



**The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, March 15, 2022 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive**

Agenda

Land Acknowledgement

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

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

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

6. Review and adoption of Council Minutes

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Regular Meeting of Council – March 1, 2022.

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

- a) Zoning By-law Amendment (ZBA-2022-02)

Owner: Anthony Juurlink

Applicant: Danielle Perras Professional Corporation o/a MRKT Law

Subject Land: 166 Armstrong Street (M23NB Lot 27 Parcel 1978NND)

Purpose of the application: To add an exception to the Medium Density Residential (R3) Zoning of the property to add a business, professional or administrative office as a permitted use on the property.

8. Question and Answer Period

9. Presentations / Delegations

- a) Jeremie Latour, CET, Engineering Technologist – City of Temiskaming Shores

Re: Asset Management Plan Phase 1 – 2022 Update

10. Communications

- a) Denis Lacroix, President – Haileybury Golf Club

Re: Haileybury Golf Club Permit Request, 2022-03-01

Reference: Referred to the Protection of Persons and Property Committee & the Corporate Services Committee

- b) Kimberly Kitteringham, City Clerk – City of Markham

Re: Resolution – Dissolve Ontario Land Tribunal (OLT), 2022-03-01

Reference: Received for Information

- c) Ministry of Northern Development, Mines, Natural Resources and Forestry

Re: Inspection of 2022 – 2023 Annual Work Schedule for Timiskaming Forest, 2022-03-07

Reference: Received for Information

- d) Claire Hendriks, Executive Director – The Temiskaming Foundation

Re: Endowment Fund Report for the year ending December 31, 2021, 2022-03-08

Reference: Received for Information

- e) Town of the Blue Mountains

Re: Resolution - Ontario Housing Affordability Task Force Report, 2022-03-07

Reference: Received for Information

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

11. Committees of Council – Community and Regional

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Minutes of the Committee of Adjustment meetings held on November 24, 2021 and on January 26, 2022;
- b) Minutes of the Climate Change Committee meeting held on February 8, 2022;
- c) Minutes of the District of Timiskaming Social Services Administration Board meetings held on January 19, 2022 and February 3, 2022; and
- d) Minutes of the Temiskaming Transit Committee meeting held on January 31, 2022.

12. Committees of Council – Internal Departments

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Minutes of the Building Maintenance Committee meeting held on February 16, 2022;
- b) Minutes of the Corporate Services Committee meetings held on February 11, 2022 and February 16, 2022; and
- c) Minutes of the Public Works Committee meetings held on February 10, 2022 and February 16, 2022.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

- a) **Notice of Motion – Draft Regulation under the Fire Protection and Prevention Act, 1997 regarding Mandatory Firefighter Certification (Councillor Doug Jelly)**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the Ministry of the Solicitor General posted a draft Regulation under the Fire Protection and Prevention Act, 1997 (FPPA) concerning Mandatory Firefighter Certification on January 28, 2022 with a 30 day comment period; and

Whereas the Ministry has stated the goal of the Regulation is to develop a standardized approach to firefighter training, which protects firefighters and increases public safety, while providing flexibility for the local needs and service levels of municipalities across Ontario; and

Whereas the Ministry has also stated that the Office of the Fire Marshal will offer certification to the minimum standard at no charge; and

Whereas standardized firefighter training already exists in municipal fire services across Ontario; and

Whereas the real outcome of the proposed regulation is the addition of unnecessary testing that will impact the recruitment and retention of volunteer firefighters in rural and northern communities; and

Whereas neither the Ministry of the Solicitor General nor the Office of the Fire Marshal have provided details or a plan on how they are going to support municipalities achieve compliance with the proposed Regulation; and

Whereas the proposed Regulation is another form of “downloading” from the Province onto small, rural and northern municipalities as the Office of the Fire Marshal should already be responsible to support and evaluate individual fire departments and their training requirements through the local Fire Protection Advisors; and

Whereas the Ministry has provided insufficient time for meaningful consultation with all of the stakeholders affected by the proposed Regulation.

Now therefore be it resolved that the City of Temiskaming Shores hereby petitions the Ministry of the Solicitor General to:

1. Extend the consultation period by two months to April 30, 2022; and
2. Consider an “accreditation” program delivered through the Office of the Fire Marshal instead of an unnecessary testing program that does not achieve the stated goal of protecting firefighters and increasing public safety.

b) January to February 2022 Year-to-Date Capital Financial Report

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of the January to February 2022 Year-to-Date Capital Financial Report for information purposes.

c) Treasurer’s 2021 – Statement of Remuneration

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas Section 284 (1) of the Municipal Act, 2001 states that the Treasurer of a municipality shall in each year, on or before March 31, provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to each member of Council and to each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Now therefore be it resolved that Council acknowledges receipt of the 2021 Statement of Remuneration and Expenses as submitted by the Treasurer; and

That a copy of this statement be posted on the City’s website and advertised in the City Bulletin.

d) Memo No. 010-2022-CS – Deeming By-law for Paquette – 712 Rorke Avenue; PLAN M54NB LOT 99 PCL 2240SST

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Whereas the owners of 712 Rorke Avenue in Haileybury would like to merge lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

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

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem PLAN M54NB LOT 99 PCL 2240SST, to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary deeming by-law for consideration at the March 15, 2022 Regular Council meeting.

e) Administrative Report No. CS-012-2022 – Part Lot Control Exemption: 2373775 Ontario Inc.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-012-2022; and

That Council directs staff to prepare the necessary by-law to grant an exemption to the part-lot control provisions of the Planning Act on the lands described as: Part of PIN 61339-0756, Part of Block C Plan M79NB, Parts 1, 2, 3, 4, Plan 54R-6262; and Part of PIN 61339-0735, Part of Block C Plan M79NB, Parts 5, 6, 7, 8, Plan 54R-6262; Temiskaming Shores; District of Timiskaming, for consideration at the March 15, 2022 Regular Council meeting.

f) Administrative Report No. CS-013-2022 – 2021 Annual Building and Statistics Report

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-013-2022; and

That Council directs staff to post the 2021 Annual Report - Building Permit Fees on the City's website, and to make the report available to persons or organizations in accordance with the Ontario Building Code Act.

g) Memo No. 005-2022-PW – Dissolution of Winter Maintenance Agreement, MTO (Highway 11B) – Temiskaming Shores (Mowat Landing Road)

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 005-2022-PW, titled Dissolution of Winter Maintenance Agreement, MTO (Highway 11B) – Temiskaming Shores (Mowat Landing Road) for information purposes.

h) Administrative Report No. PW-007-2022 – Tender Award – Liquid Calcium

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-007-2022; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Pollard Distribution Inc. for the supply and delivery of liquid calcium in the amount of \$53,430.00, plus applicable taxes, for consideration at the March 15, 2022 Regular Council meeting.

i) Administrative Report No. PW-008-2022 – Tender Award – Line Painting

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-008-2022; and

That Council directs Staff to prepare the necessary by-law to enter into an agreement with Miller Maintenance (A Division of Miller Paving Limited), for the award of the 2022 Centre and Edge Line Painting Services Contract, at a unit cost of \$0.39 per linear metre of line marking plus applicable taxes, for consideration at the March 15, 2022 Regular Council Meeting.

j) Administrative Report No. PW-009-2022 – Tender Award – 2022 Asphalt Patching

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-009-2022; and

That Council directs Staff to prepare the necessary by-law to enter into an agreement with Miller Paving Ltd. for the award of the 2022 Asphalt Patching contract at a unit cost of \$59.50 per square metre for 50 mm thickness, and a unit cost of \$107.10 per square metre for 90 mm thickness, plus applicable taxes, for consideration at the March 15, 2022 Regular Council Meeting.

k) Memo No. 006-2022-RS – Government of Canada – Active Transportation Fund

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 006-2022-RS; and

That Council approves the submission of an application to the Government of Canada – Active Transportation Fund in the amount of \$245,000 to pave the shoulders of Rorke Avenue/King Street (south of Morissette Drive) to improve cyclist safety and increase the longevity of the new roadway surface.

OR

That Council approves the submission of an application to the Government of Canada – Active Transportation Fund in the amount of \$50,000 to undertake a planning study to provide design recommendations for proposed active travel infrastructure along Rorke Avenue, Main Street, Ferguson Avenue and Lakeshore Road in Haileybury as well as Lakeshore Road in New Liskeard.

I) Administrative Report No. RS-007-2022 – Ice Resurfacer RFP AwardDraft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2022; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Resurface Corp. for the provision of one (1) Electric Ice Resurfacer in the amount of \$162,300, plus applicable taxes, for consideration at the March 15, 2022 Regular Council meeting.

16. By-lawsDraft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

By-law No. 2022-048 Being a by-law to Appoint a Deputy Treasurer for the City of Temiskaming Shores – Shelly Zubyck (Repeals By-law No. 2020-072)

By-law No. 2022-049 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision 712 Rorke Avenue (Roll No. 54-18-030-001-095.00)

By-law No. 2022-050 Being a by-law to remove part lot control from Part of Block C, Plan M79NB, Temiskaming Shores (Roll No. 5418-010-008-077.15 and 077.04)

- By-law No. 2022-051 Being a by-law to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of Liquid Calcium Chloride in the City of Temiskaming Shores
- By-law No. 2022-052 Being a by-law to enter into an agreement with Miller Maintenance for the provision of roadway centre and edge line painting services
- By-law No. 2022-053 Being a by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for asphalt patching services at various locations within the City of Temiskaming Shores
- By-law No. 2022-054 Being a by-law to enter into an agreement with Resurface Corp. for the supply and delivery of one (1) electric ice resurfacer for the Don Shepherdson Memorial Arena

be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

- | | |
|----------------------|--------------------------|
| By-law No. 2022-048; | By-law No. 2022-052; |
| By-law No. 2022-049; | By-law No. 2022-053; and |
| By-law No. 2022-050; | By-law No. 2022-054; |
| By-law No. 2022-051; | |

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

17. Schedule of Council Meetings

- a) Regular Meeting – Tuesday, April 5, 2022 at 6:00 p.m.
- b) Regular Meeting – Tuesday, April 19, 2022 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Adoption of the March 1, 2021 Closed Session Minutes;
- b) Under Section 239(2)(b) of the Municipal Act, 2001 – Personal matter (identifiable individual) – Temiskaming Shores Public Library Board Applications for Seat Vacancies; and
- c) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Organizational Chart.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

20. Confirming By-law

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. 2022-055 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **March 15, 2022** be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. 2022-055 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

21. Adjournment

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, March 1, 2022 – 6:00 p.m.
City Hall – Council Chambers – 325 Farr Drive

Minutes

Land Acknowledgement

Mayor Kidd began the meeting by observing the following Land Acknowledgement:

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

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

1. Call to Order

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

2. Roll Call

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

Present: Logan Belanger, Clerk
Christopher Oslund, City Manager
Kelly Conlin, Deputy Clerk
Shelly Zubyck, Director of Corporate Services
Mathew Bahm, Director of Recreation
Steve Langford, Fire Chief
James Franks, Economic Development Officer
Brad Hearn, IT Administrator

Steve Burnett, Manager of Environmental Services
Mitchell McCrank, Manager of Transportation Services

Regrets: N/A

Media: N/A

Members of the Public: 5

3. Review of Revisions or Deletions to Agenda

None

4. Approval of Agenda

Resolution No. 2022-068

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

Carried

5. Disclosure of Pecuniary Interest and General Nature

Mayor Kidd declared a Conflict of Pecuniary Interest related to **Section 19 – Closed Session, Item c) related to the Integrity Commissioner**, as he is the subject of an ongoing proceeding related to a decision of the Integrity Commissioner on a Conflict-of-Interest Complaint Report.

6. Review and adoption of Council Minutes

Resolution No. 2022-069

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

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

a) Regular Meeting of Council – February 15, 2022.

Carried

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

a) Potential Disposition of Land

Applicant: Edward Lavallee

Property: Portion of Andrews Street

Purpose: The applicant owns land adjacent to a part of Andrews Street (unopened road allowance), and is seeking to acquire the subject property to have contiguous property ownership for the purpose of residential use (i.e., outdoor storage accessory to the residential dwelling)

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to proposed disposition of land.

The meeting also allows the public to provide comments on the proposed disposition prior to Council making a decision.

Mayor Kidd declared that this to be an open public meeting and requested the Clerk, Logan Belanger to outline the details of the proposed disposition.

Municipal Clerk Logan Belanger, utilizing PowerPoint, outlined the background related to the proposed disposition, and the subject property/ immediate area was illustrated using a key map.

Notice of the public meeting was provided in accordance with the City's disposition of land By-law No. 2015-160, through posting in the City Bulletin and distribution to adjoining land owners and utility companies.

Municipal staff comments were reviewed related to By-law compliance, Zoning and Official Plan designations, as well as comments from Ontario Northland (ONR). The ONR noted that they have a 200 foot, 48" diameter culvert in the vicinity of the subject lands and it is believed the outlet for the culvert is on the subject lands. Due to the heavy snow cover, they were unable to confirm the culvert's exact location at the time of the meeting; however, if the culvert outlet is on the subject lands, Ontario Northland would either like to explore the acquisition of all or part of the subject lands, or an easement to protect the culvert. ONR expressed their interest to include several conditions should the sale proceed, including the construction of a fence and removal of items.

Next steps would include a survey to legally describe the lands, an administrative report to Council recommending the adoption of a stop up and closure by-law for the road allowance, a purchase and sale agreement and the adoption of a deeming by-law.

Mayor Kidd stated that if there are any members of the public wanting to speak to this issue. Ms. Beverly Flynn, resident noted her objections to the land sale due to the volume of outdoor storage, the use of municipal property and the cutting of municipal trees by the applicant. Ms. Flynn provided a list of the items stored on the property, and inquired if she could purchase the land. The Clerk advised that laneways are traditionally sold to neighbouring property owners for lot additions, and the City Manager advised that laneways are not sold for building lots. In addition, selling the property to anyone other than the neighbouring owner would effectively landlock the applicant's southern property. Mr. Edward Lavallee, resident and applicant, noted that Ms. Flynn's account was incorrect, and clarified that many of the items found on City property behind Ms. Flynn's property were remnants from the Street Car Garage that existed in the 1950s. Mr. Lavallee noted that he keeps a well-maintained yard, and he has been cleaning up the area as a result of the items left behind from the Street Car garage for over 30 years.

Mayor Kidd inquired if there were any comments from members of Council. Councillor Jelly and Whalen agreed that additional information/ investigation is required before a decision can be made, particularly if there are property standard, building and landscaping concerns. Councillor McArthur requested the matter be presented at the Protection to Persons and Property (PPP) Committee meeting for discussion. Council agreed to present to the next PPP Committee meeting, and considered and adopted the following resolution:

Resolution No. 2022-070

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges the presentation in regards to the potential disposition of land from the Municipal Clerk; and

That Council directs staff to prepare an administrative report related to the potential disposition of land with Edward Lavallee for a portion of Andrews Street, to outline the comments received at the Public Meeting held on March 1, 2022, and to provide the options available to Council for consideration at a Regular Council meeting in April 2022.

Carried

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

8. Question and Answer Period

None

9. Presentations / Delegations

- a) Einas Makki, President for the Rotary Club

Re: Splashpad donation

Ms. Makki noted that the Rotary Club has pledged \$100,000 to the construction of the Splash Pad. An extensive amount of site preparation has been completed, and they are optimistic that the project will be completed in 2022 for children and family enjoyment. Council was thanked for their continued support, encouragement and enthusiasm for the project, and a thank you was also extended to the community for supporting their fundraising efforts. Ms. Makki was pleased to present an annual donation of \$10,000.

10. Communications

- a) Township of Limerick

Re: Resolution – Gypsy Moth Spraying, 2022-02-14

Reference: Received for Information

- b) Carman Kidd, Mayor – City of Temiskaming Shores

Re: Letter to Scotiabank regarding intention to close Haileybury branch, 2022-02-17

Reference: Received for Information

- c) Penny Durrant, The Pantry Bulk Food Store

Re: Letter of Resignation from the New Liskeard Business Improvement Area Board of Management, 2022-02-09

Reference: By-law Presented in Section 16 – By-laws

- d) Earleton-Timiskaming Regional Airport Authority

Re: Financial Reports for October 2021, November 2021, December 2021 and January 2022

Reference: Received for Information

- e) Earlton-Timiskaming Regional Airport Authority

Re: Manager's Reports for October 2021, November 2021, December 2021 and January 2022

Reference: Received for Information

- f) Melissa La Porte, Executive Director/ Curator of the Temiskaming Art Gallery & Open Studio Libre

Re: Permission for Road Closure for Haileybury Block Party on August 20, 2022, 2022-02-23

Reference: Referred to the Manager of Transportation Services & the Economic Development Officer

- g) The Temiskaming Foundation

Re: 2021 Vital Signs Report

Reference: Received for Information

- h) Lori McDonald, Director of Corporate Services/ Clerk

Re: Hospital Capital Funding, 2022-02-24

Reference: Received for Information

Resolution No. 2022-071

Moved by: Councillor McArthur

Seconded by: Councillor Foley

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2022-072

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

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

- a) Minutes of the New Liskeard Business Improvement Area Board of Management meeting held on January 17, 2022;
- b) Minutes of the Earleton-Timiskaming Regional Airport Authority meeting held on November 18, 2021; and
- c) Minutes of the Temiskaming Shores Public Library Board meeting held on January 26, 2022.

