissions of persons directly employed by it.

All payments to the Contractor shall be made out of funds under the control of the Corporation, in its public capacity, and no member of Council, or officer of the Corporation is, or to be held, personally liable to the Contractor under any circumstances whatsoever.

37.0 Monies due the Corporation

All monies payable to the Corporation by the Contractor under any stipulation herein, or to the Workplace Safety and Insurance Board, as provided hereunder, may be retained out of any monies then due or which may become due from the said Corporation to the said Contractor under this or any other contract with the Corporation, or otherwise howsoever, or may be recovered from the Contractor or his surety, in any Court of competent jurisdiction, as a debt due to the Corporation, and the Corporation shall have full power to withhold any payment if circumstances arise which may indicate to it the advisability of so doing.

38.0 Liens

The parties hereto and their surety or themselves, their executors, administrators, successors and assigns and any and all other parties in any way concerned, shall fully indemnify the Corporation and all its officers, servants and employees from any all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability under the Construction Lien Act or to any attachment or debt, garnishee process or otherwise. The Corporation shall not in any case be liable to any greater extent than the amount owing by it to the Contractor, his executors, administrators, successors and assigns.

39.0 Forfeiture of Contract

If the Contractor commits any act of insolvency, or shall transfer, assign or sublet, or attempt to transfer, assign or sub-let this contract, or any part thereof without the consent of the Corporation, or if at any time the work or any part thereof is, in the judgment of the Corporation, not executed or not being executed in a sound or workmanlike manner to its satisfaction and in all respects in strict conformity with the contract, or is such work or any part thereof is not progressing continuously, and in such a manner as to ensure entire satisfaction, in the judgment of the Corporation or to comply with any reasonable order he may receive from the Corporation, or if the Contractor shall persist in any course in violation of any of the provisions of this contract, then in each and every such case, after twenty- four (24) hours' written notice from the Corporation to the Contractor, the Corporation shall have the full right and power, at its discretion, without process or action at law, to take over the whole operation, or any part or parts thereof specified in the said notice, and out of the hands of the Contractor and the Contractor upon receiving notice to that effect shall vacate the possession and give up said operations or the part or parts thereof specified in the said notice, peaceably to the said Corporation, which may either re-let the same to any other person or persons, with or without its previously being advertised or may employ workmen and provide the necessary equipment at the expense of the Contractor, or may take such other steps as it may consider necessary or advisable in order to secure the completion of the said contract to its satisfaction; and the Contractor and his surety in every case shall be liable for all damages, expenditures extra expenditure, and for all additional cost of the work which may be incurred by reason thereof. All the powers of the said Corporation with respect to the determination of the

sum or sums, or balance of money to be paid to or received from the said contractor, and otherwise in respect of the contract, shall nevertheless continue in force.

40.0 Other Rights

The Contractor, agents and all workers and persons employed by or under his control shall use due care to ensure:

40.1 that no person is injured, and

40.2 that no property is damaged in the prosecution of work;

The Contractor shall be solely responsible for claims of damage alleged to be attributed to the Contractor, his agents and all workmen and persons employed or under his direct control.

41.0 Bribery or Corrupt Practice

Should the Contractor or any of his agents give, or offer any gratuity to, or attempt to bribe any member of the Corporation, Council, officer or servant of the Corporation, the Corporation shall be at liberty to cancel the contract forthwith.

42.0 Notice to Contractor

Any notice or communication to the Contractor shall be deemed to be well and sufficiently given and served if handed to the Contractor or any of his clerks or agents or if posted or sent by ordinary mail to his usual place of business, or to the place where the work is to be or is carried on, or if posted to or left at his last known address; any papers so left, sent, or addressed shall be considered to be, and to have been, legally served upon the Contractor. In any written or printed notice to the Contractor in respect of general, special, or other repairs, or of any work of any nature required to be done under any of the provisions of the contract, or of any other matter, it shall not be obligatory upon the Corporation to specify minutely or in detail everything required nor to specify by measurement the exact extent thereof, of the precise spot or spots where the works or material may be defective or faulty, or where any of the requirements of the specifications have not been observed; but a reference in such notice to the clause or clauses bearing upon the matter, and a description of the locality in general terms, and sufficiently clear, in the opinion of the Corporation, to indicate where the defect or trouble exists, shall be deemed to be, and shall be, ample notice.

43.0 Force Majeure

The City shall not be liable for any failure to perform its obligations hereunder if the non-performance is due to lightning, tempest, explosion, earthquake, acts of God, mob violence, acts of the Queen’s enemies, strike, lockout, or other labour disruption, or any catastrophic cause beyond its control.

In witness whereof the Parties hereto have hereunto set their hands and Seals.

Signed and Sealed in)
the presence of)

Contractor's Seal)

Phippen Waste Management Limited

Signing Authority

Name: _____

Title: _____

Witness

Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Municipal Seal)

Mayor – Jeff Lafferiere

Clerk – Kelly Conlin

Subject: Tender Award – Asphalt Markings & Symbol Paint Services **Report No.:** PW-004-2023

Agenda Date: April 4th, 2023
 Committee of the Whole

Attachments

Appendix 01: 2023 Tender Results

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-004-2023; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Grass King Inc., for Asphalt Marking and Symbol Painting Services in the amount of \$ 41,182.00, plus applicable taxes, for consideration at the April 18th, 2023 Regular Council meeting.

Background

Each year the City of Temiskaming Shores procures the services of an experienced and qualified contractor for the supply and application of Asphalt Markings and Symbols at various locations within the City of Temiskaming Shores.

The work shall consist generally of retracing existing asphalt markings comprised of directional markings, intersections, stop blocks, school crossings and accessible parking stalls. As well as recreational symbols, parking lots and transit curb markings.

In 2023, the tender documents were prepared and Tender PWO-RFT-001-2023 was distributed to previous and known potential bidders with closing date at 2:00 p.m. on March 22nd, 2023. **Appendix 01** includes the Tender Results.

Analysis

One (1) tender was received by the closing date.

Bidder	Tender Amount	HST	Total
Grass King Inc.	\$41,182.00	\$5,353.66	\$46,535.66

Grass King has successfully completed symbols painting for the City of Temiskaming Shores throughout the years and has demonstrated their ability to complete this work as intended.

The tender was analysed for errors and/or omissions and was found to be correct and complete. The tendering process was in accordance with the City's Purchasing Policy (By-Law 2017-015). Staff concludes that the single bid submitted by Grass King satisfies the bid requirements making them capable of performing and exceeding the needs of the City.

The tendered amount remains within the approved and allotted budget for roadway maintenance. It should be noted, there is a component of this contract that will be coordinated and allocated to the Recreation and Facilities department for marking associated with active travel and parking lots.

Relevant Policy / Legislation / City By-Law

- 2023 Public Works Operating Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with City Manager and staff throughout the project
- Consultation with the Public Works

Financial / Staffing Implications

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

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

Alternatives

No alternatives were considered. Markings and Symbols are an important function of road safety therefore not doing them is not recommended.

Submission

Prepared by:

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Reviewed and submitted for Council’s
consideration by:

“Original signed by”

Amy Vickery, CMO
City Manager

Document Title: PWO-RFT-001-2023 "Asphalt Markings / Symbols Painting"

Closing Date: **Wednesday, March 22, 2023**

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

Department: **Public Works**

Opening Time: **2:45 p.m.**

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

City of Temiskaming Shores:

Kelly Conlin Clerk	Mitch McCrank Manager of Transportation Services	
		

Others (teleconference):

Nick Caldwell		
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Submission Pricing

Bidder:

New Liskeard Subtotal	\$ 19,100
Haileybury Subtotal	\$ 9,000
Parking Lot Sub Total	\$ 4,200
Combined Subtotal	\$
Bike Symbol	\$ 5,500.
Bike Stop Blocks	\$ 1,080.
Path Line Painting	\$ 2,302
Combined Subtotal	\$ 41,182.
HST	\$ 5,353.66.
Total	\$ 46,535.66

Bidder:

New Liskeard Subtotal	\$
Haileybury Subtotal	\$
Parking Lot Sub Total	\$
Combined Subtotal	\$
Bike Symbol	\$
Bike Stop Blocks	\$
Path Line Painting	\$
Combined Subtotal	\$
HST	\$
Total	\$

Note: All offered prices are offers only and subject to scrutiny. Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. All proponents whether successful or not will be notified of results, in writing at a later date.

Subject: Annual Landfill Monitoring and Reporting – Contract Extension

Report No.: PW-005-2023

Agenda Date: April 4, 2023
Committee of the Whole

Attachments

Appendix 01: Extension Proposal – WSP

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-005-2023; and
2. That Council directs Staff to prepare the necessary by-law to amend By-law No. 2013-054 to extend the current agreement with WSP (formerly Wood) for one year (2023) at a cost of \$ 75,344.00, plus applicable taxes, for consideration at the April 18, 2023, Regular Council meeting.

Background

In April of 2013, Council authorized a five-year agreement with Amec Environmental and Infrastructure (now WSP) to perform annual monitoring and reporting at both the Haileybury and New Liskeard Landfill Sites.

Additionally, in September of 2010 the City entered into a contractual agreement through By-law 2010-131 with Amec for environmental requirements associated with the expansion of the New Liskeard Landfill.

Council has approved many extensions to the original five-year agreement since the same consultant was currently providing the city with the Landfill monitoring services as well as developing the monitoring plans for the expansion of the New Liskeard Landfill.

The Current agreement with WSP expires at the end of April of 2023.

In December of 2021, staff received the Environmental Compliance Approval (ECA) for the expansion of the New Liskeard Landfill. As a part of the ECA, a new Surface and Groundwater Monitoring Program has been established.

The construction of the New Liskeard Landfill Expansion commenced in October of 2022 and is anticipated to be completed in the Summer of 2023. As a result, monitoring

requirements under the current New Liskeard Landfill ECA will need to be followed up until the new landfill is operational.

In addition, the Closure Plan for the Haileybury Landfill outlines the monitoring and reporting requirements once the landfill officially closes. The official closure of the Haileybury Landfill will include the final capping of the waste and is anticipated to be completed in the Spring of 2024. As a result, monitoring requirements under the current Haileybury Landfill ECA will need to be followed up until the closure is complete.

Analysis

As the current monitoring and reporting agreement expires at the end of April 2023, staff reached out to WSP to provide a quotation for monitoring and reporting of the Haileybury and New Liskeard Landfills in 2023 under the current requirements. Staff received and reviewed the quotation which totals \$ 75,344.00, plus applicable taxes and is outlined in Appendix 01. This is an increase of approximately \$ 7,900.00 which reflects current increases associated with the Consumer Price Index and Laboratory fees.

In the Fall of 2023, staff will release a Request for Proposal to enter into a multi-year agreement with a qualified engineering firm to provide Landfill Monitoring and Reporting services as outlined in the new ECA as well as the Haileybury Closure Plan.

This topic was discussed at the recent Public Works Committee Meeting held on March 16th, 2023 resulting in the following recommendation:

Recommendation PW-2023-008

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee agrees and recommends the entering into a 1-year contract extension agreement with WSP for Landfill Monitoring Services.

CARRIED

Relevant Policy / Legislation / City By-Law

- By-law No 2013-054 – Agreement with Amec for Monitoring and Reporting at the Haileybury and New Liskeard Landfill Sites.
- By-law No. 2017-117 – Agreement extension with Amec (Wood) for Monitoring and Reporting at the Haileybury and New Liskeard Landfill Sites.

- By-law No. 2019-168 – Agreement extension with Amec (Wood) for Monitoring and Reporting at the Haileybury and New Liskeard Landfill Sites.
- By-law No. 2021-167 – Agreement extension with Wood (WSP) for Monitoring and Reporting at the Haileybury and New Liskeard Landfill Sites.

Consultation / Communication

- Public Works Committee Meeting – March 16, 2023

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 associated with the 1-year extension has been included within the 2023 Solid Waste Operating Budget.

Climate Considerations

The climate lens was used to consider the impacts of Landfill Monitoring Program. Results indicate that there are no direct environmental impacts.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

Steve Burnett
 Manager of Environmental Services

Amy Vickery
 City Manager

Memo

To: Mayor and Council
From: Steve Burnett, Manager of Environmental Services
Date: April 4, 2023 – Committee of the Whole
Subject: 2022 Water Break Summary
Attachments: Appendix 01 - Water Break Summary

Mayor and Council:

In previous years, staff provided the Public Works Committee with a summary of water breaks that occurred within the City. With the implementation of the Committee of the Whole structure, staff is pleased to present the 2022 water break summary to all Mayor and Council.

In 2022, 109 water service and watermain repairs were completed within the three distribution systems. This number represents a record of water breaks since 2004. The New Liskeard distribution system experienced 61 breaks, with Haileybury experiencing 37 and Dymond experiencing 11. Both Haileybury and Dymond repairs were the highest since 2004.

Throughout the three distribution systems there were a total number of 43 watermain repairs and 66 water service repairs completed. A detailed summary and year over year comparison is outlined in Appendix 01.

This data not only assist staff with budget preparation but also allows for trending of problem areas throughout the 3 distribution systems. For example, with a record number of water service repairs completed in Dymond, staff have reached out to the Ontario Clean Water Agency staff to have an aggressivity analysis on the water performed.

Prepared by:

Reviewed and submitted for
Council's consideration by:

Steve Burnett
Manager of Environmental Services

Amy Vickery
City Manager

Summary of Water Break repairs

<u>Year</u>	<u>New Liskeard</u>	<u>Haileybury</u>	<u>Dymond</u>	<u>Total</u>
1986 to 2003	220	46	11	277
2004	35	15	5	55
2005	39	16	0	55
2006	25	15	0	40
2007	31	18	0	49
2008	27	15	3	45
2009	52	14	1	67
2010	39	14	6	59
2011	48	14	6	68
2012	37	10	2	49
2013	36	9	6	51
2014	54	9	4	67
2015	67	20	4	91
2016	60	11	4	75
2017	64	14	6	84
2018	68	13	2	83
2019	81	22	5	108
2020	56	6	5	67
2021	62	12	7	81
2022	61	37	11	109
2023				
2024				
2025				
2026				
Total	942	284	77	1303

72.3%	21.8%	5.9%	100.0%
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Water Main Breaks and Water Service Repairs

Year	<u>New Liskeard</u>		<u>Haileybury</u>		<u>Dymond</u>	
	Main	Service	Main	Service	Main	Service
2004	16	19	13	2	4	1
2005	23	16	14	2	0	0
2006	9	16	14	1	0	0
2007	13	18	16	2	0	0
2008	7	20	12	3	2	1
2009	17	35	11	3	1	0
2010	6	33	11	3	4	2
2011	9	39	12	2	2	4
2012	6	31	8	2	1	1
2013	6	30	7	2	4	2
2014	13	41	7	2	1	3
2015	12	55	18	2	2	2
2016	7	53	11	0	0	4
2017	16	48	12	2	4	2
2018	8	60	11	2	0	2
2019	16	65	19	3	1	4
2020	5	51	6	0	4	1
2021	13	49	10	2	3	4
2022	6	55	37	0	0	11
2023						
2024						
2025						
2026						
Subtotal	208	734	249	35	33	44
Total	942		284		77	

Represents highest total

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: April 4, 2023 – Committee of the Whole
Subject: Transportation / Operations / Fleet / Transit Report
Attachments: None

Mayor and Council:

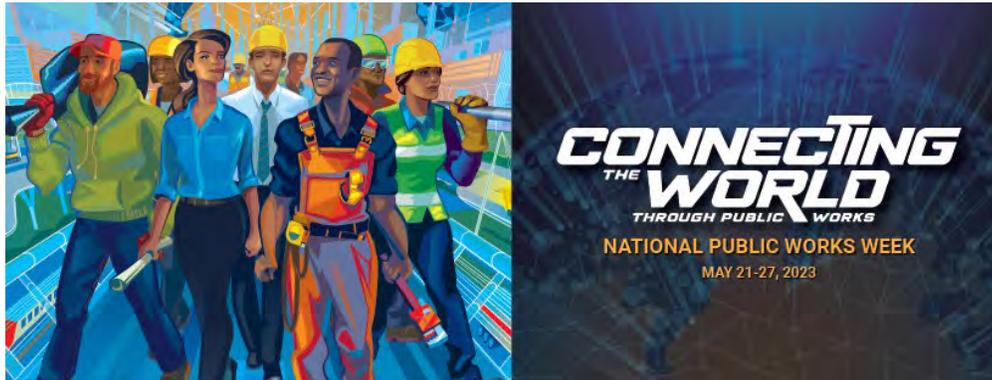
Transportation Department would like to provide verbal updates on Operations that may be of interest.

1. Road closure requests for Special events:
 - a. Haileybury Block Party – July 1st Ferguson, Main to Broadway. Approved
 - b. Car Show – June 10th New Liskeard Downtown back parking lot. Pending
 - c. North on Tap – July 7th- 9th Farr Drive, Marcella to Main. Pending
 - d. Ram Rodeo – August 19th Riverside Drive, all of it. Pending.
2. Granular M Tender
 - a. Procure Granular M for City Gravel Roads
 - b. Tender to close April 6th. There will be an Admin Report and Associated Draft By-law at the April 18th regular meeting.
3. Roadway Rehabilitation Tender
 - a. To procure contractor and prices for Road Rehab work under the 2023 Roads Program
 - b. RFT is on website and in the hands of known bidders.
 - c. Prices will be used to determine roads to be rehabbed based on AMP, data and use.
4. Albert Street RFT
 - a. EXP as part of their requirements dating back to 2018 is to provide the City Tender support and Recommendations. Hopeful to release that early April.
 - b. Following that, EXP Contract Admin and Inspection to be captured via change order.
5. Fleet
 - a. Procure Triaxle Truck through Canoe Group Procurement. Report and associated by-law hopeful for the April 18th regular meeting.
 - b. Procure used Loader. PW Shop and management to narrow search to 3-5 used pieces of equipment that meet our requirements and approved budget. Purchase one that fits our needs.
 - c. Enterprise Lease Fleet. We are in receipt of two SUV's. Waiting on 7 trucks.

6. Winter Operations Closing (Hopefully)
 - a. Winter Operations is coming to an end April 7th.
 - b. Following winter and into spring, Operations will begin sand pick up, pothole patching, roads sweeping, road repairs, lawn maintenance, water break repairs, etc..
 - c. Any questions on Spring Operations?

7. Public Works Week

- a. Note: Public Works week is May 21-27, 2023. More info to come.



8. Transportation Study – Downtown Cores

- a. Initial Survey complete and awaiting review and report from Engineer.
- b. Public Info sessions and data collection upcoming
- c. Report and recommendations hopeful for Fall of 2023

9. Transit

- a. Overall Update

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

 Mitch McCrank, CET
 Manager of Transportation Services

 Jamie Sheppard
 Transportation Superintendent

 Amy Vickery, CMO
 City Manager

Subject: City of Temiskaming Shores
Emission Reduction Targets

Report No.: RS-008-2023

Agenda Date: April 4, 2023

Committee of the Whole

Attachments

Appendix 01: City of Temiskaming Shores Resolution No. 2018-003

Appendix 02: City of Temiskaming Shores Greenhouse Gas Reduction Plan (2018)

Appendix 03: City of Temiskaming Shores Greenhouse Gas Emissions Inventory

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-008-2023;
2. That Council adopts a greenhouse gas emission reduction target for municipal operations of 40% below 2019 levels by 2033 and net-zero greenhouse gas emissions from municipal operations by 2050;
3. That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; And
4. That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.

Background

The City of Temiskaming Shores joined the Partners for Climate Protection (PCP) program in 2018 (Appendix 01). The PCP program is organized by ICLEI – Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities (FCM). Together they developed a 5-milestone framework to help municipalities reduce the greenhouse gas emissions they produce. The 5 milestones are:

- Milestone 1: Create a baseline emission inventory and business-as-usual forecast
- Milestone 2: Set emission reduction targets
- Milestone 3: Develop a local climate action plan
- Milestone 4: Implement a local climate action plan
- Milestone 5: Monitor and report results

This program helps municipalities reach ambitious goals that align with the Intergovernmental Panel on Climate Change's (IPCC) scientific targets. Within the PCP program, emissions are split into two categories. Corporate emissions are defined as the GHG emissions generated as a result of a local government's operations and services. Corporate emissions and emissions from municipal operations are terms used interchangeably within this report. Community emissions are defined as a much larger inventory that estimates GHG emissions generated within the community as a whole.

The City hired VIP Energy to assist with the completion of the first 3 milestones within the PCP program in 2019 (Appendix 02). Their report was completed in August 2019, after which a community consultation period was held in 2020 to allow residents an opportunity to provide their opinions on the reduction targets that were proposed. The consensus of the comments received from the public was that the targets were not ambitious enough and that the greenhouse gas reduction plan should be further revised to reflect the targets of other municipalities who are more in line with the federal government's goal of net-zero by 2050.

Following the public consultation period, the City created an ad-hoc Climate Change Committee, comprised of public appointees, council, and staff. This committee was tasked with reviewing and revising the Greenhouse Gas Reduction Plan and reduction targets. This committee has since become a standing committee of Council.

One of the Climate Change Committee's first goals was the development of a new baseline greenhouse gas emissions inventory to satisfy milestone 1 within the PCP program. The greenhouse gas inventory sets the foundation for the remainder of the PCP program as it provides the municipality with a baseline which is used to monitor and track progress moving forward.

On November 2nd, 2022, the PCP program awarded milestone 1 to the City of Temiskaming Shores for successful completion of a GHG inventory and business-as-usual forecast compliant with their protocol (Appendix 03). The data sources, assumptions, and calculations used in this new inventory are now explained in full in an additional supporting document that will act as a tool for staff as they analyze, review, and recreate this inventory in the future. This inventory includes both a corporate inventory of GHG emissions and a community inventory of GHG emissions.

A comprehensive administrative report on the City's 2019 baseline GHG emission inventory and award of milestone 1 was provided to council at its Regular Meeting on December 6, 2022. Council considered that report and passed the following resolution:

Resolution No. 2022-482

Moved by: Councillor Graydon

Seconded by: Councillor Foley

That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-020-2022 Green House Gas Emissions Inventory for information purposes.

Carried

In conjunction with the work to calculate the City's emissions inventory, City staff have completed preliminary program plans for emission reduction programs that would form the basis of the City's submission for milestone 3 of the PCP program. These reduction programs would move the City's regular business on the path towards emission reductions in line with the proposed targets outlined in this report.

City staff presented the City's emissions inventory and the proposed emission reduction programs to the Climate Change Committee at its regular meeting on January 24, 2023. Upon the completion of an extensive discussion, the committee provided direction to staff to bring forward a proposed corporate emissions reduction target and proposed corporate emission reduction plan.

Staff presented a draft report to the committee at their regular meeting on March 23, 2023 with a proposed corporate reduction target and the following recommendation was passed:

Resolution No. CCC-2023-007

Moved by: Nadia Pelletier-Lavigne

Seconded by: Maria McLean

That Council for the City of Temiskaming Shores sets a corporate emissions reduction target of 40% below 2019 emissions by 2033 and net-zero municipal operations by 2050.

That Council direct staff to submit these targets to the Partners for Climate Protection program as the City's submission for Milestone 2; and

That Council directs staff to submit a report to City Council for its consideration that shall be titled the City of Temiskaming Shores' Greenhouse Gas Reduction Plan that includes a roadmap to meet the City's emissions reduction targets and submit that report no later than September 1, 2023.

Carried

Analysis

In order to support climate science and climate research, the Intergovernmental Panel on Climate Change (IPCC) created standardized pathways to represent different scenarios based on potential concentrations of GHGs in the atmosphere. These representative concentration pathways consider future varying degrees of warming with increasing severity. The 2015 Paris Agreement set the aspirational goal of limiting the planet's warming to 1.5°C above pre-industrial levels. This is considered the best-case-scenario, but current global emissions are not on track with reaching this goal. Often when conducting climate change studies, the RCP8.5 pathway is used which is the worst-case-scenario or business-as-usual trajectory. Reviewing these climate models and potential pathways, highlights the importance of setting ambitious decarbonization targets for the City to work towards.

Climate change has been an increasingly noticeable part of everyday life with record-breaking heat waves, droughts, wildfires, floods, hurricanes, and rainfalls occurring on a continually increasing basis. To avert the worst aspects of climate change, corporations, governments, and individuals must transition away from emitting greenhouse gases. The City of Temiskaming Shores is not alone in its efforts to reduce our greenhouse gas emissions. By setting these recommended targets, Temiskaming Shores is joining thousands of municipalities around the world taking action to reduce emissions.

The proposed targets for Temiskaming Shores closely resemble those set by the Government of Canada through the Canadian Net-Zero Emissions Accountability Act, which became law on June 29, 2021. This legislation confirms Canada's commitment to achieve net-zero emissions by 2050 and meet its Paris Agreement (2015) commitment. Within the act is the following statement:

Whereas climate change is a global problem that requires immediate and ambitious action by all governments in Canada as well as by industry, non-governmental organizations and individual Canadians;

The City of Temiskaming Shores is in a position to positively contribute to this goal set by the Government of Canada and receive the benefits of being a low emission organization.

To help guide our progress towards this net-zero goal, Staff are recommending a greenhouse gas reduction target of 40% below 2019 emissions by 2033 for municipal operations. These figures have been chosen for a handful of reasons. The 2019 baseline has been chosen based on the City's extensive work in creating a 2019 emissions inventory. In the future, using the extensive documentation on the process to calculate the 2019 inventory, the City will be able to accurately determine its progress towards its emission reduction goals. 2033 has been chosen as the interim target year as it provides a time period of 10 years from adoption to be reached. Lastly, the 40% reduction figure has been chosen based on three main principles:

- Based on preliminary calculations for emission reduction programs, the City is confident that a reduction of 17% below 2019 levels can be achieved with proposals that can be implemented with minimal changes to current operations.
- As further investment in green technologies is realized there will be further opportunities to reduce emissions from the City's operations.
- Targets should be ambitious to match the urgency of the current situation and to recognize that reductions accomplished today, will have a disproportionately positive impact on the climate vs the same actions taken in the future.

By focusing initially on corporate emissions rather than both corporate and community emissions, the City will be able to exert much greater control on our progress towards this goal, receiving the best "bang for the buck". As the City makes progress towards reductions in corporate emissions, a new, interim community emissions reduction target could be set along with a corresponding plan to reach that target. Ultimately, the City should be able to leverage success in reductions of our corporate emissions to better influence the community and implement programs to reduce community emissions.

Staff are further recommending that Council set a corporate emissions reduction target of net-zero by 2050. Achieving net-zero emissions would mean our municipal operations either emit no greenhouse gases or the City offsets its emissions through actions such as tree planting or employing technologies that can capture carbon. This target has been adopted by numerous provincial and municipal governments such as the provinces of Newfoundland and Labrador, Quebec, and Prince Edward Island (by 2040), and the cities of Guelph, Vancouver, Hamilton, Toronto, Halifax, Thunder Bay, Sault Ste. Marie, Sudbury and others.

Net-zero emissions by 2050 is an important milestone to reach that could ensure global temperatures due to climate change do not exceed +1.5C with no, to limited, overshoot based on modelling completed by the IPCC. +1.5C is the most widely acceptable increase for global temperature rise which will limit (but not remove) the worst outcomes of climate change such as sea level rise, increased destruction from weather events and ecosystem collapse.

As previously stated, the Government of Canada has set a goal to be net-zero by 2050 and, in addition to setting this goal, has provided significant funds to help organizations, corporations and individuals meet that goal. City staff are currently in the process of applying for various federally funded programs to assist with increasing our energy efficiency. By setting our goal to meet federal targets we will increase our chances to receive funding to help achieve these goals. We have already begun to see questions on grant applications asking about the City's emission reduction goals and plans.

Should Council pass this recommendation and staff begin to implement energy reduction improvements to operations, the City will start to realize cost savings associated with decreased energy bills. Further, should the City move towards low-carbon energy options such as electricity, the future costs of using that source of energy will create greater savings due to the planned carbon price increases. The cost to heat with electricity has traditionally been much higher than heating with natural gas. Due to the technology improvements of low-temp heat pumps and the rising price of carbon associated with natural gas, the cost to heat with electricity is expected to fall below that of natural gas before the end of the decade. Today, the price of carbon is \$65 per tonne of greenhouse gases emitted. With yearly increases the price is scheduled to reach \$170 per tonne by 2030.

In 2022 the City paid approximately \$43,000 in carbon pricing charges for natural gas consumption and \$62,000 for gasoline and diesel fuel consumption. If our consumption does not change and we consume the same volume of natural gas and fuel in 2030 our carbon price costs would rise to approximately \$272,000. This would be the yearly cost for carbon pricing and not the cumulative cost up to that date. Ultimately the cost to continue with a business-as-usual approach is not zero, as it already costs the City over \$100,000 per year in carbon pricing with that figure estimated to rise substantially each year.

Available budget and staff resources can play a huge role in the feasibility of achieving reduction targets. Although municipalities bear the direct cost of reducing corporate emissions, they also reap the benefits of lower energy bills and operating costs, helping

with the affordability of these changes as time passes. The investment into reducing corporate emissions will be financially worthwhile in the long run.

If Council decides to set these targets, staff will move forward in the following ways:

- This resolution will be submitted to the FCM-PCP Program for consideration as completion of milestone 2 within their program.
- Staff will solicit the public's input for consideration in the revised Greenhouse Gas Reduction Plan.
- Staff will create a revised Greenhouse Gas Reduction Plan using already completed analyses of emission reduction programs. This revised Greenhouse Gas Reduction Plan will include detailed, costed programs for emissions reductions that, based on today's figures would provide for a 17% reduction in greenhouse gas emissions by 2033. The revised plan would also provide a high-level outline of steps for reaching net-zero by 2050 including dates for inventorying emissions to track progress and dates to review targets.
- Staff will present the revised Greenhouse Gas Reduction Plan to the Climate Change Committee in May 2023 and to Council in June 2023.

Target setting is not a one-and-done event. Targets need to be re-evaluated to ensure that they are still suitable and on track to be met. It may be appropriate to set new targets if the current target is approaching, if it is over or underachieving, if there are significant changes in the community, or if there is significant new strategic planning taking place.

Relevant Policy / Legislation / City By-Law

- City of Temiskaming Shores Resolution No. 2018-003
- City of Temiskaming Shores Greenhouse Gas Reduction Plan (2019)
- By-Law no. 21-111 ToR Climate Change Committee
- Canadian Net-Zero Emissions Accountability Act (S.C. 2021, c. 22)

Consultation / Communication

- Extensive support from the Energy & Climate Change Coordinator
- Consultation with the Climate Change Committee
- Consultation with City Manager throughout the project

Financial / Staffing Implications

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

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

There are no immediate financial implications should council decide to pass this report's recommendations. Staff time associated with this recommendation will be limited to normal administrative duties.

Alternatives

Council could refer this report back to the Climate Change Committee for further discussion.