Carried

12. Committees of Council – Internal Departments

None

13. Reports by Members of Council

Councillor Jelly updated that he and Councillor Whalen attended a meeting with area Fire Chiefs regarding Fire Certification requirements, which is a concern to volunteer fire departments. Councillor Jelly noted that he will be presenting a Notice of Motion in Section 14 regarding this matter.

Councillor Foley updated that DTSSAB passed its annual budget on February 15, 2022, with an increase of 2.62 percent; as such the allocation to the City will be increasing accordingly.

14. Notice of Motions

Councillor Jelly presented the following draft motion for Council consideration at the March 15, 2022 regular Council meeting.

Whereas the Ministry of the Solicitor General posted a draft Regulation under the Fire Protection and Prevention Act, 1997 (FPPA) concerning Mandatory Firefighter Certification on January 28, 2022 with a 30 day comment period; and

Whereas the Ministry has stated the goal of the Regulation is to develop a standardized approach to firefighter training, which protects firefighters and increases public safety, while providing flexibility for the local needs and service levels of municipalities across Ontario; and

Whereas the Ministry has also stated that the Office of the Fire Marshal will offer certification to the minimum standard at no charge; and

Whereas standardized firefighter training already exists in municipal fire services across Ontario; and

Whereas the real outcome of the proposed regulation is the addition of unnecessary testing that will impact the recruitment and retention of volunteer firefighters in rural and northern communities; and

Whereas neither the Ministry of the Solicitor General nor the Office of the Fire Marshal have provided details or a plan on how they are going to support municipalities achieve compliance with the proposed Regulation; and

Whereas the proposed Regulation is another form of “downloading” from the Province onto small, rural and northern municipalities as the Office of the Fire Marshal should already be responsible to support and evaluate individual fire departments and their training requirements through the local Fire Protection Advisors; and

Whereas the Ministry has provided insufficient time for meaningful consultation with all of the stakeholders affected by the proposed Regulation.

Now therefore be it resolved that the City of Temiskaming Shores hereby petitions the Ministry of the Solicitor General to:

1. Extend the consultation period by two months to April 30, 2022; and
2. Consider an “accreditation” program delivered through the Office of the Fire Marshal instead of an unnecessary testing program that does not achieve the stated goal of protecting firefighters and increasing public safety.

15. New Business

- a) **Memo No. 007-2022-CS – 2022 Municipal and School Board Elections Key Dates**

Resolution No. 2022-073

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 007-2022-CS, titled 2022 Municipal and School Board Elections Key Dates for information purposes.

Carried

- b) **Memo No. 008-2022-CS – Zack’s Crib Organization – Funding Sponsorship Request**

Resolution No. 2022-074

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 008-2022-CS; and

That Council for the City of Temiskaming Shores approve the request from the Zack’s Crib Organization and agrees to sponsor their funding application to the Frog’s Breath Foundation for their building renovation and facility opening.

Carried

- c) **Memo No. 009-2022-CS – Deeming By-law for Rivard on behalf of Simoni – 440 Arnold Drive; PLAN M128NB LOTS 74, 72 PCL 23461SST PT, 23603SST**

Resolution No. 2022-075

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Whereas the owners of 440 Arnold Drive in Haileybury would like to merge lots on title through the adoption of a deeming by-law in compliance with the Planning Act in order to create one property with one Roll number; and

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

Now therefore be it resolved that Council for the City of Temiskaming Shores hereby directs staff to prepare the necessary by-law to deem PLAN M128NB LOTS 74, 72 PCL 23461SST PT, 23603SST, to no longer be Lots on a Plan of Subdivision; and

Further that Council hereby directs staff to prepare the necessary deeming by-law for consideration at the March 1, 2022 Regular Council meeting.

Carried

d) Administrative Report No. CS-009-2022 – Zoning By-law Amendment ZBA-2022-01: 118072 Sales Barn Road

Resolution No. 2022-076

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-009-2022;

That Council agrees to amend the provisions of the City of Temiskaming Shores Zoning By-law 2017-154 to permit the zone change from Prime Agricultural (A1) to Prime Agricultural Exception 10 (A1-10); and

That Council directs staff to prepare the necessary by-law to amend the City of Temiskaming Shores Zoning By-law 2017-154 for consideration at the March 1, 2022 Regular Council meeting.

Carried

e) Administrative Report No. CS-010-2022 – Haileybury Family Health Team Lease Agreement

Resolution No. 2022-077

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-010-2022;

That Council directs staff to increase the rental rates for the use of office space by the Haileybury Family Health Team by 2% for 2022; and

That Council directs staff to prepare the necessary by-law to enter into a one (1) year lease agreement with the Haileybury Family Health Team for the use of office space at the Haileybury Medical Centre.

Carried

f) Administrative Report No. CS-011-2022 – Alternative Voting System Services – 2022 Municipal and School Board Elections

Resolution No. 2022-078

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-011-2022;

That Council directs staff to prepare the necessary by-law to authorize the use of a hybrid system using vote tabulators for the 2022 Municipal Election and the use of internet and telephone voting for the 2022 Municipal and School Board Elections;

That Council directs staff to prepare the necessary by-law to enter into an agreement with Intelivote Systems Inc. for internet and telephone voting system for the 2022 Municipal and School Board Elections at an estimated cost of \$20,965, plus applicable taxes, dependent on the actual final election count for the 2022 Municipal and School Board Election, for consideration at the March 1, 2022 Regular Council meeting; and

That Council approves an increase to the Municipal Elections budget from \$30,000 to \$40,000.

Carried

g) Memo No. 003-2022-PW – Amendment to By-law 2019-065 Grant Fuels Agreement - Supply and Delivery of Petroleum Fuels 1-year Extension

Resolution No. 2022-079

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 003-2022-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2019-065 to enter into a three (3) year agreement with Grant Fuels Inc. for the

supply of Petroleum Fuels for the City of Temiskaming Shores, to extend the contract term for a period of one (1) year (March 31, 2023), in accordance with Section 5 – Contract Extension of said By-law, for consideration at the March 1, 2022 Regular Council meeting.

Carried

h) Memo No. 004-2022-PW – Amendment to By-law 2022-019 – EXP Agreement – New Liskeard Waste Disposal Site Expansion

Resolution No. 2022-080

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 004-2022-PW; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2022-019 to enter into an agreement with EXP Services Inc. for engineering services related to the expansion of the New Liskeard Waste Disposal Site, to include an Appendix 2 to Schedule A for the addition of EXP Services Inc. General Terms and Conditions, for consideration at the March 1, 2022 Regular Council meeting.

Carried

i) Administrative Report No. PW-006-2022 – Annual Water Reports

Resolution No. 2022-081

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-006-2022, more specifically Appendices 01 and 02 being the 2021 Annual Reports for the water systems within the municipality in accordance to Schedule 22 of O. Reg. 170/03 being a regulation under the Safe Drinking Water Act;

That Council hereby directs staff:

- To place the 2021 Annual Reports in the Water System Binders located at the municipal office (325 Farr Dr.) and post on the municipal website;
- To place an ad in the community bulletin and the City's Facebook page notifying the public of the availability of these reports for public review; and

That Council further directs staff to forward a copy of Administrative Report PW-006-2022 to the Ministry of Environment and Climate Change, Safe Drinking Water Branch - North Bay for their records.

Carried

j) Administrative Report No. RS-004-2022 – Zubyck SkillZ Lease Agreement

Resolution No. 2022-082

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-004-2022; and

That Council directs staff to prepare the necessary by-law to enter into a lease agreement with Zubyck SkillZ Ltd. for the use of the Shelley Herbert-Shea Memorial Arena Dry Floor from May 1, 2022 to July 17, 2022, for consideration at the March 1, 2022 Regular Council meeting.

Carried

k) Administrative Report No. RS-005-2022 – Bucke Park Operations Agreement 2022

Resolution No. 2022-083

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-005-2022; and

That Council directs staff to prepare the necessary by-law to confirm the 2022 Bucke Park Operator's Agreement for consideration at the March 1, 2022 Regular Council meeting.

Carried

I) Administrative Report No. RS-006-2022 – March 1, 2022, Public Health Measures

Resolution No. 2022-084

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-006-2022;

That Council directs staff to continue to require proof of vaccination to enter the Waterfront Pool and Fitness Centre (WPFC) until at least April 30, 2022;

That Council directs staff to no longer require the public to provide proof of vaccination to enter Municipal halls; and

That Council direct staff to no longer require the public to provide proof of vaccination to enter Municipal Arenas.

Motion to Amend

The following motion was introduced to amend Resolution 2022-084:

Resolution No. 2022-084-A

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores hereby amends Resolution No. 2022-084 to no longer require the public to provide proof of vaccination to enter municipal facilities.

Carried

Resolution No. 2022-084 (As Amended)

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-006-2022; and

That Council directs staff to no longer require the public to provide proof of vaccination to enter municipal facilities.

Carried

16. By-lawsResolution No. 2022-085

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that:

- By-law No. 2022-037 Being a by-law to amend By-law No. 2019-018 – Committee Appointments (New Liskeard Business Improvement Area Board of Management)
- By-law No. 2022-038 Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision (440 Arnold Drive)
- By-law No. 2022-039 Being a By-law to amend By-law No. 2017-154 to rezone 118072 Sales Barn Road from the Prime Agricultural (A1) Zone to the Prime Agricultural Exception 10 (A1-10) Zone to permit a reduced lot area and a reduced interior side setback
- By-law No. 2022-040 Being a by-law to authorize a Lease Agreement with the Haileybury Family Health Team for the rental of space at the Haileybury Medical Centre
- By-law No. 2022-041 Being a by-law to authorize the use of a hybrid election system using vote tabulators and the use of internet and telephone voting for the 2022 Municipal & School Board Elections
- By-law No. 2022-042 Being a by-law to enter into an agreement with Intelivote Systems Inc. for internet and telephone voting services (eVoting) for the 2022 Municipal and School Board Elections
- By-law No. 2022-043 Being a by-law to amend By-law No. 2019-065 - Agreement with Grant Fuels Inc. for the supply of Petroleum Fuels for the City of Temiskaming Shores (One Year Extension)
- By-law No. 2022-044 Being a by-law to amend By-law No. 2022-019 - Agreement with EXP Services Inc. for engineering services related to the expansion of the New Liskeard Waste Disposal Site
- By-law No. 2022-045 Being a by-law to enter into a lease agreement with Zubyck SkillZ Ltd. for use of the Shelley Herbert-Shea Memorial Arena dry floor surface from May 1, 2022 to July 17, 2022

By-law No. 2022-046 Being a by-law to enter into an Agreement with Sylvain Gelineau for the Operation of Bucke Park Campground for the 2022 Operating Season

be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-086

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2022-037;	By-law No. 2022-042;
By-law No. 2022-038;	By-law No. 2022-043;
By-law No. 2022-039;	By-law No. 2022-044;
By-law No. 2022-040;	By-law No. 2022-045; and
By-law No. 2022-041;	By-law No. 2022-046;

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

Carried

17. Schedule of Council Meetings

- a) Regular Meeting – Tuesday, March 15, 2022 at 6:00 p.m.
- b) Regular Meeting – Tuesday, April 5, 2022 at 6:00 p.m.

18. Question and Answer Period

Mike McArthur reviewed and clarified comments on an editorial from the Temiskaming Speaker regarding the City's Procurement Policy.

19. Closed Session

Resolution No. 2022-087

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that Council agrees to convene in Closed Session at 7:20 p.m. to discuss the following matters:

- a) Adoption of the February 1, 2021 Closed Session Minutes;
- b) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Organizational Chart; and
- c) Under Section 239(2)(e) of the Municipal Act, 2001 – Litigation or potential litigation – Integrity Commissioner Investigation.

Carried

Resolution No. 2022-088

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that Council agrees to rise with report from Closed Session at 7:42 p.m.

Carried

Matters from Closed Session

Adoption of the February 1, 2022 – Closed Session Minutes

Resolution No. 2022-089

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

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

- a) Closed Session Minutes from the Regular meeting of Council on February 1, 2022.

Carried

Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Organizational Chart

Resolution No. 2022-090

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores hereby approves the amended Organizational Chart for Corporate Services as presented, effective Tuesday, March 1, 2022; and

That Council directs staff to prepare the necessary by-law to adopt the Organizational Chart, and to repeal By-law No. 2020-070, for consideration at a future Regular Council Meeting.

Carried

Resolution No. 2022-091

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Whereas under Section 286 (2) of the Municipal Act, 2001, S.O. 2001 provides that a municipality may appoint Deputy Treasurers who have all of the powers and duties of the Treasurer.

Be it resolved that Council for the City of Temiskaming Shores hereby appoints Shelly Zubyck as Deputy Treasurer for The Corporation of the City of Temiskaming Shores effective immediately; and

That Council directs staff to prepare the necessary by-law to confirm the Deputy Treasurer appointment, and to repeal By-law No. 2020-072, for consideration at the March 15, 2022 Regular Council Meeting.

Carried

Section 239(2)(e) of the Municipal Act, 2001 – Litigation or potential litigation – Integrity Commissioner Investigation

Mayor Kidd disclosed a pecuniary interest with this item, and left the Closed Session meeting at 7:25 p.m.; therefore, did not participate in the discussion of the subject matter.

Councillor Foley was designated as Chair for Section 19 c) of the Closed Session, and got the remainder of the Council meeting.

Staff provided Council with an update, and Council provided staff with direction.

20. Confirming By-law

Resolution No. 2022-092

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that By-law No. 2022-047 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **March 1, 2022** be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-093

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that By-law No. 2022-047 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2022-094

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that Council hereby adjourns its meeting at 7:46 p.m.