Council could pass a resolution with alternative emission reduction targets.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
 Director of Recreation

Amy Vickery
 City Manager

Appendix 01



THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
REGULAR COUNCIL MEETING
January 9, 2018
RESOLUTION

Partners for Climate Protection (PCP)

Resolution No. 2018-003

Moved by: Councillor Hewitt

Seconded by: Councillor Foley

Whereas it is well established that climate change is increasing the frequency of extreme weather events and other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy; and

Whereas the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts; and

Whereas local governments are essential to the successful implementation of the Paris Agreement; and

Whereas Canada's cities and communities influence approximately 50 percent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services; and

Whereas investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses; and

Whereas a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction

targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting; and

Whereas the Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions; and

Whereas over 300 municipal governments across Canada representing more than 65 percent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994; and

Whereas PCP members commit to adopt a community GHG reduction target of 30 percent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 percent by 2050; and

Whereas the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results; and

Whereas PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years; and

Whereas PCP members accept they can be suspended from the program – subject to prior notice in writing by the PCP Secretariat – in the event of non-submission of progress reports within the established deadlines.

Now therefore be it resolved that the Council of the City of Temiskaming Shores hereby endorses the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

Furthermore that the City of Temiskaming Shores commits to review the guideline on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework; and

Furthermore the City of Temiskaming Shores appoints the Director of Public Works and the Chairman of the Public Works Committee to oversee the implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

CARRIED

Certified true copy

A handwritten signature in blue ink, appearing to read "David B. Treen", is written over a horizontal line.

David B. Treen
Municipal Clerk

Appendix 02

CITY OF TEMISKAMING SHORES

GREENHOUSE GAS (GHG) REDUCTION PLAN

AUGUST 2019

Prepared in co-operation with:



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APPENDIX A: Energy Conservation Action Plan

OUR COMMITMENT TO GREENHOUSE GAS REDUCTION

Around the world, communities are embracing strategies for reducing the climatic effects of greenhouse gas (GHG) emissions. The City of Temiskaming Shores is joining the effort to reduce GHG emissions by becoming one of over 350 Canadian municipalities in the Partners for Climate Protection (PCP) program. This effort is a collaborative tool for climate action at municipal level. In its Official Plan, the City of Temiskaming Shores identified the desire to Build a Strong, Safe and Sustainable Community as a strategic priority. We believe that implementing this GHG Emissions Reduction Plan with clear and achievable targets, combined with other related efforts, the City of Temiskaming Shores will meet its strategic priority while serving as an example and leader in climate change mitigation.

INTRODUCTION – EXECUTIVE SUMMARY

BACKGROUND

Sustainability and environmental responsibility are important building blocks being initiated by communities around the world. Key international agreements, such as the Paris Agreement reached by Canada and 194 other countries in December 2015, have laid the groundwork for Canadian municipal governments to take important broad actions to fight climate change and its growing effects. The City of Temiskaming Shores has taken a leadership approach in terms of Community Energy Conservation, GHG emissions reductions and overall sustainability.

To reach these broad goals, the City has created a three-pronged approach:

1. The creation of an updated Energy Conservation and Demand Management (ECDM) Plan (released in July 2019 as mandated by Ontario Regulation 507/18) addresses corporate energy initiatives. Building on the very successful original ECDM plan (released in July 2014), this will serve as the City's roadmap for its on-going energy conservation efforts.
2. The City of Temiskaming Shores has also completed a Municipal Energy Plan (MEP) in 2016. This Plan outlines both specific and broad measures that will be implemented within the City that will reduce the overall energy used, the emissions levels per capita, and reduce or negate the impacts of future growth on both energy use and emission levels. These results will be achieved by implementing the MEP recommendations that ensure all of the links in the energy supply chain from the final use to the choice of energy source are as reliable, economic, efficient and clean as they can be. These recommendations build on each other and should be seen as an integrated solution and includes measures specifically geared towards City operations and broaden to include community-wide efforts.
3. This Greenhouse Gas Emissions Reduction Plan. The GHG Emissions Reduction Plan is designed to complement the City's commitment to sustainability. By combining and cooperating with the other initiatives described above, a synergistic approach can be developed to ensure that Energy and Environmental approaches are considered moving forward.

This GHG Reduction Plan:

- Includes a full Community and Corporate GHG emissions inventory and baseline.
- Sets targets for reducing Community (by 5%) and Corporate (by 10%) GHG emissions by 2027.
- Lists demonstrated methods and plans to achieve the reduction targets.

Like all other efforts, this GHG Reduction Plan has been developed to protect the interests of our constituents and ensure that the City of Temiskaming Shores continues its path towards environmental sustainability in an effective and fiscally responsible way. The City believes that a firm commitment to understanding and limiting GHG emissions is a key measure in becoming a more sustainable community, while operating in a cost-effective manner that respects the value of taxpayer dollars.

To achieve our goals the City of Temiskaming Shores has chosen to join over 350 other Canadian communities in following the Partners for Climate Protection 5 Milestone program. This GHG Emissions Reduction Plan covers Milestones 1 through 3. More information on this process is found in Section 1.0 Partners for Climate Protection (PCP) Program.

OBJECTIVES AND PURPOSE OF THE GHG REDUCTION PLAN

The GHG Emissions Reduction Plan will establish the City of Temiskaming Shores as a leader in reducing our impact on climate change and is designed to build on our previous steps towards environmental sustainability. The City of Temiskaming Shores has demonstrated in understanding of the financial and quality of life impacts that climate change presents. This Plan will create a measurable approach to reducing the City's carbon footprint. By inventorying both community and corporate emissions, an accurate baseline can be established as a starting point for the objective measurement of the effectiveness of our activities. This will ensure that the time-based targets set, as well as the measures identified to help reach those goals, remain both achievable and at the forefront of our actions.

KEY CITY STAFF

The development of this Plan, along with its implementation and success measurement, will be driven by the City's Building Maintenance Committee. These key staff members will be responsible for informing and recruiting the assistance of other staff, departments and personnel with regards to meeting the GHG Emissions Reduction Plan's goals and milestones. Progress and success will be reported at least annually to city leadership and Council Members.

1.0 PARTNERS FOR CLIMATE PROTECTION (PCP) PROGRAM

The City of Temiskaming Shores has joined the Partners for Climate Protection (PCP) program. The PCP program is a network of Canadian municipal governments that have made commitments to curb greenhouse gas emissions and take action on climate change. This program is the Canadian version of ICLEI's Cities for Climate Protection (CCP) campaign, which includes more than 1,000 communities worldwide and is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI Canada.

The PCP program is comprised of a five-milestone framework. Participating communities develop local GHG inventories, set GHG reduction targets, develop and implement climate change action plans and then monitor results. ICLEI provides support and reviews submissions to ensure they meet the requirements for milestone recognition.

The five milestones are:

1. Creating a GHG emissions inventory and forecast.
2. Setting a GHG emissions reduction target.
3. Developing a local action plan.
4. Implementing the local action plan or a set of activities.
5. Monitoring progress and reporting results.



2.0 GHG INVENTORY METHODOLOGY

The basis for the PCP program is the premise that in order to “effectively manage GHG emissions, local governments must first measure and report”. As with all types of information, the accuracy of the GHG data provides the City of Temiskaming Shores with a way to target specific areas of GHG emissions to reduce and have the greatest impact on the overall carbon footprint associated with Corporate activities. As well, ongoing access to reliable data enables on-going measurement and verification of the effectiveness of GHG reduction activities. From a community-wide perspective, GHG measurement also provides community partners and stakeholders with a visual to see the impact of their own activities, resulting in individual responsibility and ownership to reduce GHG footprint. Together, the corporate and community-wide inventories provide a clear picture and path to GHG emissions reduction and highlight areas of overlap where a combined effort can yield the greatest benefits.

PURPOSE OF THE PCP PROTOCOLS

According to the PCP Protocol: Canadian Supplement to the International Emissions Analysis Protocol document, the purpose of the PCP Protocol is to provide municipalities with a set of clear accounting and reporting guidelines for developing corporate and community-level GHG inventories within the context of the PCP program. These standards have been developed to meet the following objectives:

- Clarify the corporate and community inventory requirements so that PCP municipalities have a clear sense of which emissions sources must be reported and those that are optional.
- Clarify the relationship between the corporate and community-scale inventories to address overlapping emission sources and activity sectors, such as municipal landfills and public transit systems.
- Provide detailed accounting and quantification guidelines, including recommended best practices and alternate approaches, for each of the required reporting sectors.
- Clarify the relationship between PCP and other GHG inventory protocols so that municipalities can plan and coordinate their reporting according to their own needs and priorities.

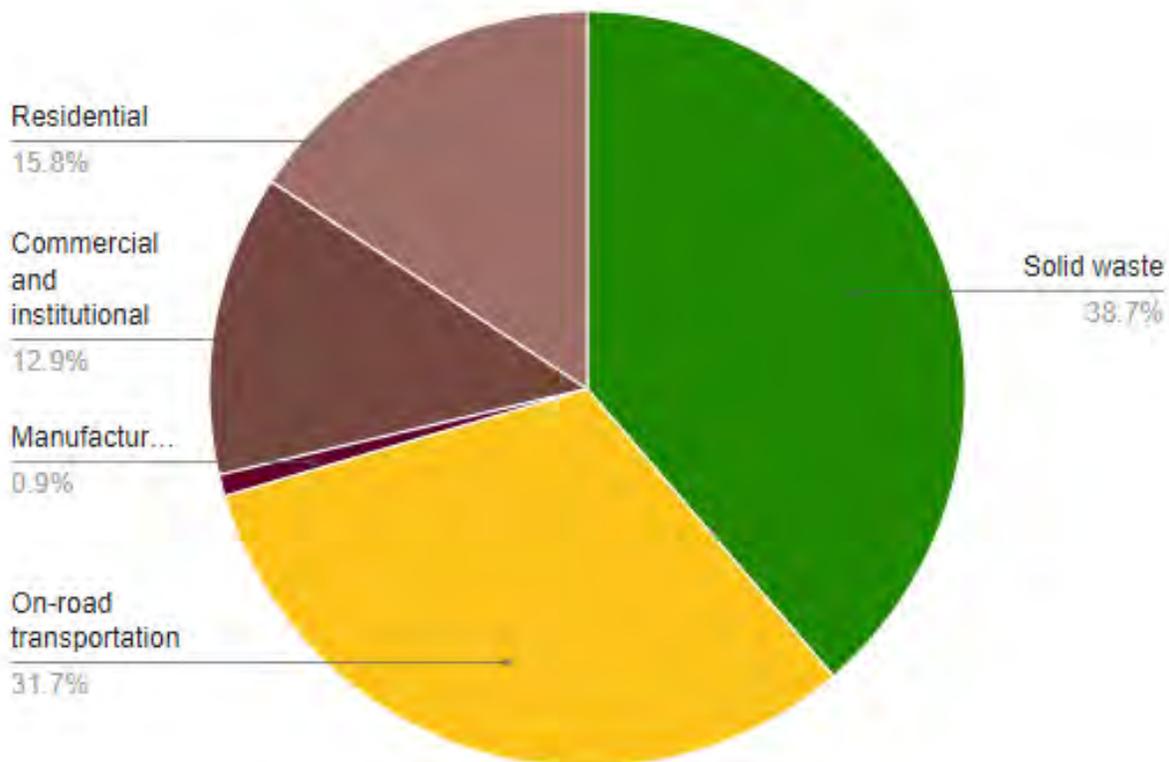
The establishment of GHG emissions inventories is the first step towards developing GHG emissions reduction strategies.

3.0 GHG EMISSIONS INVENTORY

COMMUNITY EMISSIONS

Using the PCP Milestone 1 Tool, a community GHG Inventory and Carbon Footprint was established. For the purposes of measuring our future successes in reducing community emissions, a GHG emission baseline was established for the base year of 2017. The inventory process also provides the necessary baseline data to measure our progress. By monitoring emission levels at regular intervals, we will be able to determine if we are meeting our reduction goals or continuing along a ‘business-as-usual’ trajectory. This inventory will form the foundation for our community-based efforts, guiding our actions to the areas where the greatest impact can be made. The PCP Milestone Tool is based on the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) and the PCP protocol.

Figure 3-1 – Community GHG (tCO_{2e}) Inventory by Sector (2017)



As illustrated in Figure 3-1, solid waste is the highest input in terms of GHG Emissions in the community. It should also be noted that waste contributes a significant portion of Community emissions at 38.7%. This particular input is unique in that the City controls the waste disposal and can likely have a greater direct influence on this area through the use of targeted waste reduction programs.

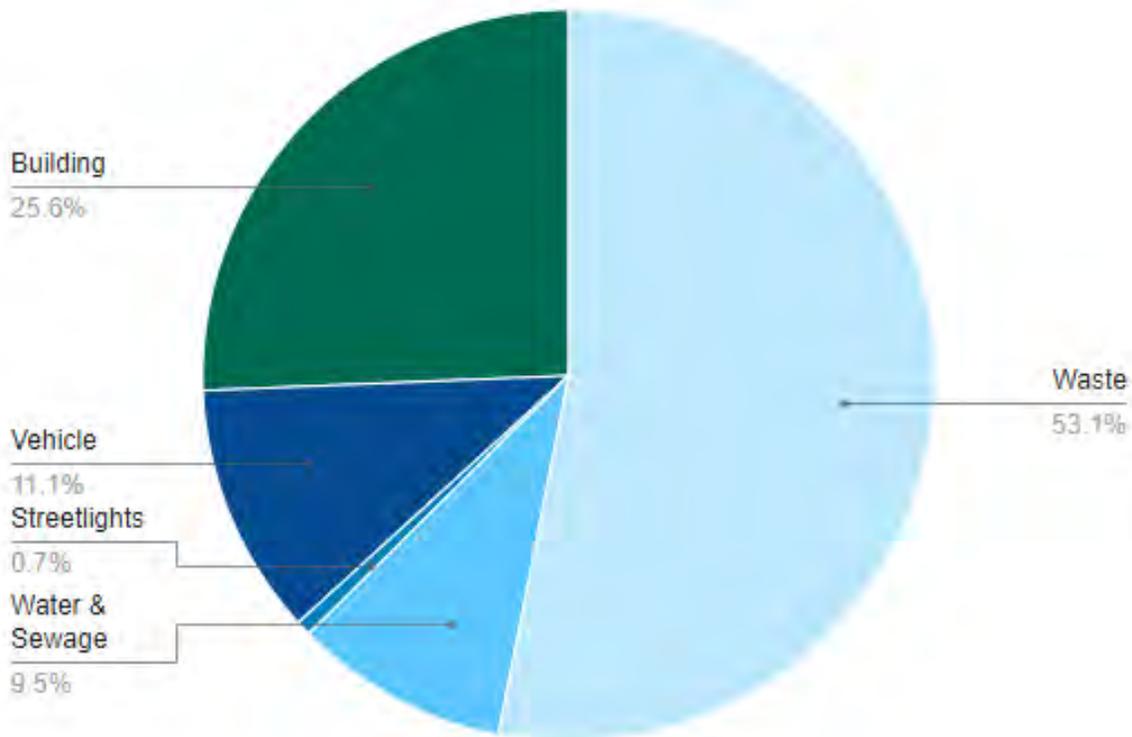
COMMUNITY EMISSIONS FORECAST TO 2027

Using the PCP Milestone 1, a 'business as usual' forecast was developed. This forecast was based on projected population increase for the community. Under this scenario, it is expected that community-based GHG emissions will increase from 112,661 tCO_{2e} to 126,934 tCO_{2e}.

CORPORATE EMISSIONS

Using the same PCP Milestone 1 tool as we did for the Community inventory, a corporate GHG Inventory and Carbon Footprint was established. As the City has detailed energy and fuels consumption data, as well as detailed waste information, the Corporate footprint is based on actual emissions information, making for a more robust and accurate footprint.

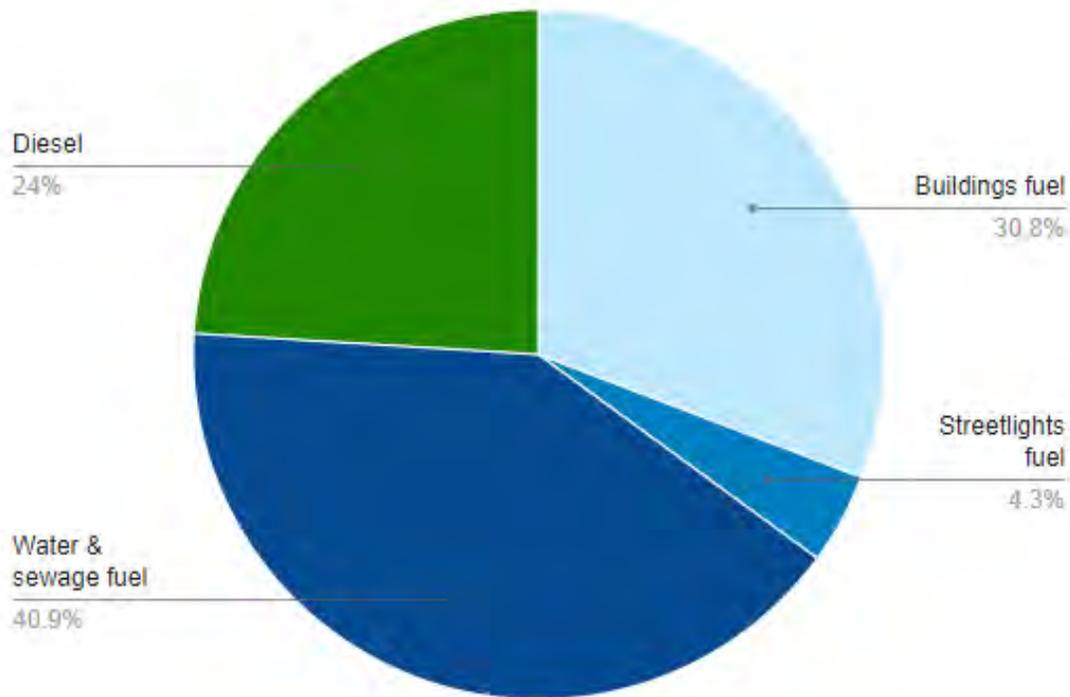
Figure 3-2 Corporate GHG (tCO_{2e}) Inventory by Sector (2017)



As illustrated in this chart, waste is the main emissions driver for the Corporation.

It is important to have a broad understanding of the Corporation's GHG emissions, as this is the area that city departments have the most influence over and can affect the greatest change. To gain better insight into the sources of the emissions, an overview of the City's energy usage is helpful.

Figure 3-3 City of Temiskaming Shores Corporate Energy Usage Overview (GJ's by Source 2017)



It is clear from this chart that water & sewage fuel use, as well as buildings' fuel usage, make up the vast majority of the Energy usage. Natural gas and fuels usage also present the greatest opportunity to reduce emissions.

CORPORATE EMISSIONS FORECAST TO 2027

Using the PCP Milestone tool, a 'business as usual' forecast was developed. This forecast was based on projected increases in GHG emissions by sector input. Under this scenario, it is expected that corporate-based GHG emissions will increase from 4,409 tCO₂e to 4,967 tCO₂e.

4.0 SETTING REDUCTION TARGETS

The City of Temiskaming Shores must set reduction targets in order to meet the goals and requirements of the PCP program. Across Canada, communities have set varying targets depending on their ability to achieve GHG emissions reductions. For example, a community that has a robust infrastructure and experience in this area, as well as high potential to reduce, may set a more aggressive target.

To be successful, the Federation of Canadian Municipalities (FCM) has published a guidebook. This information suggests that in order to be achievable, reduction targets should clearly state if they pertain to Corporate or Community reduction efforts. As well, targets should follow the following S.M.A.R.T. principles¹:

- **Stretch the targets, acknowledging the climate change imperative.** Targets should recognize the urgency of climate change and the need to act. The scale of the problem requires that municipalities stretch themselves to some extent to achieve reductions and protect the long-term interests of communities.
- **Meaningful, connected to local context.** To be successful, targets and plans should reflect the community, its values, priorities, and policy and planning activities. Targets and action plans should be linked to guiding documents such as community plans.
- **Adopted by council.** A PCP requirement, council adoption raises awareness of the target, demonstrates commitment, and provides authority to staff to work towards the reduction objective. Targets adopted by council have the weight of official community policy.
- **Realistic targets.** Reduction targets should be achievable. This does not mean they must be easy to achieve, or that it is known exactly how they will be achieved. But it does mean that targets should not be set if nobody believes in them and they are doomed to failure from the start.
- **Time bound.** Also, a PCP requirement, setting a target year allows communities to develop actions with a specific implementation schedule, and to effectively monitor and report on their progress.

Some examples of Corporate and Community targets are illustrated in Figure 4.1²

Figure 4.1 – Examples of Canadian Community GHG Emissions Reduction Targets²

Corporate Targets		Community Targets	
Bridgewater, NS	15% below 2007 by 2017	Kelowna, BC	33% below 2007 by 2020
Halton Hills, ON	20% below 2011 by 2031	Sackville, NB	10% below 2011 by 2021
Ritchot, MB	15% below 2011 by 2025	Thunder Bay, ON	10% below 2005 by 2017

The City has chosen to set individual targets for Corporate and Community GHG emissions reductions as recommended by the FCM. To frame our reduction targets, a base year of 2017 was chosen, along with a reduction

² Reaching Milestone 2: How to set emissions reduction targets

target term of 10 years. This approach was chosen in recognition of some current programs in development that will assist the City in getting a head start on reaching reduction targets, as well as anticipation of new ideas being developed throughout the term. A 10-year window also allows the City of Temiskaming Shores sufficient time to plan, develop, implement and then measure the effects of these programs.

COMMUNITY GHG EMISSIONS REDUCTION TARGET – 5% BELOW 2017 LEVEL, BY 2027

Setting Community reduction targets must consider a number of factors to be successful. These include:

- The degree of influence that the City has over citizen habits and behaviours.
 - The potential impact of any actions on the day-to-day lives of the citizens can have a profound effect on whether citizens will take part.
 - If the City has a history of successful community interactions, this can help ensure the success of the GHG emissions reduction programs.
- The presence of like-minded community-based organizations.
 - Local environmental action groups can be key allies in ensuring success, if key partnerships can be formed.
- The level of engagement of the citizens on community-based programs.
- The influence of environmental factors in the day-to-day lives of local community members.
 - For example, is there a large tourism-based economy surrounding environmental factors?

While these are only a few of the factors, a realistic approach must be considered when developing community-based targets and related actions. The City must be prepared to invest in effective communication channels that are inclusive to all members of the public and provide appropriate means for feedback and highlight the immediate benefits of any programs if they are to be successful. This needs to lay out realistic scenarios that highlight the benefits and costs of both action and inaction. This messaging is a key factor in the community-based action plan outlined in later sections.

CORPORATE GHG EMISSIONS REDUCTION TARGET – 10% BELOW 2017 LEVEL, BY 2027

The corporate target is slightly more aggressive than the community target for several reasons:

1. The City has full control over the operations of its programs, facilities, and vehicles, as well as greater influence over employee behaviour and habits. Targeted actions can be achieved through employee training in City facilities, and then reinforced through an enforcement process that includes a system for feedback to evaluate the success and improvement of the programs implemented.
2. The City has a history of developing savings/conservation targets and achieving them. The 2014 Energy Conservation and Demand Management Plan (currently being updated for 2019) was a successful endeavour as the City was able to exceed their goal reduction target. City personnel involved in this Plan gained valuable experience through the process that they can apply to the GHG emission reduction initiative, avoiding many of the growing pains that often accompany implementation of new programs.
3. The City can potentially access direct funding to assist with planned action implementation. While incentives and funding programs change frequently, being 'shovel ready' with a plan and actionable initiatives already mapped out means the City is more prepared to react quickly to apply for funding than

communities without an established process City personnel are already actively seeking potential funding from the FCM and have also been successful in accessing incentive funding from both the electricity and natural gas utility programs.

4. Some savings ideas may be captured through existing capital improvement/renewal projects. Having GHG emissions reduction targets already in mind will ensure these ideas are considered when developing infrastructure renewal and replacement projects (i.e. purchasing more efficient vehicles or developing a higher standard for new building efficiency).

The City of Temiskaming Shores has taken several steps to ensure its leadership in the areas of energy conservation and climate change adaptation and mitigation. This leadership role is re-enforced through the creation of plans-of-action in these areas. The action plan outlined below will form the basis for the City's short and medium-term activities. Through the use of the GHG emissions inventory, areas of high emissions can be targeted and addressed in a manner that yields the highest reductions with limited City resources.

One thing that must be considered when developing GHG emissions reduction and energy conservation plans simultaneously, is the often juxtaposing positions of each. For example, electricity is often the most expensive form of energy, but also has a low emissions footprint in Ontario. This means that actions to reduce the City's energy budgets may not necessarily lead to large GHG emissions reductions. By understanding the influence that each plan has on the other's success, the City of Temiskaming Shores can create a strategy to efficiently meet both goals.

RISKS TO OUR SUCCESS

While the City of Temiskaming Shores realizes that realistic targets are important, it is also crucial to have an ambitious outlook to drive success. However, there are potential challenges to ensuring that our targets are reached, and these include:

- **Availability of municipal funds to implement measures.** Shifting local, provincial and national spending priorities can lead to changes in the focus of how budget dollars are allocated.
- **Changes in economic conditions.** Similar to above, economically challenging times can shift the priorities of local residents and businesses.
- **Investment of time.** Changing attitudes and habits take time. However, a regular, consistent messaging campaign can help overcome these challenges.

5.0 GHG EMISSION REDUCTION MEASURES

COMMUNITY-BASED EMISSION REDUCTION ACTION PLAN

This section describes measures that will be put in place to achieve maximum buy-in and results from the City of Temiskaming Shores' community members and partners. As the Corporation does not have direct control over the habits and energy consumption of this sector, education, outreach and awareness will be the key features of this part of our GHG Emissions Reduction Plan. Below are a few of the key messaging targets, as well as some important steps the Corporation can take to achieve the Community GHG Emissions Reduction Targets. As energy use is the key factor in reducing GHG emissions, this will be one of the primary focuses of our community-based programming.

PROGRAM 1: DEVELOPING A GHG EMISSIONS AWARENESS AND A CULTURE OF REDUCTION

Developing awareness of a GHG Emissions Reduction culture is a key focus within the community. This awareness will lead to meaningful behaviour changes from the residents of Temiskaming Shores, ensuring the full potential of GHG emissions efforts will be achieved. While reducing GHG Emissions is perceived as driven through changes in carbon-based fuels, usage habits among the citizenry and commercial/industrial base often leads to significant reduction without a major capital investment. The challenge lies in encouraging people to embrace change. Early adopters will always be a part of any new cultural movement, just as there will always be detractors on the other end of the spectrum. Encouraging those in the middle ground to shift towards positive action will be the key challenge to ensuring the success of this program in the greater community.

A leading-edge community engagement effort in GHG emissions reduction initiatives (conservation, retro-fits, and efficiency programs) will be created to enhance implementation effectiveness and support a sustainable quality of life in Temiskaming Shores.

The community conservation culture will be created by:

1. Creating and maintaining a dedicated interactive online presence for GHG Emissions awareness and community reduction initiatives.
2. Having the City of Temiskaming Shores become the 'clearinghouse' for financial incentive programs, allowing the City to leverage available incentive funding to promote energy and fuel conservation and demand management programs for local residents, businesses and industries.
3. Helping organizations (commercial, industrial and institutional) to rationalize longer-term payback periods by identifying cost-saving opportunities and behaviour-based programs that can reduce energy consumption.
4. Working with local stakeholders on a public education campaign (public forums, local events tabling, etc.) to educate the community on the financial and environmental benefits of GHG emissions reduction.
5. Implementing an energy conservation or GHG emissions recognition program.
6. Using gamification, contests or reward programs to increase participation in conservation programs.
7. Educating the community on the benefits of the ENERGY STAR® program, particularly when purchasing new appliances and electronics, and the impact of phantom loads.
8. Continuing to promote provincial and national initiatives such as Earth Hour and recycling programs.
9. Supporting school programs to engage the community with GHG emissions reduction initiatives.

10. Working with regional partners to expand reduction culture beyond our community borders. This will help create additional program momentum within our own community.

PROGRAM 2: ENERGY EFFICIENCY

To achieve our emissions reduction goals, energy efficiency will be an important piece of the puzzle. By encouraging community energy efficiency, GHG emissions reductions can be achieved while providing a financial incentive and payback for community partners to act. Therefore, improving community energy efficiency will be a key part of the GHG emissions reduction plan. Working collaboratively with the community and key stakeholders to create new standards of efficiency in both new and existing buildings will contribute to Temiskaming Shores' overall economic competitiveness.

This will be achieved by:

1. Targeting conservation programs to older residential and commercial buildings, in areas identified as high consumption during the energy mapping process.
2. Seeking out programs, and/or incentives and financing programs to assist residents to finance energy or GHG emissions reducing retrofits.
3. Lobbying provincial and national governments to extend and expand both energy conservation and GHG emissions reduction programs and funding.
4. Encouraging building owners to benchmark energy usage of their buildings and help develop an existing energy usage database for the community. This data can then be used to further improve the community's culture of conservation.
5. Continuing to encourage building owners/managers to consider third party energy efficiency programs such as LEED™ and BOMA BEST.
6. Encouraging builders to improve energy efficiency, GHG emissions and sustainability of new buildings beyond the Ontario Building Code, using third party programs.
7. Ensuring all new commercial, industrial and institutional buildings consider energy and water efficiency improvements during renovations or new builds.
8. Encouraging our regional partners to consider adopting similar standards.

PROGRAM 3: LAND USE AND GROWTH

Traditionally, GHG emissions reduction planning has not been a major consideration during community planning. However, the methods and considerations we use to plan our communities has a significant effect on the community's GHG emissions and energy use.

Reducing the GHG emissions of local municipal and community buildings, as well as modernizing architectural principles will aid the City of Temiskaming Shores in building a complete and healthy community, where mixed-use areas are supported by active transportation measures and a robust local transit system. The City will seek opportunities to improve our integrated community energy systems, efficiency opportunities and GHG emissions in land use planning by:

1. Promoting pedestrian-friendly design through:
 - a. Creating convenient walking distances to transit and parks.
 - b. Expanding on dedicated walkways and pathways/trails to link activity nodes (e.g. home to work).

- c. Encouraging compact, efficient mixed-use areas that optimize redevelopment and integrate residential, office and retail commercial developments.
2. Creating opportunities for GHG emissions reduction and energy conservation through:
 - a. Orienting new buildings to take advantage of solar gain.
 - b. Retaining/planting and maintaining shade trees for summer cooling and winter shelter.
 - c. Encouraging pedestrian and bicycle use over vehicle travel (where applicable and possible).
 - d. Encouraging the use of green infrastructure and systems (e.g. use of permeable surfaces, green facades, green/grass roofs and passive design landscaping, solar shading, use of recycled building and construction materials).
 - e. Enhancing the capacity of municipal staff to consider passive energy and GHG emissions reducing building measures through the planning approvals process, where feasible.

PROGRAM 4: ACTIVE TRANSPORTATION AND ANTI-IDLING CAMPAIGNS

Active transportation is an important feature of any GHG emissions reduction plan. In 2015, the City established a Bicycle Friendly Community Committee and adopted its terms of reference to establish a 5-year Active Transportation Plan. This plan included a vision for Temiskaming Shores building a more bicycle-friendly community and was compiled based on the feedback received from workshop attendees and on best practices from other Bicycle-Friendly Communities across North America.

Temiskaming Shores' places high value on encouraging a culture of outdoor activity and recreation including walking and cycling throughout the community. The Terms of Reference envisioned including a wide range of programs to educate residents about the importance of safely sharing the road with all road users, and residents will be encouraged to walk and bike more often. Children in Temiskaming Shores will regularly walk or bike to school, and cycling will be a common activity for residents of all ages and abilities.¹

By continuing to encourage local residents to use active transportation rather than vehicles to travel throughout the City, emissions reductions can be achieved while also promoting a healthier lifestyle. As a Northern Ontario community Temiskaming Shores has climatic challenges to some extent, with an active transportation program; this must be considered in both the program messaging and the expectations for reductions. Also, providing an efficient, cost-effective, reliable and integrated multi-modal transportation system is identified as a priority.

The city will take the following actions to achieve this target:

1. Implement a corporate anti-idling policy as well as support anti-idling promotion throughout the community as a whole.
2. Supporting efforts to promote local work opportunities, ride sharing and reducing outbound commuting.
3. Continuing to emphasize the importance of sustainable transportation measures, such as transit and active transportation.
4. Considering the feasibility of car share and cycling programs.
5. Supporting/encouraging school-oriented programs to increase active transportation initiatives and reduce vehicle idling near schools.

¹The Corporation of the City of Temiskaming Shores By-law No. 2016-105 Being a by-law to adopt Terms of Reference for the Bicycle Friendly Community Committee

6. Ensuring new and reconstructed arterial and collector roads are built as Complete Streets that are safe and accessible for pedestrians and cyclists of all ages, where feasible.
7. Exploring opportunities to modernize the local transit system by improving bus shelters, ticketing systems, routes and online accessibility.
8. Ensuring new development is transit friendly.
9. Working within the region to lobby government for inter-region public transportation options.

CORPORATE-BASED EMISSION REDUCTION ACTION PLAN

Corporately, the City of Temiskaming Shores has a profound effect on how energy is used, fuel is consumed and GHGs are emitted. Through management of facilities and fleet, GHG reductions can be significant if the proper measures are in place. For the City of Temiskaming Shores, the suggestions below target the identified major sources of GHG emissions: waste, fuels use and facilities energy use.

THE CORPORATE ENERGY CONSERVATION AND DEMAND MANAGEMENT (ECDM) PLAN 2019

The City of Temiskaming Shores, under Ontario Regulation 507/18, is required to create and implement an ECDM Plan every 5 years. The latest update of this plan is set to be released in July 2019 (attached in Appendix A). Under this initiative, the City has identified an energy conservation target as well as several measures that will be implemented to achieve these targets. Under the original 2014 ECDM plan, a 5% reduction in energy intensity per m³ was established. The City was able to meet this target by implementing several significant energy savings projects such as LED street lighting, HVAC improvements, controls improvements and various other facility LED lighting projects.

For the 2019 ECDM Plan, a similar target of a 5% reduction in energy intensity has been established and supported by a list of energy conservation measures to support it. By achieving this target, a 1% reduction in GHG emissions is expected.

SOLID WASTE MANAGEMENT AND REDUCTION PROGRAMS

The City of Temiskaming Shores is currently exploring a textile diversion program to reduce the amount of textiles entering the landfill. The program is envisioned to potentially include a curbside collection service along with drop-off bins throughout the City. Items collected will include used clothing, footwear and linens, as well as damaged or ripped textiles. This program has a potential to remove approximately 2% reduction in overall solid waste collection.

The City is also considering a backyard composting program for the community. It is currently in the research phase in order to identify and determine the feasibility and potential cost/savings for the program as well as the availability of composting equipment to meet the requirements of the City program.

APPENDIX A

City of Temiskaming Shores ECDM Plan 2019



City of Temiskaming Shores

5-Year Corporate Energy Conservation and Demand Management Plan

July 2019

Prepared in co-operation with:



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Introduction – Executive Summary

Background

The City of Temiskaming Shores' Energy Conservation and Demand Management (ECDM) Plan was developed in response to Ontario Regulation 507/18 which requires all public sector organizations to complete an update to their original 2014 ECDM Plan by July 1, 2019. In response to this regulatory requirement, as well as rising energy costs, the City of Temiskaming Shores has developed this Energy Conservation and Demand Management (ECDM) Plan. This comprehensive Plan is the most effective method of identifying energy conservation opportunities, selectively implementing the best projects and then measuring their effectiveness. The Plan has been developed to protect the interests of our constituents and ensure that the City of Temiskaming Shores obtains the best possible value from our operating budgets. In addition to meeting our regulatory obligations, the City believes that a strong commitment to energy management and a reduction of energy use is demonstrated evidence of our belief in becoming a more sustainable community while operating in a cost-effective manner that respects the value of taxpayer dollars.

Purpose of the Plan

The 5-Year Corporate Energy Conservation and Demand Management Plan is designed to guide the City of Temiskaming Shores towards a more energy-efficient future. The policies, practices and energy conservation measures identified illustrate the importance the City places on acting responsibly towards energy consumption through the wise use of resources in City operations.

To enhance our understanding of energy use and return on investment through conservation, this document contains a thorough review of the measures implemented since the creation of the original plan, issued on July 1, 2014. Since then, the City has initiated several substantial energy projects, yielding significant savings results including:

- City-wide street lighting replacements (2015)
- LED lighting conversions of various facilities (throughout the Plan period)
- Operations equipment upgrades (throughout Plan period)

The above projects have resulted in an estimated annual savings of over \$200,000.

The wise and efficient use of energy are two of the lowest cost options for meeting energy demands. They also provide many other environmental, economic and social benefits, including reducing greenhouse gas (GHG) emissions, cost avoidance and savings. Along with the primary benefits, the responsible use of energy also promotes local economic development opportunities, energy system reliability, improved energy supply security and reduced-price volatility.

Following the path of our previous ECDM Plan, this document is a continuation of a process involving the:

- Integration of establishing and evaluating a baseline for performance to be measured against;
- Reviewing the effectiveness of previous conservation efforts while setting future performance goals and objectives;
- Continuous improvement through identification of energy conservation potential;
- Strategic alignment of improvement measure implementation and fiscal constraints; and,
- Evaluation, measurement and communication of results achieved.

The following report summarizes the significant efforts applied by the City of Temiskaming Shores Conservation Team to create a Plan that can be implemented responsibly, over time, to create lasting results. The Plan takes advantage of internal expertise as well as all available external financial incentives and rebates currently being offered to support the implementation of energy savings ideas. The current energy picture for the City of Temiskaming Shores and our Vision, Goals and Objectives as shown in the Corporate Energy Conservation and Management Policy, are outlined. Our strategic focus areas are discussed in detail and our 5-year Action Plan is laid out on a project-by-project basis.

1.0 Historic Energy Performance

Historical Energy Usage

Effectively managing energy requires the creation of a robust energy monitoring strategy and procedures and establishing an accurate energy baseline is an essential first step in this process. This baseline assists with energy conservation and greenhouse gas reduction target setting, energy procurement and budgeting, bill verification, energy awareness, and the selection and assessment of potential energy projects. The City of Temiskaming Shores, similar to many other communities, relies on utility bills to establish this energy baseline.

To evaluate the effectiveness of the City’s previous energy conservation measures, the year 2013 was chosen as the base year for measurement; this aligns with the Ministry of Energy’s Regulation 507/18 requirements for reporting. Overall, the City’s consumption in 2013 was 5.9 million kWh of electricity and 584,000 m³ of natural gas. The breakdown of energy use by facility type is as follows:

Figure 1-1 – Energy Use by Facility Type in 2013

Facility Type	Electricity Use (1,000's kWh)	Natural Gas Use (1,000's m3)
Administrative offices and related facilities, including municipal council chambers	512.97	31
Community centres	46	50
Cultural facilities	0	-
Facilities related to the pumping of sewage	336	-
Facilities related to the pumping of water	304	-
Facilities related to the treatment of sewage	1,222	-
Facilities related to the treatment of water	1,766	12
Fire stations and associated offices and facilities	104	49
Indoor ice rinks	454	52
Indoor recreational facilities	278	77
Indoor swimming pools	443.75	195.80
Public libraries	65.57	23.07
Storage facilities where equipment or vehicles are maintained, repaired or stored	296.09	94.97

For comparative purposes, the raw energy consumption breakdowns by month since the original baseline for the City are as follows:

Figure 1-2 – Electricity Use (2014 – 2018)

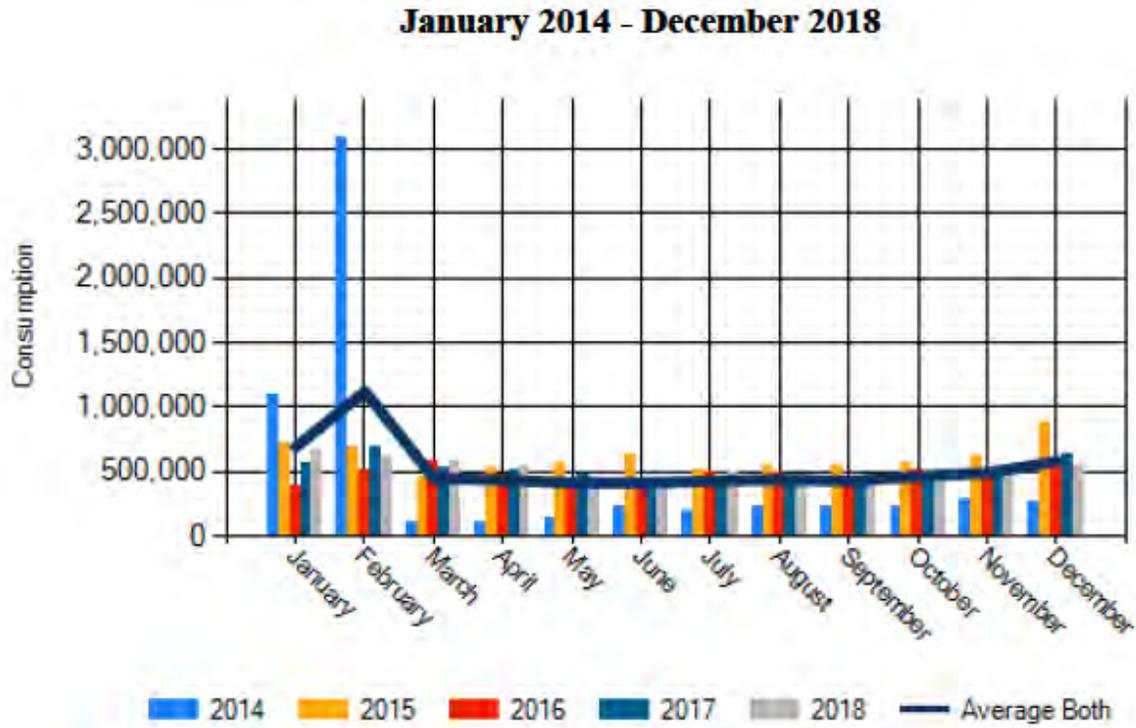
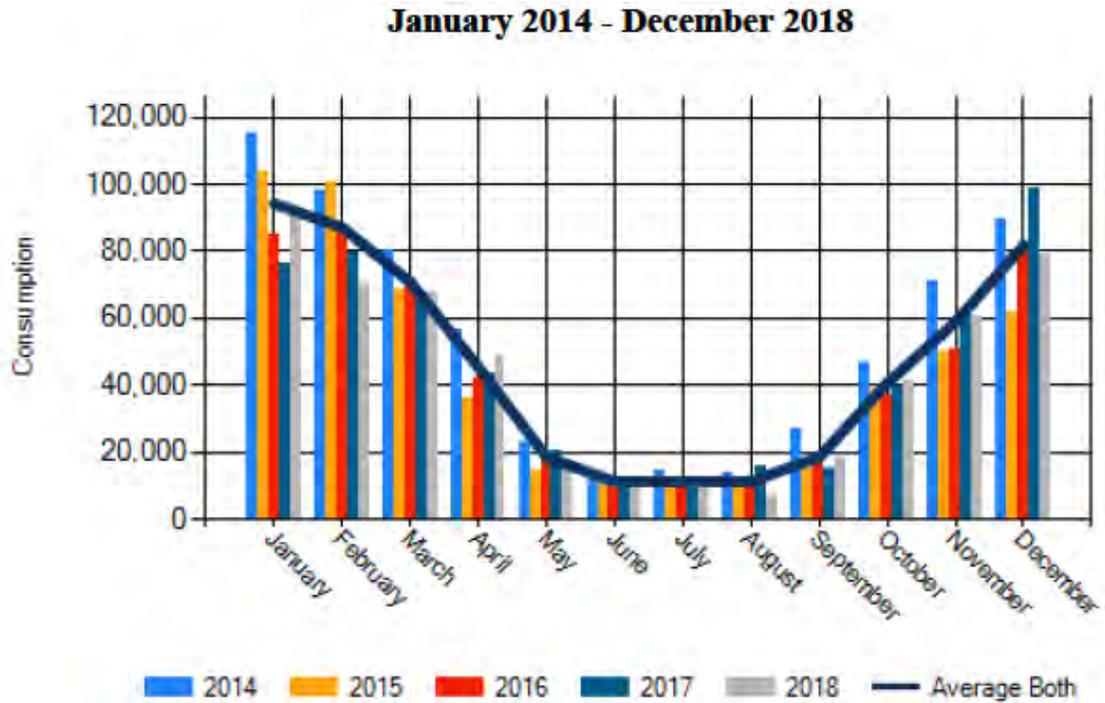


Figure 1-3 – Natural Gas Use (2013 – 2018)



City of Temiskaming Shores Energy Baseline Analysis

The following analysis uses RETScreen analysis of consumption data for the base year (2013) forward. This type of review allows for an objective evaluation of conservation progress by removing the variables that can independently affect energy consumption and are largely out of the City's control (i.e. weather, temperature, cooling or heating degree days).

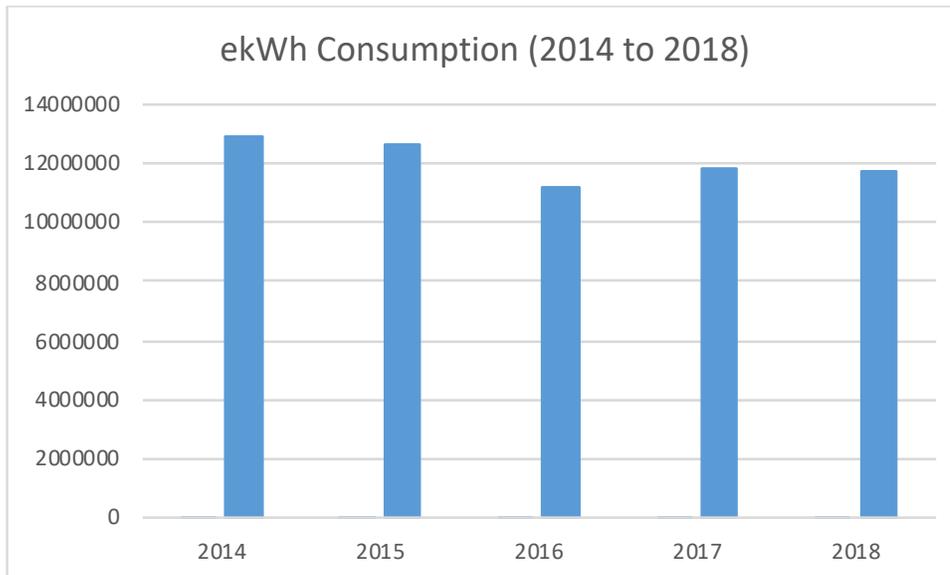
In the original ECDM Plan, the City set a target of a 1-5% reduction in energy consumption over the 5-year term of the Plan (2014-2019). The chart below outlines the methods by which the City intended to meet this target.

Figure 1-4 Energy Management Initiatives from the City's Original CDM Plan (Source: City of Temiskaming Shores 2014 CDM Plan):

Program/ Policy	Program/ Policy Objective	Number
Official Plan	Sets the goals, objectives and policies to guide growth and development within the City for the next 20 years, while creating opportunities for sustainable and energy efficient Development for conservation, and to encourage the use of green infrastructure and systems.	By-law 2014-040
Vehicle & Equipment Idling Policy	Places limitations on engine idling for the City's entire fleet to reduce air pollution; promote fossil fuel conservation; reduce noise pollution; and to reduce wear and service needs on the fleet.	By-law 2014-031
Energy Efficiency at City Hall	To ensure City Hall is as energy efficient as possible by implementing a temperature set point.	Motion 2013-557
Asset Management Plan & Management Policy	To ensure the City assets are well managed/maintained to meet performance levels used to deliver service, and that consider environmental and energy conservation goals.	By-law 2013-202
Issuance & Enforcement of Water Conservation in the City of Temiskaming Shores	Restricts water used at the discretion of Council from time-to-time.	By-law 2006-051

In order to adequately assess the City’s energy conservation progress, an examination of the Equivalent Kilowatt Hours (ekWh) must be conducted. This allows for natural gas and electricity consumption to be reviewed together. The City’s overall ekWh energy consumption between 2014 and 2018 declined by 1.1 million (2014 – 12.9 million ekWh, 2018 – 11.7 million ekWh) meaning the City exceeded its target with an overall 9% reduction in annual ekWh consumption over the 5-year period.

Figure 1-5 Equivalent Kilowatt Hour Energy Consumption (ekWh)



While electricity consumption remained relatively stable, natural gas consumption declined by 19% with the bulk of the change occurring between 2014 and 2015.

Figure 1-6 Natural Gas Consumption (m³)

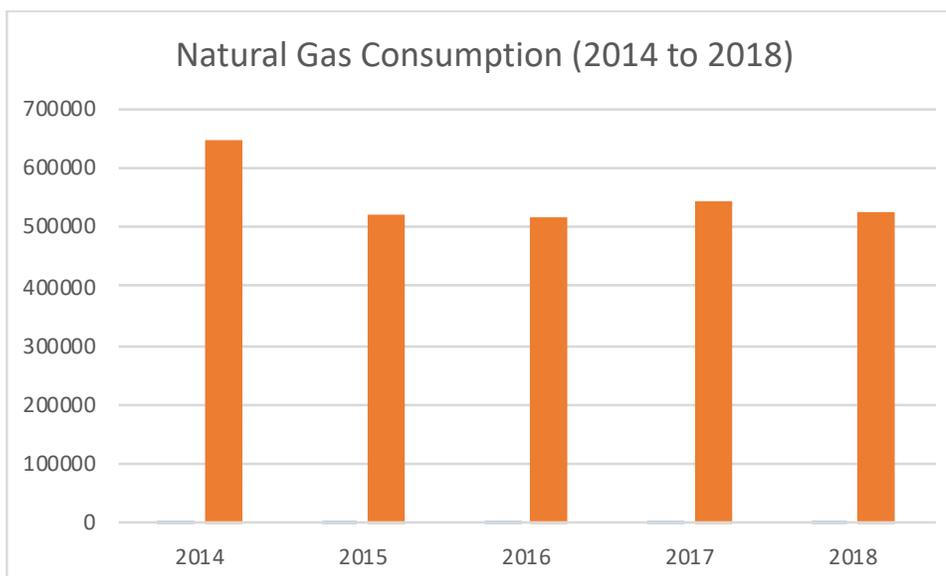
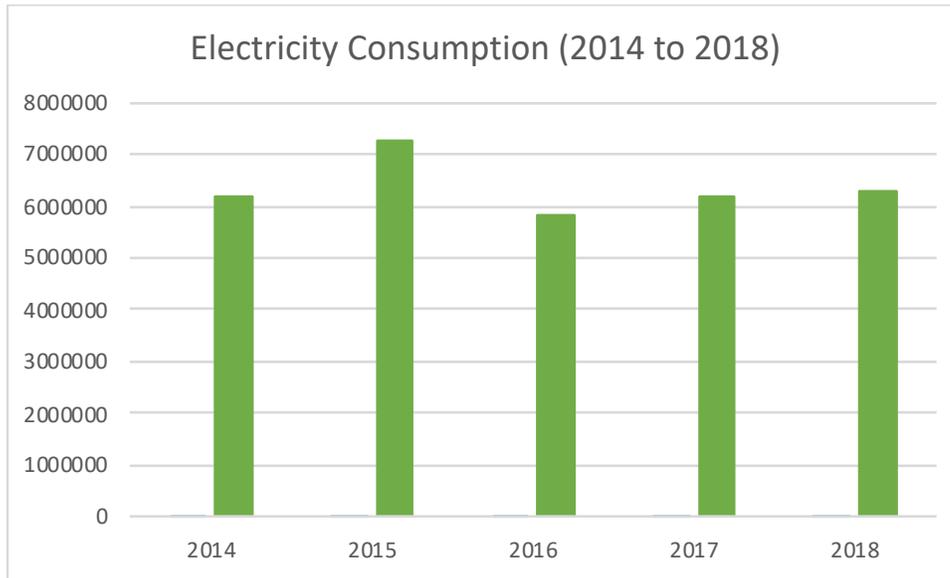


Figure 1-7 Electricity Consumption (kWh)



Energy Conservation Project Successes

Since the creation of the last 5-Year ECDM Plan, the City has initiated significant investments in energy efficiency and energy-cost reduction. These projects include:

Facility-Related Projects

2013

- LED lighting retrofits for the Public Works #2, New Liskeard Water Treatment Plant (WTP), New Liskeard Arena and Haileybury WTP

2014

- HVAC upgrades for the New Liskeard WTP, Riverside Place and City Hall

2015

- Humidification system upgrades at the Pool and Fitness Centre

2016 to 2018

- Looping of water systems
- Upgrading of removal filters
- Replacement of motor control centers (MCCs)
- LED lighting upgrade for Haileybury Arena surface lighting, City Hall and Haileybury Medical Centre
- High Efficiency Furnace Upgrades

2019

- Conversion of the New Liskeard Medical Centre to Library Use

City-Wide Street Lighting

In 2015 the City of Temiskaming Shores embarked on a major street lighting retrofit across the City. This project included the replacement of over 1,250 HPS street lights, leading to an annual savings of over \$100,000. The City received project funding incentives to complete this project.

2.0 Energy Conservation and Management Policy

Our Commitment

The City of Temiskaming Shores is committed to allocating staff and resources to develop and implement a strategic Energy Conservation and Demand Management (ECDM) Plan that will reduce energy consumption and its related environmental impact. As an organization, we value the notion of efficient operations and creating a more sustainable community. The ECDM Plan builds on our previous Municipal Energy Plan as well as our Greenhouse Gas Emissions Reduction Plan. These plans are all aimed at reducing our energy costs and creating a more sustainable community.

We are committed to managing energy responsibly and will use energy efficiency practices throughout our facilities, fleet, operations and equipment wherever it is cost effective to do so.

Our Vision

The City of Temiskaming Shores will endeavour to minimize energy consumption, related costs, and carbon emissions by continuously improving its energy management practices without compromising the level of service delivery to the community.

Our Goals and Objectives

As part of our 2019 ECDM Plan, the City created several strategic avenues to achieve specific goals and targets with regards to energy management. We have re-examined our past objectives and are re-committing to this updated version.

1. Reduce energy intensity in City facilities by 5% by 2024 compared to our revised base year (2018). This is in addition to the reductions achieved between 2013 and 2018, based on our original 2011 base year.
2. Enhance our culture of conservation through training and outreach to staff, clients and business partners. All employees will have the appropriate knowledge and training to be empowered to reduce energy consumption.
3. Expand upon our comprehensive corporate energy management policy and practices by enhancing key existing business practices to include energy efficiency standards and energy management best practices.
4. Expand our monitoring and tracking program for energy use by providing access to our energy management system to make energy consumption visible to everyone in the Corporation and support facility/management decision-making.

5. Deliver energy cost savings through the identification and implementation of processes, programs and projects that will reduce energy consumption.
 - Re-assess and benchmark the top energy consuming facilities across the Corporation (2019)
 - Review previously identified energy savings opportunities by reviewing past energy audits and plan to renew energy audits and analysis of the capital asset renewal program. (Ongoing)
 - Review and/or enhance standard operating and maintenance procedures to include energy conservation best practices. (Ongoing)
 - Seek funding for energy-related projects from various sources to enhance the payback and reduce implementation costs. (Ongoing)

Strategic Action Plan

To achieve our new ECDM Plan, the City will employ the following strategic actions designed to ensure a positive outcome over the next 5 years. These key strategies support the delivery of our Goals and Objectives.

Strategy 1. Corporate Practices

Expand upon our policies and practices that support the energy conservation effort and show leadership and commitment within the Corporation and community.

- Energy Management Team: Roles, Responsibilities and Accountability
- Energy Procurement
- Renewed focus on reducing our energy footprint in day-to-day operations

Strategy 2. Education, Awareness & Outreach

Provide the guidance and leadership necessary to empower employees and develop a culture of conservation.

- Energy Skills Training Program
- Energy Awareness Training
- Outreach, Engagement and Recognition Programs
- Feedback System for Employee Suggestions
- Employee Brainstorming Sessions

Strategy 3. Energy Conservation Action Plan and Energy Information Management

Continually identify and deliver energy conservation processes, programs and projects in all areas of the Corporation (facilities, fleet, equipment, water plants etc.). Demonstrate sound operating and maintenance practices to complement the energy efficiencies implemented through the capital asset renewal program. Employ a robust Energy Information Management System to ensure that all conservation activities are measured and verified to ensure the City receives and maintains specified energy reductions and savings.

Energy Conservation Action Plan

- Key facility energy audits and re/retro-commissioning studies
- Asset renewal plan and energy conservation project delivery
- Standard facility operations procedure review

Energy Information Management

- Maintenance of the online energy monitoring and reporting system (electricity, natural gas and fuels)
- Regular Energy Use Review presentations for the community, council, accountable staff and energy users
- Energy bill verification and rate optimization
- Reporting requirements for Regulation 507/18 (formerly 397/11)
- Consistent updates and review of key performance indicators (KPIs) / Benchmarking
- Standardize and implement project measurement and verification

3.0 STRATEGY 1: Energy Management Corporate Practices

The City of Temiskaming Shores has implemented several corporate practices, including key personnel deployment, to ensure a strong focus on energy management and savings. These efforts remain a key component of our renewed ECDM Plan.

The Energy Management Team: Roles and Responsibilities

Energy Sponsor and Champion: Manager of Physical Assets

The Energy Sponsor and Champion is ultimately responsible for creating budgets, securing spending authority and resources for the program. This role is responsible for setting the program's high-level vision, goals and objectives, keeping track of major project activities and approving resources and funding for the team and its approved projects. The Energy Sponsor and Champion has direct knowledge of the organization's major energy-using systems and is responsible for developing and maintaining the focus for the Energy Management Team. In addition, this role coordinates meetings, set agendas, and delegates and manages tasks related to the Energy Management Team and is responsible for ensuring that the monitoring and tracking systems for energy are accurate, up-to-date and available for use by City employees.

Corporate Energy Management Team

The Corporate Energy Management Team functions on a strategic level to set expectations for each of the facilities, develop metrics for tracking overall energy improvement, and build accountability for energy management activities. In addition, this cross-functional team has direct responsibility for the consumption of energy within their respective departments. As a group, the team supports and monitors the energy management initiatives (processes, programs, and projects) at the various facilities and across the corporation.

The Energy Management Team at City of Temiskaming consists of the Building Maintenance Committee, which currently includes the following members:

- Danny Whalen - Chair and Council Member
- Doug Jelly - Council Member
- Carman Kidd - Mayor
- Chris Oslund - City Manager
- Doug Walsh - Director of Public Works
- Steve Burnett - Technical & Environmental Compliance Coordinator
- Kelly Conlin - Executive Assistant
- Mitch Lafreniere - Manager of Physical Assets

Actions: Continue to seek cross-departmental membership and support for the Energy Management Team. Continue to meet bi-weekly to discuss the Energy Management Program to ensure implementation of new savings ideas, as well as maintain the positive momentum built over the past 5 years.

Energy Procurement

The City continues to utilize the energy procurement service provided by Local Authority Services (LAS). This program provides options for fixed-price energy procurement services to maintain predictable electricity and natural gas commodity costs. In addition, the program permits the City to work together with a large number of other municipal entities throughout the province to create bulk-buying power to leverage aggregated energy purchasing opportunities.

Actions: Continue to review the LAS program annually and evaluate the City's level of participation. Review potential alternative programs for merit and analyze the net result of participation annually.

4.0 STRATEGY 2: Education, Awareness and Outreach

The City's Education, Awareness and Outreach program has been utilized over the past 5 years to assist with the maintenance of a culture of conservation. This has been achieved by raising the level of awareness, understanding and general knowledge amongst staff regarding energy spending, usage and conservation. The City will continue to utilize a successful combination of program engagement, direct awareness marketing and hands-on training to enhance our energy reduction efforts to support the achievement of our energy conservation goals and objectives. As well, energy will continue to be a regular agenda item at staff meetings to solicit new ideas for reduction of energy use, promote continued awareness of the cost of energy and ensure that energy conservation remains a key consideration for all City employees.

The Education, Awareness and Outreach program provides guidance, leadership and the framework to empower employees and foster our culture of conservation. The program informs the organization of current energy use, operational practices as well as improvement opportunities, while ensuring that all employees have an opportunity to remain informed of the City's energy reduction efforts. This continued practice will foster the greatest possible impact of education and awareness.

The program is comprised of the following four focus areas:

Energy Skills Training Program

The Energy Skills Training Program is a vehicle for City employees to continue to develop a general awareness and understanding of current energy use within City facilities as well as skills to identify opportunities for improvement. The Training Program combines both general knowledge training and hands-on experience to gain maximum benefit.

Employee Brainstorming Sessions are an important part of the Energy Skills Training Program and are encouraged during the Energy Team meetings as a way of generating new ideas for energy conservation. As regular users and managers of City facilities, our employees are one of the City's most valuable resources to both generate and implement our energy conservation strategies.

Outreach, Engagement, Recognition and Energy Awareness Training Program

The City will continue to engage all users of City facilities (both staff and the general public) and recognizes that this is essential to the continued success of the energy management program. Our energy program will continue to employ a comprehensive approach to both engaging employees and recognizing the efforts of City staff who provide important support and ideas.

The Energy Awareness Training Program has been developed to provide consistent energy conservation messaging throughout all departments using Community-Based Social Marketing (CBSM) techniques to engage all users of City facilities.

Specific methods used to date include conservation tips, eye-catching posters, City intranet messaging and other relevant marketing tools. It is the intention of this Plan to expand our ability and focus to enable the City to become a 'clearinghouse' of information for local residents to discover ideas and incentives to improve their own energy usage practices.

Feedback System for Employee Suggestions

The City will continue to employ a feedback system to encourage employees to provide input and ideas. The email messages are sent to a specific address and are forwarded to members of the Energy Management Team in order to ensure prompt response. The Energy Team members can engage relevant employees to ensure that all suggestions are captured and explored.

Actions: Review available energy training opportunities both generally (i.e. all staff) and for specific facilities (i.e. water plant). Establish and maintain at least annual Outreach and Engagement efforts to keep energy conservation 'top-of-mind' for staff and stakeholders.

5.0 STRATEGY 3: Energy Conservation Activities and Information Management

Energy Conservation Action Plan

The Energy Conservation Action Plan forms the blueprint for implementing energy conservation and cost saving measures. The City has created a list of potential projects based on previous facility energy audits. The attached action plans have been created to guide this process based on a prioritized implementation schedule. All available incentives and funding sources will be explored to minimize the implementation cost of each measure. In addition to the measures shown, the City anticipates that further energy audits, completed over the next 5 years, will augment the list of available energy conservation measures.