Carried

Mayor

Clerk



Public Meeting Zoning By-law Amendment

Zoning By-law Amendment

Application No.: ZBA-2022-02

Owner: Anthony Juurlink

Applicant: Danielle Perras Professional Corporation o/a MRKT Law

Subject Land:

- 166 Armstrong Street
- M23NB Lot 27
- Parcel 1978NND

Background and Purpose of the Amendment

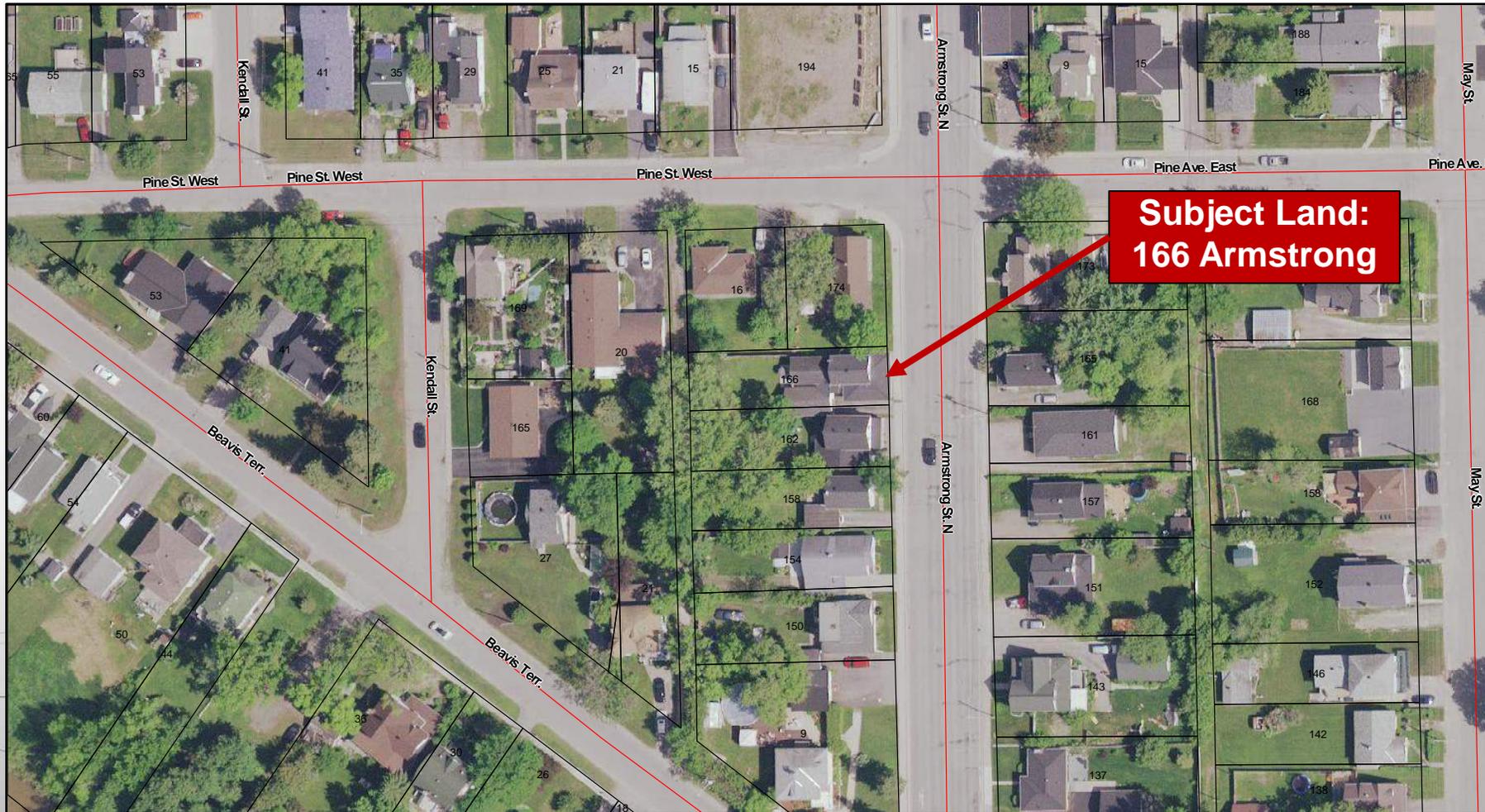
- Site-specific amendment to rezone the property from Medium Density Residential (R3) to Medium Density Residential Exception (R3-#) to add “business, professional or administrative office” as a permitted use on the property.
- The applicant is in the process of purchasing the property in order to expand their business, MRKT Law, and is currently renting space from another local law firm.
- The subject property was previously the site of the Running Link and contains a residential unit on the upper floor.

Public Meeting

Zoning By-law Amendment

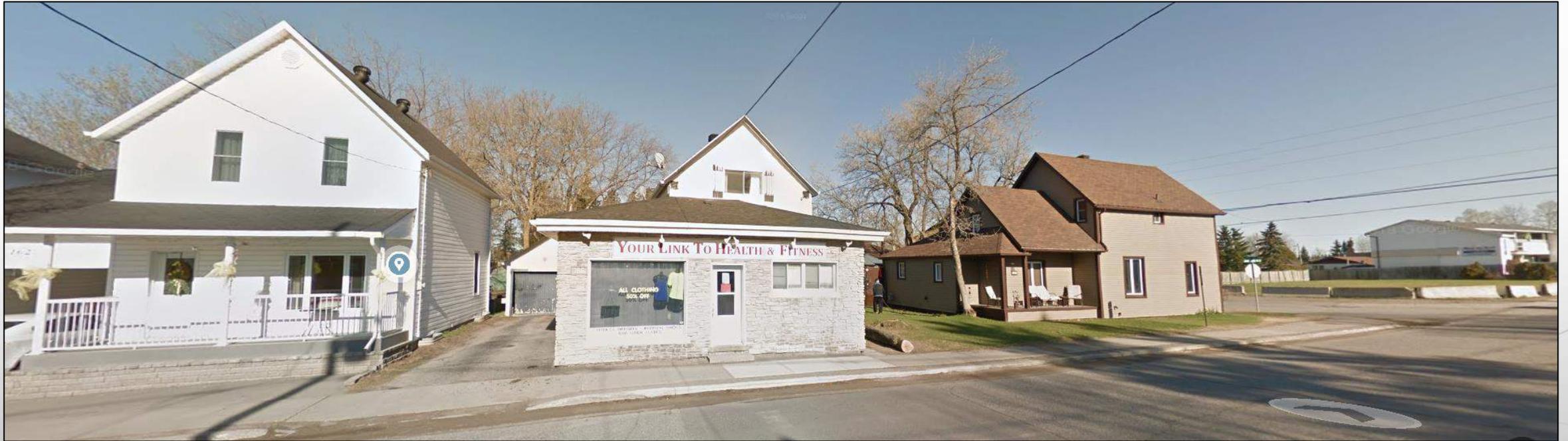


Public Meeting Zoning By-law Amendment



Public Meeting Zoning By-law Amendment





From: Google Street View (May 2018)

Official Plan Designation

- Mixed Use Areas
 - May include a mix of industrial, commercial and institutional uses, associated accessory uses and public service facilities and residential uses compatible with a Mixed-Use Area
 - All uses will be appropriately zoned

Zoning

- Current: Medium Density Residential (R3)
- Proposed: Medium Density Residential Exception (R3-#)
 - Add “business, professional or administrative office” as a permitted use
 - Definition: a building or part of a building in which one or more persons are employed in the management, direction or conducting of a business or where professionally qualified persons and their staff service clients or patients who seek advice, consultation or treatment.
 - Permit reduced driveway width from 6 metres to 3 metres to recognize existing driveway access to rear of property
- The building has previously contained commercial uses on a portion of the main floor as well as residential units on the main floor and on the upper floor.

Zoning – Parking

Zoning By-law Requirements:

- Any commercial use except those uses specifically listed: 1 space for each 50m² of commercial or office floor space
- Residential: 1 space per dwelling unit
- Parking space dimensions: 3 metres x 6 metres
- Width of driveways accessing parking areas: 6m

Subject Property:

- Existing building = 160m² + 1 residential unit = 5 on-site parking spaces required
 - ✓ Approximately 20m between rear of building and rear property line = 6 parking spaces
- Existing driveway (south side of building) = 3 metres wide
 - Recognize driveway width reduction as part of exception

Additional Information

Public Notice and Comments

- Notice of the public hearing was advertised in the Temiskaming Speaker beginning on February 23
- Application has been circulated to City staff and no concerns or objections have been received
- No comments or concerns have been received from external agencies or members of the public

Next Steps

- An administrative and planning report and draft by-law will be presented for consideration at the April 4 Regular Council Meeting

Asset Management Plan

Phase 1 – (2022 Update)



Updates to Phase 1 - 2022

- Changed Page Design
- Updated Assets and Values as of February, 2022
- Added to Each Category:
 - More details on Risk and Criticality Analytics

Figure 4.8: Level of Risk - Watermains (Km)

Consequence	5	0.00	2.04	0.00	0.00	0.00
	4	13.58	1.85	2.14	3.19	0.00
	3	5.05	1.92	2.32	3.27	0.00
	2	23.60	10.74	18.73	7.30	0.00
	1	2.04	1.85	2.74	2.62	0.00
		1	2	3	4	5
Probability						

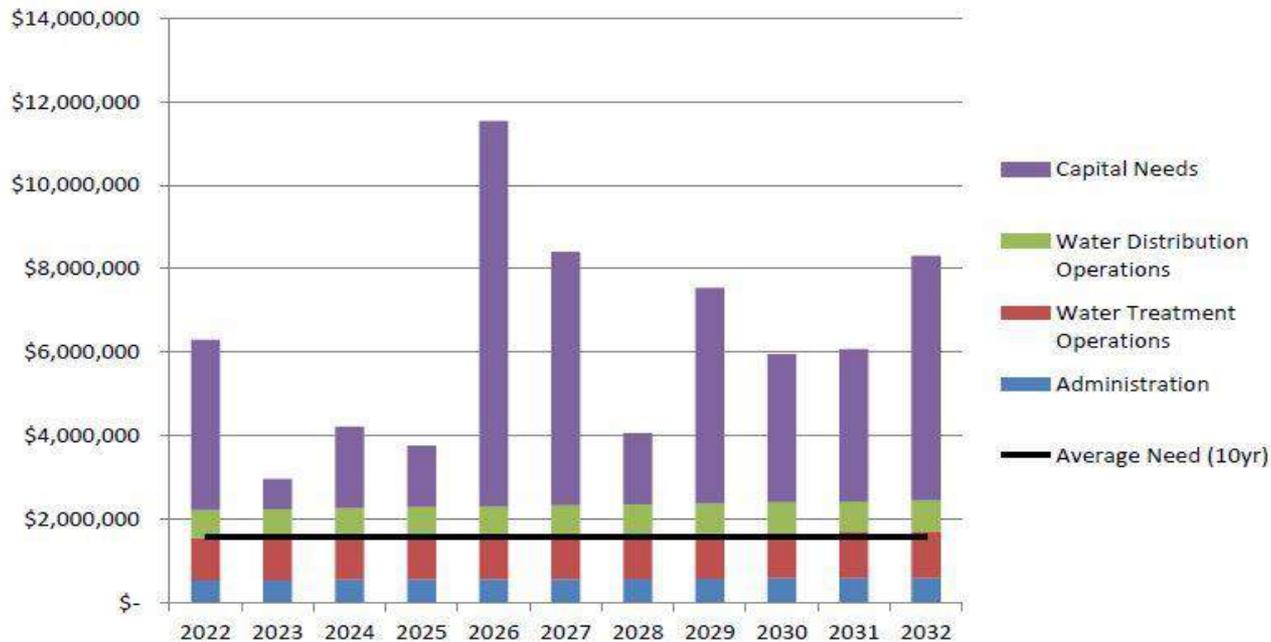
Figure 4.9: Level of Risk - Watermains (\$)

Consequence	5	\$ -	\$ 1,120,350	\$ -	\$ -	\$ -
	4	\$ 6,397,150	\$ 842,600	\$ 1,030,650	\$ 1,513,450	\$ -
	3	\$ 2,145,400	\$ 816,850	\$ 983,875	\$ 1,386,200	\$ -
	2	\$ 9,440,040	\$ 4,297,200	\$ 7,493,600	\$ 2,921,200	\$ -
	1	\$ 679,500	\$ 587,225	\$ 943,425	\$ 767,400	\$ -
		1	2	3	4	5
Probability						

Updates to Phase 1 - 2022

- More details on Lifecycle Activities

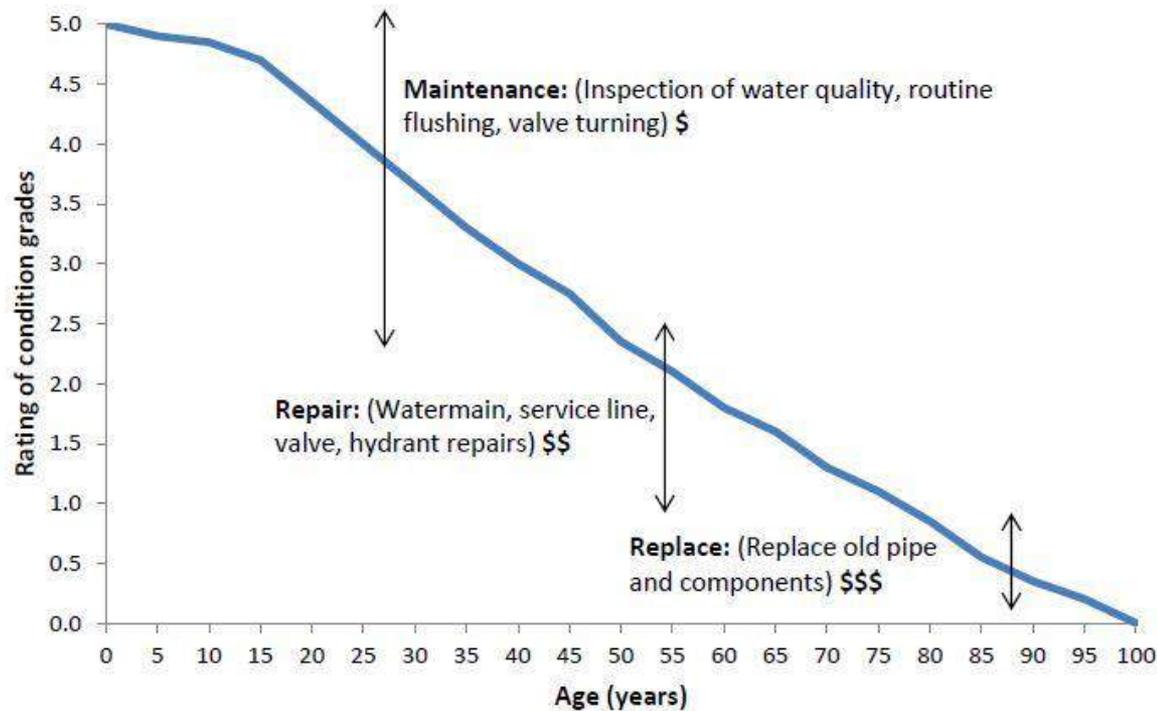
Figure 4.11: Water Lifecycle Forecast Cost (\$)



Updates to Phase 1 - 2022

- More details on Lifecycle Intervention Strategies

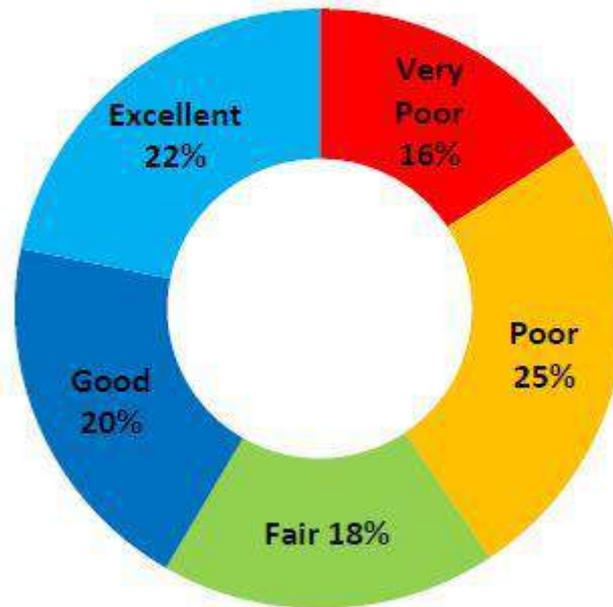
Figure 4.12: Water Lifecycle Intervention Strategies



Updates to Phase 1 - 2022

- More detailed Condition Score Report Card

Water Distribution System



Updates to Phase 1 - 2022

- Removed Recreational Trails from Inventory (Stato) and moved to Phase 2
- Added Performance Measures Analysis for Every Category (Section 5.3.6)

5.3.6 Performance Measures Analysis

Service	Description	Performance Measures	2019	2020	2021
Water	The City's drinking water system provides all of its drinking water to the communities of North Cobalt, Haileybury, New Liskeard, Dymond and also can provides fire protection within these communities. See appendix B for the City's water distribution map.	Percentage of properties connected to the municipal water system.	59.7%	59.7%	59.8%
		Percentage of properties where fire flow is available.	49.8%	50.0%	50.1%
	A boil water advisory is a public health advisory issued by governmental or other health authorities to consumers when a community's drinking water is or could be contaminated by pathogens. Advisories are typically lifted within 24 to 48 hours, once the laboratory results have confirmed that the water is free from contamination and safe to drink.	The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system.	2 / 3585	0 / 3588	0 / 3590
		The number of connection-days per year due to water main breaks/repairs compared to the total number of properties connected to the municipal water system.	108 / 3585	68 / 3588	81 / 3590

Updates to Phase 1 -2022

- Maintenance and Operation Activities now under Section 6.3 (Lifecycle Management)
- Added Methodology of Condition Analytics (Section 6.3.3)

Table 6-5: Condition Ratings

Age Based Rating		
Condition	Useful Life Remaining	Final Score
Failed	0% - 19%	1
Poor	20% - 39%	2
Fair	40% - 59%	3
Good	60% - 79%	4
Excellent	80% - 100%	5

Condition Index Rating			
Condition	Score Range	Final Score	Intervention Strategy (Roads)
Failed	0 - 39	1	Reconstruction
Poor	40 - 57	2	Rehabilitation
Fair	58 - 74	3	Resurface
Good	75 - 85	4	Preventative Maintenance
Excellent	86 - 100	5	Corrective Maintenance

Updates to Phase 1 -2022

Excellent to Good
(Georgina Ave)



Fair
(Dawson Point Rd)



Poor to Failed
(Albert St)