Below is our current list of known projects to be implemented during the life of this Plan. In all, the measures will include:

- LED lights on New Liskeard Arena surface (2019)
- LED upgrades to decorative lights in downtown cores (throughout the life of the Plan)
- Boiler and lighting upgrades for the New Liskeard Library (2019)

Additional measures will be added as funding becomes available on an annual basis. In general terms, our actions are expected to yield the following results:

- Education, Awareness and Outreach: 1-2% annual energy savings
- On-going regular reviews of consumption and baselines: .5% to 1% annual energy savings
- Re/retro Commissioning: 2-7% annual energy savings within the facilities where it is implemented (estimated to be 1% overall potential total annual savings)

Actions: Maintain a schedule of energy audit and re/retro-commissioning renewals to ensure that our list of measures is up-to-date and that previous measures are still functional and providing savings. Perform periodic reviews of available incentives and stay up-to-date on potential sources of funding to offset the implementation costs of the proposed future measures. Review the list of measures at least annually and update as necessary.

Energy Information Management

Online Energy Monitoring and Reporting System

The City of Temiskaming Shores currently has a system for managing and reporting its energy consumption (electricity, natural gas, fuels). The motivation for this effort is the notion that “you can’t manage what you are not aware of”. By making our energy usage visual, and keeping the information real-time, all personnel with access to the information can benefit from understanding the nature of energy use in their facilities, as well as the impact their actions or inactions have on the City’s overall energy cost and budgeting.

In order to enhance our ability to monitor and track the progress of some of our facilities, the City currently employs a Supervisory Analytics program to monitor and track consumption in selected buildings against an established baseline using a CUSUM analysis. This information is also key in evaluating the potential of new conservation projects as well as measuring the effectiveness of initiatives already taken.

Actions: Continue to gather and upload energy data into the Energy Information Management System regularly and analyze the data for patterns and savings opportunities using our Supervisory Analytics program.

Energy Management Presentations for the Community, Council, Accountable Staff and Energy Users

To gain traction for the initiatives within this Plan and ensure that the City of Temiskaming Shores reaches its stated reduction targets, it is imperative that information regarding energy usage and cost, as well as the City’s energy conservation plans and projects, are well understood and top of mind of everyone from front-line employees to senior department heads and City Council. This broad awareness will lead to additional buy-in and support for the City’s continued efforts to reduce its energy usage and spending.

Actions: Make energy a key topic at staff and senior management meetings as well as provide an update on energy use and conservation to Council at least annually.

Key Performance Indicators (KPI’s) and Monitoring and Verification

To ensure momentum continues, and the City of Temiskaming Shores receives value-for-money with regards to its energy conservation efforts, a rigorous program of establishing KPI’s and then monitoring and verifying ongoing savings is an essential element of this Plan. By establishing agreed upon KPI’s (as suggested in the table below) and then performing regular and frequent monitoring, not only will City personnel be able to verify that savings expected from various projects is achieved, but that the savings continue for the duration of the project or retrofit’s useful life. This practice will protect the City’s investments as well as provide transparency and support for successful savings initiatives

Figure 5.1 – KPI Suggestions

Facility Type	Energy KPIs	Measured Variables
Cultural Facilities, Indoor Recreational Facilities and Community Centres	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month Baseline Natural Gas <ul style="list-style-type: none"> • m³ / month Other Energy Sources	<ul style="list-style-type: none"> • Daily Weather • Occupancy Rates / month • Sheet rentals / month
Facilities Related to Treatment or Pumping of Water or Sewage	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month Baseline Natural Gas <ul style="list-style-type: none"> • m³ / month Other Energy Sources	<ul style="list-style-type: none"> • Daily Weather (Temperature and Rainfall) • m³ treated water or waste water / day
Administrative Offices	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month Baseline Natural Gas <ul style="list-style-type: none"> • m³ / month Other Energy Sources	<ul style="list-style-type: none"> • Daily Weather
Public Libraries	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month Baseline Natural Gas <ul style="list-style-type: none"> • m³ / month Other Energy Sources	<ul style="list-style-type: none"> • Daily Weather • Occupancy
Fire Stations and Associated Offices	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month Baseline Natural Gas <ul style="list-style-type: none"> • m³ / month Other Energy Sources	<ul style="list-style-type: none"> • Daily Weather • Occupancy
Storage Facilities	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month Baseline Natural Gas <ul style="list-style-type: none"> • m³ / month Other Energy Sources	<ul style="list-style-type: none"> • Daily Weather
Street Lighting	Electricity	<ul style="list-style-type: none"> • Number of Lights
Recreation and Outdoor Lighting	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> • kWh / month • Peak kW / month 	<ul style="list-style-type: none"> • Occupancy or Rentals / Month • Opening / Closing Dates
Fleet	Baseline Diesel Use Baseline Gasoline Use	<ul style="list-style-type: none"> • Number of Vehicles • km driven / month

Actions: Review all conservation initiatives to understand the most appropriate monitoring and verification process. Review the project savings at pre-defined regular intervals and report outcomes to senior management/City Council.

Bill Verification and Rate Optimization

A consistent, periodic review of the City's energy invoices is important to ensure that rates and recorded consumption values on energy bills is accurate. This ensures that the invoices presented by utilities are correct and are providing appropriate and relevant data to the City's Energy Management Platforms.

Actions: Perform a rationalization check on monthly invoices and conduct at least annual detailed billing reviews to ensure accuracy.

Ongoing Ontario Regulation 507/18 Reporting

In addition to completing this Plan, the City of Temiskaming Shores is required to submit annual energy consumption and greenhouse gas emissions templates to the appropriate Ministry of Energy portal. Gathering and recording monthly energy invoices are necessary to complete these reports.

Actions: Complete all required regulatory reporting by July 1 of each year.

Appendix 03

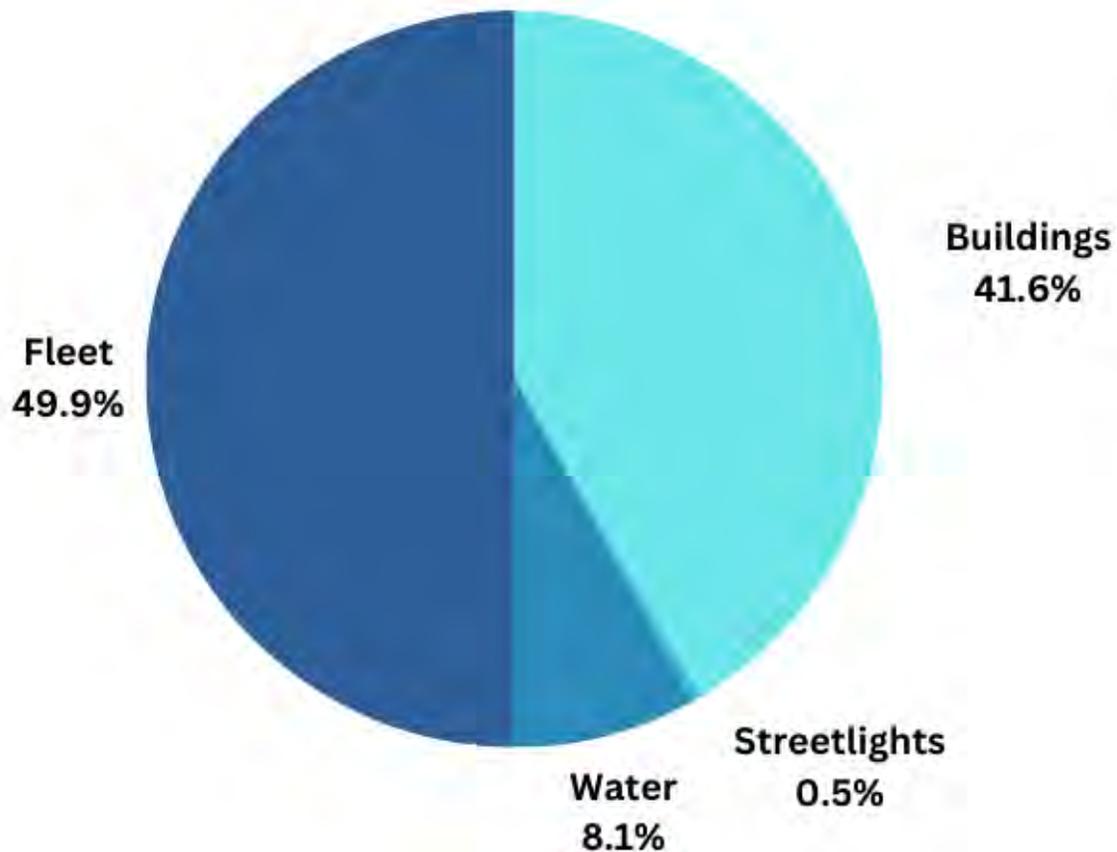
GREENHOUSE GAS EMISSIONS INVENTORY DATA

2019 Corporate Inventory

Table 1: Corporate GHG Emissions and Energy Consumption by Sector

Sector	GHG Emissions (tCO ₂ e/year)	Energy Consumption (GJ/year)
Fleet	976	13,969
Buildings	813	23,070
Water	158	12,217
Streetlights	9	1,100
Total	1,956	50,356

Figure 1: Corporate GHG Emissions by Sector



2019 Community Inventory

Table 3: Community GHG Emissions and Energy Consumption by Sector

Sector	GHG Emissions (tCO ₂ e/year)	Energy Consumption (GJ/year)
Residential Energy	19,683	519,523
Commercial Energy	14,769	457,375
Industrial Energy	3,928	201,380
On-road Transportation	56,324	850,262
Solid Waste	9,040	0
Total	103,744	2,028,540

Figure 3: Community GHG Emissions by Sector

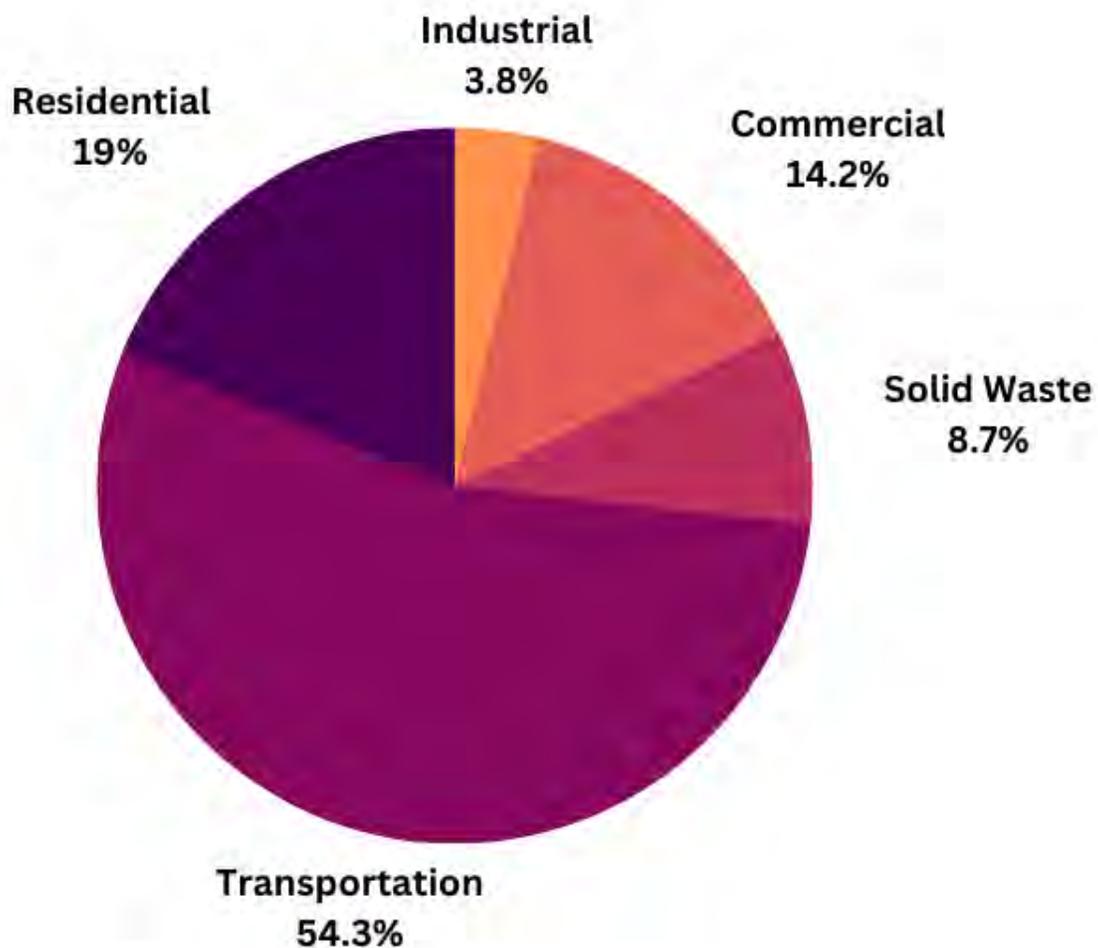
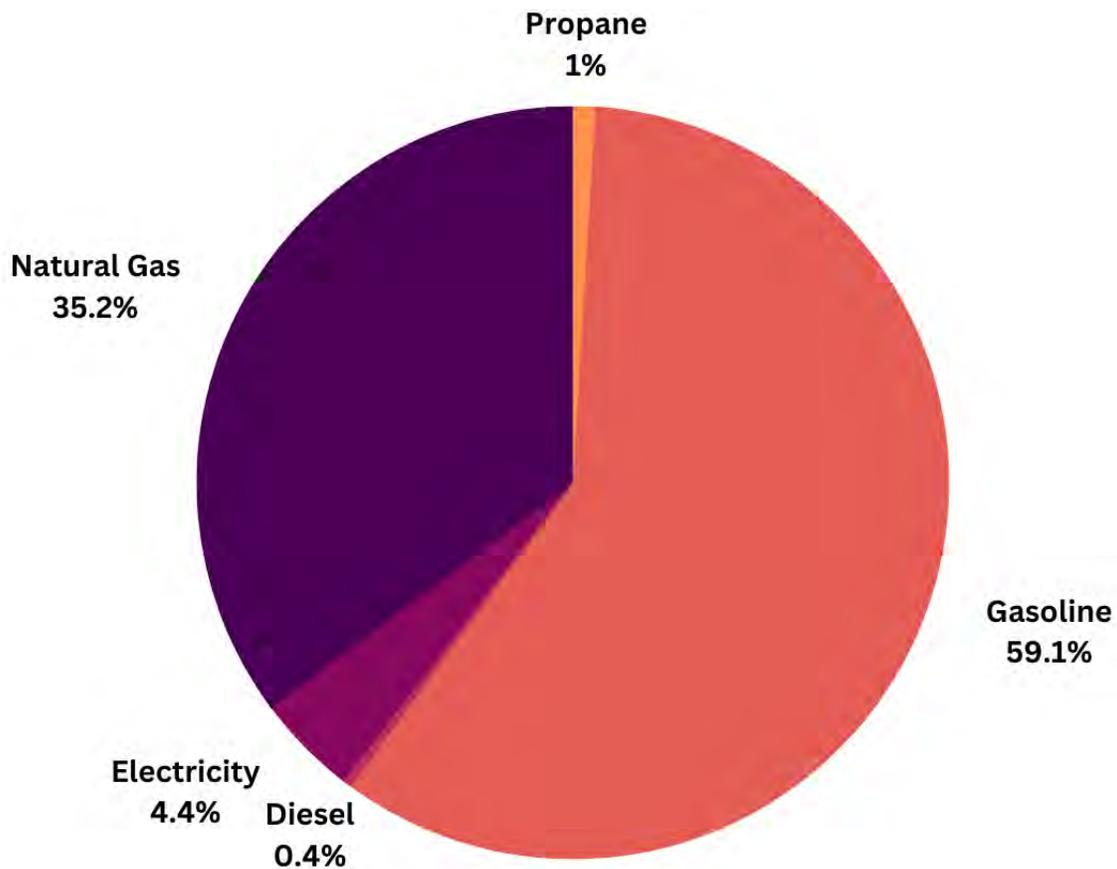


Table 4: Community GHG Emissions and Energy Consumption by Energy Source

Energy Source	GHG Emissions (tCO ₂ e/year)	Energy Consumption (GJ/year)
Gasoline	55,958.05	845,158
Diesel	366.27	5,104
Propane	900	14,735
Electricity	4,138	488,963
Natural gas	33,339	674,580

Figure 4: Community GHG Emissions by Energy Source



Subject: Don Shepherdson Memorial
Arena Condenser Award

Report No.: RS-009-2023

Agenda Date: April 4, 2023

Committee of the Whole

Attachments

Appendix 01: Toromont/CIMCO Proposal

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-009-2023;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Toromont/CIMCO for the replacement of the Don Shepherdson Memorial Arena condenser in the amount of \$120,000, plus applicable taxes, for consideration at the April 18, 2023, Regular Council meeting.

Background

The condenser at the Don Shepherdson Memorial Arena is a vital piece of equipment for the operation of the cold floor at the facility. The condenser sits outside the building, next to the ice plant. A high pressure, high temperature refrigerant is piped through the condenser where fans blow cooler air over the refrigerant lines. In some instances, water is sprayed on the refrigerant lines. This releases heat from the refrigerant into the atmosphere. After releasing its heat, the refrigerant is recirculated back to the ice plant where it can be heated again before repeating the cycle.

The current condenser at the Don Shepherdson Memorial Arena is operating on its last legs due to issues with hard water causing leaks. The equipment is designed to operate with water even in sub-zero temperatures, however, if water migrates to areas of the condenser it shouldn't, we see decreased operating efficiency and issues with ice forming. Staff identified this equipment as needing replacement in 2022 but have successfully operated this winter season with it. However, we face immediate closure if it were to completely fail. This is an integral part of the facility's operation and there are no short-term fixes available.

The current proposed lead time for a replacement condenser is 16 weeks which, if ordered in late April, would allow for installation to take place in mid-August at the latest.

Installation will take approximately 1 week and cannot take place while ice is in the arena.

This will cause us to move our summer ice bookings to the Shelley Herbert-Shea Memorial Arena for a third season in a row. With the late adoption of the 2023 capital budget we will have no choice.

The City is a member of the Local Authority Services (LAS) Canoe Procurement Group as part of the Association of Municipalities of Ontario (AMO). They are mandated to work with municipalities to help realize lower costs through cooperative and competitive procurement efforts.

To ensure we can receive and install a new condenser in time for a mid-September start up date staff are proposing to utilize Canoe Procurement Group for this project. Using a traditional request-for-proposal procurement method would extend the timeline for this project into the fall operating season, causing further issues and delays for our user groups.

Analysis

Tormont/CIMCO is the Canoe Procurement supplier for this type of equipment. A CIMCO representative met with City of Temiskaming Shores staff on March 20, 2023 to review our facility and discuss the project with staff. They provided their proposal for replacement on March 28, 2023 (Appendix 01).

The submission was reviewed for completeness and required elements by City staff. There were no issues noted with the proposal provided in their proposal.

The cost for the proposal is \$120,000 plus non-refundable HST.

CIMCO has completed numerous projects for the City of Temiskaming Shores and is very familiar with our operations and needs. Staff are extremely confident that they have the knowledge and expertise to complete this project to our expectations.

Staff are therefore recommending that the project be awarded to Tormont/CIMCO at the April 18, 2023, Regular Council meeting.

Relevant Policy / Legislation / City By-Law

- 2023 Capital Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with the City Manager
- Consultation with the Superintendent of Parks and Facilities

Financial / Staffing Implications

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

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

This project was included within the 2023 Capital Budget passed by Council in principal at its Special Meeting on March 28, 2023. The estimated cost included within the Capital Budget was \$120,000.

Climate Considerations

This decision was considered using the municipality’s climate lens framework. This option was identified as the most intensive greenhouse gas outcome. This piece of equipment expels waste heat to the atmosphere where other options exist which could repurpose that waste heat within the facility to offset natural gas space heating. The City is working towards a net-zero pathways study which would include the Don Shepherdson Memorial Arena. Any potential options to repurpose waste heat identified in the net-zero pathway study would not be excluded due this condenser installation. However, if waste heat was directed to other areas of the facility the equipment proposed to be installed would be larger than required. No issues with temperature or precipitation mitigation or adaptation were identified.

Alternatives

No reasonable alternatives for the completion of this project exist at this time.

Council could direct staff to use a traditional procurement method for this project but there is no expectation for cost savings and it would negatively impact our fall arena operations.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Amy Vickery
City Manager

TOROMONT

CIMCO

Proposal for the City of Temiskaming Shores- New Liskeard Arena

Condenser Replacement

Prepared By:

Patrick McCarron
pmccarron@toromont.com

Prepared For:

Paul Allair,
75 Wellington Street South
New Liskeard, ON P0J 1P0
pallair@temiskamingshores.ca

March 28th, 2023

CIMCO is pleased to provide proposals for Life Cycle and energy efficient upgrades at Don Shepherdson Memorial Arena utilizing LAS/Canoe Co-operative buying Group.

1. Condenser Replacement

Pricing is provided per CIMCO LAS/Canoe Contract Agreement

CIMCO Contract Number: 120320-CIM

City of Temiskaming Shores Membership Number: LAS1112

The City of Temiskaming Shores intends to use an LAS co-operative group buying for the engineered services listed below. CIMCO will be providing the town with an engineered design build solution and pricing as per our successful contract.

LAS Engineering Service:

One piece of equipment design replacement

List Price: \$6440.00

Discount - 78%

Discount Price = \$1416.80



Evapco LSC-150E

Scope of Work

- Pump Ammonia into existing chiller
- Disconnect NH3, glycol and Water piping from existing chiller
- Remove Existing Condenser from stand and dispose of
- Install new Evapco LSC-150E Condenser onto existing stand
- Make any necessary piping modifications to fit new unit
- Re-Connect NH3 Piping and water piping to Condenser once in place
- Pressure Test new condenser
- Paint all new connections and piping to meet code
- Evacuate system
- Re-introduce ammonia back into condenser
- Complete OEM start up and commissioning and fill out documentation as required
- Provide TSSA Inspection of Installation
- Train Staff on operation of new unit
- Provide digital and paper copies of specifications
- Service Mechanics will follow all appropriate site specific safety requirements



***Specifications for Evapco LSC-150E below**

Pricing

CIMCO Price: \$120,000.00 CAD (All Taxes Extra)

Prices are valid for 30 days from the date of quotation.

Taxes not included.

Standard Terms & Conditions apply.

***Current Lead Time- 16 weeks**

Passivation Explained- The passivation process prevents the formation of white rust inside the condenser, which will greatly reduce the life expectancy. Manufacturers require proof of passivation when submitting any warranty claims.

Many Municipalities have their own preferred water treatment specialists that perform this service utilizing existing equipment already in the plant. It is typical for passivation to be excluded for that reason.

Exclusions

- Any Stand Modifications have not been included in this quote
- Passivation not included in quote
- Customer is responsible for removing compound to around existing condenser
- Customer is responsible for hydro disconnect beside compound to allow access
- Seismic and Structural Engineering
- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.

Condenser Technical Data Sheet



Andrew Kollasch
 Evapco Inc.
 5151 Allendale Ln
 Taneytown, Maryland 21787
 andrew.kollasch@evapco.com

(1) LSC-150E

Project Details

Project Name : CR-PM-032423
Location: TBD UNK

Date: 3/24/2023
Customer:
Contact:
Contact Email:

Product Description

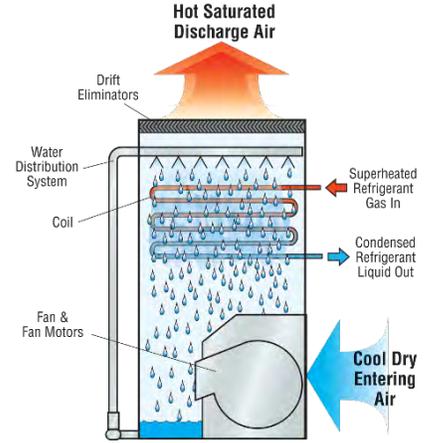
Forced draft centrifugal fan condensers are very quiet and ideal for applications where noise is a concern.

Selection Criteria

Refrigerant: NH3
 Condensing Temp: 96.3 F
 Condensing Pressure: 185.3 psi
 Suction Temp: 20.0 F
 Entering Wet Bulb: 78.0 F

Required Capacity

106.00 Tons NH3
 Entering Dry Bulb: -47.3 F
 Switchover:



Unit Selected

One(1) EVAPCO LSC-150E at 100.4% capacity (106.38 Tons)

Physical Data Per Unit

Overall Dimensions (WxLxH): 4'-5/8" x 11'-11 3/4" x 7'-11 1/2"
 Operating Weight: 6,690 lbs
 Shipping Weight: 5,800 lbs
 Heaviest Section: 3,990 lbs
 *weights and dimensions could vary depending on options selected

IBC Design Capability

IBC Standard Structural Design
 1.0 Importance Factor Specified
 Seismic(SDs): up to 0.67 g, z/h = 0
 Wind Load(P): up to 288 psf

Fan Motor Data Per Unit

Number of Fans: 4
 # of Fan Motors: 1
 Nameplate Power (575/3/60): 20.00 HP Per Motor
 Typical Nameplate FLA: 19.3 Amps Per Motor
 *Nameplate FLA could vary

Additional Details Per Unit

Air Flow: 28,000 CFM
 Coil Volume: 15.6 cu ft per unit
 Est. Refrigerant Charge: 114.7 lbs per unit
 Coil Design Pressure: 300 psi

Hydraulic Data

Spray Water Flow: 245 GPM
 Evaporated Water Rate: 2.54 GPM

Layout Criteria

Air Inlet To Wall: 5.00 ft
 Opposite Air Inlet To Wall: 2.00 ft
 Ends To Wall: 3.00 ft
 Air Inlet Facing Each Other: 10.00 ft

Please refer to EVAPCO Equipment Layout Manual for more details.

Shipping Data

1 Basin Sections: (WxLxH): 50" x 163" x 48" ; 1880lbs each* | 1 Casing Sections: (WxLxH): 45" x 161" x 57" ; 3960lbs each*
 *dimensions and weights above include shipping skids

Accessories

(1) IBC Standard Structural Design	(1) 1.0 Importance Factor Specified	(1) Oversized Outlet for Remote Sump; BFW; 6
(1) Additional Coil Circuits	(1) Nitrogen Charged Coil(s)	(1) Omit Pump
(1) CRN Coils	(1) Fan Motor: Inverter Capable, Premium Efficient	(1) Oversized Motor for Dry Operation
(1) Fan Motor: Space Heaters		

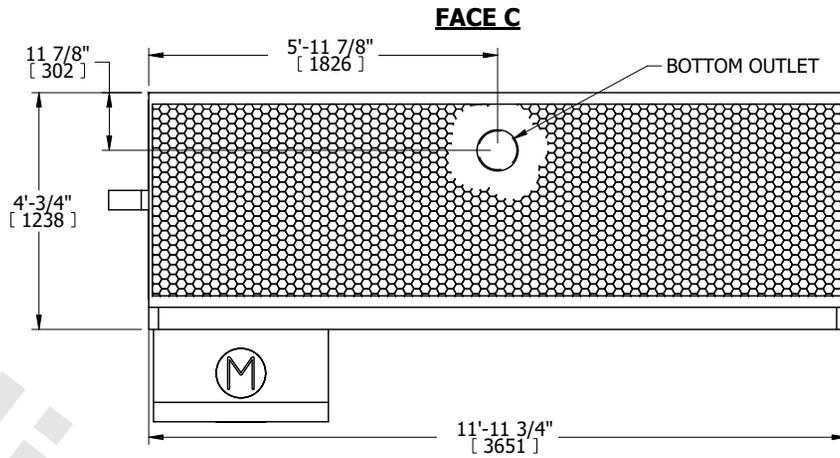
UNIT	CONDENSER	
MODEL #	LSC-150E	SCALE NTS



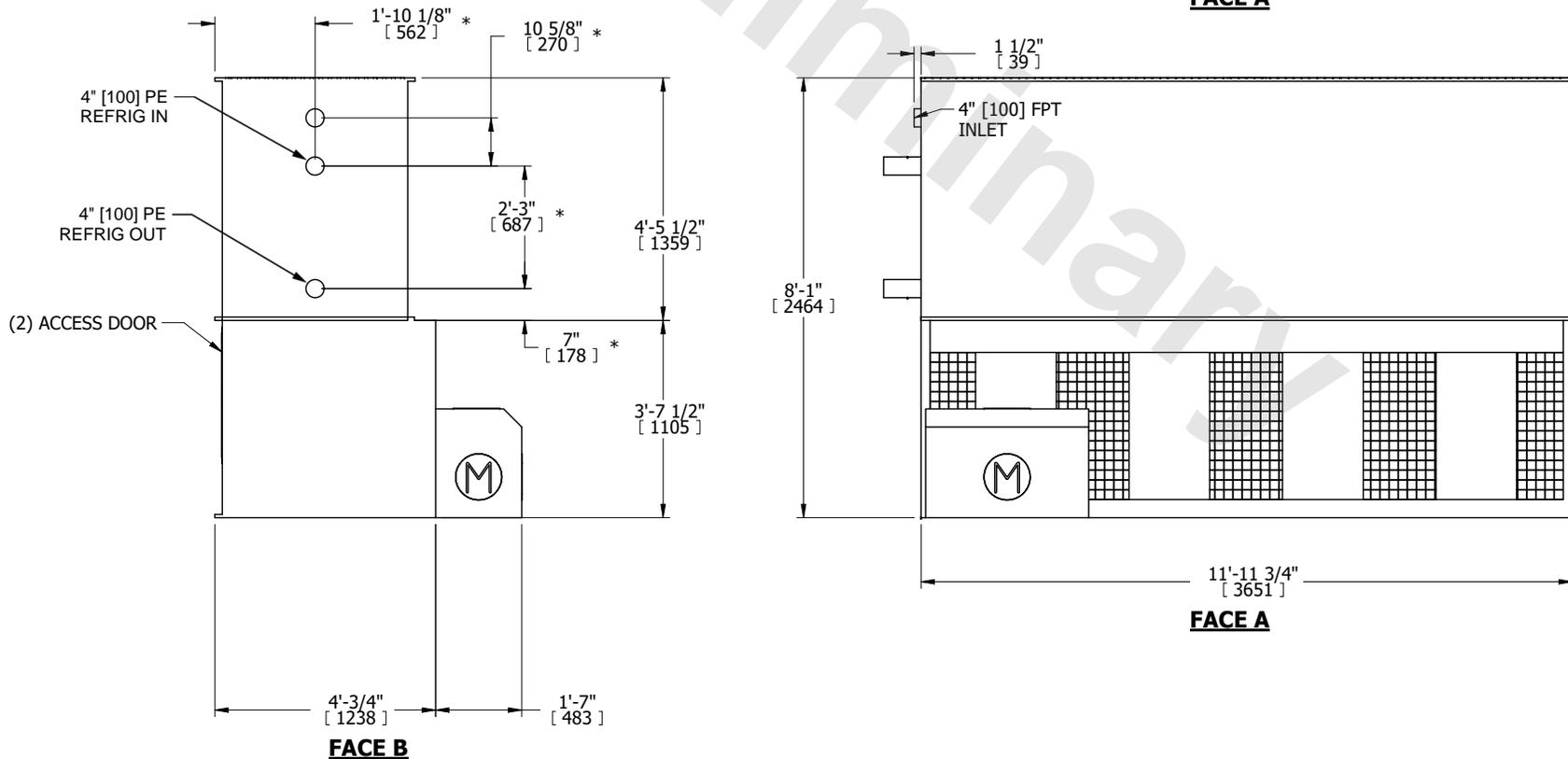
DWG. #	WLE041208-DRD-RS	REV.	-
SERIAL #		DATE	3/24/2023

- NOTES:
- (M)- FAN MOTOR LOCATION
 - MPT DENOTES MALE PIPE THREAD
FPT DENOTES FEMALE PIPE THREAD
BFW DENOTES BEVELED FOR WELDING
GVD DENOTES GROOVED
FLG DENOTES FLANGE
PE DENOTES PLAIN END
 - +UNIT WEIGHT DOES NOT INCLUDE ACCESSORIES (SEE ACCESSORY DRAWINGS)
 - 3/4" [19mm] DIA. MOUNTING HOLES. REFER TO RECOMMENDED STEEL SUPPORT DRAWING
 - DIMENSIONS LISTED AS FOLLOWS: ENGLISH FT IN [METRIC] [mm]
 - * - APPROXIMATE DIMENSIONS DO NOT USE FOR PRE-FABRICATION OF CONNECTING PIPING
 - HEAVIEST SECTION IS COIL SECTION
 - THE SPRAY PUMP SHOULD BE SIZED FOR 245 gpm [15.4 l/s] AND 1.5 psi [10.3 kPa] AT THE INLET CONNECTION(S)

FACE B
PLAN VIEW

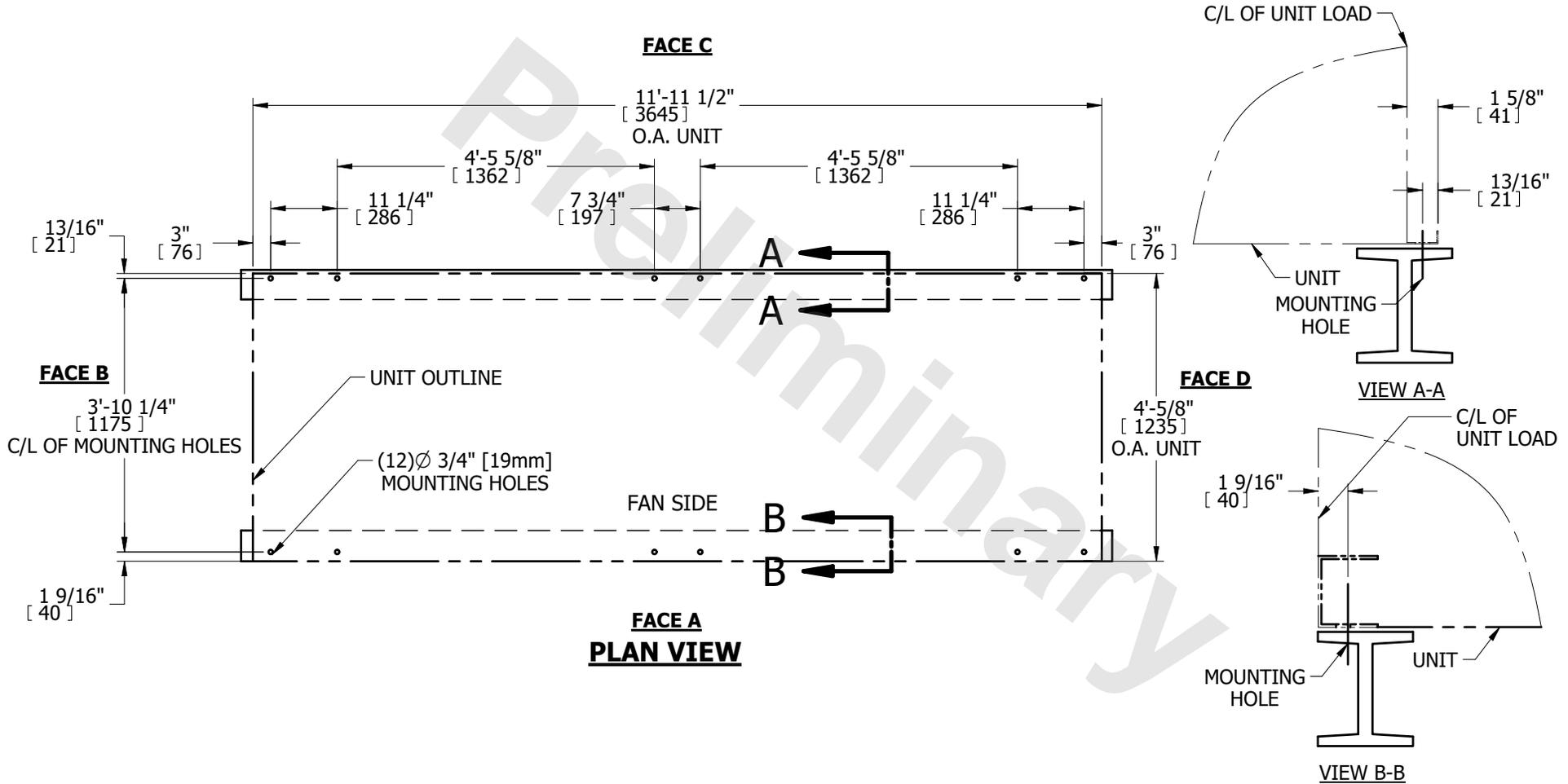


FACE A



FACE B

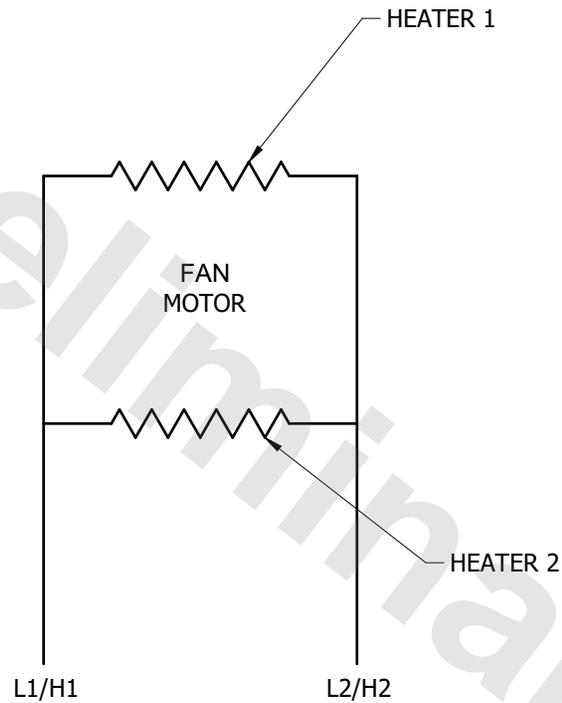
SHIPPING WEIGHT	5800 lbs+ [2635] kg+	OPERATING WEIGHT	6690 lbs+ [3035] kg+	HEAVIEST SECTION WEIGHT	3990 lbs+ [1810] kg+	NO. OF SHIPPING SECTIONS	2	DRAWN BY:	TLS
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NOTES:

- BEAMS SHOULD BE SIZED IN ACCORDANCE WITH ACCEPTED STRUCTURAL PRACTICES. MAXIMUM DEFLECTION OF BEAM UNDER UNIT TO BE 1/360 OF UNIT LENGTH NOT TO EXCEED 1/2" [13mm].
- DEFLECTION MAY BE CALCULATED BY USING 55% OF THE OPERATING WEIGHT AS A UNIFORM LOAD ON EACH BEAM. SEE CERTIFIED PRINT FOR OPERATING WEIGHT.
- SUPPORT BEAMS AND ANCHOR HARDWARE ARE TO BE FURNISHED BY OTHERS. ANCHOR HARDWARE TO BE ASTM - A325 5/8" [16mm] BOLT OR EQUIVALENT.
- BEAMS MUST BE LOCATED UNDER THE FULL LENGTH OF THE PAN SECTION.
- SUPPORTING BEAM SURFACE MUST BE LEVEL. DO NOT LEVEL THE UNIT BY PLACING SHIMS BETWEEN THE UNIT MOUNTING FLANGE AND THE SUPPORTING BEAM.
- THE FACTORY RECOMMENDED STEEL SUPPORT CONFIGURATION IS SHOWN. CONSULT THE FACTORY FOR ALTERNATE SUPPORT CONFIGURATIONS.
- UNIT SHOULD BE POSITIONED ON STEEL SUCH THAT THE ANCHORING HARDWARE FULLY PENETRATES THE BEAM'S FLANGE AND CLEARS THE BEAM'S WEB.
- DIMENSIONS LISTED AS FOLLOWS: ENGLISH FT-IN [METRIC] [mm]

Preliminary



ELECTRICAL DATA:
VOLTAGE: 120V
CURRENT: <2AMPS

- NOTE:
1. FAN MOTOR SPACE HEATERS SHOULD BE ENERGIZED WHEN MOTOR IS OFF TO PREVENT CONDENSATION IN THE MOTOR
 2. FAN MOTOR SPACE HEATERS MUST BE SWITCHED OFF WHEN MOTOR IS RUNNING

Full Speed Complete Sound Data



Andrew Kollasch
 Evapco Inc.
 5151 Allendale Ln
 Taneytown, Maryland 21787
 andrew.kollasch@evapco.com

Sound Pressure Levels (SPL) in dB RE 0.0002 Microbar
 Sound Power Levels (PWL) in dB RE 10-12 Watt

Model LSC-150E
 Motor 20.00 HP
 # Motors 1
 Speed Full Speed

1 Cell Data

Band	Sound Pressure Level (dB)										Sound Power Level (db)
	End		Motor Side		Opp End		Opp Mtr. Side		Top		
	5.0 ft (1.5m)	50.0 ft (15.2m)	5.0 ft (1.5m)	50.0 ft (15.2m)	5.0 ft (1.5m)	50.0 ft (15.2m)	5.0 ft (1.5m)	50.0 ft (15.2m)	5.0 ft (1.5m)	50.0 ft (15.2m)	
63 HZ	79	66	83	69	79	66	76	63	74	60	97
125 HZ	79	66	78	66	79	66	74	63	77	62	97
250 HZ	72	60	74	63	72	60	71	57	75	60	92
500 HZ	70	57	74	60	70	57	70	55	75	58	89
1 KHZ	69	56	74	58	69	56	68	54	74	58	88
2 KHZ	67	51	73	56	67	51	67	52	70	54	85
4 KHZ	65	49	72	53	65	49	65	48	68	52	82
8 KHZ	61	44	68	52	61	44	61	46	68	47	79
Calc dBA	75	61	80	64	75	61	74	59	79	62	93

Sound option(s) selected: None

- Remarks:
1. Sound Pressure Levels are according to CTI Standard ATC-128 and verified by an independent CTI-licensed sound test agency
 2. Sound Power Levels are calculated according to the Small Units Section 8
 3. Sound from free-field conditions over a reflecting plane with +/-2 db(A) tolerance
 4. Noise levels can increase with variable frequency drives depending on the drive manufacturer and the drive configuration
 5. Complete unit sound data with all fans operating

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries and the client New Liskeard Arena.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

Billing and Payment Terms. CIMCO will invoice New Liskeard Arena as per the terms of this agreement, and New Liskeard Arena will pay each such invoice within thirty (30) days after the date thereof. Invoices not paid within such thirty (30) day period will accumulate interest as per the terms and conditions of this agreement.

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: _____ Date: _____

Purchase Order :

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

4. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

5. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

6. COST ESCALATION

Contractor and Owner acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Contractor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Contractor, Owner agrees that Contractor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non-exhaustive list of possible events or circumstances: (1) a Subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a Subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of Subcontractor's estimate differing from completion dates anticipated at time subcontract award, (4) commodity price escalation and/or delivery date impacts due to Subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award; or (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.

7. TERMS OF PAYMENT

Upon acceptance, CIMCO will invoice a 35% down payment to commence agreed upon work. At the discretion of CIMCO, a late charge of 2% per month on all overdue amounts will be assessed on all invoices not paid within 30 days from the date of invoice. In addition, Customer agrees to pay Cimco a reasonable attorney's fee and all costs and expenses incurred in collecting amounts due Cimco hereunder following default by the Customer.

8. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP FOR A PERIOD OF ninety (90) days FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

- (a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.
- (b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.
- (c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.
- (d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.
- (e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.
- (f) the foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.
- (g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

9. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

10. COMPLETION AND ACCEPTANCE OF WORK

- (a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.
- (b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:
 - i. The Purchaser signs an acceptance certificate;
 - ii. The Vendor has installed and, where applicable, successfully tested the installation;
 - iii. The Purchaser commences regular use of the goods correlated systems;
 - iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.
- (v) The Vendor shall have the right to subcontract all or any part of the installation work to others;
- (vi) The Vendor shall have the right to start installation immediately after delivery of the Goods to the installation site, and if the start of installation work is delayed beyond 30 days after such delivery, the full amount of the price and all charges hereunder, less any portion thereof separately specified as installation charges, shall at the option of the Vendor become immediately due and payable;
- (vii) Unless requested by the Purchaser and agreed to by the Vendor, no Saturday, Sunday, holiday or other overtime labor will be provided in connection with installation work, and if provided, all premium wage costs incurred shall be added to the invoice as a separate charge to be paid by the the Purchaser
- (c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.
- (d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

11. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

12. MISCELLANEOUS

- (a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province/State of ON without regard to that province's/state's rules governing conflict of laws.
- (b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.
- (c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.
- (d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.
- (e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.
- (f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: April 4, 2023 – Committee of the Whole
Subject: Recreation Operations Update (April)
Attachments: Appendix 01 - PFC Monthly Summary (January, February)
Appendix 02 - Recreation Department Projects Tracking

Mayor and Council:

I am pleased to provide the following update from the Recreation department:

Parks and Facilities:

Arenas – It was a busy March for both arenas as Temiskaming Shores Minor Hockey and the U-18 New Liskeard Lions hockey club hosted NOHA Tournament of Champion’s Playdowns in our facilities. The last day for ice rentals was April 2nd at the Shelley Herbert-Shea Memorial Arena and will be April 16th at the Don Shepherdson Memorial Arena. Zubyck Skills will be moving into the SHSMA on April 8th for summer programs.

Outdoor Rinks - The outdoor rink season started later than expected and ended before March break due to consistent warm daytime temperatures in early March. Staff were also busy with daily snow removal operations at our buildings and bus shelters.

Seasonal Maintenance - Staff are currently cleaning our STATO bollards and installing new reflective stickers on them to prepare for a late April install. We will also be installing new bollards on the STATO trail along Farr Drive. Staff are also working on servicing our grass cutting equipment to prepare for summer operations.

Staff Training - Two of our Arena/Parks Attendants will be taking the Pool Operator two-day course in Earlton on April 24th, 25th. All staff will be completing the Propane Handling and Safety refresher course this month in conjunction with Public Works.

Building Maintenance:

Pool and Fitness Centre - Staff recently replace the seals on the hot tub circulation pump and re-located the tankless boiler exhaust piping as it was determined by the manufacturer that they were originally installed incorrectly causing issues with the boiler operation. OCWA recently installed a new automatic chlorination system for the pool, replacing the Chemtrol unit that had failed.

Haileybury Beach Fountain - Staff are currently making repairs to the beach fountain prior to installation this summer. The spray diffusers need to be replaced and the top portion of the fountain is being re-built at Tri-Town Welding as the metal screen and bracing is corroded. Staff will also be installing a new motor for the beach slide in the spring.

DSMA Water Softener - B&R Water Treatment recently installed a water softener at the Don Shepherdson Memorial Arena. This unit will supply softened water to the front section of the arena, including the upstairs and ice plant condenser, which will greatly reduce future maintenance costs on our plumbing and equipment.

Staff Training - Both of our Building Maintenance staff will be attending a two-day Pool Operator Course in Earlton on April 24th-25th.

Programming:

Waterfront Pool and Fitness Centre – The PFC was very busy over the March break with multiple swim times reaching capacity. Program registration for the upcoming session of swimming lessons and aquatic leadership programming saw a very strong response. Our swimming lesson registration opened early for residents, and we received 133 registrations within 10 minutes of opening, essentially selling out all available spaces. Staff have setup a new room which is available for birthday rentals, and we continue to see strong numbers for our fitness memberships.

Age Friendly Program - Program attendance has been strong throughout the winter. We continue to have beginner and intermediate line dancing classes, bi-monthly bowling programs, bi-monthly snowshoeing and hosted 6 cross country skiing sessions at the Temiskaming Nordic Ski Club. We also held 2 curling sessions in February and 2 in March. There are other regular programs like pickleball and indoor walking which have continued throughout the winter. Planning is now underway for spring and summer programming.

Healthy Kids Program – We have begun providing in-class cooking sessions in local grade 5 classes and hosted a 3-day cooking camp over March break. As

part of the March break camp, participants used the Temiskaming Transit to travel to a grocery store to learn about budgeting and how to shop for fresh produce. We also assisted in the launch of the Community Fridge project which is located at in the lobby of the Temiskaming Shores Public Library. There have been a few donations already which were showcased on the project’s social media pages. They also just confirmed an agreement with a local grocery store to be an ongoing, consistent food donor to the community fridge.

Other Programming - Staff are in the process of planning the 2023 bike exchange with our community partners and have completed updates and revisions to the 2023 Recreation Guide which is now being printed.

Administration:

Haileybury Medical Centre – Our tenant at the Haileybury Medical Centre has been working with us on a project to install additional windows in the building. This project will see four new windows installed on the second floor of the building and is being administered and paid for by the Haileybury Family Health Team.

Emission Reduction Targets - Staff have been working on finalizing the report to council on emission reduction targets for the City of Temiskaming Shores. This included drafting and finalizing the report, presenting the report to the Climate Change Committee, and submitting the report to Council for its consideration in April. The City must set emission reduction targets to meet Milestone 2 of the Partners for Climate Protection program.

Haileybury Fire Hall – Progress at the Haileybury fire hall has paused as our contractor waits for the necessary materials and weather conditions to complete the small list of outstanding items. Staff have no concerns with this project at this time and are awaiting partial occupancy permits from the building inspector.

Budget 2023 – With Council approving in principle the 2023 operating and capital budgets, staff will be working diligently over the next month to complete the necessary procurements for approved projects.

Prepared by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

Mathew Bahm
Director of Recreation

Amy Vickery
City Manager

January 2023

<u>Admissions</u>		<u>Statistics</u>	
Pool	\$ 5,093.82	Pool	2253
Gym	\$ 3,100.29	Squash	96
Total Admissions	<u>\$ 8,194.12</u>	Gym	3874
		Class	271
		Total	6494
		Firemen	53
Facility Passes		Doctors	136
Gym	\$ 3,630.81	Community Living	6
Pool	\$ 318.63	NEOFACS	0
Full	\$ 32.50	Northern Star	2
Total Facility Passes	<u>\$ 3,981.94</u>	A. Recovery	0
		Lifetime	21
		Total	218
Memberships		Temagami Health	0
Pool	\$ 290.40	Northern Loons	0
Gym	\$ 13,389.79	Total	0
Full	\$ 728.24	City Employees	238
Online Purchases	\$ 145.44	City Summer Students	0
Total Memberships	<u>\$ 14,553.87</u>	Councillors	19
		Total	257
		Residents	
Vending		Tem. Shores	5077
PFID	\$ 70.00	Other	755
"Workout"	\$ 1,633.44	Quebec	662
Towels	\$ 117.19	Total Attendance	6494
Total Vending	<u>\$ 1,820.63</u>		
Locker Rentals			
Monthly	\$ 10.62		
Daily	\$ -		
Total Locker Rentals	<u>\$ 10.62</u>		
Equipment Rentals			
Squash Racquets	\$ 42.35		
Total Equipment Rentals	<u>\$ 42.35</u>		
Misc. Revenues			
Coupon Revenues	\$ -		
User Fees	\$ 568.74		
Aquafitness	\$ 1,466.88		
Aquatic Revenue	\$ 1,141.03		
Gift Certificates	\$ 531.78		
Facility Rentals	\$ 6,243.90		
Cardiopulmonary	\$ 164.81		
Special Programs	\$ -		
Total Misc Revenues	<u>\$ 10,117.13</u>		
Total Revenues**	<u>\$ 38,720.65</u>		

****Note: Revenues are subject to review and revision by the Finance Department and represent estimated revenues as calculated at the point-of-sale within the PFC for the month indicated.****

2023 Budgeted Recreation Department Projects									
Project	Rec/BM	Budgeted Cost	Project Lead	Project Method	Year	Capital/Operating	February 2, 2023	March 30, 2023	
Haileybury Fire Station	BM	\$ 2,513,000	Matt	RFP	2021	Capital	Building handover and partial occupancy expected this month. Contractor is working on finishing touches inside the building	Contractor waiting for equipment or weather to finish outstanding items. Awaiting partial occupancy permit from building inspector.	
Splash Pad	Rec	\$ 522,000	Matt	RFP	2021	Capital	RFP for installation reissued in January, New closing date is Feb 9, 2023	Diamond Head Sprinklers Inc has been awarded the project to install the splash pad and is currently preparing to being installation May 1st.	
NL Arena Accessibility Project	BM	\$ 1,000,000	Matt	RFT / PM	2022	Capital	All work expect for aluminum doors and ventilation system testing is completed.	All work expect for aluminum doors has been completed. Estimated completion date is June 30, 2023.	
Olympia Replacement	Rec	\$ 170,000	Matt	RFT	2022	Capital	Vehicle is scheduled to be assembled in March 2023	Vehicle is scheduled to be delivered in April 2023. Staff will request that vehicle is delivered after ice operations have concluded.	
Rebecca St Playground	Rec	\$ 32,000	Paul	Quotations	2023	Capital		Staff have received delivery of equipment and are preparing to install the playground in May 2023.	
Energy Audits (PW, PFC, CH, DSMA, RP)	BM	\$ 200,000	Abby	Canoe	2023	Capital		Staff have submitted a pre-application for a grant towards the cost of this project. Our preapplication was approved and we are working on the full application for the grant.	
NL Arena Condenser	Rec	\$ 120,000	Matt	Canoe	2023	Capital		Project has been recommended to be awarded to Toromont/CIMCO through Canoe Procurement. Replacement would take place in August.	
PFC Chlorination and Water Quality	Rec	\$ 60,000	Jeff	RFQ	2023	Capital		OCWA completed installation of the new chlorination and PH controller. Controller for the spa is outstanding.	
Picnic Tables	Rec	\$ 8,000	Matt	Quotations	2023	Operating		Staff will order these items for delivery in May	
Fire Pits	Rec	\$ 3,000	Matt	Quotations	2023	Operating		Staff will order these items for delivery in May	
PFC Window Repairs	BM	\$ 15,000	Jeff	Quotations	2023	Operating		Staff are working on the procurement of this item.	
Dymond Hall Floor Machine	BM	\$ 6,500	Paul	Quotations	2023	Operating		Staff are working on the procurement of this item.	
City Hall HVAC Recommissioning	BM	\$ 30,000	Matt	RFP	2023	Operating		Staff are working on the grant application for this project.	

Lions Courts Panel Replacement	Rec	\$	9,000	Paul	RFQ	2023	Capital	A RFQ for this work has been drafted and is currently being reviewed
Treadmill (1)	Rec	\$	17,000	Jeff	Quotations	2023	Capital	Staff are working on the procurement of this item.
Bleacher Replacement Dymond A/B	Rec	\$	11,500	Matt	Quotations	2023	Operating	Staff will order these items for delivery in May
Ball Diamond Infield Material	Rec	\$	15,000	Paul	Quotations	2023	Operating	Staff will order these items for delivery in May
Kickplate Replacement (Hlby and NL)	Rec	\$	18,000	Paul	Canoe	2023	Operating	Staff will order these items for delivery in May
Dog Park Lighting	Rec	\$	40,000	Matt	RFQ	2023	Operating	A RFQ for this project is currently being drafted
Motor/Pump Support Brackets	BM	\$	5,000	Paul	Quotations	2023	Operating	This work is projected to take place in June
Hlby Beach Mushroom Conversion	Rec	\$	25,000	Matt	Quotations	2023	Capital	Staff are consulting with an installer for this project.
Bucke Park Chalet Repair	BM	\$	65,000	Matt	RFQ	2023	Capital	Pedersen Construction was awarded this project in Fall 2022. They will begin construction for this project in April with repairs completed by mid-May.
<u>NL Arena Water Softening</u>	<u>BM</u>	<u>\$</u>	<u>5,000</u>	<u>Paul</u>	<u>Quotations</u>	<u>2023</u>	<u>Operating</u>	<u>Equipment is installed and operational</u>

Subject: OPA-2023-01 & ZBA-2023-01: Bill 109 and Bill 23 Comprehensive Amendments; Site Plan Control By-law Amendment

Report No.: CS-000-2023

Agenda Date: April 4, 2023

Committee of the Whole

Attachments

Appendix 01: Planning Report

Appendix 02: Application Package

Appendix 03: Public Notice and Comments

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-012-2023;
2. That Council agrees to amend the provisions of the City of Temiskaming Shores Official Plan, the City of Temiskaming Shores Zoning By-law 2017-154, and the City of Temiskaming Shores Site Plan Control By-law 2018-097 to reflect the legislative amendments to the Planning Act made under Bill 109, the More Homes for Everyone Act, and Bill 23, the More Homes Built Faster Act;
3. That Council directs staff to prepare the necessary by-laws to amend the City of Temiskaming Shores Official Plan, the City of Temiskaming Shores Zoning By-law 2017-154, and the City of Temiskaming Shores Site Plan Control By-law 2018-097 for consideration at the April 18, 2023 Regular Council meeting.

Background

In 2022 the Provincial Government approved two pieces of legislation that included significant amendments to the Planning Act. Bill 109, the More Homes for Everyone Act, received royal assent on April 14, 2022, and made changes to the site plan agreement process and requirements, and introduced an application fee refund schedule based on the number of days between the submission of an application and the final decision (for combined Official Plan and Zoning By-law amendments, Zoning By-law amendments, and Site Plan Control only). Bill 109 included a number of other amendments that were presented to Council through Administrative Report CS-032-2022 on August 9, 2022.

Bill 23, the More Homes Built Faster Act, which received royal assent on November 28, 2022, also included significant amendments to the Planning Act, including: changes to the types of development that can be subject to site plan control and the scope of items that can be included in site plan control; a legislative requirement to allow up to two additional dwelling units, one of which can be located in a detached accessory building, on fully serviced parcels of land within designated settlement areas on which residential use is permitted as a principal use; as well as a slate of other changes that do not directly impact the City, including changes to the application of development charges, community benefit charges, and changes to the planning structures of certain regional and lower-tier governments.

A more thorough review of Bill 109 and Bill 23 can be found in Appendix 01 to this report.

Analysis

Official Plan Amendment and Zoning By-law Amendment:

The proposed amendments were reviewed with the Protection to Persons and Property Committee at their meeting on February 15, 2023. The following resolution was passed:

Recommendation PPP-2023-005

Moved by: Councillor Ian Graydon

Be it resolved that:

The Protection to Persons and Property Committee recommends proceeding with the proposed amendments as presented in accordance with the public process as set out in the Planning Act and for council's final consideration and approval.

The public meeting was held on March 7, 2023 and no written or oral comments were received from the public circulation. No concerns were noted through circulation to City staff. Comments were received from Ontario Northland and are attached in Appendix 03 to this report. These comments are also summarized in the planning report attached as Appendix 01. Staff have made the requested changes to the proposed amendment to accommodate ONRs comments.

The planning report attached as Appendix 01 provides information regarding the applications within the policy framework.

It is the opinion of the undersigned that the proposed Official Plan amendment and Zoning By-law amendment are consistent with the Provincial Policy Statement (2020), do not conflict with the Growth Plan for Northern Ontario, maintain the general intent and purpose of the City of Temiskaming Shores Official Plan and Zoning By-law, and represent good planning. It is recommended that Council adopt the proposed Official Plan Amendment and Zoning By-law amendment.

Site Plan Control:

As mentioned above, one of the Bill 23 amendments included a change limiting the scope of site plan control as it applies to residential development, specifically that site plan control can no longer be used for residential development containing 10 or fewer units, with no exceptions provided. Amendments were also made to the items that can be subject to site plan control, and specifically excluded exterior design, except where it relates to exterior access to a building containing affordable housing units.

The City's Site Plan Control by-law as currently written enforces site plan control for residential developments containing 4 or more units, all waterfront development, and development on properties within a registered plan of subdivision where a site plan agreement is required by the subdivision agreement. The proposed amendment to the site plan control by-law will reflect the minimum number of dwelling units for site plan control as set out in the Planning Act, and remove the waterfront and subdivision requirements. The amendment will also reflect the changes regarding exterior design of buildings and will mirror the language of the Planning Act.

Relevant Policy / Legislation / City By-Law

- Bill 109, the More Homes for Everyone Act, 2022
- Bill 23, the More Homes Built Faster Act, 2022
- Planning Act, R.S.O. 1990, c.P.13, as amended
- 2020 Provincial Policy Statement
- Growth Plan for Northern Ontario
- City of Temiskaming Shores Official Plan
- City of Temiskaming Shores Zoning By-law 2017-154

Consultation / Communication

- Consultation with applicable City staff
- Review with the Protection to Persons and Property Committee

Financial / Staffing Implications

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

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

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

Climate Considerations

These amendments are policy-based and will not have a direct impact on climate-related considerations. The indirect impact will be on any development that is undertaken as a result of the amendments, which could increase greenhouse gas emissions in the short-term (during construction) and over the longer-term for the heating and maintenance of additional dwelling units. However if the alternative scenario is the development of single detached dwellings on green-field lands, intensification and the use of additional dwelling units is generally seen as more efficient in terms of greenhouse gas emissions, as it can put people closer to their places of employment and recreation leading to shorter commute times and more active transportation. Additionally, as the extension of new hard infrastructure is usually not required for intensification projects, the emissions normally associated with these activities will not be released.

Alternatives

No alternatives were considered

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Jennifer Pye, MCIP,
RPP
Planner

"Original signed by"

Shelly Zubyck
Director of Corporate
Services

"Original signed by"

Amy Vickery
City Manager



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Planning Report

Official Plan Amendment Application: OPA-2023-00
Zoning By-law Amendment Application: ZBA-2022-00

Applicant: City of Temiskaming Shores

April 4, 2023

Subject Land

The proposed amendments are comprehensive policy amendments that will apply to all lands within the City of Temiskaming Shores.

Background and Purpose of the Application

Bill 109

Bill 109, the More Homes for Everyone Act, 2022, received royal assent on April 14, 2022. This legislation introduced a number of amendments to the Planning Act, including changes to the site plan agreement process and requirements. At the Regular Council Meeting on August 9, 2022, staff provided an administrative report outlining the amendments that could impact the processing of development applications in the City, and an amendment to the City’s Site Plan Control by-law was approved to appoint the Planner as the “authorized person” for the approval of site plans.