Excellent to Good
(Uno Park Rd Bridge)



Fair
(Armstrong St Bridge)



Poor to Failure
(Firstbrooke Line Rd Bridge)



Updates to Phase 1 -2022

- Renewal and Rehabilitation Activities and Risks now under Section 6.4 (Risk Management)
- Added Methodology of Risk Analytics (Section 6.4.1)

Table 6-6: Probability and Consequence of Failure Ratings

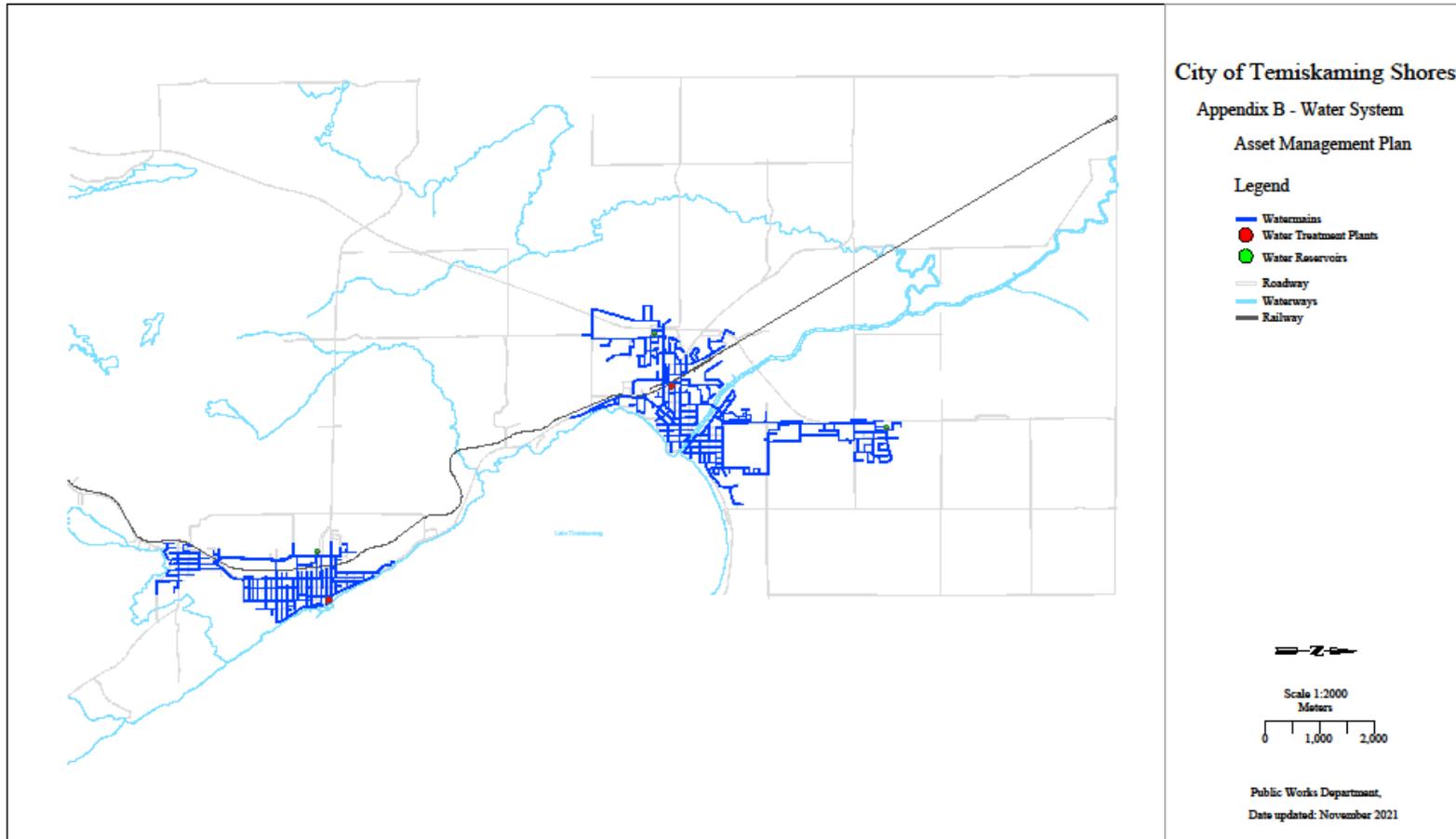
Asset	Condition / Age	Condition Qualitative	PoF Rating	PoF Qualitative	Weighting
Asset 1	5	Excellent	1	Rare	80%
Asset 2	4	Good	2	Unlikely	80%
Asset 3	3	Fair	3	Possible	80%
Asset 4	2	Poor	4	Likely	80%
Asset 5	1	Very Poor	5	Almost Certain	80%

Consequence of Failure Rating (Water)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Pipe Diameter	Less than 100mm	1	Minor	20%
Asset 2		100 to 150mm	2	Moderate	20%
Asset 3		150 to 200mm	3	Serious	20%
Asset 4		200 to 300mm	4	Very Serious	20%
Asset 5		300mm and Over	5	Major	20%

Updates to Phase 1 -2022

- Added Appendix B (Infrastructure Distribution and Collection Maps)



AMP Software

City of Temiskaming Shores Infrastructure

Asset Optimizer Water System

Thank You!



2022

Asset Management Plan – Phase 1



Executive Summary

The Asset Management Plan (Phase 1) document has been developed for the City's major infrastructure asset groups. This second phase of the Asset Management Plan will provide a framework for considering, prioritizing, and optimizing asset management efforts, and providing direction for effective management of its aging infrastructure to best achieve established goals and objectives for its entire asset portfolio.

This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the 10 year period from 2022 to 2032, and provide a framework for expanding and enhancing the Municipality's asset management system. Phase 2 of the plan will build on phase 1 and to include all remaining assets that will be completed by July 2024. And finally, phase 3 builds on phase 1 and 2 by adding the proposed levels of service and a strategy to fund the activities. This funding strategy will further identify the gap between municipal own source revenues and the need. This financial strategy will be completed by July 2025.

The focus of the Plan is primarily on major capital needs. Therefore, the estimated Service Life of assets was used as the primary indicator for measuring our current Levels of Service. Areas the Municipality will focus on to advance its Asset Management Capabilities and improve future updated versions of the Plan are highlighted throughout.

It should be noted that while phase 1 of the Plan focuses on its core assets, phase 2 will be focused on the City's entire asset portfolio. The City remains proactive and responsible in managing its infrastructure and forecasting its Capital Needs. Several Inspection Programs are currently in practice in the Municipality, including a CCTV program for Sanitary and Storm Sewer Systems, updating or Roads Needs Studies, and OSIM inspections of Temiskaming Shore's Bridge and Culvert inventory. The costs associated with these programs, however, have not been incorporated in this Plan.

This Plan is considered and "living document" and will be updated and revised as additional information becomes available, as existing infrastructure is renewed and as changes in strategy are required. To ensure that the Plan remains visible, it will be referred to in regular reports to Council. Every five years, a full review of the City's Asset Management Planning process should be considered and major changes may be presented to Council more frequently, if required.

A major component of this Plan is related to non-infrastructure solutions intended to improve the City's Asset Management Capacity. This includes the development of a dedicated Asset Management System and a complete well-designed geographic information system (GIS) to support Municipal Asset Management efforts. Details for the non-infrastructure solutions are presented in Section 6.2. Alongside this task, the City shall integrate and align its data records between departments such that in the final Asset Management System, asset information will only need to be stored in one location and the data will be structured to enable effective management of the City's infrastructure. This will include refinement of the existing infrastructure data bases, such as that contained in the Public Sector Accounting Board (PSAB) reporting and Roads Needs Studies, utilizing the same segmentation and naming conventions for consistency.

Table of Contents

- 1. Introduction 10
 - 1.1 About the City of Temiskaming Shores 10
 - 1.2 City of Temiskaming Shores Mission & Values Statements 10
 - 1.3 Asset Management Plan Purpose 10
 - 1.3.1 Provincial Regulation (O. Reg. 588)..... 11
 - 1.4 Asset Management Plan Goals and Objectives 11
 - 1.5 Relationship with Other Documents 11
 - 1.6 Asset Management Plan Scope 12
 - 1.7 Asset Management Plan Development Process..... 14
 - 1.7.1 Municipal Goals and Objectives:..... 14
 - Limitations of this Plan* 14
 - Next Steps* 14
 - 1.7.2 State of Infrastructure: 14
 - Limitations of this Plan* 15
 - Next Steps* 15
 - 1.7.3 Current Levels of Service:..... 16
 - Limitations of this Plan* 16
 - 1.8 The Asset Management Plan as a “Living Document” 16
 - Step 1: Plan 16
 - Step 2: Do 17
 - Step 3: Check 17
 - Step 4: Act 18
- 2. Asset Management Policy 19
 - 2.1 Policy Statements..... 19
 - 2.2 Background & Purpose of Asset Management Policy 20

2.3	Policy Principles, Guidelines and Integration.....	20
2.4	Key Roles for Managing the Asset Management Policy	22
3.	Infrastructure Data Collection.....	24
3.1	Water System Inventory	24
3.2	Sanitary Sewer System Inventory.....	24
3.3	Storm Sewer System Inventory	24
3.4	Roads Network Inventory	25
3.5	Bridge Inventory	25
3.6	Miscellaneous Asset Inventories	25
4.	State of Local Infrastructure	26
4.1	Introduction & Overview	26
4.1.1	Inventory Overview	26
4.1.2	Factors to Determine Infrastructure Condition	28
4.1.3	Useful Life Consumption.....	28
4.1.4	System Characteristic Overview	29
4.1.5	Final Report Card Score	29
4.2	Water Services	33
4.2.1	Inventory Overview	33
	35
4.2.2	Water Facilities	36
4.2.3	Risk and Criticality Analytics	36
4.2.4	Lifecycle Activities.....	38
4.2.5	Condition Report Card	40
4.3	Sanitary Services.....	42
4.3.1	Inventory Overview	42
4.3.2	Wastewater Facilities	45

- 4.3.3 Risk and Criticality Analytics 46
- 4.3.4 Lifecycle Activities..... 47
- 4.3.5 Condition Report Card 49
- 51
- 4.4 Storm System..... 52
 - 4.4.1 Inventory Overview 52
 - 4.4.2 Centerline Culverts Inventory Overview 55
 - 4.4.3 Risk and Criticality Analytics 58
 - 4.4.4 Lifecycle Activities..... 59
 - 4.4.5 Condition Report Card 61
 - 63
- 4.5 Transportation Services..... 64
 - 4.5.1 Inventory Overview 64
 - 4.5.2 Road Inventory Overview..... 64
 - 4.5.3 Sidewalk Inventory Overview 67
 - 4.5.4 Bridge and Large Dia. Culvert Inventory Overview 68
 - 4.5.1 Risk and Criticality Analytics 69
 - 4.5.2 Lifecycle Activities..... 72
 - 4.5.3 Condition Report Card 75
- 5. Current Levels of Service 77
 - 5.1 Introduction..... 77
 - 5.2 Key Factors that Influence Level of Service 77
 - 5.2.1 Strategic and Corporate Goals..... 78
 - 5.2.2 Legislative and Regulatory Requirements 78
 - 5.2.3 Expected Asset Performance..... 78
 - 5.2.4 Community Expectations 78

- 5.2.5 Availability of Finances 78
- 5.3 Key Performance Indicators 79
 - 5.3.1 Water Service Delivery 80
 - 5.3.2 Sanitary Service Delivery 80
 - 5.3.3 Storm Service Delivery 80
 - 5.3.4 Transportation Service Delivery 80
 - 5.3.5 Performance Indicators 81
 - 5.3.6 Performance Measures Analysis 82
- 5.4 Data Collection 85
 - 5.4.1 Water System 85
 - 5.4.2 Sanitary System 85
 - 5.4.3 Storm System 85
 - 5.4.4 Road Network 85
 - 5.4.5 Bridges 86
 - 5.4.6 Environmental Facilities 86
- 6. Asset Management Strategy 87
 - 6.1 Introduction 87
 - 6.1.1 Approach 87
 - 6.1.2 Asset Replacement Strategy Overview 87
 - 6.2 Non-Infrastructure Solution 93
 - 6.2.1 Data Collection Strategies 93
 - 6.2.2 Data Management Strategies 94
 - 6.2.3 Information Storage Strategy 95
 - 6.2.4 Software / Hardware Strategy 95
 - 6.2.5 Neighbouring Municipalities 96
 - 6.3 Lifecycle Management 96

6.3.1	Maintenance and Operation Activities.....	97
6.3.2	Rehabilitation and Replacement Activities	98
6.3.3	Calculating Asset Condition	98
6.4	Risk Management.....	100
6.4.1	Calculating Asset Risk	102
Appendix A	106
Appendix A	Glossary of Terms	107
Appendix B	108

List of Tables

Table 4-1:	Total Replacement Cost per Asset Category	27
Table 4-2:	Average Age per Category	28
Table 4-3:	Infrastructure Condition Score	29
Table 4-4:	Financial Capacity Score	30
Table 4-5:	Infrastructure Report Card Summary	31
Table 4-6:	Total Replacement Cost for Water Assets	33
Table 4-7:	Water Services Report Card	40
Table 4-8:	Total Replacement Cost for Sanitary Assets	42
Table 4-9:	Sanitary Services Report Card	50
Table 4-10:	Total Replacement Cost for Storm Assets	52
Table 4-11:	Storm System Report Card	62
Table 4-12:	Total Replacement Cost for Transportation Assets	64
Table 4-13:	Transportation Services Report Card	76
Table 6-1:	Replacement Cost for Water Infrastructure	88
Table 6-2:	Replacement Cost for Sanitary Infrastructure	89
Table 6-3:	Replacement Cost for Storm Infrastructure	90
Table 6-4:	Replacement Cost for Transportation Infrastructure	92
Table 6-5:	Condition Ratings	99
Table 6-6:	Probability and Consequence of Failure Ratings	102

List of Figures

Figure 1.1: Overview Map of Temiskaming Shores	13
Figure 1.2: Deming Cycle	16
Figure 4.1: Asset Replacement Cost Percentage by Asset Category (%)	27
Figure 4.2: State of Infrastructure Assets (%)	31
Figure 4.3: Water Distribution Infrastructure by Age (%)	33
Figure 4.4: Length of Water Distribution Infrastructure by Age (Km)	34
Figure 4.5: Length of Water Distribution Infrastructure Material by Age (Km)	34
Figure 4.6: Water Distribution Infrastructure Material (%)	35
Figure 4.7: Water Distribution Infrastructure Diameter (Km)	35
Figure 4.8: Level of Risk – Watermains (Km)	37
Figure 4.9: Level of Risk – Watermains (\$)	37
Figure 4.10: Total Risk of Water Assets (%)	37
Figure 4.11: Water Lifecycle Forecast Cost (\$)	38
Figure 4.12: Water Lifecycle intervention Strategies	39
Figure 4.13: Water Condition Report Card (%)	40
Figure 4.14: Sanitary Collection Infrastructure by Age (%)	42
Figure 4.15: Length of Sanitary Collection Infrastructure by Age (Km)	43
Figure 4.16: Length of Sanitary Collection Infrastructure Materia by Age (Km)	43
Figure 4.17: Sanitary Collection Infrastructure Material (%)	44
Figure 4.18: Sanitary Collection Infrastructure Diameter (Km)	44
Figure 4.19: Level of Risk – Sewer mains (Km)	46
Figure 4.20: Level of Risk – Sewer mains (\$)	46
Figure 4.21: Total Risk of Sanitary Assets (%)	47
Figure 4.22: Sanitary Lifecycle Cost (\$)	48
Figure 4.23: Sanitary Lifecycle Intervention Strategies	49
Figure 4.24: Sanitary Condition Report Card (%)	50
Figure 4.25: Storm System Infrastructure by Age (%)	52
Figure 4.26: Length of Storm System Infrastructure by Age (Km)	53
Figure 4.27: Length of Storm System Infrastructure Material by Age (Km)	53
Figure 4.28: Storm System Infrastructure Material (%)	54
Figure 4.29: Storm System Infrastructure Diameter (Km)	54
Figure 4.30: Centerline Culvert Infrastructure by Age (%)	55
Figure 4.31: Length of Centerline Culvert Infrastructure by Age (Km)	56
Figure 4.32: Length of Centerline Culvert Infrastructure Material by Age (Km)	56
Figure 4.33: Centerline Culvert Infrastructure Material (%)	57
Figure 4.34: Centerline Culvert Infrastructure Diameter (Km)	57
Figure 4.35: Level of Risk – Storm mains & Culverts (Km)	58
Figure 4.36: Level of Risk – Storm mains & Culverts (\$)	58
Figure 4.37: Total Risk of Storm Assets (%)	59

Figure 4.38: Storm Management Lifecycle Cost (\$)	60
Figure 4.39: Storm and Culvert Lifecycle Intervention Strategies	61
Figure 4.40: Storm Condition Report Card (%)	62
Figure 4.41: Roads Network by Surface Type (%)	65
Figure 4.42: Roads Network Classification and Material (Lane Km)	65
Figure 4.43: Roads Network Material by Age (Lane Km)	66
Figure 4.44: Walkway Network Material by Age (Km)	67
Figure 4.45: Bridges and Large Dia. Culverts by Age	69
Figure 4.46: Level of Risk – Roads (Km)	70
Figure 4.47: Level of Risk – Roads (\$)	70
Figure 4.48: Level of Risk – Bridges & Large Dia. Culverts (each)	70
Figure 4.49: Level of Risk – Bridges & Large Dia. Culverts (\$)	70
Figure 4.50: Total Risk of Roads (%)	71
Figure 4.51: Total Risk of Bridges and Large Dia. Culverts (%)	71
Figure 4.52: Transportation Lifecycle Cost (\$)	72
Figure 4.53: Roads (pavement) Lifecycle Intervention Strategies	73
Figure 4.54: Bridges and Large Dia. Culverts Lifecycle Intervention Strategies	74
Figure 4.55: Transportation Condition Report Card (%)	75
Figure 6.1: Accumulation of Costs Over an Asset's Life	97

1. Introduction

1.1 About the City of Temiskaming Shores

The City of Temiskaming Shores is located on the shores of beautiful Lake Temiskaming in northeastern Ontario. The community is at the head of the Ottawa River waterway and offers all of the amenities and services found in larger centres. The community was founded in 2004 by the amalgamation of the former communities of Haileybury, New Liskeard and Dymond.