Site Plan Processing

Bill 109 further provided for processing time periods for various planning applications, which set out the number of days in which a municipal Council must render a decision on an application before the municipality must begin incrementally refunding the application fees collected. Along with this new refund requirement, the Province also introduced the ability for municipalities to deem applications for site plan control complete or incomplete, provided the Official Plan contains the required enabling policies to do so. The Official Plan amendment application includes the repeal of Section 15.2 of the Official Plan and the replacement of this section with the necessary enabling policies, as well as an updated, more comprehensive list of studies, plans and/or drawings, agency comments, and review requirements that may be necessary in order to move forward with a planning application within the prescribed timelines. The timelines begin upon the submission of a complete application package, so it is important that the City have comprehensive policies in place to ensure staff have all of the required information at the time of application submission. The timelines and fee refund requirements are set out in the table below:

Amount of application fee refund	Type of Planning Application		
	Combined Official Plan amendment and Zoning By-law amendment	Zoning By-law amendment	Site Plan Control
No refund	Decision made within 120 days	Decision made within 90 days	Plans approved within 60 days
50%	Decision made between 121 and 179 days	Decision made between 91 and 149 days	Plans approved between 61 and 89 days
75%	Decision made between 180 and 239 days	Decision made between 150 and 209 days	Plans approved between 90 and 119 days
100%	Decision made 240 days or later	Decision made 210 days or later	Plans approved 120 days or later

Bill 23

Bill 23, the More Homes Built Faster Act, 2022, received Royal Assent on November 28, 2022. Bill 23 provided a number of amendments to the Planning Act that will have a substantial impact on how municipalities pay for growth-related projects, and how certain lower-tier municipalities interact with their regional governments. These particular changes do not impact the City of Temiskaming Shores directly, but there were a number of other amendments that will impact the City, two of which need to be addressed through the City’s Official Plan and Zoning By-law.

Gentle Intensification

Bill 23 included an amendment to Part V of the Planning Act which sets out the various land use controls available to municipalities and the related administration for utilizing the land use controls. Section 35.1 was added, and reads as follows:

Restrictions for residential units

35.1 (1) The authority to pass a by-law under section 34 [Zoning by-laws] does not include the authority to pass a by-law that prohibits the use of,

- (a) two residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;*
- (b) three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or*
- (c) one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.*

“Parcel of urban residential land,” is defined as:

A parcel of land that is within an area of settlement on which residential use, other than ancillary residential use, is permitted by by-law and that is served by,

- (a) Sewage works within the meaning of the Ontario Water Resources Act that are owned by,
 - (i) a municipality,*
 - (ii) a municipal service board established under the Municipal Act, 2001,*
 - (iii) a city board established under the City of Toronto Act, 2006,*
 - (iv) a corporation established under sections 9, 10 and 11 of the Municipal Act, 2001 in accordance with section 203 of that Act, or*
 - (v) a corporation established under sections 7 and 8 of the City of Toronto Act, 2006 in accordance with sections 148 and 154 of that Act, and**
- (b) a municipal drinking water system within the meaning of the Safe Drinking Water Act, 2002.*

On parcels of land that are located within a defined settlement area and that are serviced by municipal water and sanitary sewer systems, the municipality is now required to allow up to three residential units in all detached, semi-detached, and rowhouse (“street townhouse” is the term used in the City’s Zoning By-law) dwellings, including a maximum of one dwelling unit in a detached accessory structure.

The subject Official Plan and Zoning By-law amendment applications include an update to the terminology used throughout the Official Plan and Zoning By-law, both of which currently reference “second dwelling units.” Given the updates outlined above requiring the allowance of up to 3 residential units, and the terminology used throughout the Provincial legislation, the proposed amendments will change the wording to “additional dwelling units.” The City’s Zoning By-law currently permits a residential dwelling unit in a detached building, provided the primary use of the detached building is a private garage and the residential unit is located either attached to (on the same level), or above the garage. The proposed amendment would remove this requirement and permit a residential unit in a standalone detached accessory building, subject to the provisions applicable to accessory buildings. The proposed amendment also updates the provisions that apply to additional dwelling units located on unserviced properties within the settlement areas, and on properties outside of the designated settlement areas.

Site Plan Control

Further to the changes made to site plan processing by Bill 109, Bill 23 removed the ability for municipalities to apply site plan control to residential developments comprising 10 or fewer units. Bill 23 also removed exterior design of a building as a matter that could be reviewed through site plan control in general, however matters relating to exterior access to a building that contains affordable housing units can still be reviewed. Additionally, the appearance of any elements, facilities, and works on municipally-owned lands or highways adjacent to a development site are no longer subject to site plan control, unless their appearance impacts matters of health, safety, accessibility, or the protection of adjoining lands.

The proposed amendment would remove references in the Official Plan to the use of site plan control for residential development of no more than 10 residential units. An amendment to the City's Site Plan Control By-law 2018-097 is also required in order to recognize these changes and will be presented as part of the administrative report package.

Summary – Proposed Amendments

- Site Plan Control – amendments to the Official Plan to include complete application requirements for site plan applications, and to update the list of possible studies/required information/comments/review for planning applications in general; remove references in the Official Plan to the use of site plan control for residential development containing 10 or fewer residential units;
- Gentle Intensification – amendments to the Official Plan to remove references to “second dwelling units” and reflect provincial terminology of “additional dwelling units;” repeal the current “second dwelling unit” section in Section 4 General Provisions of the Zoning By-law and replace it with updated provisions to reflect the requirements of Bill 23 and to update/clarify requirements for additional dwelling units on properties outside of the Settlement Area Boundaries.

Statutory Public Notice

Notice of the complete applications and public hearing was advertised in the Temiskaming Speaker on March 1, 2023 in accordance with the statutory notice requirements of the Planning Act.

The public hearing was held on March 21, 2023. No members of the public made oral submissions at the public hearing and no written submissions have been received as of the date of this report.

Planning Analysis

Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) sets out the Provincial government's policy direction on matters of Provincial interest as they relate to land use planning and development. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

While the PPS is meant to be read and interpreted in its entirety, there are policies that are more applicable in every situation. The policies set out below are most applicable to the subject applications. The exact wording of each applicable policy is included in italic font; underlined words and phrases indicate that the term is defined in the PPS and the PPS definition must be used when interpreting the applicable policy. The definitions have also been included, where they are important to the interpretation and application of the policy as it relates to the subject applications.

1.0 Building Strong Healthy Communities

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

1.1.1 Healthy, liveable and safe communities are sustained by:

- a) *promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) *accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) *avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) *avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) *promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*
- f) *improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;*
- g) *ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;*
- h) *promoting development and land use patterns that conserve biodiversity; and*
- i) *preparing for the regional and local impacts of a changing climate.*

1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines.

Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

“Settlement area” is defined as: *urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:*

- a) *Built-up areas where development is concentrated and which have a mix of land uses; and*
- b) *Lands which have been designated in an official plan for development over the long-term planning horizon provided for in policy 1.1.2.*

The City of Temiskaming Shores Official Plan includes designated settlement areas for the former Township of Dymond and Town of New Liskeard, with a separate settlement area for the former Towns of Haileybury and North Cobalt. In both cases the designated settlement area includes additional land beyond the traditional built-up area to accommodate future growth within the requirements of the PPS.

1.1.3 Settlement Areas

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario’s settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) *efficiently use land and resources;*
- b) *are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c) *minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- d) *prepare for the impacts of a changing climate;*
- e) *support active transportation;*
- f) *are transit-supportive, where transit is planned, exists or may be developed; and*
- g) *are freight-supportive.*

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

- 1.1.3.4 *Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.*
- 1.1.3.5 *Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.*

The intention of the above policies is to direct new development to locate within boundaries established by municipalities and approved at the provincial level through the Official Plan process. Strategies provided to encourage development within the settlement area boundaries are intensification and redevelopment, which would include the allowance of additional dwelling units.

1.1.5 *Rural Lands in Municipalities*

- 1.1.5.1 *When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.*
- 1.1.5.2 *On rural lands located in municipalities, permitted uses are:*
 - a) *the management or use of resources;*
 - b) *resource-based recreational uses (including recreational dwellings);*
 - c) *residential development, including lot creation, that is locally appropriate;*
 - d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
 - e) *home occupations and home industries;*
 - f) *cemeteries; and*
 - g) *other land uses.*
- 1.1.5.4 *Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.*
- 1.1.5.5 *Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.*
- 1.1.5.8 *New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.*

These policies are directly applicable to the proposed amendments for the allowance of an additional dwelling unit on properties located outside of the designated settlement areas. The current Zoning By-law does provide allowances for additional dwelling units outside of the settlement areas, and the proposed policies build on and

clarify the existing policies, including allowing an additional dwelling unit in a detached accessory building, and ensuring that the additional dwelling unit is located within the existing developed area of the property and is not eligible to be severed from the principal dwelling unit in the future.

1.4 Housing

1.4.3 *Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*

- a) *establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans...*
- b) *permitting and facilitating:*
 1. *all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and*
 2. *all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;*
- c) *directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*
- d) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;*
- e) *requiring transit-supportive development and prioritizing intensification including potential air rights development, in proximity to transit, including corridors and stations; and*
- f) *establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.*

The proposed policies for additional dwelling units supports the creation of rental units that could contribute to the supply of affordable rental housing within the City. These units would represent intensification and the provision of different housing options, as well as being transit-supportive, minimizing the need for the extensions of infrastructure, and utilizing previously under-utilized land in the case of units in detached accessory buildings. Additional residential units in and associated with existing dwellings will also increase the density in existing neighbourhoods.

It should be noted that the City's policies currently allow for a wide range of housing types within the settlement area. Up to two residential units are currently permitted on all fully-serviced residential properties within the settlement area boundaries, and the majority of residential properties are zoned to permit up to four units. The proposed amendments will allow up to three residential units on the remaining properties per the requirements of the Planning Act.

1.6 Infrastructure and Public Service Facilities

1.6.6 Sewage, Water and Stormwater

1.6.6.2 *Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.*

1.6.6.4 *Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or*

feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development.

1.6.6.5 *Partial services shall only be permitted in the following circumstances:*

- a) *where they are necessary to address failed individual on-site sewage services and individual on-site water services in existing development; or*
- b) *within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts.*

The hierarchy of services is set out in the above section. The majority of a municipality's development is to occur on properties with full municipal water and sanitary sewer services, and full services are the preferred method of servicing for properties within the designated settlement areas. Private on-site well and septic systems are acceptable for properties located in rural areas where municipal services are not available. Partial services are only permitted in limited circumstances. The proposed policies would allow a maximum of one additional dwelling unit on properties outside the designated settlement areas, or on properties within the designated settlement areas serviced with private on-site services. An additional dwelling unit would not be permitted on partially-serviced properties.

1.8 Energy Conservation, Air Quality and Climate Change

1.8.1 *Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns which:*

- a) *promote compact form and a structure of nodes and corridors;*
- b) *promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;*
- c) *focus major employment, commercial and other travel-intensive land uses on sites which are well served by transit where this exists or is to be developed, or designing these to facilitate the establishment of transit in the future;*
- d) *focus freight-intensive land uses to areas well served by major highways, airports, rail facilities and marine facilities;*
- e) *encourage transit-supportive development and intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;*
- f) *promote design and orientation which maximizes energy efficiency and conservation, and considers the mitigating effects of vegetation and green infrastructure; and*
- g) *maximize vegetation within settlement areas, where feasible.*

The creation of new dwelling units within existing developed areas is a method of ensuring maximum use of existing infrastructure and services without the need for expansion/extension. Compact development promotes the use of active transportation and could increase access to transit along and in proximity to the existing routes.

Policies allowing additional residential units on properties on which residential use is permitted is in keeping with the objectives of the 2020 Provincial Policy Statement, and the proposed policies are consistent with this document.

Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario was developed under the Places to Grow Act to ensure growth occurs in an economically and environmentally sustainable manner.

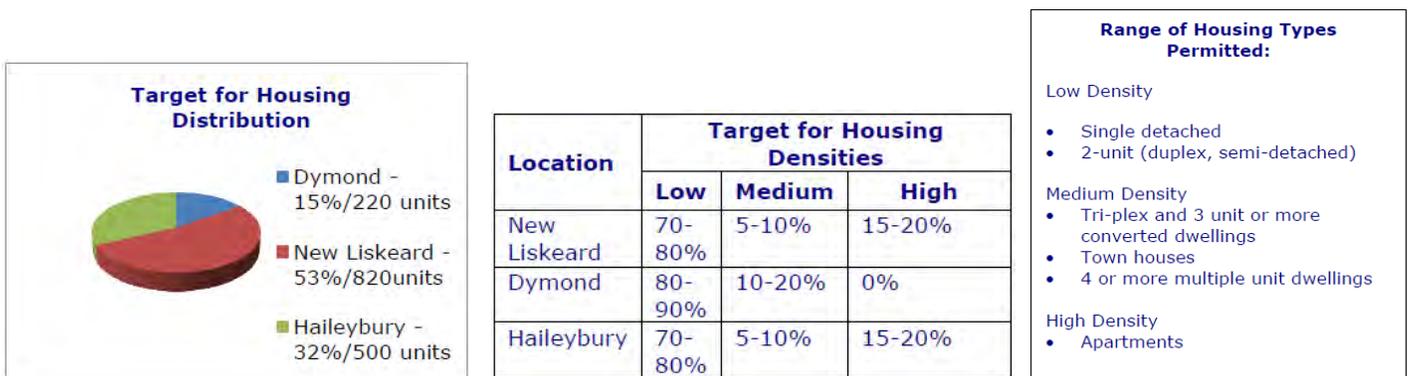
A review of the Growth Plan for Northern Ontario confirms the proposal does not conflict with any of the Growth Plan policies.

City of Temiskaming Shores Official Plan

The City of Temiskaming Shores Official Plan is the implementation tool for the Provincial Policy Statement, while also guiding short- and long-term development in the community by directing land use and broad-stroke development policies within the local context.

A number of amendments are proposed to the Official Plan. For ease of review and interpretation, the chart attached as Appendix 1 sets out the current policy, the proposed policy, and the staff comments/justification for the amendment.

Section 3 of the Official Plan sets the goals and objectives for housing development and distribution across the City. The following graphics are included:



Since the approval of the Official Plan in 2015 the City has approved larger-scale housing projects/residential developments totaling 225 units across the municipality, including: 255 Grant Drive (8 units), Dymond Square (68 units), and Dymond Court (18 units) in Dymond; the Boreal Subdivision (26 lots), the Ecole Sacre Coeur conversion (40 units), and the Rivard Court development (16 units) in New Liskeard; and Haileybury School House Lofts (49 units) in Haileybury. All of these lots/units are in various stages of development, with 110 of the units built and occupied. While Bill 23 and the proposed amendments to the City’s Official Plan focus on gentle intensification rather than large-scale multi-unit projects, it is important to have an understanding of the progress that has been made toward increasing housing availability and options in the community. The recent Planning Act amendments specific to additional dwelling units and proposed amendments to the City’s Official Plan support the housing targets established in Section 3.

Section 15 of the Official Plan establishes the tools and resources available to the City for reviewing, processing, and making decisions on Planning applications. Specifically, Section 15.2 sets out the additional information and studies that can be requested to support specific application types. Given the application processing timelines established by Bill 109, and the ability to deem site plan control applications complete/incomplete, the proposed amendment would see this section replaced in its entirety and the inclusion of a comprehensive list referencing many different types of information and studies. Not every study listed will be required for every application. When a request or proposal is submitting, staff will review the details with the applicant and with any applicable City departments and external agencies as necessary and will provide a list of requirements to the applicant prior the submission of the application. This will allow staff the ability to review the entire application package when it is submitted and move the application through the approval process expeditiously and with the best possible information available for Council to make an informed decision. The proposed amendment to this section also includes the enabling policy for the establishment of a preconsultation by-law, which is a tool used to ensure all applications for development are subject to pre-submission review by staff. A preconsultation by-law often includes minimum submission requirements in order to allow staff the ability to review a thought-out proposal and provide fulsome and meaningful comments, along with the submission requirements for a complete application.

It should be noted that the ability to apply site plan control to development on properties abutting a waterbody was one of the primary ways the City was enforcing the policies of Section 10, Natural Environment. Waterfront development within the designated settlement areas is primarily residential, and the removal of site plan control for residential developments of 10 units or less, regardless of location, topography, and geography, hinders the City's ability to ensure protection of natural features. As this is a legislative change to the Planning Act it cannot be changed at the local level. Staff are currently investigating other options to address these concerns, which may include a site alteration by-law, lot grading policy and/or further amendments to the Zoning By-law to increase shoreline protection.

Based on the above information it is my opinion that the proposed official plan amendment and zoning by-law amendment are in keeping with the general intent and purpose of the City of Temiskaming Shores Official Plan. It is anticipated that the proposed amendments will enable the City to make progress toward the stated housing goals and targets of the Official Plan, and will also support staff in the effective and timely review and processing of planning applications.

City of Temiskaming Shores Zoning By-law

The City of Temiskaming Shores Zoning By-law is the detailed implementation tool for the Official Plan. It sets out exactly what individual properties can be used for, as well as where buildings and structures can be located on a property, the size and height they can be, how much parking is required and where it can be located, etc.

A number of amendments are proposed to the Zoning By-law, which are set out in Appendix 2 to this report. Staff comments and justification for each amendment are also included.

It should be noted that the Zoning By-law currently allows for additional dwelling units on all residential properties within the designated settlement areas that are fully serviced with municipal water and sanitary sewer services. The Medium Density Residential (R3) zone permits up to four dwelling units and the Low Density Residential (R2) zone permits up to two dwelling units on full municipal services. The current Zoning By-law does not permit an additional dwelling unit on a privately serviced lot within the settlement area, and the proposed amendment would allow up to one additional dwelling unit on these properties. The proposed amendment would maintain the current prohibition on additional dwelling units on partially-serviced properties.

Additionally, the current zoning allows an additional dwelling unit in a detached building, provided it is attached to or above a detached private garage. The proposed policies would allow a standalone additional dwelling unit, in keeping with the intent of Bill 23. The proposed amendment includes policies designed to ensure these units remain accessory to the principal dwelling on the property, such as a prohibition on creating new driveway (except in the case of a corner or through lot, in accordance with the City's Access Control Policy), and a prohibition on the future severance of the additional dwelling unit.

The proposed policies also provide clarification for additional dwelling units on properties zoned Rural (RU) and Agriculture (A1), specifically that an additional dwelling unit in a detached accessory building must be located within the existing developed area of the property, in proximity to the principal dwelling unit, and includes the same prohibitions on new access and severances as outlined above.

Additional dwelling units would be subject to the specific requirements of the Zoning By-law and building permits would still be required, regardless of whether the unit was located within the principal dwelling or in a detached accessory building. Detached units would be subject to the accessory building provisions of the Zoning By-law, including lot coverage, height, setbacks, and building separation. Servicing of a detached unit would be considered on a case-by-case basis.

Comments Received from the Agency Circulation and Public Notification Process

The application was circulated to municipal departments, agencies, and the public. The following comments were received:

Manager of Environmental Services – No comments received.

Manager of Transportation Services – *I don't have any comments.*

Chief Building Official – No comments received.

Fire Chief – No comments received.

Director of Recreation – *I don't have any comments from my department on this.*

Director of Corporate Services – *No concerns here.*

City Manager – No comments received.

Clerk – No comments received.

Economic Development and Funding Application Coordinator – No comments received.

Treasurer – No comments received.

Public and External Agency Comments:

- Ontario Northland: requested to be included in the commenting agency list under the proposed amendment to Official Plan Section 15.2.00.

Note from Planning Department: this request has been incorporated into the proposed Official Plan amendment.

Conclusion

The proposed Official Plan amendment and Zoning By-law amendment will implement the recent legislative amendments to the Planning Act enacted through Bill 109, the More Homes for Everyone Act, and Bill 23, the More Homes Built Faster Act. The proposed amendments consider the intent of the legislation as well as the local context and existing policies.

Recommendation

Based on the information presented in this report, in my opinion, the proposed Zoning By-law amendment is consistent with the Provincial Policy Statement (2020); does not conflict with the Northern Ontario Growth Plan; complies with the City of Temiskaming Shores Official Plan; and represents good planning.

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

Respectfully submitted,

Jennifer Pye, MCIP, RPP
Planner

Appendix 1 – Proposed Official Plan Amendments and Justification

Appendix 2 – Proposed Zoning By-law Amendments and Justification

**Appendix 1
Proposed Official Plan Amendments and Justification**

Section	Current Policy	Proposed Policy	Justification/Comments
2. Interpretation (flowchart)	Notices affirming a complete application will be distributed to the prescribed agencies and the applicant within 30 days. The City may require and request additional information after affirmation where deemed necessary to determine compliance with this Plan and the PPS.	Notices affirming a complete application will be distributed in accordance with the applicable Planning Act requirements. The City may require and request additional information after affirmation where deemed necessary to determine compliance with this Plan and the PPS.	The Planning Act sets out the notification requirements for all applications at various stages of the approvals process. A specific number of days included in the City's Official Plan is unnecessary and exceeds the requirements of the Planning Act in some cases.
3. Housing and Growth Management 6. Affordable Housing	4. Allowing a second residential unit in a single detached dwelling, semi-detached dwelling or rowhouse.	4. Allowing additional residential units in single detached dwellings, semi-detached dwellings, or rowhouse dwellings.	A wording change to replace the current "second residential unit" with the updated "additional residential unit" to reflect Provincial vernacular
3. Housing and Growth Management 7. Residential Intensification	5. Conversion or expansion of existing residential buildings to create new residential units or accommodation including accessory apartments, secondary suites and second units in a house.	5. Conversion or expansion of existing residential buildings to create new residential units or accommodation including additional residential units.	A wording change to remove the reference to specific residential unit types and instead use all-encompassing terminology.
4. Community Development 10. Rural Area	10. All uses will be appropriately zoned. Site plan control may apply to non-residential uses, and to all land uses adjacent to a water body (i.e. residential, commercial, institutional and industrial). Site plan control will not apply to an agricultural use. Communication facilities governed by Industry Canada will require an undertaking (i.e. development agreement) addressing issues typically required by a site plan control agreement. (See also Section 15.15).	10. All uses will be appropriately zoned. Site plan control may apply to non-residential uses and to land uses adjacent to a water body. Site plan control will not apply to an agricultural use. Communication facilities governed by Industry Canada will require an undertaking (i.e. development agreement) addressing issues typically required by a site plan control agreement. (See also Section 15.15).	Removal of the reference to specific land use categories that may be subject to site plan control in rural areas, as the site plan control by-law sets out the types of uses that are subject to site plan control in various areas. Removal of the reference to site plan control being applicable to "all" land uses adjacent to a water body as site plan control can no longer be used for residential development of

			10 or fewer units regardless of location.
<p>15. Planning Tool Kit 2. Planning Applications</p>	<p>Types of Planning Applications that may be filed with the City include: [Section of the <i>Planning Act</i> shown in (parenthesis)]</p> <ul style="list-style-type: none"> • Official Plan Amendment (22) • Zoning By-law Amendment (34) • Holding By-law/removal of Holding symbol (36) • Temporary Use By-law (39) • Site Plan Control (41) • Minor Variance/Permission of extension/expansion, change of non-conforming use (45) • Consent (53) • Plan of Subdivision (51) <p>Prior to filing an application, applicants will be required to meet with the City to ascertain the requirements for the submission of applications (e.g. required studies and information, fees, peer review, agency and public consultation etc.)</p> <p>Studies or information which may be required in support of an application will depend on the type of application and the circumstances. Studies or information may include, but is not limited to (Sections of the official plan shown in brackets):</p> <ol style="list-style-type: none"> 1. A source water protection study including surface and groundwater impacts (Section 5.8 Well Head and Intake Protection Zones); 	<ol style="list-style-type: none"> 1. Pre-consultation The City of Temiskaming Shores encourages pre-consultation on all land use planning applications. The City may pass by-laws to require that proponents pre-consult with City staff prior to making an application for an Official Plan Amendment, Zoning By-law Amendment, Site Plan approval, draft Plan of Subdivision, draft Plan of Condominium, Minor Variance, and/or Consent. Pre-consultation will be used to determine the additional information and material required to form a complete application for Planning Act purposes. 2. Complete Application The Planning Act gives municipalities the ability to request, in addition to the minimum prescribed requirements, information and material for certain types of land use planning applications to make an informed decision, provided that the municipal Official Plan contains provisions relating to the additional information and material. The Planning Act also gives municipalities the ability to refuse to accept an application if it does not include the minimum prescribed requirements, any additional requirements as per the Official Plan, and any required fee. As part of a complete application for an Official Plan amendment, Zoning By-law amendment, Site Plan approval, draft Plan of Subdivision, 	<p>Remove and replace the current section.</p> <p>Include enabling policies for the enactment of a preconsultation by-law.</p> <p>Include more comprehensive complete application requirements, including site plan control requirements to address the application refund requirements introduced by Bill 109.</p> <p>The additional information/studies required for any specific application will be identified through preconsultation. All of the information/studies listed will not be required for every application, or even most of them. The list is comprehensive in order to allow the City to request the information that is necessary to review and make a recommendation on a specific application. Staff will review a specific proposal and will then determine what items will be required in order to ensure the request meets City requirements and adheres to the principles of good planning.</p>

	<ol style="list-style-type: none"> 2. A geotechnical study of unstable slopes (Section 10.9 Use of Natural Environment Lots); 3. Drainage/Stormwater Report (Section 4.4 Land Use Designation, 5.4 Water, Wastewater, Stormwater, 12.7 and 13.7 New Operations); 4. Archaeological Assessment (Section 12.7 and 13.7 New Operations, 12. 11 Wayside Operations 14.9 Archaeological Resources); 5. Heritage Impact Assessment (section 12.7 and 13.7 New Operations, 12.11 Wayside Operations 14.11 Protected Heritage Property); 6. Noise and/or Vibration Study (section 4.6 Employment Areas, 4.9 Urban Design Principles, 5.6 Transportation, 12.7 and 13.7 New Operations); 7. Blast Impact Study (Section 12.7 and 13.7); 8. Traffic Impact Study (Section 4.6 Employment Areas, 4.7.6 Boat House Facility, 4.9 Urban Design Principles, 5.6 Transportation, 7.10 Golf courses, 7.11 Integrated Recreation and Housing Development, 12.7 and 13.7 New Operations); 9. Air Quality (Section 4.6 Employment Areas); 	<p>draft Plan of Condominium, Minor Variance, or Consent, additional information that may be required includes, but is not limited to:</p> <ol style="list-style-type: none"> a. Source Water Protection Study; b. Geotechnical Study; c. Drainage/Stormwater Management Report; d. Stormwater Grading and Drainage Plan; e. Archaeological Assessment; f. Heritage Impact Assessment; g. Noise Study; h. Vibration Study; i. Blast Impact Study; j. Traffic Impact Study; k. Air Quality Assessment; l. Land Use Compatibility Study; m. Environmental Impact Study; n. Functional Servicing Report; o. Septage Haulage Report; p. Well record and drinking water test results; q. Confirmation of availability of potable water well; r. Municipal Servicing Capacity Report; s. Market Impact Study; t. Minimum Distance Separation Calculation; u. Mine Hazard Study; v. Lakeshore Capacity Assessment; w. Planning Justification Report; x. Concept Plans; y. Landscape Plans; z. Environmental Site Assessment including Record of Site Condition; aa. Erosion and Sediment Control Plan; 	
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	<p>10. Land use Compatibility (Section 4.10 Rural Area, 12.7 and 13.7 New Operations);</p> <p>11. Environmental Impact Study (Section 10.5 Natural Heritage Features, 10.9 Natural Hazards, 12.7 and 13.7 New Operations);</p> <p>12. Municipal Servicing capacity report (water, sewer) (Sections 4.4 Land Use Designation, 5.4 Water, Wastewater, Stormwater);</p> <p>13. Septage Haulage Report (Section 4.10 Rural Area);</p> <p>14. Market Study (Sections 4.6 Employment Areas, 4.8 Town centres);</p> <p>15. Minimum Distance Separation (Sections 4.10 Rural Area, 11.14 Minimum Distance Separation);</p> <p>16. Mine Hazard Rehabilitation (Section 15.19);</p> <p>17. Lakeshore Capacity Assessment Study (Section 10.8);</p> <p>18. Planning Justification Report.</p> <p>Applicants shall bear the cost of an study and any required peer review.</p>	<p>bb. Slope Stability Study;</p> <p>cc. D4 Assessment Study;</p> <p>dd. Sun/Shade Study;</p> <p>ee. Wind Study;</p> <p>ff. Public Consultation Strategy;</p> <p>gg. Site Plan;</p> <p>hh. Site Grading Plan;</p> <p>ii. Site Servicing Plan;</p> <p>jj. Building Elevations;</p> <p>kk. Zoning Compliance Review;</p> <p>ll. Architectural Elevation Plan;</p> <p>mm. Off-Site Servicing Plan;</p> <p>nn. Details/Cross Sections Plan;</p> <p>oo. Comments from Federal and/or Provincial bodies such as the Ministry of Transportation, Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation and Parks, Ministry of Agriculture, Food and Rural Affairs, Ministry of Mines, Department of Fisheries and Oceans, Transport Canada, Ministry of Culture, Sport and Tourism, and Ontario Northland;</p> <p>pp. Confirmed zoning compliance from the City;</p> <p>qq. Confirmed conformity with the Ontario Building Code and Ontario Fire Code;</p> <p>rr. Completed Site Plan Guidelines for Accessibility Considerations Checklist;</p> <p>ss. Review by and recommendation for approval from the Temiskaming Shores Accessibility Advisory Committee;</p> <p>The additional information and material that may be required will</p>	
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		<p>depend on the nature and character of the site, the surrounding area, the proposal and the type of approval being sought. Requirements for a complete application will be determined and confirmed by the City. The cost of any study and any required peer review will be borne by the applicant.</p> <p>The City may refuse to accept an application that is not complete.</p>	
<p>15. Planning Tool Kit 15. Site Plan Control (Section 41, Planning Act)</p>	<p>2. Residential intensification projects.</p>	<p>2. Residential intensification projects, in accordance with the requirements of the Planning Act.</p>	<p>Wording change to reflect Planning Act requirements.</p>
<p>15. Planning Tool Kit 15. Site Plan Control (Section 41, Planning Act)</p>	<p>7. Any residential use.</p>	<p>7. Any residential use, in accordance with the requirements of the Planning Act.</p>	<p>Wording change to reflect Planning Act requirements.</p>