Temiskaming Shores is a community with endless opportunities for business development within a setting that offers a range of residential living environments and four-season recreation at the doorstep. Scenic landscapes, a healthy environment, an abundance of clean water, a rich heritage, a mature range of consumers, educational, social and health care services, and a multi-cultural population offer a quality living environment for this northern community. The provision of regional services in the areas of education, health and public administration to the 32,000 people living throughout the rest of Temiskaming District and northwestern Quebec fill out the City's economic impact.

1.2 City of Temiskaming Shores Mission & Values Statements

Mission Statement:

To ensure that the City of Temiskaming Shores is a dynamic leader providing incredible opportunities for all.

Statement of Values:

The Municipal Government of the Corporation of the City of Temiskaming Shores hereby adopts and embraces the following values as being integral to its good governance:

Responsibility, Teamwork, Promise-Keeping and Fairness

1.3 Asset Management Plan Purpose

Historically, the City of Temiskaming Shores has been proactively and responsibly managing its infrastructure portfolio. As the infrastructure ages and demands increase, so will the challenge of ensuring the needs of the community are effectively met with the limited resources available. This Asset Management Plan (Phase 1) will hopefully address this concern by providing a framework for considering, prioritizing, and optimizing asset management efforts, and providing direction for effective management of the Municipal infrastructure to best achieve established goals and objectives.

As an integrated Plan, this Asset Management Plan considers the lifecycle and needs of all infrastructure assets and classes within the Plan's scope and provides a sustainable and holistic view of the asset portfolios described herein. The Plan not only focuses on managing

individual assets, but considers the condition and performance of complete asset systems through a systematic, risk-based decision-making process. The resulting Plan is intended to provide the optimal allocation of resources towards meeting prescribed goals, objectives, and levels of service.

The City currently manages a core asset portfolio of over \$241 M worth of public physical capital assets (estimated replacement value, 2021 CAD). These assets provide the foundation upon which the City's economic growth, strength and quality of life are based. This first phase of the Asset Management Plan is an overview for managing its assets of all categories in the City's portfolio.

This Plan is being developed under Council Resolution No. 2019-063, dated May 21, 2019, at which time Council approved the submission of an Expression of Interest to obtain funding for the preparation of the comprehensive Asset Management Plan. Since that time staff have been refining inventories of assets groups and amending the Plan. The final draft of (phase 1) of the Plan will be presented to Council which is anticipated to be completed before July 1, 2022. Once approved, changes to the first phase of the Plan will be reported to and approved by Council, as required, to address changing circumstances, followed by phase 2 and 3.

1.3.1 Provincial Regulation (O. Reg. 588)

In many parts of Ontario, existing infrastructure is degrading faster than it is being repaired or replaces, putting services at risk. To help address this issue, the Province implemented the *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17*, and effective January 1, 2018.

The goal of this regulation is to help improve the way municipalities plan for their infrastructure. The regulation builds on the progress municipalities have made while bringing consistency and standardization to asset management plans to help spread best practices throughout the sector and enable the collection of comparable data.

1.4 Asset Management Plan Goals and Objectives

The City of Temiskaming Shores currently manages its infrastructure proactively and with fiscal responsibility. A variety of programmes have already been initiated to improve the quality of investment decisions made, and support the City's asset management efforts. This Plan seeks to formalize and present some of the major capital infrastructure needs, with an emphasis on the initial 10 year period from 2022 to 2032, and provide a framework for expanding and enhancing the City's asset management system.

1.5 Relationship with Other Documents

Funding for the preparation of this Asset Management Plan was provided, in part, by the Ministry of Infrastructure programs as well as from within the existing Municipal Budget documents. Our operation and maintenance practices are guided by the strategies presented herein but operate under the budgets established by Council.

The City utilizes a standard Geographic Information System (GIS), where information is available, as well as data held in the various spreadsheets and other forms. Some of the data available appears to overlap traditional segmentation of roads or piped infrastructure information. Assumptions were made to combine data where this overlap was evident. Information from some of the sources could not be combined due to the naming or segmentation creating ambiguity in the data.

1.6 Asset Management Plan Scope

The City's Asset Management System encompasses Asset Management Strategies and Policies, the management of all assets within the various categories from conception to end-of-life, performance and condition monitoring and assessment, risk management, financing strategies, future demand and improvement processes.

This Plan (phase 1) considers the following municipal own asset categories:

Water System:

- Approximately 105 kilometres of water distribution infrastructure.
- Approximately 3500 water service connections of various sizes.
- Approximately 1358 control and specialized valves.
- Approximately 451 hydrants.

Sanitary System:

- Approximately 97.1 kilometres of sanitary sewer collection and forcemain infrastructure.
- Approximately 3500 sanitary sewer connections.
- Approximately 1040 maintenance structures.
- Approximately 30 control and specialized valves.

Storm System:

- Approximately 63.8 kilometres of storm sewer collection infrastructure.
- Approximately 2046 catch basins and maintenance structures.
- Approximately 468 kilometres of drainage ditches.
- Approximately 7.7 kilometres of centerline culverts
- 1 storm water management system

Transportation System:

- Approximately 209.1 lane kilometres of paved roadway.
- Approximately 34 lane kilometres of surface treated roadway.
- Approximately 172.6 lane kilometres of gravel roadway.
- Approximately 40.4 kilometres of sidewalk.
- 10 bridge structures
- 6 large diameter culverts

Other Assets:

- 24 Environmental Facilities

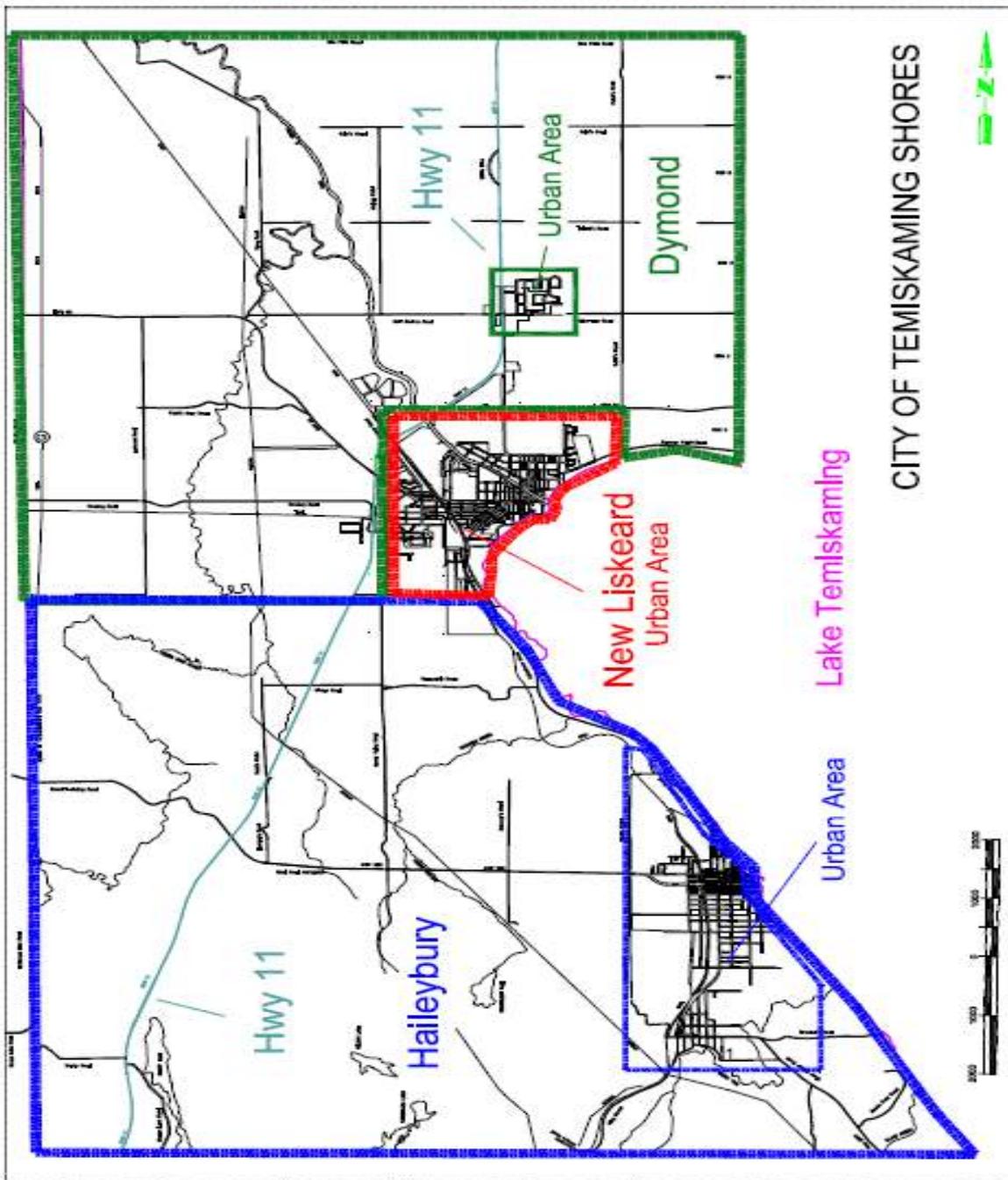


Figure 1.1: Overview Map of Temiskaming Shores

While the Planning process commenced in 2018, the City will conduct an annual review of the State of Infrastructure report. The evaluation and improvement process discussed in Section 1.8 also reflects the intent that this Plan be considered a “living document,” to be revised and updated as necessary.

1.7 Asset Management Plan Development Process

The City of Temiskaming Shores utilized existing staff and resources as well as contract support persons if necessary to facilitate the development of this Plan. The process for developing the Asset Management Plan, limitations of the current version of the Plan, and planned next steps are detailed below.

1.7.1 Municipal Goals and Objectives:

The first step in the Plan development process was to determine the desired outcomes, as well as plan the approach or approaches that were to be used to achieve them.

Known infrastructure inventories and all other available information were used within individual asset groups to identify and express priorities and needs associated with provision of those services. A plenary session involving staff, elected officials and other appropriate stakeholders was also used to identify and discuss these goals and objectives.

Limitations of this Plan

The City considers this to be the first phase of a larger, continual Asset Management Planning process that forms an important part of its overall Asset Management effort. As a result of the project timeline and data availability, other elements have now been included in this version of the Plan. The City will seek to incorporate the missing data in Phase 2 and 3 of the Plan, set to be completed by July 2025.

Next Steps

As the City moves forward with its Asset Management practices, the Plan will be adjusted to reflect a more accurate representation of asset needs. The City will re-visit the Goals and Objectives documented in this Plan as additional information becomes available, and at a minimum, review them upon repeating the Asset Management Planning process for the next Plan revision.

1.7.2 State of Infrastructure:

The second step in the Plan development process was to determine the current State of Infrastructure along with its levels of service. While the State of Infrastructure is independent of infrastructure needs, a thorough understanding of the present state of infrastructure was determined to be a key element required when considering the needs of the infrastructure portfolio and what levels of service are realistically achieved. There are a variety of ways to assess and report on the State of Infrastructure.

Individual asset performance and condition assessments are considered as the preferred measure for assessing the state of individual infrastructure assets, though asset age or maintenance data were also used as an indicator where the information was otherwise unavailable.

The City of Temiskaming Shores currently has several infrastructure condition monitoring and assessment programs in place, including;

- Sanitary and Storm Sewer CCTV program:

A large portion of Sanitary and Storm Sewer systems have been inspected over a number of years and the condition of these sections have been documented to highlight areas that should be considered as priority for replacement or rehabilitation. Moving forward, the City has acquired a CCTV camera and consideration will be given to prioritizing the inspection of those areas that pose gaps in information.

- Road Needs Study:

The most recent Roads Needs Study was updated in 2020 utilizing external consultants through municipal asset management programs, offered by the Federation of Canadian Municipalities (FCM). This study reviewed the road network, broke the various road sections down into individual segments, consistent in their characteristics and other infrastructure located within, and recorded the performance and condition details for each. This information has and will continue to be used to identify the capital and maintenance needs of the system, the timing for the required work and the road priority.

- OSIM Bridge Inspections:

As legislated by the Province of Ontario, every bridge and large diameter culvert is inspected under the Ontario Structure Inspection Manual (OSIM) every two years. The most recent inspection was carried out by a qualified consultant in 2020 and is being repeated in 2022. From this inspection, a Bridge Condition Index was developed that assists in the scheduling of bridge maintenance and upkeep. Safety concerns are addressed immediately.

Limitations of this Plan

This initial version of the Plan is largely based on infrastructure asset age information collected through PSAB 3150 reporting records as well as all available information on the asset groups that was collected since 2015.

Additional limitations, that have been identified, are documented in Section 3 of the Plan, identified by Asset Category.

Next Steps

The City should consider revisions to the procurement policies to support and improve data management practices. Contract terms should specify the format of electronic deliverables and define minimum data requirements to support Asset Management efforts moving forward.

All reporting procedures should incorporate / include asset condition information, as it becomes available. This will assist in determining or establishing a more accurate representation of the State of Infrastructure.

1.7.3 Current Levels of Service:

Level of Service defines the performance required of the infrastructure. To measure a Level of Service, one or more corresponding Key Performance Indicator has to be identified. In order to minimize monitoring and analysis efforts, the Key Performance Indicators monitored should be limited to only those required to measure the current Levels of Service.

Limitations of this Plan

The current Levels of Service defined for the initial version of the Plan have been limited to those associated with the capital replacement of assets. An Estimated Service Life was established for each asset that corresponds with either the typical lifespan experienced in industry, or adjusted to better represent the Asset Management Strategy for the replacement or retention of the particular asset.

1.8 The Asset Management Plan as a “Living Document”

The process for developing and implementing this Plan was intended to follow the Deming cycle for quality control; Plan, Do, Check, Act. This process provides a framework for continual monitoring and improvement of the Plan, as well as for planned asset management strategies and activities. A variety of components are included in each step as outlined below.

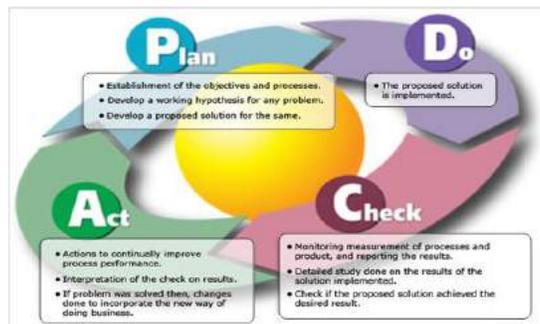


Figure1.2: Deming Cycle

Step 1: Plan

The following components are included in this step:

Review of Previous Plan

Prior to establishing or revising the Asset Management Plan, any previous Plans will be reviewed. This review will establish a historical context for the decisions made and an understanding of the future visions pursued, as well as providing a framework to measure asset performance against. By recognizing the “living” nature of the Plan documents, evaluation of changes made over time will also serve to identify best practices and unsuccessful strategies to avoid. Where the Plan continues to serve the City’s needs, it may serve as a template to produce future Plans.

Audit Results and Auditor Recommendations

Results from any audits on the Asset Management Plan or System, as well as any associated auditor recommendations, will be considered in revising the active Plan and producing future Plans.

Management Review Results

As part of the third step of the Plan development process, a management review shall be conducted. While the results from this review are intended to be incorporated in the existing Plan as a process of continuing improvement, some issues may not be immediately actionable. Assessment of the management review results during the development process for subsequent Plans will provide the opportunity to re-assess and potentially implement recommendations that were previously not accepted.

The full Asset Management Planning process should be undertaken by the City every five years. The process should be initiated one year prior to the intended release of the updated or revised Plan. The City may consider retaining the services of an outside party, such as an independent consultant, to facilitate the review and revision of at least every second Plan in order to incorporate changes to industry good practice and capture the benefits of an external review.

Step 2: Do

The second step of the Plan development process is its implementation. The Plan will be implemented upon completion of the first step. Where necessary, significant changes may be implemented through a phased approach as documented in the Plan.

Step 3: Check

The Plan shall be considered a “living document,” to be revised and refined as required. Prior to making adjustments, the efficacy and propriety of the Plan, strategies and activities must be assessed. This is performed through six approaches: monitoring, inspections and testing, performance documentation, audits, management reviews, and stakeholder engagement.

Monitoring

Asset management activities specified in the Plan will be monitored on an on-going basis. Overall activities in the Plan will be compared with performance measures and the results will be used to develop an improvement plan which will document specific tasks.

The State of Infrastructure report will also be reviewed and revised on an annual basis by the City.

It is anticipated that in the early stages of implementation this monitoring may lead to more frequent adjustments to the Plan.

Inspections and Testing

Assets will be inspected and tested as specified in the Plan. If subsequent inspections identify significant deterioration in condition or performance, corrective actions may be undertaken and inspection frequency may be increased until the desired outcome is achieved and confirmed.

Performance Documentation

A review of asset performance, with respect to design capacity in comparison to actual measured capacity, of specific assets may be carried out to ensure that the current and desired Levels of Service can be provided. This review may take the form of summary tables or charts displaying capacity in relation to levels of service. It may also include assessment of other studies or models used to evaluate asset performance, such as water system models or traffic demand studies.

Management Review

The Asset Management System, including applicable policies, procedures, and Plans, should undergo management review every (3) three years.

Audits

The Asset Management System, including applicable policies, procedures, and Plans, may undergo audit by an external consultant every (5) five years.

Step 4: Act

The final step in the Plan development is to act on the information gathered from the previous step. This step is implemented through continual plan evaluation and improvement efforts. The Plan will be evaluated and adjusted on an ongoing basis by Municipal staff and management during implementation. Formal Management evaluation and audited reviews will take place as described previously. The outcomes and recommendations of each review will be incorporated into improving future versions of the Plan.

2. Asset Management Policy

An Asset Management Policy may be defined as the “*principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives*”.

Simply put, the asset management policy defines an organization’s commitment to asset management and provides staff with a mandate and direction to implement the Plan strategy and activities in compliance with the overall organizational strategic plan. Creation of such policies is an essential requirement of Asset Management Systems and, at the very least, highly recommended by most recognized guidelines and standards, including InfraGuide and the International Infrastructure Management Manual (IIMM).

The City of Temiskaming Shores formally adopted a documented Municipal Asset Management Policy by Resolution No. 2019-063, dated May 21, 2019. This Policy signifies Councils commitment to effective Asset Management, and the establishment of Municipal priorities for our Asset Management programmes.

2.1 Policy Statements

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as “*The application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset.*”

To guide the organization, the following policy statements have been developed for all three phases of the plan:

- a) The City of Temiskaming Shores will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The City of Temiskaming Shores will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- c) The City of Temiskaming Shores will develop and maintain asset inventories of all of its infrastructures.
- d) The City of Temiskaming Shores will establish infrastructure replacement strategies through the use of full life cycle costing principals.
- e) The City of Temiskaming Shores will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The City of Temiskaming Shores will plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.
- g) Where appropriate, the City of Temiskaming Shores will consider and incorporate asset management in its other corporate plans.

- h) The City of Temiskaming Shores will report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

2.2 Background & Purpose of Asset Management Policy

Council has a mandate to provide a wide range of services. Council adopts policies that support their vision, goals and objectives and guide staff to effectively implement the policy for the delivery of those services.

Council vision and goals for infrastructure assets

Council's vision and goal for the community is a safe, livable, sustainable and economically vibrant community underpinned by well managed and maintained infrastructure assets. These assets include but are not limited to efficient transportation networks, safe and reliable water distribution networks, economical and reliable sewage collection systems, productive fleets, and accessible parks, recreation and civic facilities.

Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

This policy is to articulate Council's commitment to asset management, and guides staff using the policy statements for all three phases of the plan. In doing so, this policy also outlines how it is to be intergraded within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable service while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and best practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for developing guidelines and practices is delegated to staff.

2.3 Policy Principles, Guidelines and Integration

Principles

The key principles of the asset management policy are outlined in the following list.

The City shall:

- Make informed decisions by identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade-offs shall be articulated and evaluated, and the basis of the decision recorded.
- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.

- Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- Consult with stakeholders where appropriate.
- Define and articulate service, maintenance and replacement levels and outcomes.
- Use available resources effectively.
- Manage assets to be sustainable.
- Minimize total life cycle costs of assets.
- Consider environmental and energy conservation goals.
- Consider social and sustainability goals.
- Minimize risks to users and risks associated with failure.
- Pursue best practices where available.
- Report the performance of its asset management program.

Guidelines and Practices

This policy shall be implemented by staff using accepted industry guidelines and best practices (such as those recommended by the Federation of Canadian Municipalities e.g., InfraGuide).

The City will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Strategic Asset Management Plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The Asset Management Plans should be based on current inventories and condition (acquired or derived), projected or desired performance and remaining service life and consequences of losses (***e.g., vulnerability assessments, Emergency Management Ontario Critical Infrastructure Consequence of Loss Assessment***). Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

Context and integration of Asset Management within the City

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Official plan
- Business plans
- Corporate strategic plan
- Corporate financial plan
- Capital budget plan

- Operational plans and budgets (including vehicle and fleet plans and budgets)
- Energy Conservation plans
- Neighborhood plans
- Community Improvement plans
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans, e.g., transportation plans
- Community social plans
- Parks and recreation plans
- Facility plans

2.4 Key Roles for Managing the Asset Management Policy

City policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council and staff
Establish levels of service	Council, staff and public
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of policy	City Manager and staff
Development of guidelines and practices	City Manager and staff
On-going review of policies	Council and staff

Implementation, review and reporting of Asset Management work

The implementation, review and reporting of this policy shall be integrated within the organization. Due to the importance of this policy, the organization’s asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council at the mid-point of its term.

Actions	Responsibility
Adopt Asset Management Policy	Council and City Manager
Monitor and review infrastructure standards and service levels at established intervals	Council and City Manager
Develop and maintain infrastructure strategies including development and service plans	Recreational Services, Community Growth and Planning, Public Works, Finance, other asset operation and maintenance

Develop and maintain asset inventories	departments, Finance Public Works, Finance, other asset operation and maintenance departments, Finance
Assess infrastructure condition and service levels	Public Works, and other asset operation and maintenance departments
Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles	Public Works, Finance, and other asset operation and maintenance departments
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Public Works, Finance, and other asset operation and maintenance departments, Finance
Report to citizens on status of the community's infrastructure assets and asset management program. The channels may include annual citizen reports, business plans, etc.	Council, City Manager, Corporate Services

3. Infrastructure Data Collection

3.1 Water System Inventory

The water system infrastructure inventory data used for the analysis was gathered from several sources. The combination of the geographic information system (GIS) information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the hydrants, curb stops and water valves connected to the water infrastructure, however, the inventory of those appurtenances, linked to the water infrastructure piping, are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the size of valves, hydrants and connections per pipe segment and the two data sets were linked via their street (location) information. Information on Water treatment and storage facilities were gathered separately.

3.2 Sanitary Sewer System Inventory

The sanitary sewer system infrastructure data used for the analysis was compiled from several sources. The combination of the geographic information system (GIS) information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the maintenance holes and cleanouts connected to the sanitary infrastructure, however, the inventory of those appurtenances, linked to the sanitary sewer infrastructure piping, are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the number and location of maintenance holes and connections per pipe segment and the two data sets were linked via their street (location) information. Information on Wastewater treatment and pumping facilities were gathered separately.

3.3 Storm Sewer System Inventory

The storm sewer system infrastructure data used for the analysis was compiled from several sources. The combination of geographic information system (GIS) information collected for this asset as well as other available records and information were combined to provide a relatively accurate accounting. Limited global positioning (GPS) data was available for the maintenance holes and catch basins connected to the storm water infrastructure, however, the inventory of those appurtenances, linked to the storm sewer infrastructure piping are also considered to be fairly accurate. Base information about the material, installation date, diameter and length were derived from available records and data related to the system. These records also provided information about the number and location of maintenance holes and catch basins per pipe segment and the two data sets were linked via their street (location) information.

3.4 Roads Network Inventory

Data derived from a Roads Needs Survey, conducted in 2017 and 2020, was used in conjunction with the previously developed geographic information system (GIS) layer for the Municipality's roads. The information gathered in the Survey was reviewed, with respect to the road data, and it was determined that the road condition data contained more suitable information for use in an Asset Management Plan. It is recommended that all data sets should ideally be combined in the future to provide a more detailed source of information when combined with all other asset inventories.

3.5 Bridge Inventory

The bridge inventory was developed through the use of the most recent OSIM inspection data. Basic Bridge Condition Index values were calculated for each structure using the estimated cost of repair derived from the inspections along with the initial installation cost and the current bridge value. Bridges with a repair value either greater or close to the replacement value were considered to be in poor condition.

3.6 Miscellaneous Asset Inventories

Information for the following asset classes was acquired from various sources of data. This information assisted in providing a current and base cost for each asset.

- Sidewalks
- Centerline Culverts
- Environmental Facilities

4.State of Local Infrastructure

4.1 Introduction & Overview

The City of Temiskaming Shores infrastructure may be considered to be generally in “fair to good” condition. This is a result of the City being proactive in the management of its infrastructure. As the infrastructure continues to age, however, adequate funding will need to be made available to continue this trend and either replace or rehabilitate the assets as required.

4.1.1 Inventory Overview

The State of Local Infrastructure Report is a review of existing infrastructure data pertaining to infrastructure age and condition. The City’s public sector accounting board (PSAB) asset registry and staff knowledge of the various categories of infrastructure forms the basis for the assessment, with any available condition information taking priority in forecasting for both short and long-term needs.

This report was developed to advance the understanding of the state of the local infrastructure assets, and to improve transparency with respect to management of the infrastructure inventory. The report is the first element of an asset management plan whose purpose is to improve infrastructure-related decision-making processes.

The State of Local Infrastructure Report Card reviews the following infrastructure:

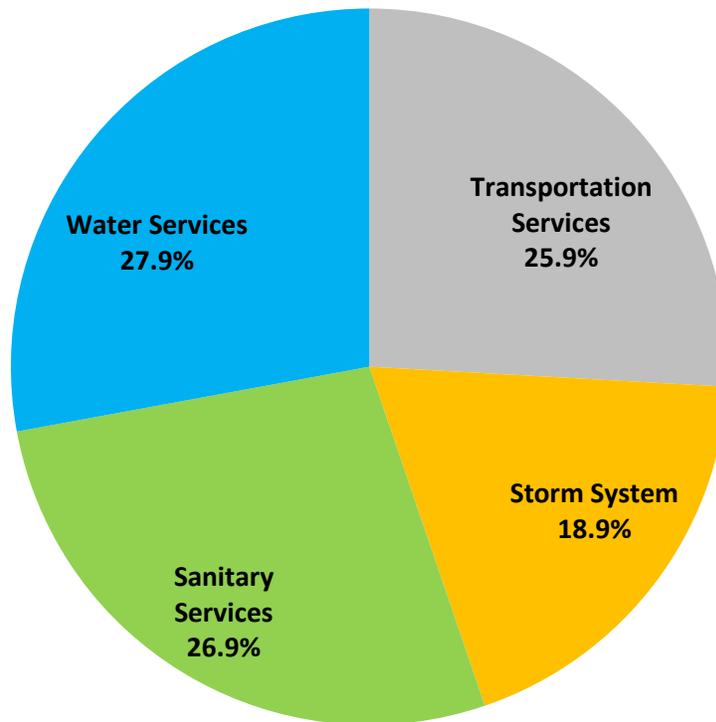
- Water Distribution and Treatment System
- Sanitary Collection and Treatment System
- Storm Collection and Management System
- Transportation Network
- Environmental Facilities

Table 4-1 summarizes the estimated replacement cost for the City’s infrastructure asset portfolio, derived on the basis of replacement costs, while Figure 4.1 illustrates each infrastructure asset division as a percentage of the total portfolio value. All values are estimated construction / replacement costs represented in 2021 Canadian Dollars (CAD).

Table 4-1: Total Replacement Cost per Asset Category

Asset Category	Replacement Cost
Water Services	\$67,167,615.00
Sanitary Services	\$65,791,060.00
Storm System	\$45,466,765.00
Transportation Services	\$62,329,560.00
	\$240,755,000.00

Figure 4.1: Asset Replacement Cost by Asset Category (%)



4.1.2 Factors to Determine Infrastructure Condition

In order to prepare asset category risk profiles, and create capital needs forecasts, appropriate Condition Rating has been established for each category. The state of the infrastructure was assessed based on a variety of factors which include age, material (service life), number of repairs, sufficient capacity, etc.

Age and Material is the most significant assessment criterion. As an asset ages its condition deteriorates by a combination of many factors. The type of material significantly affects the rate at which deterioration occurs. The Estimated Service Life of a material can be adjusted to match industry good practices and reflect the typical life span of similar assets, to match local experience, or to match the asset management strategy of the infrastructure owner. In general, an asset's Estimated Service Life is heavily influenced by the demands placed on it, operation and maintenance practices, and legislative / regulatory and technological changes (e.g., technological obsolescence). For this Plan, the initial service lives were derived to reflect accepted industry asset performance as well as the City's asset management goals.

The number of repairs provides an accurate measure of operational decline due to deterioration. Therefore, areas that have a history of "breakage" are a significant burden on the operational budget.

Sufficient system capacity is also a violable factor when it comes to determining the condition of particular assets. For example, watermains that have large diameters are often transmission lines that supply significant quantities of water to large areas within the city. As such, problems with larger diameter pipes are considered to have high associated social and economic risks.

Table 4-2: Average Age per Category

Asset Category	Average Age (years)
Water Services	41
Sanitary Services	41
Storm System	40
Transportation Services	40

4.1.3 Useful Life Consumption

While age is not a precise indicator of an asset's health, in the absence of assessed condition assessment data. It can serve as a high-level, meaningful approximation and help guide replacement needs and facilitate strategic budgeting.

4.1.4 System Characteristic Overview

A basic character overview has been established for each asset category included in this Plan. Due to the nature of the individual asset categories, the overviews cannot be readily combined and summarized.

Beyond the risk of infrastructure failures, Temiskaming Shores faces a number of potential legislative / regulatory and potential reputational risks. One identified risk is that related to hazardous materials. A section of the water main inventory for instance, contains Asbestos Cement. A change in legislation requiring the removal of such materials could impose a cost of nearly \$1.5M on the City for the Water system alone. To address these risks, the City may choose to accelerate the replacement of certain material or asset types.

4.1.5 Final Report Card Score

To rate the asset inventory using a report card, a scoring system modified from the Canadian Infrastructure Report Card was applied. The system is outlined in Table 4-3 and Table 4-4.