Proposed Zoning Amendments by Section

Section	Current Policy	Proposed Policy	Justification/Comments
<p>3. Definitions 3.46 Dwelling Unit, Second</p>	<p>A dwelling unit permitted under Section 4.16.2, accessory to the main use of the property and contained within or attached to the main building or in the second storey of, or attached, an attached private garage</p>	<p>3.46 Dwelling Unit, Additional A <i>dwelling unit</i> permitted under Section 4.16.2</p>	<p>Remove the definition of “dwelling unit, second” and replace with “dwelling unit, additional.” Remove the references in the definition to configuration/location of the unit in relation to the principal unit, which is set out in the applicable subsection under Section 4, General Provisions.</p>
<p>4. General Provisions 4.16 Number of Dwelling Units Per Lot</p>	<p>4.16.1 Not more than one <i>dwelling unit</i> may be built on any <i>lot</i> except where specifically permitted in a particular zone.</p> <p>4.16.2 Second dwelling unit. Where a <i>second dwelling unit</i> is permitted as an accessory use the following provisions shall apply:</p> <ul style="list-style-type: none"> a) The <i>second dwelling unit</i> is located within a permitted <i>single detached dwelling</i> or a <i>semi-detached dwelling</i>, or in the <i>second storey</i> of or attached to a detached <i>private garage</i>; b) Only one (1) <i>second dwelling unit</i> may be created on the <i>lot</i>; c) The maximum <i>floor area</i> of a <i>second dwelling unit</i> shall not exceed the <i>gross floor area</i> of the main <i>dwelling unit</i>; d) The <i>second dwelling unit</i> and main <i>dwelling</i> shall 	<p>4.16.1 Not more than one <i>dwelling unit</i> may be built on any <i>lot</i> except where specifically permitted in a particular zone.</p> <p>4.16.2 Additional dwelling unit: Where <i>additional dwelling units</i> are permitted as an <i>accessory use</i> the following provisions shall apply:</p> <ul style="list-style-type: none"> a) One <i>additional dwelling unit</i> may be created where permitted on a <i>lot</i> in the R1, RU, and A1 zones, or on a <i>lot</i> within the settlement area, as depicted on the Schedules, on which residential use is permitted, and the lot is serviced by <i>private sewer and water services</i>; b) Up to two <i>additional dwelling units</i> may be created on <i>lots</i> within the settlement area, as depicted on the Schedules, on which residential use is permitted 	<p>Remove and replace the existing section.</p> <p>The proposed policies are reflective of the intent of the legislation legalizing up to 3 units on fully serviced residential properties.</p> <p>The policies for additional dwelling units on partially-serviced and unserviced properties within the settlement area boundary, and unserviced properties outside of the settlement area boundary are also proposed to be updated.</p>

	<p>meet all other applicable provisions of this By-law and any other servicing, fire, health, safety, or occupancy regulations or by-laws;</p> <p>e) A minimum of one <i>parking space</i> is provided for the <i>second dwelling unit</i> and does not result in a separate driveway being required; and</p> <p>f) Where a <i>dwelling</i> is already located on a lot within an assessment area and zoned H1, H2 or H3, a second dwelling unit is permitted.</p>	<p>as a <i>principal use</i>, provided the <i>lot</i> is on <i>full municipal services</i>;</p> <p>c) Where one <i>additional dwelling unit</i> is permitted, the <i>additional dwelling unit</i> can be located within a permitted <i>single detached dwelling</i> or in a detached <i>accessory building</i>;</p> <p>d) Where up to two <i>additional dwelling units</i> are permitted, the <i>additional dwelling units</i> can be located within a permitted <i>single detached dwelling, semi-detached dwelling, or street townhouse dwelling</i>, or in a detached <i>accessory building</i>, provided that:</p> <p>a. a total of <i>one additional dwelling unit</i> can be located in an <i>accessory building</i> detached from the permitted <i>single detached dwelling, semi-detached dwelling, or street townhouse dwelling</i>;</p> <p>b. no more than three <i>dwelling units</i> in total are located on the <i>lot</i>.</p> <p>e) The maximum floor area of each <i>additional dwelling unit(s)</i> shall not exceed the <i>gross floor area</i> of the main <i>dwelling unit</i>;</p> <p>f) Where an <i>additional dwelling unit</i> is located in a detached <i>accessory building</i> on a <i>lot</i> in the R1, RU, or A1 zone the <i>additional dwelling unit</i> shall</p>	
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		<p>be located within the existing developed area of the property in proximity to the principal <i>dwelling</i>;</p> <p>g) The <i>additional dwelling unit(s)</i> and main <i>dwelling unit</i> shall meet all other applicable provisions of this By-law and any other servicing, fire, health, safety, or occupancy regulations or by-laws;</p> <p>h) A minimum of one <i>parking space</i> is provided for each <i>additional dwelling unit</i> and does not result in a separate driveway being required, except in the case of a <i>lot</i> in the settlement area with access to two <i>public roads</i>, in accordance with the City's Access Control policy;</p> <p>i) Where an <i>additional dwelling unit</i> is located in a detached <i>accessory building</i>, the <i>additional dwelling unit</i> cannot be severed;</p> <p>j) An <i>additional dwelling unit</i> is not permitted on a lot with <i>partial municipal sewer and water services</i>;</p> <p>k) Where a <i>dwelling unit</i> is already located on a <i>lot</i> within an assessment area subject to an H1, H2, or H3 provision, an <i>additional dwelling unit</i> is permitted in accordance with the provisions of this Section.</p>	
Tables 6.2, 6.3, 7.2, 7.3, 9.1, and 9.3	"second dwelling unit" wording	"second dwelling unit" wording changed to "additional dwelling unit"	Wording change to reflect provincial legislation

6. Residential Zones 4. Lot Requirements 1. Additional Residential Zone Requirements (*11)	Where a second dwelling is proposed above a garage, the maximum heights of the garage shall be 8 metres.	Where an additional dwelling unit is located in the second storey of a detached accessory building only, the maximum height of the detached accessory building shall be 8 metres.	Wording change to reflect provincial legislation
Table 6.1 – Permitted Principal Uses, Low Density Residential Zone	Currently Permitted: Dwelling, Single Detached Dwelling, Semi-detached Dwelling, Duplex	Proposed: Dwelling, Single Detached Dwelling, Semi-detached Dwelling, Duplex Dwelling, Multiple, up to 3 units	Inclusion of new residential structure to allow multi-residential development of up to 3 units per the Planning Act
6. Residential Zones 4. Lot Requirements 1. Additional Residential Zone Requirements, Maximum Number of Dwelling Units, Low Density Residential Zone (*12)	1 dwelling only on partial or private services; 1 dwelling for each 225 square metres of lot area to a maximum of 2 dwellings.	1 dwelling only on partial services; 1 dwelling unit for each 150 square metres of lot area to a maximum of 3 dwelling units.	Wording change to allow 3 units on R2 properties that are fully serviced and privately serviced, and to allow a lesser lot area per unit
7. Commercial Zones 3. Permitted Uses 1. Notes to Permitted Uses (*3)	Located in a legally existing single detached or semi-detached dwelling only.	Located on a lot with a legally existing single detached dwelling, semi-detached dwelling, or street townhouse dwelling only.	Wording change to reflect provincial legislation
7. Commercial Zones 4. Lot Requirements 1. Additional Commercial Zone Requirements (*4)	A minimum lot area of 110 square metres per dwelling, up to a maximum of 5 dwelling units on a lot, and provided a minimum of 1 parking space per dwelling is available on the site.	A minimum lot area of 110 square metres per dwelling unit, up to a maximum of 5 dwelling units on a lot, and provided a minimum of 1 parking space per dwelling unit is available on the site.	Wording change to include the word “unit” where referencing a dwelling
Table 9.3 Agricultural and Rural Zone Requirements	Maximum number of dwelling units (excluding second dwelling unit)	Maximum number of dwelling units (including additional dwelling unit)	Wording change to cap the number of dwelling units allowed on Agriculture and Rural properties
Table 10.3 Zone Requirements for Other Zones	Maximum Number of Dwelling Units (excluding second dwelling)	Maximum Number of Dwelling Units	Wording change to remove reference to additional dwelling units, as additional dwelling units are not permitted in these zones.



The City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario POJ 1K0
705-672-3363

Application for Official Plan Amendment Under Section 22 of the Planning Act

Fee for Application to Amend the Official Plan:

\$1,000 + \$100 advertising fee + 13% HST = \$1,243.00

Fee for Combined Official Plan Amendment and Zoning By-law Amendment:

\$1,500 + \$100 advertising fee + 13% HST = \$1,808.00

Please read before completing this application

This application reflects the mandatory information that is prescribed in the Schedules to Ontario Regulation 543/06 made under the Planning Act, RSO, 1990, as amended, as well as information required by the City of Temiskaming Shores to assist in the assessment of the proposal.

In addition to completing this form, the Applicant is required to submit the fee, a detailed site plan and any additional information or studies that may be necessary to assess the proposal.

Failure to submit the required information will delay the consideration of this Application. An application which is not considered complete under the Planning Act is not subject to the timelines of the Act.

Applicants are encouraged to consult with the Municipality prior to completing the application.

OFFICE USE ONLY

File No.: OPA-2023-01

Date Received: February 24, 2023

Roll No.: 5418-_____

1. Owner Information

Name of Owner: The Corporation of the City of Temiskaming Shores

Mailing Address: PO Box 2050, Haileybury ON, P0K 1K0

Email Address: kconlin@temiskamingshores.ca Phone: 705-672-3363 ext. 4116

If more than one registered owner, please provide information below (attach separate sheet if necessary):

Name of Owner: _____

Mailing Address: _____

Email Address: _____ Phone: _____

2. Applicant/Agent Information (if applicant is not the owner, or applicant is an agent acting on behalf of the owner):

Name of Agent: Jennifer Pye, Planner, Corporation of the City of Temiskaming Shores

Mailing Address: PO Box 2050, Haileybury ON, P0J 1K0

Email Address: jpye@temiskamingshores.ca Phone: 705-672-3363 ext. 4105

3. Please specify to whom all communications should be sent:

Owner Applicant/Agent

4. Property Information

a. Location of the subject land:

Dymond New Liskeard Haileybury

Municipal Address NA - comprehensive amendment
Legal Description (concession and lot numbers, reference plan and lot/part numbers)

b. Date the subject land was acquired by the current owner: NA

c. Are there any easements or restrictive covenants affecting the subject land?

Yes No

If yes, describe the easement or covenant and its effect:

NA

d. Dimensions of subject land:

Lot Area: NA Road Frontage: NA

Water Frontage: NA Lot Depth: NA

j. Are any of the following uses or features on the subject land or within 500m (unless otherwise specified)?

Use or Feature	On the subject land	Within 500 metres of subject land (indicate approximate distance)
An agricultural operation including livestock or stockyard	<input type="checkbox"/>	<input type="checkbox"/> _____
A landfill	<input type="checkbox"/>	<input type="checkbox"/> _____
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/> _____
A provincially significant wetland (Class 1, 2 or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/> _____
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____
A waterbody, watercourse, river, or stream	<input type="checkbox"/>	<input type="checkbox"/> _____
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/> _____
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____
An active mine site, gravel pit or quarry	<input type="checkbox"/>	<input type="checkbox"/> _____
An industrial or commercial use (specify)	<input type="checkbox"/>	<input type="checkbox"/> _____
An active railway line	<input type="checkbox"/>	<input type="checkbox"/> _____
Utility corridor(s)	<input type="checkbox"/>	<input type="checkbox"/> _____
Provincial Highway	NA	<input type="checkbox"/> _____

5. Planning Information

a. Current Official Plan Designation(s): NA

b. Land uses authorized by the current Official Plan designation(s):

NA

c. What is the purpose of the requested amendment?

The proposed amendment is a comprehensive amendment that will incorporate the provisions of Bill 109 and Bill 23 into the City of Temiskaming Shores Official Plan, specifically enabling policies for deeming site plan applications complete, an updated list of studies and information that can be requested as part of a complete planning application, and policies for additional dwelling units in accordance with Section 35.1 of the Planning Act. See "Amendment Number 3 to the City of Temiskaming Shores Official Plan" for additional details.

d. Does the requested amendment:

i. Change a policy Yes No

ii. Replace a policy Yes No

iii. Delete a policy Yes No

iv. Add a policy Yes No

If yes to any of the above, identify the policy number and provide the proposed wording (attach separate documents):

See "Amendment 3 to the City of Temiskaming Shores Official Plan" for specific details of the proposed amendment.

e. What land uses would the requested Official Plan Amendment authorize?

Additional dwelling units in accordance with the provisions of Bill 23, the More Homes Built Faster Act.

f. Does the requested Official Plan Amendment change or replace a schedule in the Official Plan?

Yes No

If yes, provide the requested schedule and the text that accompanies it (attach separate documents).

g. Does the application propose to change the boundary of a settlement area or establish a new area of settlement?

Yes No

If yes, provide the current Official Plan Policies, if any, dealing with the alteration or establishment of an area of settlement:

h. Does the requested Official Plan Amendment propose to remove land from an area of employment?

Yes No

If yes, provide the current Official Plan policies dealing with the removal of land from an area of employment:

6. Proposed Use of Property

a. Proposed use(s) of the subject land (check all that apply):

- Residential Commercial Industrial
 Institutional Agricultural Vacant
 Mixed Use (specify): _____
 Other (specify): _____

b. Are any buildings proposed to be constructed on the property?

- Yes No

If yes, complete the table below (attach a separate sheet if necessary):

	Building 1	Building 2	Building 3	Building 4	Building 5
Type or use of building	NA				
Height of building (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m ²)					

7. Access and Servicing

a. What type of access is proposed for the subject land?

- Provincial Highway Private Road
 Municipal Road, maintained all year Right-of-Way
 Municipal Road, maintained seasonally Water Access
 Other (specify): _____

i. If access to the subject land will be by water only, describe the docking and parking facilities to be used and the approximate distance to these facilities from the subject land and the nearest public road:

b. What type of water supply is proposed for the subject land?

Publicly owned and operated piped water supply (City water)

Privately owned and operated individual well

Privately owned and operated communal well

Lake or other water body

Water service not proposed

Other (specify): _____

c. What type of sewage disposal is proposed for the subject land?

Publicly owned and operated sanitary sewage system (City sewer)

Privately owned and operated individual septic system

Privately owned and operated communal septic system

Privy

Sewage disposal service not proposed

Other (specify): _____

i. If the application would permit development on a privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development completed, applicants are required to submit a servicing options report and a hydrogeological report prepared by a qualified professional:

Title and date of servicing options report: _____

Title and date of hydrogeological report: _____

d. What type of storm drainage is proposed for the subject land?

Storm sewer

Ditches

Swales

Other (specify): _____

8. Concurrent Applications

Is the subject land or any land within 120m currently the subject of any of the following applications by the applicant under the Planning Act (attach separate sheet if necessary)?

a. Official Plan Amendment Yes No

File No(s): _____ Purpose: _____

Name of approval authority: _____ Land affected: _____

Status: _____

Effect on requested amendment: _____

b. Zoning By-law Amendment Yes No

File No(s): ZBA-2023-01 Purpose: To reflect the provisions of Bill 23, the More Homes Built Faster Act respecting additional dwelling units

Name of approval authority: The Corporation of the City of Temiskaming Shores Land affected: All residentially-zoned land, A1- and RU-zoned land

Status: Submitted for processing

Effect on requested amendment: Enacts requested amendment in the Zoning By-law

c. Minor Variance Yes No

File No(s): _____ Purpose: _____

Name of approval authority: _____ Land affected: _____

Status: _____

Effect on requested amendment: _____

d. Plan of Subdivision Yes No

File No(s): _____ Purpose: _____

Name of approval authority: _____ Land affected: _____

Status: _____

Effect on requested amendment: _____

e. Consent Yes No

File No(s): _____ Purpose: _____

Name of approval authority: _____ Land affected: _____

Status: _____

Effect on requested amendment: _____

f. Site Plan Control Yes No

File No(s): _____ Purpose: _____

Name of approval authority: _____ Land affected: _____

Status: _____

Effect on requested amendment: _____

g. Minister's Zoning Order Yes No

File No(s): _____ Purpose: _____

Name of approval authority: _____ Land affected: _____

Status: _____

Effect on requested amendment: _____

9. Provincial Policies

a. Is the proposed Official Plan amendment consistent with the policy statements issued under subsection 3(1) of the Planning Act?

Yes No

i. If yes, explain how the proposed Official Plan amendment is consistent with the policy statements issued under subsection 3(1) of the Planning Act:

The proposed amendment enacts the provisions of Bill 23, the More Homes Built Faster Act, regarding additional dwelling units and the ability to deem applications for site plan control complete. Allowing additional dwelling units on residential properties is consistent with the policies of Section 1.1, Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, and Section 1.1.3, Settlement Areas, of the Provincial Policy Statement.

b. Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

i. If yes, explain how the proposed Official Plan amendment conforms or does not conflict with the provincial plan or plans:

The proposed amendment does not conflict with the Growth Plan for Northern Ontario.

10. Public Consultation Strategy

Detail the proposed strategy for consulting with the public with respect to the application:

Follow Planning Act requirements

Other (please specify):

11. Additional Studies or Information

Additional studies or information may be required by the Municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the Municipality to determine what additional studies or information is required.

List of additional studies or information required by the Municipality (to be provided by the Municipality):

- _____
- _____
- _____
- _____

12. Sketch

The application shall be accompanied by a site plan showing the following information:

- The boundaries of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- The approximate location of all natural and artificial features (for example: buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks, etc.) that:
 - Are located on the subject land and on land that is adjacent to the subject land, and
 - In the applicant's opinion, may affect the application;
- The current uses of land that is adjacent to the subject land;
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- The location and nature of any easement affecting the subject land.

13. Applicant/Agent Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We, The Corporation of the City of Temiskaming Shores are the registered owners of the subject land and I/we hereby authorize Jennifer Pye, Planner, Corporation of the City of Temiskaming Shores to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date: Feb 24, 2023 Owner's Signature: 

Date: _____ Owner's Signature: _____

14. Authorization for Site Visits

I/We authorize Municipal Staff and Council and/or Committee members, as necessary, to enter the subject property to gather information necessary in the assessment of the application.

Applicant Initial

Applicant Initial

15. Notice re: Use and Disclosure of Personal Information

In accordance with the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, I/We acknowledge and understand that any information collected on this form and any supplemental information submitted as part of this application can be disclosed to any person or public body.

Applicant Initial

Applicant Initial

16. Declaration of Applicant

- ✓ If the application is being submitted by the property owner and there is more than one registered owner, each owner must complete a separate declaration.
- ✓ If application is being submitted by the property owner and the owner is a firm or corporation the person signing this declaration shall state that he/she has authority to bind the corporation or affix the corporate seal.
- ✓ This declaration must be completed in front of a Commissioner for Taking Affidavits.

I, Jennifer Pye of the City of Temiskaming Shores
in the District of Timiskaming make oath and say
(or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true and I make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Sworn (or declared) before me

at the City of Temiskaming Shores
in the District of Timiskaming
this 24th day of February, 2023

Jennifer Pye
Signature of Applicant

Kelly Conlin
A Commissioner for Taking Affidavits

Kelly Conlin, a Commissioner, etc.
While Deputy Clerk of the
City of Temiskaming Shores



Applications for Official Plan Amendment and Zoning By-law Amendment

Notice of Complete Applications And Notice of Statutory Public Hearing

Under Sections 22 and 34 of the Planning Act, R.S.O. 1990 c.P.13

The City of Temiskaming Shores is proposing to adopt an Official Plan Amendment and Zoning By-law Amendment in accordance with Sections 22 and 34 of the Planning Act:

Official Plan Amendment File #: OPA-2023-00

Zoning By-law Amendment File #: ZBA-2023-00

Applicant: Corporation of the City of Temiskaming Shores

Lands Affected: The proposed amendments are administrative and apply to all land within the City of Temiskaming Shores.

A public meeting will be held to consider the Official Plan and Zoning By-law Amendment applications:

Date: Tuesday, March 21, 2023

Time: 6:00 p.m.

Place: Council Chambers at City Hall, 325 Farr Drive, Haileybury
Please contact the undersigned for alternative participation options

The purpose of the proposed amendments is to make administrative changes to the City of Temiskaming Shores Official Plan and the City of Temiskaming Shores Zoning By-law to implement recent changes to the Ontario Planning Act through Bill 109, the More Homes for Everyone Act, 2022, and Bill 23, the More Homes Built Faster Act, 2022. The proposed amendments include portions of the Official Plan dealing with housing and community development, site plan approvals, complete planning applications, and preconsultation for planning applications. The proposed amendments to the Zoning By-law include administrative wording updates to reflect the applicable legislation, and changes to reflect permissions granted through Bill 23 specific to additional dwelling units, including the allowance of up to three dwelling units on a parcel of urban residential land with up to one dwelling unit being permitted in a detached accessory building. Changes are also proposed to clarify provisions for additional dwelling units on Rural (RU) and Prime Agriculture (A1) Zoned properties.

Representation: Any person may attend the public meeting and/or make written or verbal presentation to express support of, or opposition to, these applications. If you are aware of any person who may be affected by this application, who has not received a copy of this notice, it would be appreciated if you would inform them of the application.

Written Comments: Written comments on this application may be forwarded to the City prior to the hearing.

Council's Decision: If you wish to be notified of the decision of the City of Temiskaming Shores on the proposed Official Plan Amendment and/or Zoning By-law Amendment, you must make a written request to the City of Temiskaming Shores at the address below.

Appeals: If a person or public body would otherwise have an ability to appeal the decision of the Council of the City of Temiskaming Shores to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Temiskaming Shores before the proposed Official plan amendment is adopted or the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Temiskaming Shores before the proposed official plan amendment is adopted or the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land

Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Multi-Unit Residential Buildings: If you are receiving this notice as the owner of a multi-unit residential development, please ensure that a copy of this notice is posted in a location that is visible to all of the residents.

Additional information pertaining to the application is available by contacting the undersigned.

Dated this 1st day of March, 2023.

Jennifer Pye, MCIP, RPP
Planner
City of Temiskaming Shores
325 Farr Drive, PO Box 2050
Haileybury, ON P0J 1K0
Tel: 705-672-3363 ext. 4105
jpye@temiskamingshores.ca

From: [Donna Jaques](#)
To: [Jennifer Pye](#)
Subject: RE: City of Temiskaming Shores Official Plan Amendment application OPA-2023-01 and Zoning By-law Amendment application ZBA-2023-01 - Comprehensive amendments
Date: Thursday, March 9, 2023 10:38:05 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Jennifer,

I have one comment/request re the OPA. In Part B 5) 15.2 oo. – Could you include Ontario Northland in your list? It would be beneficial for us to be able to provide comments on proposed development applications in the vicinity of the railway operations prior to the application being completed.

Thank you for sending this to us for review.

Regards

Donna

Donna Jaques

General Counsel

Legal Services & Corporate Governance



555 Oak St. East

North Bay, ON P1B 8L3

Tel: 705-472-4500, ext. 316

Cell: 705-477-4456

www.ontarionorthland.ca

From: Jennifer Pye <jpye@temiskamingshores.ca>

Sent: Tuesday, March 7, 2023 5:32 PM

To: Donna Jaques <Donna.Jaques@ontarionorthland.ca>

Subject: [External] RE: City of Temiskaming Shores Official Plan Amendment application OPA-2023-01 and Zoning By-law Amendment application ZBA-2023-01 - Comprehensive amendments

CAUTION - EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender.

Absolutely. I have attached the applicable information for your review. Please let me know if you have any questions or if you would like to discuss any of this further.

Thanks,

Jennifer Pye, MCIP, RPP

Planner

Office 705 672 3363 ext. 4105

From: Donna Jaques <Donna.Jaques@ontarionorthland.ca>

Sent: Tuesday, March 7, 2023 4:37 PM

To: Jennifer Pye <jpye@temiskamingshores.ca>

Subject: RE: City of Temiskaming Shores Official Plan Amendment application OPA-2023-01 and Zoning By-law Amendment application ZBA-2023-01 - Comprehensive amendments

Hi Jennifer,

Would it be possible to review the proposed amendments themselves?

Donna

From: Jennifer Pye <jppe@temiskamingshores.ca>
Sent: Thursday, March 2, 2023 8:34 AM
To: Donna Jaques <Donna.Jaques@ontarionorthland.ca>
Cc: Erin Hillis <erin.hillis@ontarionorthland.ca>
Subject: [External] City of Temiskaming Shores Official Plan Amendment application OPA-2023-01 and Zoning By-law Amendment application ZBA-2023-01 - Comprehensive amendments

CAUTION - EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender.

Hi Donna,

Please see attached information for applications for Official Plan amendment and Zoning By-law amendment in the City of Temiskaming Shores. The purpose of these applications is to bring the City's Official Plan and Zoning By-law into compliance with, and introduce policies to address Bill 109, the More Homes for Everyone Act, 2022, and Bill 23, the More Homes Built Faster Act, 2022.

Please review this information and provide any comments from your organization.

Thank you,

Jennifer Pye, MCIP, RPP

Planner

Corporation of the City of Temiskaming Shores

325 Farr Drive, P.O Box 2050, Haileybury, ON, P0J 1K0

Office 705 672 3363 ext. 4105

Fax 705 672 3200



Visit our website: www.temiskamingshores.ca

DISCLAIMER: This message may contain information that is privileged or confidential and is intended to be for the use of the individual (s) or entity named above. This material may contain confidential or personal information which may be subject to the provisions of the Municipal Freedom of Information & Protection of Privacy Act. If you are not the intended recipient of this e-mail, any use, review, retransmission, distribution, dissemination, copying, printing, or other use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of this e-mail, and any printout thereof, immediately. Your cooperation is appreciated.

Subject: Disposition of land: Portion of Ethel Street and Unopened Road allowance Hardy Avenue

Report No.: CS-013-2023

Agenda Date: April 4, 2023
Committee of the Whole

Attachments

Appendix 01: Area Map

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-013-2023;
2. That Council directs staff to complete the disposition of municipal road allowances, being:
 - a. Portion of Ethel Street legally identified on Plan M-54NB, adjacent to Lots 137 and 154; and
 - b. Portion of Unopened Road Allowance known as Hardy Avenue legally identified on Plan M-54NB, adjacent to Lots 190 to 239in accordance with By-law No. 2015-160; and
3. That Council directs staff to prepare the necessary by-laws to Stop and Close the above-described road allowances, and to enter into an Offer of Purchase and Sale Agreement in the amount of \$1.00 plus all associated costs between the City of Temiskaming Shores as Vendor, and Northern College as Purchaser, for consideration at the April 18, 2023 Regular Council meeting.

Background

The City received a request from Northern College to purchase the remaining portion of Ethel Street that serves as an entrance to their facility. In discussions with the City, it was determined that disposing of the portion of Ethel Street as requested, would leave the unopened road allowance of Hardy Avenue in a “land-locked” situation. Staff requested that Northern College consider acquiring Hardy Avenue in addition to the portion of Ethel Street.

The Committee of Adjustment approved a minor variance in late 2022 to allow the construction of an addition to Northern College's Veterinary Services building with the understanding that Northern College would be moving forward with purchasing the remaining portion of the Ethel Street Road allowance. The applicant acknowledges the requirement for an easement to the easternmost portion of Ethel Street to allow access to the driveway of the neighbouring residential property. The survey and any associated costs with obtaining such easement would be the responsibility of Northern College and would need to be completed prior to the transfer of ownership.

Should the sale proceed it is recommended that a deeming by-law be required in order to ensure all of the lots in the land holding merge on title for the purposes of the Planning Act.

A public meeting was held at the February 21, 2023 Regular Council meeting where Council had the opportunity to hear comments relating to the potential disposition from staff and the public.

Peter McNaughton who resides on Latchford St., questioned the sale of the portion of the road allowance known as Hardy Avenue and what would occur if Northern College were to develop that property and the impact on their taxes as owners of lots on Hardy Avenue.

Council also reviewed the written comments received relating to tax implications, public access to that area and future development plans.

Analysis

As Northern College had not originally requested Hardy Avenue, they have no such plans to develop that area at this time. If in the future, any area landowners would be notified should development be proposed. The portion of Ethel Street being requested is currently part of a City-maintained roadway. With the sale and subsequent stop up and close by-law; Northern College will be assuming snow removal and maintenance for that area. The applicant has acknowledged this in their application, but further stated that their snow removal, which would be completed by a private contractor, may not follow the same schedule as the municipality.

The unopened portion of Hardy Avenue is an unopened road allowances; therefore, there is no impact on municipal road operations.

Relevant Policy / Legislation / City By-Law

- By-law No. 2004-022 – Establish Procedures for Public Notice
- By-law No. 2015-160 - Disposal of Real Property

Consultation / Communication

- Public Notices in accordance with By-law No. 2015-160

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

It is recommended to transfer each section of road allowance directly to Northern College at a price of \$1.00 plus all associated costs being paid by Northern College. Staffing implications are limited to normal administrative functions of staff.

Alternatives

No alternatives are being proposed.

Submission

Prepared by:

Reviewed by

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

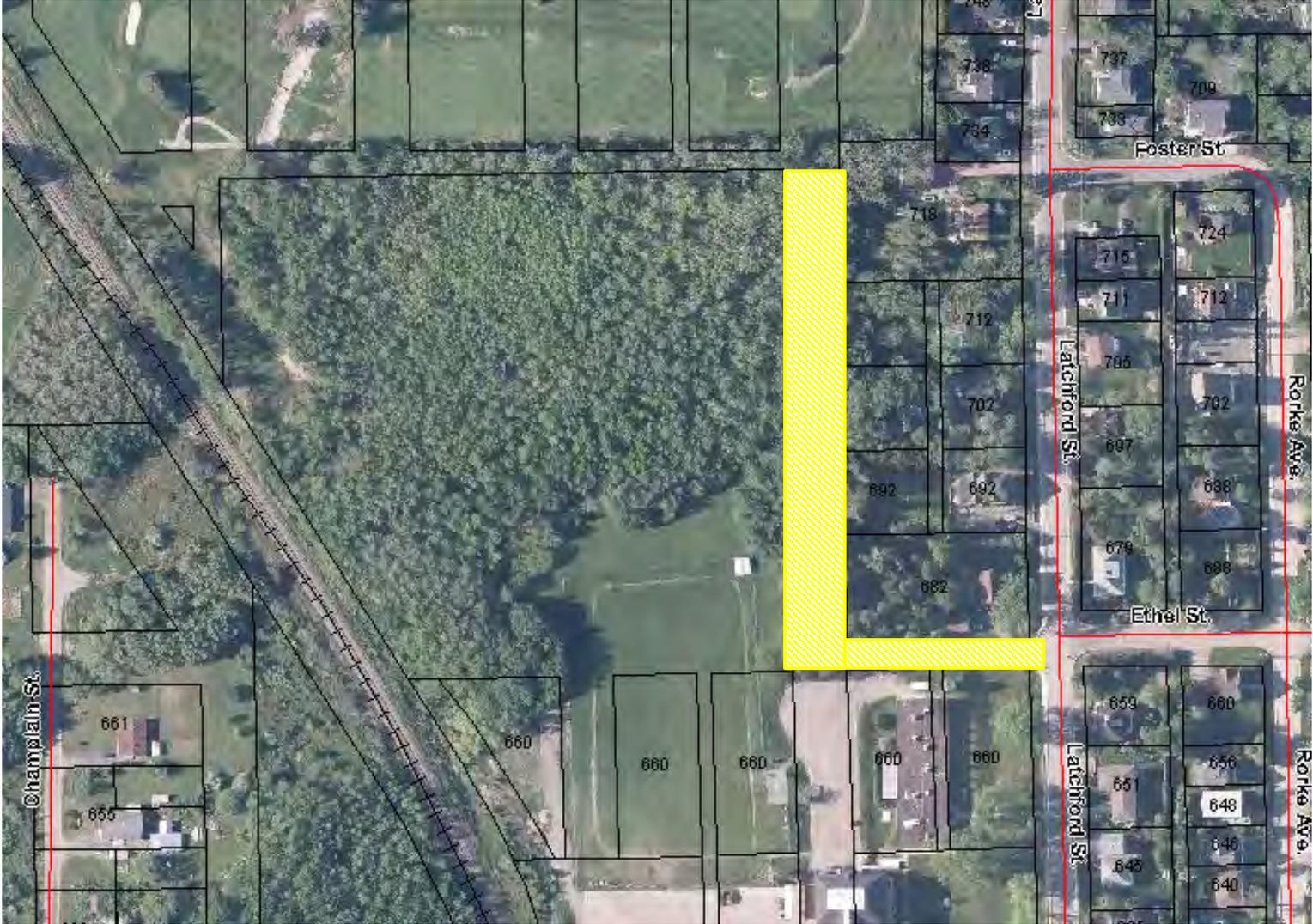
"Original signed by"

Kelly Conlin
 Municipal Clerk

Shelly Zubyck
 Director of Corporate
 Services

Amy Vickery
 City Manager

Area Map



Memo

To: Mayor and Council
From: Amy Vickery
Date: April 4, 2023 – Committee of the Whole
Subject: Temiskaming Shores Development Corporation
Attachments: TSDC By-law 2019-001 - A BY-LAW RELATING GENERALLY TO THE TRANSACTION OF THE BUSINESS AND AFFAIRS OF THE TEMISKAMING SHORES DEVELOPMENT CORPORATION

Dear Mayor and Council,

The Temiskaming Shores Development Corporation was established in November 2018. The articles of incorporation set out the object as follows “*to provide Economic Development Services to the City of Temiskaming Shores (municipality) and specifically for the purpose of providing counselling services to or encouraging the establishment and initial growth of small business operating or proposing to operate.*”

As this Corporation is still deemed active and has conducted some business over the years, it is beneficial to appoint members to replace the current ineligible directors and officers and set to work on establishing economic development services.