Table 4-3: Infrastructure Condition Score

Average Score	Rating	Definition of Rating
5	Very Good (A) 80-100%	<i>Fit for the Future</i> – The infrastructure in the system or network is generally in very good condition, new or recently rehabilitated. A few elements show general signs of deterioration that may require attention.
4	Good (B) 60-79%	<i>Adequate</i> – The infrastructure in the system or network is good condition; some elements show general signs of deterioration that require attention. A few elements may demonstrate signs of significant deficiencies.
3	Fair (C) 40-59%	<i>Requires Attention</i> – The infrastructure in the system or network is in fair condition; it shows general signs of deterioration and requires attention. Some elements demonstrate significant deficiencies.
2	Poor (D) 20-39%	<i>At Risk</i> – The infrastructure in the system or network is poor condition and mostly below acceptable standards, with many elements approaching the end of the expected service life. A large portion of the system demonstrates significant deterioration.
1	Very Poor (F) 0-19%	<i>Unfit for Service</i> – The infrastructure in the system or network is in unacceptable condition with wide spread signs of advanced deterioration. Many components or elements in the system demonstrate signs of imminent failure, which is / will affect service delivery.

Table 4-4: Financial Capacity Score

Average Score	Rating	Definition of Rating
5	Very Good (A)	The municipality is fully prepared for its short-, medium- and long-term replacement needs based on existing infrastructure portfolio.
4	Good (B)	The municipality is well prepared to fund its short-term and medium-term replacement needs but requires additional funding strategies in the long-term to begin to increase its reserves.
3	Fair (C)	The municipality is underprepared to fund its medium- to long-term infrastructure needs. The replacement of assets in the medium-term will likely be deferred to future years.
2	Poor (D)	The municipality is not well prepared to fund its replacement needs in the short-, medium- or long-term. Asset replacements will be deferred and levels of service may be reduced.
1	Very Poor (F)	The municipality is significantly underfunding its short-term, medium-term, and long-term infrastructure requirements based on existing funds allocation. Asset replacements will be deferred indefinitely. The municipality may have to divest some of its assets (e.g., bridge closures, facility closures) and levels of service will be reduced significantly.

Table 4-5 summarizes the condition scores determined for each asset category, and their corresponding Grade.

Figure 4.2: State of Infrastructure Assets (%)

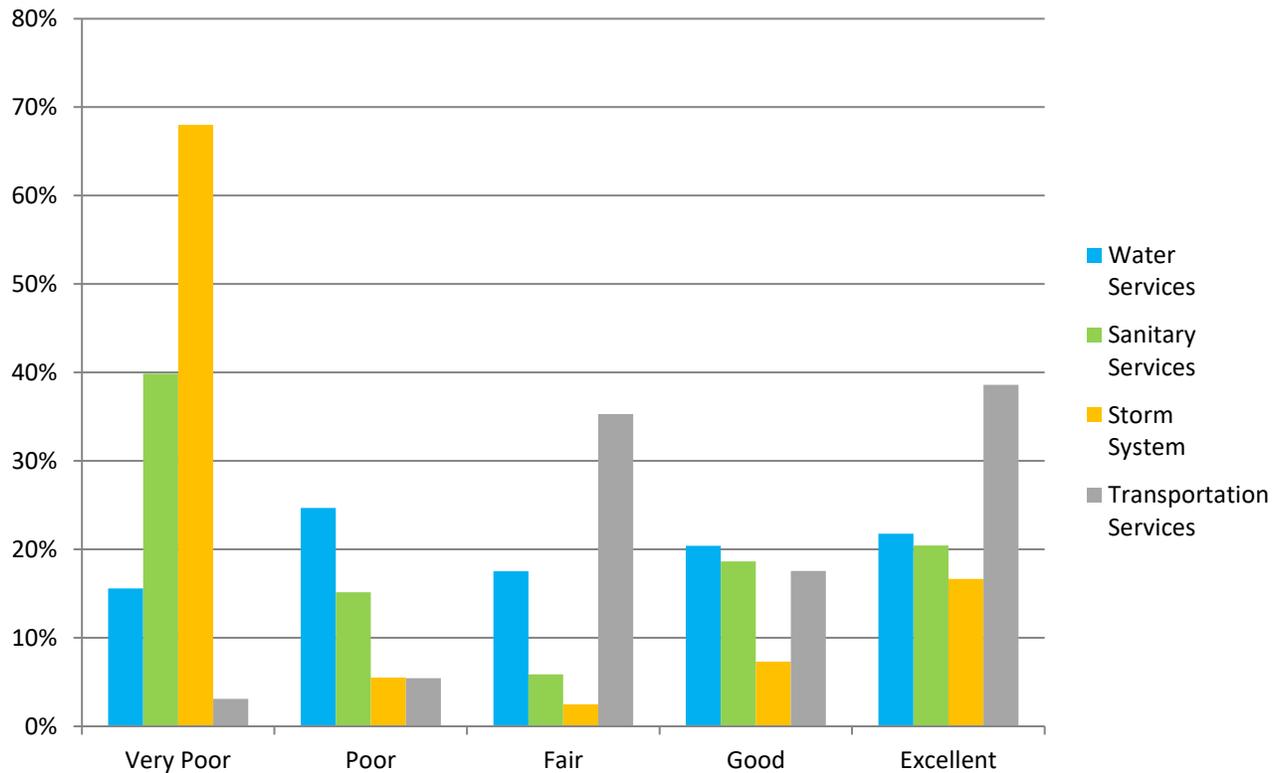
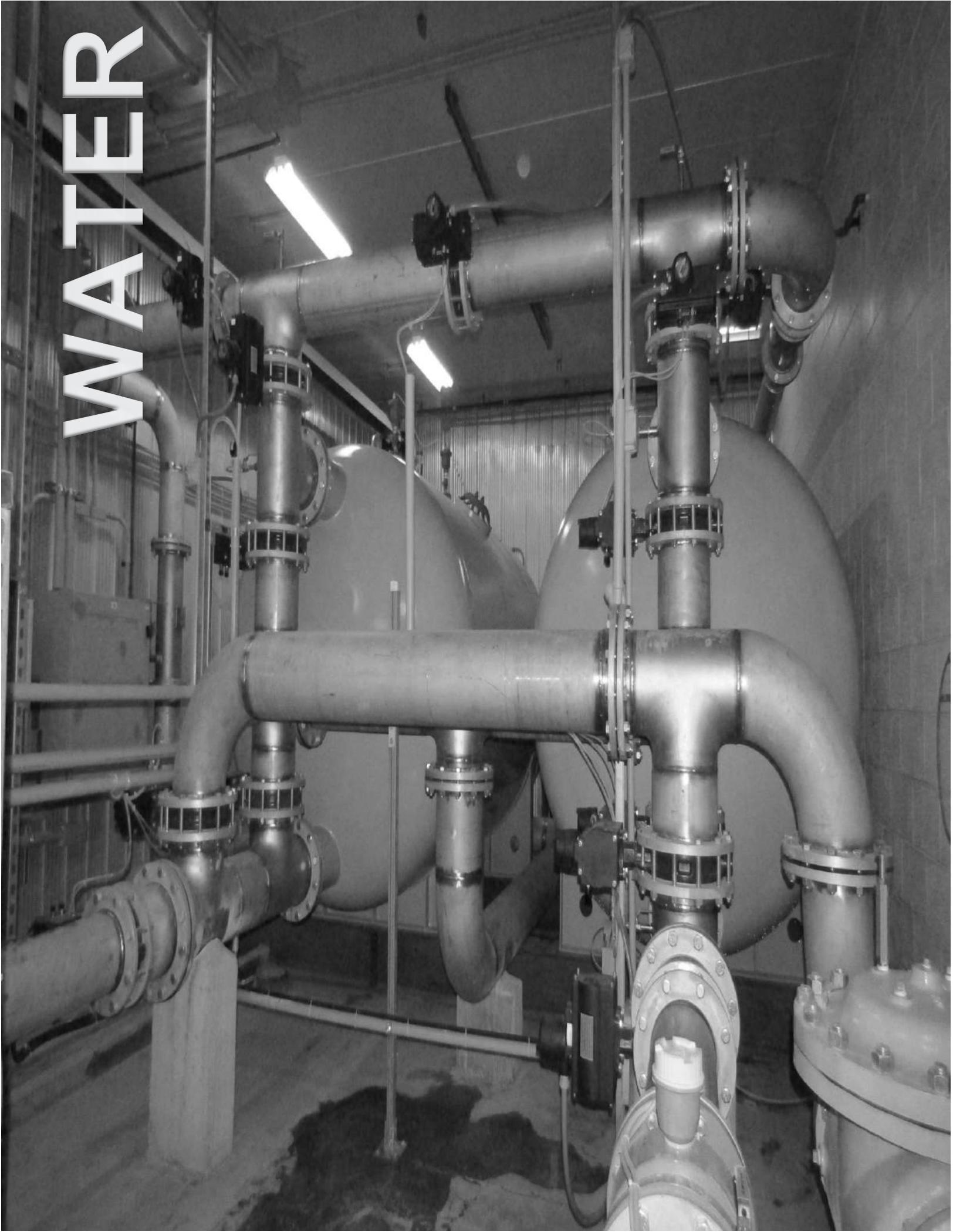


Table 4-5: Infrastructure Report Card Summary

Asset Category	Financial Capacity	Asset Condition	Overall Grade
Water Services	C	C+	C+
Sanitary Services	C	C	C
Storm System	D+	C-	D+
Roads	B-	C+	B-
Bridges & Large Dia. Culverts	D	B	C
Sidewalks	B-	A	B+
Enviro. Facilities	C+	B	B-

Final Grade: C+

WATER



4.2 Water Services

4.2.1 Inventory Overview

The water distribution infrastructure for Temiskaming Shores includes 105 km of piping, 1358 control and specialized valves, 451 hydrants. The average age of pipe in the system is 40 years old. The age distribution of the water infrastructure is shown in Figure 4.3 and Figure 4.4.

Table 4-6: Total Replacement Cost for Water Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Watermains	105 km	60-100	\$ 43,366,115.00
Control and Specialized Valves	1358 units	75	\$ 2,744,500.00
Fire Hydrants	451 units	75	\$ 3,157,000.00
Water Facilities	8 units	15-75	\$ 17,900,000.00
Total:			\$ 67,167,615.00

Figure 4.3: Water Distribution Infrastructure by Age (%)

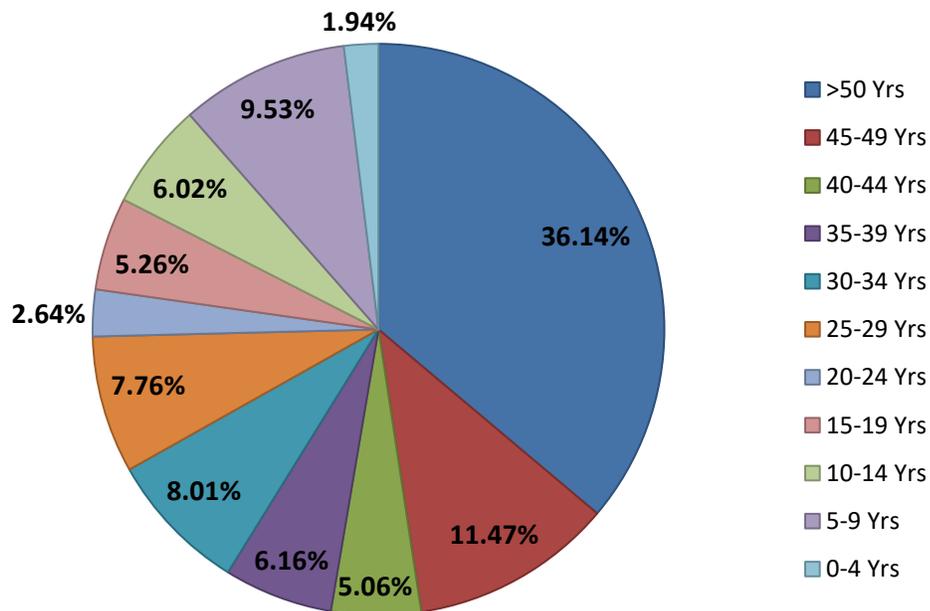
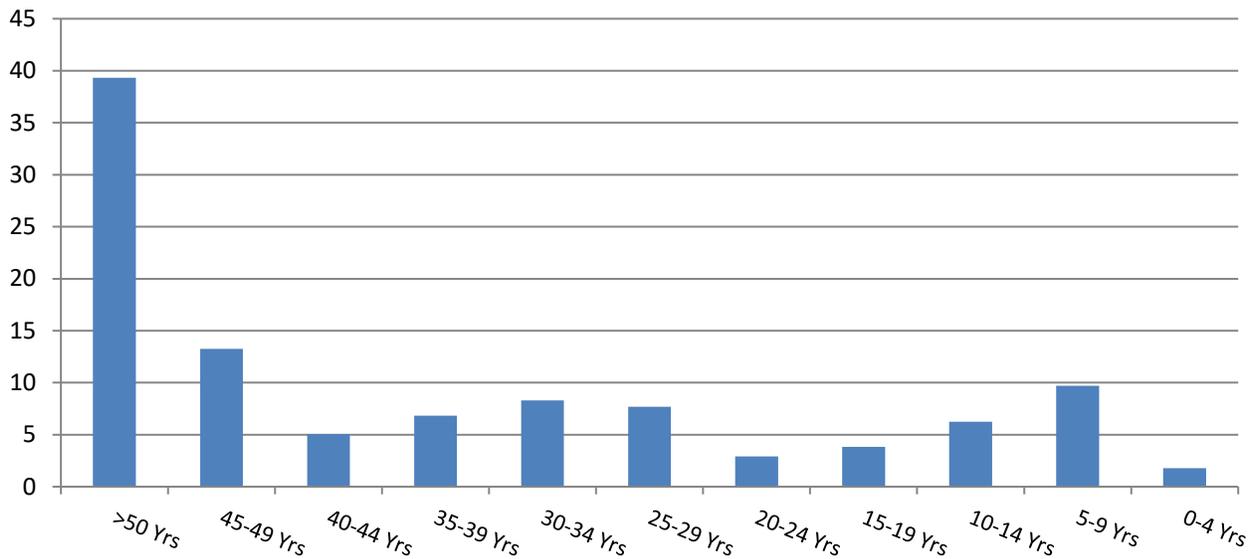


Figure 4.4: Length of Water Distribution Infrastructure by Age (Km)



The majority of water distribution pipes in Temiskaming Shores are 150 mm diameter Cast / Ductile Iron installed over 50+ years ago, as shown in Figures 4.5, 4.6 and 4.7.

Figure 4.5: Length of Water Distribution Infrastructure Material by Age (Km)

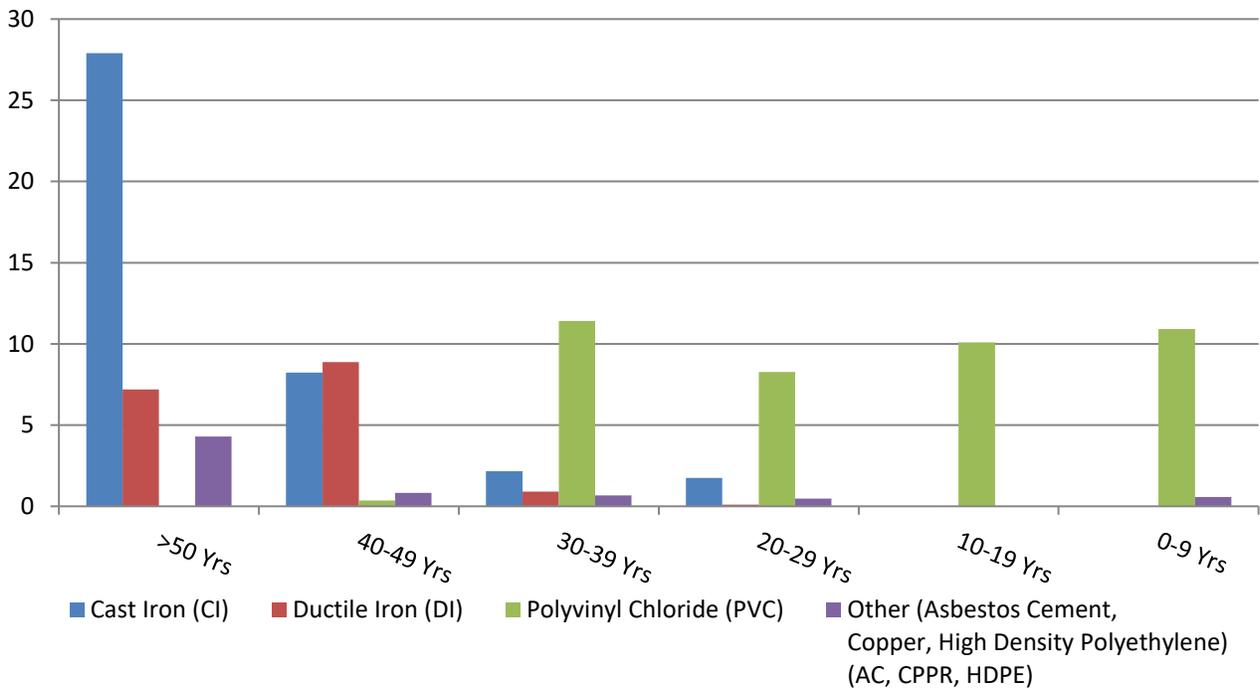


Figure 4.6: Water Distribution Infrastructure Material (%)