To explain the structure established in By-law 2019-001, the membership of the Corporation consists of two classes of members, namely the Class A voting members and the Class B non-voting members. The Class A voting members of the Corporation are the Corporation of the City of Temiskaming Shores, as appointed by Council (4 positions). This group acts as a Board of Directors, managing the affairs of the Corporation and seeks input from the Class B members.

Class B member eligibility - Any individual, corporation, partnership, and other legal entity interested in furthering the objects of the Corporation who applied for admission as a Class B member, may become a Class B member of the Corporation by resolution of the board of directors of the Corporation and by resolution of the Class A voting members of the Corporation.

Officers and Agents - Officers and agents of the Corporation are appointed by the board of directors as deemed necessary who shall have such authority and shall perform administrative duties as required. Ex-officio, the City Manager or designate of the



Corporation of the City of Temiskaming Shores shall be the Secretary and Treasurer of the Corporation.

Therefore, in accordance with the Corporation's governing by-law 2019-001 (copy attached), the members and directors of the Corporation must have prior approval of Council before they can be elected or appointed as a director or member of the Temiskaming Shores Development Corporation.

It is recommended that a meeting of the Class A Members (appointed by by-law 2022-167) be set in the coming weeks and a By-law setting out the Class B member appointments be prepared for the next regular meeting of Council to be held April 18, 2023, to enable the Temiskaming Shores Development Corporation to work on Economic Development initiatives and services.

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Amy Vickery
City Manager

Memo

To: Mayor and Council
From: Amy Vickery, City Manager
Date: April 4, 2023
Subject: Municipal Community Safety and Well-Being Plan (CSWBP) implementation - Memorandum of Agreement with the Board of Health for the Timiskaming Health Unit
Attachments: Draft Agreement and Cover letter

Dear Mayor and Council,

The Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 Part XVI mandated every municipality across Ontario to prepare and adopt a Community Safety and Well-being Plan (CSWBP) by July 2021.

A plan was created as a District-wide approach and in June 2022 the City of Temiskaming Shores officially adopted the Timiskaming District Community Safety and Well-Being Plan.

Within the plan it is recommended that a Plan Lead be established to co-ordinate the plan's implementation and the consultants proposed the municipalities could financially support the added organizational capacity needed for implementation.

The Timiskaming Health Unit is prepared to support the recruitment of a CSWBP Coordinator (lead) and provide supervisory oversight for the position and is requesting an Agreement be established between the Timiskaming Health Unit and the municipalities to define the responsibilities, budgets, and apportionment, etc.

A budget goal of \$100,000 is set out in the Agreement. The City's contribution is estimated to be 33.86% for the 2023-2024 funding year. Please note this apportionment is based on participation of the municipal partners and would be adjusted based on the final municipal commitment and final budget.

The City's 2023 draft budget reflects the city's contribution up to the end of 2023 and presently, city staff are reviewing all available funding programs through the Minister of the Solicitor General's Office, hoping to secure funding to offset the cost. However this is unknown at the time of this memo.

Please see the draft agreement, attached for further details of the proposed including background information for Council's review and consideration at the April 18, 2023, regular meeting of Council.



Reviewed and submitted for
Council's consideration by:

"Original signed by"

Amy Vickery
City Manager



Services de santé du

TIMISKAMING

Health Unit

Enhancing your health in so many ways.

Head Office:

247 Whitewood Avenue, Unit 43
PO Box 1090
New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:

Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

February 24, 2023

District Municipalities
c/o Timiskaming Health Unit

Dear Head of Council/Chief Administrative Officer, Municipal Clerk,

Please find enclosed, an agreement with the Timiskaming Health Unit regarding ***Municipal Community Safety and Well-Being Plan (CSWBP)*** for the period of April 1, 2023 to March 31, 2024.

This agreement is in follow-up to October 2022 correspondence from DTSSAB to heads of council indicating that Timiskaming Health Unit would assume coordination of next steps for implementation of CSWBP in keeping with legislative requirements for municipalities.

After the development of the Timiskaming CSWBP, most municipalities resolved to adopt the plan and agreed in principle, to contribute toward a district-wide funding approach for resources to support implementation of the plan based on sample apportionment allocation.

As a CSWBP aims to ensure all residents in the community feel safe, has a sense of belonging and can meet their needs for education, healthcare, food, housing, income, and social and cultural expression, Timiskaming Health Unit is committed to providing backbone support for implementation of the plan to achieve desired outcomes in our catchment area.

To contribute to and gain from a district-wide funding approach to implementing the Timiskaming CSWBP, please fill out and sign the agreement at your earliest convenience and **by March 24, 2023** and return to the attention of Rachele Cote by email to coter@timiskaminghu.com or by fax at 705-647-5779.

Thank you for your interest in this community-based approach to address root causes of complex social issues through a collaborative approach to community safety and well-being.

If you have any questions, please refer to the links above or contact Amanda Mongeon, mongeona@timiskaminghu.com at the Timiskaming Health Unit, 1-866-747-4305.

Sincerely,

Dr. Glenn Corneil, B.Sc., M.D., C.C.F.P., F.C.F.P.
Acting Medical Officer of Health/CEO

Copy to: Mark Stewart, CAO, DTSSAB



Timiskaming District
Community Safety Well-Being Plan Implementation

Memorandum of Agreement Between
The Board of Health for the Timiskaming Health Unit
and

(Municipality/Township/Town)

For

The performance of work described in
Section 7.0 Statement of Work

April 1, 2023 – March 31, 2024

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1.0 Title

Timiskaming District Community Safety Well-Being Plan Implementation

2.0 Background

Legislative Requirement

[The Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 Part XVI \(Appendix A\)](#) mandates every municipality across Ontario to prepare and adopt a Community Safety and Well-being Plan (CSWBP) by July 2021.

The aim of the CSWBP is to ensure all residents in the community feel safe, has a sense of belonging and can meet their needs for education, healthcare, food, housing, income, and social and cultural expression. See [Appendix B](#) for more detail.

Legislative Requirement

The legislative requirement includes the following steps:

1. Establish a Multi-Level Advisory Committee
2. Consultation
3. Outcomes Framework
4. Alignment with Police Service Board
5. Publish Completed Plan
6. Review Plan

The legislation for implementation indicates that the **Municipality is responsible** for the following:

- **Implementation** of the plan
- **Review** of the plan and **revisions**
- **Report** on outcomes

If a Municipality chooses not to comply with legislation, the Ministry has the power to appoint a well-being planner for the municipality, to work on implementation of the plan, review, and revisions. The municipality is required to pay the well-being planner's remuneration and expenses.

3.0 Current State in Timiskaming

Work completed to comply with legislative requirements in Timiskaming, including the municipality of Temagami, includes completion of steps 1 to 5. It is now time for implementation. The plan can be viewed [here](#) with information on the process to develop the plan in [Appendix C](#).

Based on input during the plan development process, LBCG Consulting for Impact, who completed the Plan, recommended that a **Plan Lead** be established to coordinate the plan's implementation. *This would ensure dedicated resources to support municipalities with implementation, monitoring and evaluation of the plan overseen by a senior leader in the host organization with direction from an established Steering Committee governance model.*

It was proposed by LBCG Consulting for Impact, that the necessary funds to support this added organizational capacity would be made possible through the municipalities by contributing the funding based on apportionments. Sample overall budget totals and corresponding apportionment amounts were presented.

The majority of municipalities in Timiskaming (including the municipality of Temagami) passed resolutions to support in principle, the allocation of funds for the next required step of implementation. The priorities to be addressed through the CSWB Plan are significant. This MOA outlines how committed community partners will work together for healthy, safe, equitable communities for all.

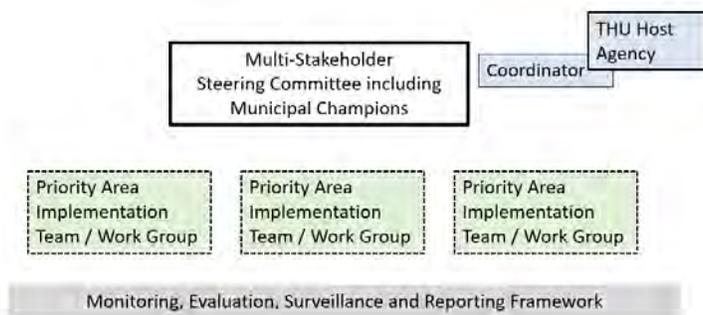
4.0 Definitions

Board of Health for the Timiskaming Health Unit herein referred to as Timiskaming Health Unit (THU)

Coordinator refers to a staff position who will support local CSWB implementation per the direction of a Steering Committee and with Supervision host agency support of Timiskaming health Unit.

5.0 Principles

Proposed Governance Structure



6.0 Responsibilities

Responsibilities of Coordinator

See Statement of Work section 5.0.

Responsibilities of Municipality

As requested, provide direction, input and support to CSWB implementation, monitoring, evaluation and reporting.

Select municipalities may contribute to Coordinator hiring and any performance evaluation processes.

Provide funding per apportionment.

Responsibility of Timiskaming Health Unit

Support the recruitment and selection of CSWB Coordinator.

Provide supervisory oversight for the CSWB Coordinator.

Invoice municipalities and maintain financial records.

7.0 Statement of Work

Part of the implementation of the Timiskaming CSWBP will be determining how to best operationalize this work. Clear roles, responsibilities, processes, practices, and concrete action plans will need to be designed. Monitoring and assessment of progress and impact will also be a crucial component of implementation. Other emerging priorities may also be considered through implementation planning. The coordinator will support the Steering Committee in achieving the following

Deliverables

THU Management

- Create job posting, hire and onboard Coordinator.
- Supervise Coordinator, ensure performance feedback and evaluation.

Coordinator to support the following:

- Establishment of a Steering Committee with representative sample of municipal leadership to provide direction for the deliverables below.
- Determine governance structure see sample in Figure 1.
- Finalize Terms of Reference for steering committee and implementation teams/working groups outlining agreed upon principles, shared goals and roles.
- Considering available evidence, and implementation strategies required, confirm the priorities, goals, actions and scope of work.
- Engage community partners and people with lived experience and those who experience marginalization relevant to the priority area to inform the development of the strategies (policies, actions) in each area. Type of engagement will depend on funding available.
- Establish an implementation plan for the strategies in each area which clearly identifies roles, responsibilities, timelines, reporting relationships and requirements.
- Establish performance indicators.
- Monitor the actions identified in the implementation plan, whether it is the creation, expansion and/or coordination of programs, training, services, campaigns, etc.
- Monitor opportunities for funding and support grant applications.
- Report on progress with a public facing report.
- Two formal progress reports to municipal funders synchronous with invoicing, September of 2023 and March of 2024.

8.0 Term

12 months (April 1, 2023 to March 31 2024)

9.0 Termination / Suspension Clause

This MOA will remain in effect until March 31, 2024, unless it is terminated as provided in this MOU or amended in writing by a subsequent agreement executed by the parties' authorized representatives. This MOU may be cancelled upon 30 calendar days written notice by either the municipality or the THU.

10.0 Amendments

The Parties agree that this MOA shall not be altered or amended without the written mutual consent of both the Municipality and Timiskaming Health Unit.

11.0 Accounts and Audits

Timiskaming Health Unit shall keep proper accounts and records of the cost of the work and all expenditures or commitments made.

12.0 Budget Apportionment per Municipality

Based on budget estimate of need for minimum of \$100,000 total for 2023-2024 funding year, the following amounts were calculated using THU apportionment percentages for municipalities. Those municipalities highlighted in red indicated to DTSSAB that they did not agree in principle to funding implementation of the Timiskaming CSWBP.

Municipality	THU %	Column1
Township of Armstrong	3.69%	\$3,690.00
Township of Brethour	0.35%	
Township of Casey	1.42%	\$1,420.00
Township of Chamberlain		\$0.00
Town of Charlton and Dack	1.99%	\$1,990.00
Town of Cobalt	3.80%	\$3,800.00
Township of Coleman	2.15%	\$2,150.00
Town of Englehart		\$0.00
Township of Ewanturel	1.53%	\$1,530.00
Township of Gauthier	0.44%	\$440.00
Township of Harley	1.88%	\$1,880.00
Township of Harris	1.79%	\$1,790.00
Township of Hilliard	0.71%	\$710.00
Township of Hudson	1.55%	\$1,550.00
Township of James	1.37%	\$1,370.00
Township of Kerns	1.04%	\$1,040.00
Town of Kirkland Lake	26.09%	\$26,090.00
Township of Larder Lake	2.60%	\$2,600.00
Town of Latchford	1.18%	\$1,180.00
Township of Matachewan	1.10%	\$1,100.00
Township of McGarry	2.24%	\$2,240.00
City of Temiskaming Shores	33.86%	\$33,860.00
Village of Thornloe	0.26%	\$260.00
Municipality of Temagami	2.97%	\$2,970.00
Budget Goal		\$100,000.00
Total actual		\$93,660.00

13.0 Overall Budget

Approximate budget. FTE and operating dollars may need to be adjusted based on final municipal contribution.

	2023-2024 Budget
Salary and Benefits – 1.0 FTE Contract Coordinator	\$85,200
Operations such as Coordinator travel, communication dollars, translation, etc are yet TBD*	\$1,200
Admin (overhead costs to support and supervise the Coordinator)	\$9,090
Total Budget	\$95,494

14.0 Process for invoicing

THU will invoice municipalities in two installments Sept of 2023 and March of 2024.

15.0 Name of MOA Contacts and MOA Signatures of Agreement

Name and title of signing authority:

Timiskaming Health

Name: _____

Title: _____

Signature: _____

Date: _____

Municipality

Name: _____

Title: _____

Signature: _____

Date: _____

Appendix A

Community Safety And Well-Being Plans Legislation

PART XVI COMMUNITY SAFETY AND WELL-BEING PLANS

PREPARATION AND ADOPTION

Municipal community safety and well-being plan

248 (1) Every municipality shall prepare and, by resolution, adopt a community safety and well-being plan.

May be prepared individually or jointly

(2) The community safety and well-being plan may be prepared by the municipality individually or jointly in consultation with other municipalities or band councils.

First community safety and well-being plan

(3) A municipality must prepare and adopt its first community safety and well-being plan before the second anniversary of the day on which this section began applying to the municipality.

Transition

(4) Every community safety and well-being plan prepared and adopted under the *Police Services Act* before it was repealed shall be deemed to have been prepared and adopted under this Act.

Same, deemed compliance

(5) The Minister may deem a community safety and well-being plan to have met all of the requirements in section 250 if,

- (a) consultations to develop the plan were completed before January 1, 2019; and
- (b) in the Minister's opinion, the consultations substantially complied with the obligations set out in section 250.

Same, time limit

(6) If a municipality was required to prepare and adopt a community safety and well-being plan under section 143 of the *Police Services Act* but no plan was prepared and adopted before that Act was repealed, the two-year period under subsection (3) shall begin on the day section 143 of the *Police Services Act* first began applying to the municipality.

First Nation community safety and well-being plan

249 (1) A band council of a First Nation may prepare and adopt a community safety and well-being plan.

May be prepared individually or jointly

(2) The community safety and well-being plan may be prepared by the band council individually or jointly in consultation with other band councils or municipalities.

Preparation of plan by municipality

250 (1) A municipality that prepares a community safety and well-being plan shall establish an advisory committee.

Joint preparation of plan

(2) Despite subsection (1), a group of municipalities that are jointly preparing a community safety and well-being plan shall jointly establish and consult with a single advisory committee.

Membership of committee

(3) The advisory committee must, at a minimum, consist of the following members:

1. A person who represents,

- i. a local health integration network for a geographic area in which the municipality is located, as determined under the *Local Health System Integration Act, 2006*, or
 - ii. an entity that provides services to improve the physical or mental health of individuals in the community or communities.
2. A person who represents an entity that provides educational services in the municipality.
 3. A person who represents an entity that provides community or social services in the municipality, if there is such an entity.
 4. A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity.
 5. A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity.
 6. An employee of the municipality or a member of the municipal council.
 7. A person who represents the police service board or, if there is no police service board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate.
 8. A chief of police of a police service that provides policing in the area or his or her delegate.
 9. Any other person prescribed by the Minister.

Single individual may meet multiple requirements

- (4) A single individual may satisfy the requirements set out in multiple paragraphs of subsection (3).

Same, joint plans

- (5) If the community safety and well-being plan is prepared by a group of municipalities or band councils,
 - (a) the members of the advisory committee shall be appointed by agreement of the participating municipalities and band councils; and
 - (b) the provisions of this Act that apply to community safety and well-being plans apply, with necessary modifications, to joint community safety and well-being plans.

Considerations

- (6) In appointing the members of the advisory committee, the municipality or municipalities shall consider the need to ensure that advisory committee is representative of the municipality or municipalities, having regard for the diversity of the population in the municipality or municipalities.

Consultations

- (7) In preparing a community safety and well-being plan, the municipality or municipalities shall,
 - (a) consult with the advisory committee;
 - (b) consult with members of the public, including youth, individuals who have received or are receiving mental health or addictions services, members of racialized groups and of First Nation, Inuit and Métis communities, in the municipality or municipalities and, in the case of a joint plan with a First Nation, in the First Nation reserve;
 - (c) consult with community organizations, including First Nation, Inuit and Métis organizations and community organizations that represent youth or members of racialized groups, in the municipality or municipalities and, in the case of a joint plan with a First Nation, in the First Nation reserve; and
 - (d) comply with any consultation requirements that may be prescribed by the Minister.

Use of information

- (8) In preparing a community safety and well-being plan, the municipality or municipalities shall consider available information related to crime, victimization, addiction, drug overdose, suicide and any other risk factors prescribed by the Minister, including statistical information from Statistics Canada or other sources, in addition to the information obtained through its consultations.

Other prescribed requirements

- (9) The municipality or municipalities shall meet the requirements prescribed by the Minister, if any, in preparing their community safety and well-being plan.

Transition

(10) A community safety and well-being plan that was adopted in accordance with this section, as it read at the time, continues to be valid despite any intervening changes to this section.

Content of community safety and well-being plan

251 A community safety and well-being plan shall,

- (a) identify risk factors in the municipality or First Nation, including, without limitation, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other risk factors prescribed by the Minister;
- (b) identify which risk factors the municipality or First Nation will treat as a priority to reduce;
- (c) identify strategies to reduce the prioritized risk factors, including providing new services, changing existing services, improving the integration of existing services or coordinating existing services in a different way;
- (d) set out measurable outcomes that the strategies are intended to produce;
- (e) address any other issues that may be prescribed by the Minister; and
- (f) contain any other information that may be prescribed by the Minister.

Publication of community safety and well-being plan

252 A municipality that has adopted a community safety and well-being plan shall publish it on the Internet in accordance with the regulations made by the Minister, if any.

Implementation of community safety and well-being plan

253 A municipality that has adopted a community safety and well-being plan shall take any actions that the plan requires it to take and shall encourage and assist other entities to take any actions the plan requires those entities to take.

REPORTING AND REVISION

Monitoring, evaluating and reporting

254 (1) A municipality that has adopted a community safety and well-being plan shall, in accordance with the regulations made by the Minister, if any, monitor, evaluate and report on the effect the plan is having, if any, on reducing the prioritized risk factors.

Publication

(2) The reports referred to in subsection (1) shall be published on the Internet in accordance with the regulations made by the Minister, if any.

Revision by municipality

255 (1) A municipality that has adopted a community safety and well-being plan shall review and, if appropriate, revise the plan within the period prescribed by the Minister.

Revision by band council

(2) A band council that has adopted a community safety and well-being plan may review and, if appropriate, revise the plan within the period prescribed by the Minister.

Process for revision

(3) Sections 250 to 252 apply, with necessary modifications, to the revision of a community safety and well-being plan.

MISCELLANEOUS

Information to Minister

256 (1) Every municipality shall provide the Minister with any information prescribed by the Minister respecting,

- (a) the municipality's community safety and well-being plan, including the preparation, adoption or implementation of the plan;
- (b) any outcomes from the municipality's community safety and well-being plan; and
- (c) any other matter prescribed by the Minister related to the community safety and well-being plan.

Time to comply

(2) The municipality shall provide the information within the period prescribed by the Minister.

No personal information

(3) Personal information cannot be prescribed for the purposes of this section.

Community safety and well-being planner

257 (1) The Minister may appoint a person as a community safety and well-being planner for a municipality if, in the Minister's opinion, the municipality has intentionally and repeatedly failed to comply with one of its obligations under this Part, other than section 253.

Notice of appointment

(2) The Minister shall give the municipality at least 30 days' notice before appointing the community safety and well-being planner.

Term of office

(3) The appointment of a community safety and well-being planner is valid until terminated by order of the Minister.

Powers of planner

(4) Unless the appointment provides otherwise, a community safety and well-being planner has the right to exercise any powers of the municipality that are necessary to prepare a community safety and well-being plan that the municipality could adopt.

Same

(5) The Minister may specify the powers and duties of a community safety and well-being planner appointed under this section and the terms and conditions governing those powers and duties.

Right of access

(6) A community safety and well-being planner appointed for a municipality has the same rights as the municipal council in respect of the documents, records and information of the municipality.

Minister's directions

(7) The Minister may issue directions to a community safety and well-being planner with regard to any matter within the jurisdiction of the planner.

Directions to be followed

(8) A community safety and well-being planner shall carry out every direction of the Minister.

Report to Minister

(9) A community safety and well-being planner shall report to the Minister as required by the Minister.

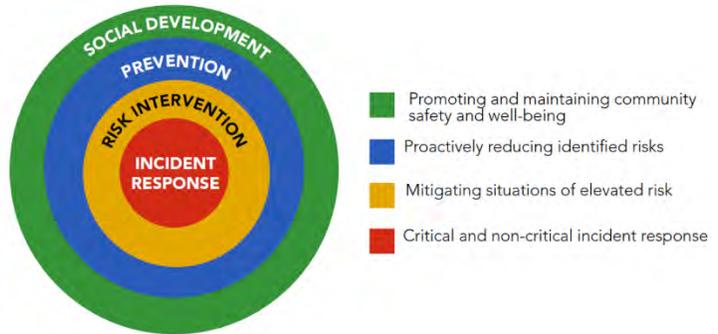
Municipality to pay costs

(10) The municipality shall pay the community safety and well-being planner's remuneration and expenses as set out in the regulations made by the Minister.

Appendix B

The aim of the CSWBP is to ensure all residents in the community feel safe, has a sense of belonging and can meet their needs for education, healthcare, food, housing, income, and social and cultural expression.

CSWB plans support safe and healthy communities through a community-based approach to address root causes of complex social issues. Planning seeks to achieve a proactive, balanced and collaborative approach to community safety and well-being across four key areas: social development, prevention, risk intervention, and incident response. See below for more detail.



Source: [Community safety and well-being planning framework: Booklet 3 - A shared commitment in Ontario \(2021\)](#) Accessed February 2023.

Domains of the [Community Safety and Well-Being Planning Framework](#)

Social Development (Upstream)

- Social development requires long-term, multi-disciplinary efforts and investments to improve the social determinants of health and thereby reduce the probability of harm and victimization. Appropriate investment in social development will experience the social benefits of addressing root causes of crime and disorder.

Prevention (Midstream)

- Prevention involves proactively implementing evidence-based situational measures, policies or programs to reduce locally identified priority risks to community safety and well-being before they result in crime, victimization and/or harm.
- Opportunities to learn from prevention efforts can advise on strategic investment in social development.

Risk Intervention (Downstream)

- Risk intervention involves multiple sectors working together to address and/or interrupt escalating situations where there is an elevated risk of harm
- What is learned by mobilizing risk intervention can inform how investments and strategies are deployed in the prevention and social development areas.

Incident Response

- Immediate and reactionary responses that may involve a sense of urgency in response to crime or safety.
- Initiatives in this area alone cannot be relied upon to increase community safety and well-being.

Appendix C

Development of the Timiskaming CSWB Plan

In 2021 Timiskaming municipalities, including the municipality of Temagami, collectively engaged DTSSAB in a funding agreement to develop a Community Safety & Well-being Plan (CSWBP) as mandated under the Police Services Act.

A Steering Committee was established and LBCG Consulting for Impact was hired to facilitate the creation of a CSWB plan based on research, local data, and input from system leaders, community stakeholders and the public.

A larger Advisory committee was established in July of 2021 to assist with assessing the needs and assets across diverse municipalities in Timiskaming and identifying what strengths and efforts to build on to address gaps. This included integrating findings from a community survey developed to inform a local CSWBP.

Project Process



In May of 2022, Timiskaming municipalities received a presentation on the draft plan with an opportunity to provide feedback. The presentation included next step recommendations given that the creation of the plan is the beginning of a collective path towards improving safety and well-being in the area. The presentation and CSWBP document underscored that the Plan was developed with the intent that all 23 municipalities in the Timiskaming District and the Municipality of Temagami municipalities would accept and adopt this plan and work collaboratively to achieve its goals.

Given that the development of a CSWB Plan is only a starting point. The priorities identified in a CSWB Plan require coordinated action across sectors and partner groups. Based on input through the development process, LBCG Consulting for Impact recommended that a Plan Lead be established to coordinate the plan's implementation. This would ensure dedicated resources to support municipalities with implementation, monitoring and evaluation of the plan overseen by a senior leader in the host organization with direction from an established Steering Committee governance model. The necessary funds to support this added organizational capacity would be made possible through the municipalities by contributing the funding based on apportionments.

LBCG Consulting for Impact also noted that as things evolve and the plan matures, there is opportunity to adjust the scope of goals and activities. The CSWB Plan itself will be important for shared district planning between community partners and informing the community at large of the way forward. Collectively, for the CSWB Plan to be a successful living document, it will serve to assist in improving the coordination of services, collaboration, information sharing, advocacy and partnerships among local government, agencies, and organizations, and ultimately improving the quality of life for Timiskaming District's residents.

In presenting the plan, municipalities were asked to prepare a Report to Council that puts forth a motion to council for its adoption and support in principle of funding its' implementation based on sample apportionment amounts provided (see appendix D).

In June, DTSSAB sent municipalities an email package with the final CSWBP as well as supporting documents such as an Excel table outlining the various high and low allotment costs for each municipality based on the initial high level budget estimate of a district-wide funding approach to the plan.

In October of 2022, correspondence was sent to heads of council received from DTSSAB reiterating the CSWBP status and next steps with respect to municipal adoption and funding for implementation. This correspondence indicated that Timiskaming Health Unit would assume the point of contact and coordination of next steps for implementation (see Appendix E).

Appendix D

Proposed Motion to Adopt and support the Timiskaming District CSWBP

BE IT RESOLVED That the “Timiskaming District Community Safety and Well-Being Plan” attached to the Report to Council be adopted, and

That the Town of XXX approve in principle a contribution for a Community Safety and Well-being (CSWB) Plan resource based on the current apportionments by the District of Timiskaming Social Services Administration Board (DTSSAB), resulting in a district-wide funding approach.

Estimated High-level Budget

- We are asking that you **accept in principle** these types of anticipated costs for the implementation of the CSWB Plan.
 - By **properly resourcing the plan** then we will set it up for success and achieve the impact it aspires to.
 - A **detailed budget will be forthcoming** from the confirmed Plan Lead before fully actioning the implementation.
 - Anticipating that implementation actions will likely not be started in earnest until the fall the annual contributions would be **prorated** (e.g. $\frac{1}{3}$ - $\frac{1}{4}$) for the 2022 budget.
- Based on the current district apportionment structure used by the DTSSAB, the following costs would be funded through a district wide approach:
 - CSWB Plan coordinator resource (0.5- 1 FTE): \$40,000 - \$80,000
 - CSWB Plan leadership role (e.g. chair) (0.1- 0.2 FTE): \$11,000 - \$22,000
 - CSWB Plan operating budget: \$20,000
 - CSWB Plan Lead organization’s overhead costs: \$10,000

Estimated annual total: \$81,000 - \$132,000

Appendix E

DTSSAB Correspondence to Heads of Council re: CSWB Plan October 2022



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

2022/10/31

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:



As per the requirement under the Ministry of the Solicitor General, all municipalities were charged with the creation and implementation of a Community Safety and Well-Being (CSWB) Plan. Please see a link below to the Ontario government's details and support on the subject:

<https://www.ontario.ca/document/community-safety-and-well-being-planning-framework-booklet-3-shared-commitment-ontario/message-deputy-minister-community-safety-behalf-deputy>

At the request of municipalities, as reflected in the resolutions passed at their respective councils, a steering and advisory committee was created and the District of Timiskaming Social Services Administration Board (DTSSAB) contracted LBCG Consultants to draft the district-wide Community Safety and Well-Being Plan. The Plan has since been presented to municipalities, to a meeting of district-wide Clerks, and the respective invoices distributed. The Plan, the municipality briefing, and the presentation are attached to this correspondence for your information. The accomplishment of these milestones indicates the completion of the DTSSAB's role in the creation of a district-wide Community Safety Well-Being Plan.

For the next phase, the Timiskaming Health Unit (THU) will be stepping into the role of point of contact. This transition speaks to the wealth of crossover between the Timiskaming Health Unit's objectives and those of the CSWB Plan.

The responsibility of the implementation of the Community Safety Well-Being Plan resides with each municipality. The Timiskaming Health Unit will move forward with those municipalities who have approved the plan at council and the contribution to the implementation of the plan in principle.

The DTSSAB appreciated the opportunity to collaborate with the steering and advisory committee in the creation of the CSWB Plan and looks forward to supporting its implementation across the district as a community partner.

Sincerely,

Chief Administrative Officer
District of Timiskaming Social Services Administration Board

PO Box 6006/CP 6006
290 Armstrong St./290, rue Armstrong
New Liskeard ON P0J 1P0

Phone/Téléphone: 705-647-7447
1-800-627-2944
Fax/Télécoeur: 705-647-5267

PO Box 310/ CP 310
29 Duncan Ave. N/29, ave Duncan N
Kirkland Lake ON P2N 3H7

Phone/Téléphone: 705-567-9366
1-888-544-5555
Fax/Télécoeur: 705-567-9492