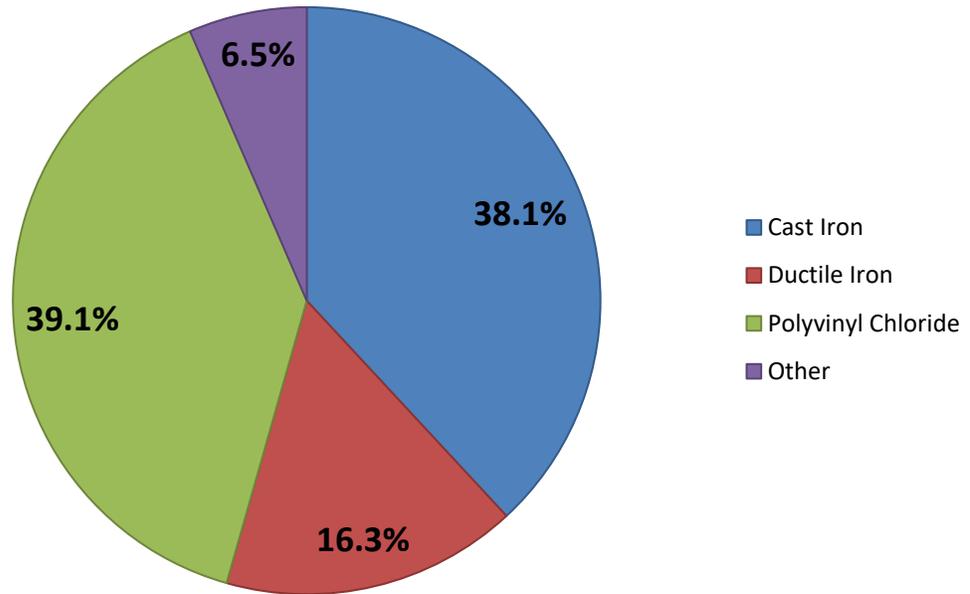
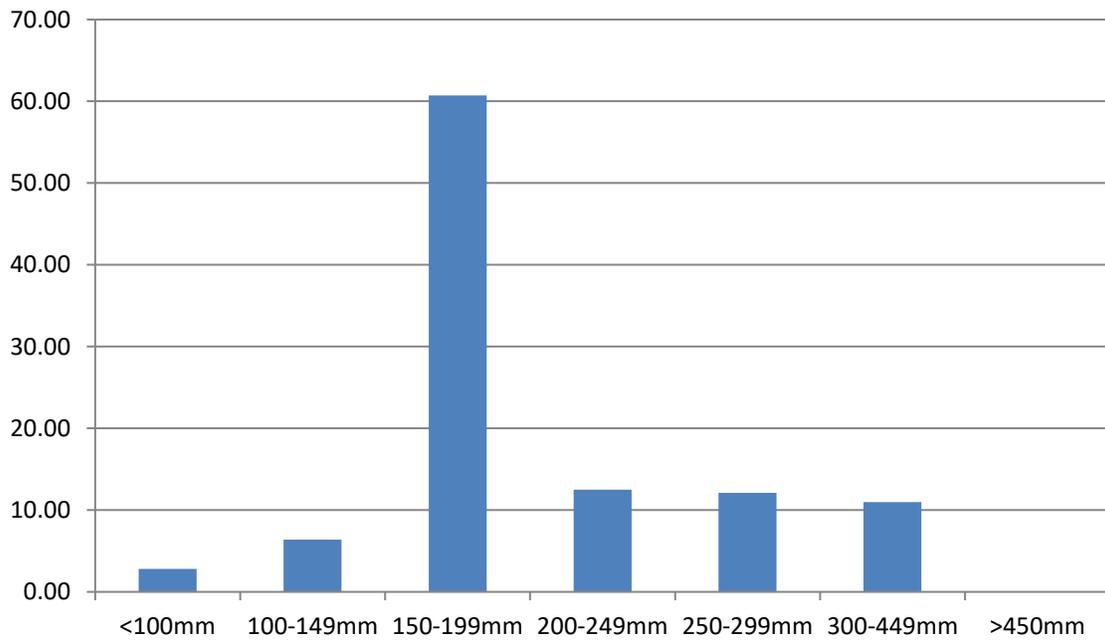


Figure 4.7: Water Distribution Infrastructure Diameter (Km)



4.2.2 Water Facilities

The City of Temiskaming Shores is responsible for 2 water treatment plants and 3 water reservoirs for servicing its residents. The average age of the City's water facilities is 51 years. However, a large percentage of these facilities have received significant maintenance and upgrades since that time. The City's water facilities are currently operated under contract by a private agency.

- The New Liskeard Water Treatment Plant is located at 305 McCamus Avenue and attains its raw water from two (2) drilled wells (raw water) and treated. Once completed, treated water is directed to a clear well where it's then pumped to the Water Reservoir located at 177104 Shepherdson Road. The New Liskeard system currently services about 4,800 residents. This location has an allowable limit of 8000 m³/day with an average consumption of 2738m³/day as of 2020.

As of 2016, the New Liskeard Plant and Storage Facility, also directs water to the Dymond water reservoir located at 284 Raymond Street. The Dymond system services about 500 residents.

- The Haileybury Water Treatment Plant located at 1 Browning St. receives its water source directly from Lake Temiskaming and treated. Once completed, treated water is directed to a clear well where it's then pumped to the Water Reservoir located at 400 Niven St. S. The Haileybury systems services about 4,200 residents. This location has an allowable limit of 6820 m³/day with an average consumption of 2511m³/day as of 2020. The Haileybury Water Treatment Plant is also utilized as the Ontario Clean Water Agency (current contracted agency) Hub Office for this district.

4.2.3 Risk and Criticality Analytics

The risk and criticality calculation determines the overall risk of the water asset failures. Figure 4.8 and 4.9 provides a representation of the level of risk per kilometer and cost. Figure 4.10 represents the total risk of the water assets.

Note: The level of risk for all environmental facilities will remain in the high risk levels due to social and environmental impacts. Analyzing and determining the consequence and probability of failure of these facilities remains a difficult task for the municipality. However, these facilities are consistently monitored in order to allow the City to prioritize operational and capital projects based on the greatest risk of failure for each facility.

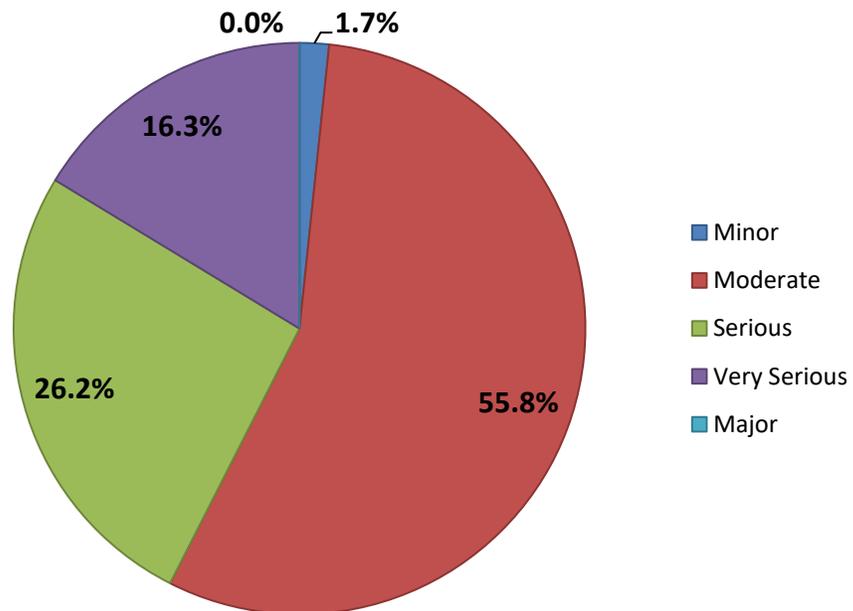
Figure 4.8: Level of Risk - Watermains (Km)

Consequence	5	0.00	2.04	0.00	0.00	0.00
	4	13.58	1.85	2.14	3.19	0.00
	3	5.05	1.92	2.32	3.27	0.00
	2	23.60	10.74	18.73	7.30	0.00
	1	2.04	1.85	2.74	2.62	0.00
	1	2	3	4	5	
Probability						

Figure 4.9: Level of Risk - Watermains (\$)

Consequence	5	\$ -	\$ 1,120,350	\$ -	\$ -	\$ -
	4	\$ 6,397,150	\$ 842,600	\$ 1,030,650	\$ 1,513,450	\$ -
	3	\$ 2,145,400	\$ 816,850	\$ 983,875	\$ 1,386,200	\$ -
	2	\$ 9,440,040	\$ 4,297,200	\$ 7,493,600	\$ 2,921,200	\$ -
	1	\$ 679,500	\$ 587,225	\$ 943,425	\$ 767,400	\$ -
	1	2	3	4	5	
Probability						

Figure 4.10: Total Risk of Water Assets (%)



4.2.4 Lifecycle Activities

Figure 4.11 provides a representation of the overall cost of the lifecycle activities that the City would need to undertake in order to maintain the current level of service for its water assets (10-year forecast). The City’s current annual average requirements for water assets total \$ 1,567,265 million.

Figure 4.11: Water Lifecycle Forecast Cost (\$)

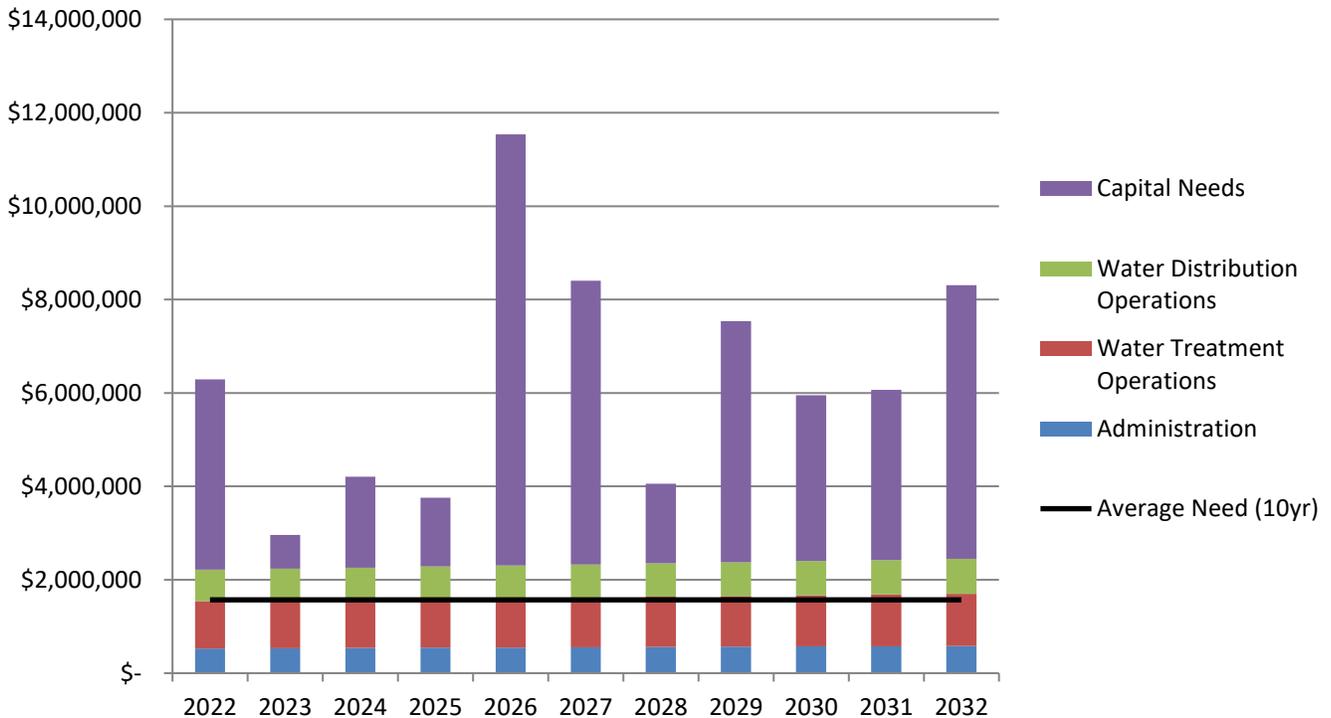
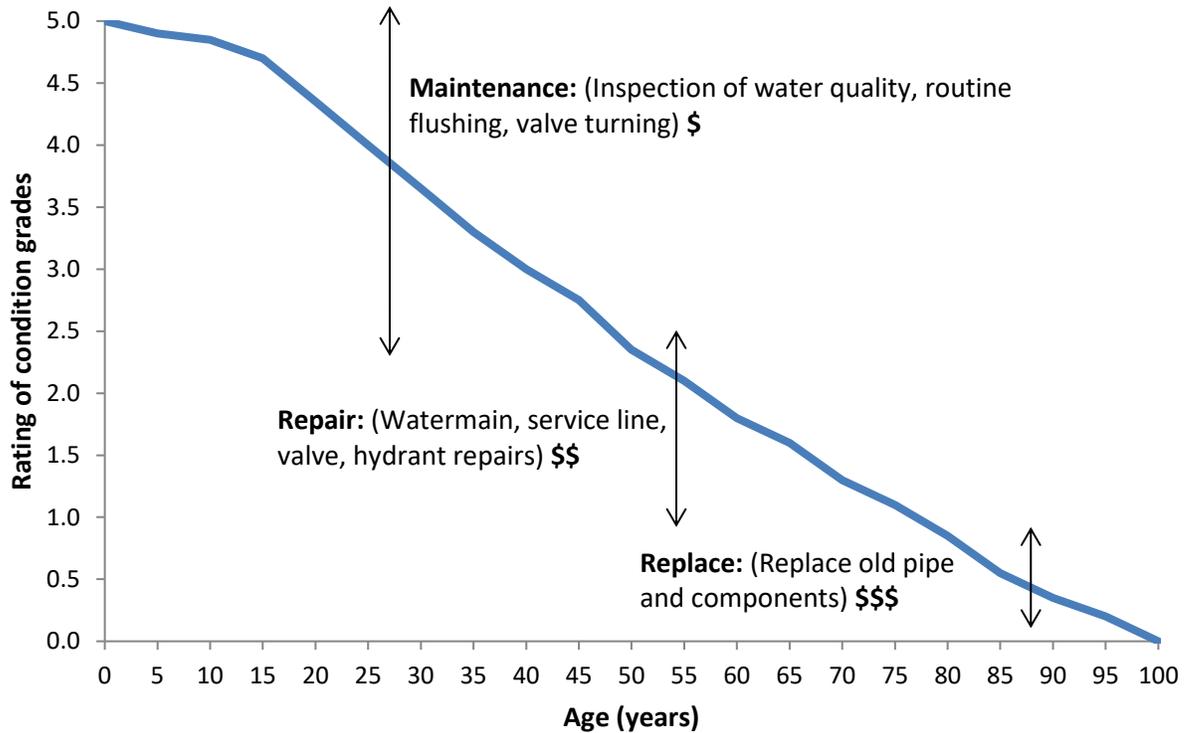


Figure 4.12 is intended to summarize the intervention strategies that are generally appropriate depending on the stage of deterioration/condition of the asset. The selection of the strategy is determined through the analysis in order to come up with the preferred intervention. It’s also important to consider the approach in assessing the intervention method, in order to determine which decision can provide the most return on the investment from construction to disposal of the asset. It’s also important to consider the varieties of factors that can cause the lifespan of the asset to vary from its expected service life. These factors can include but are not limited to:

- Quality of initial construction
- Appropriateness of the materials selected
- Loadings exerted on the pipe from traffic above or natural soil movement
- Soil conditions
- Chemistry of the flow within the pipe

Note: The following lifecycle deterioration rate and strategies example will be based on the current recommended and best construction practices and materials for each asset category. Watermains will be calculated using polyvinyl chloride (PVC) with a life expectancy of 100 years.

Figure 4.12: Water Lifecycle Intervention Strategies



Some operational lifecycle activity options for water assets include but are not limited to:

- Regulated watermain flushing and inspections programs
- Valve exercising programs to prevent improper functionality of the asset
- Watermain and service line repairs
- Fire hydrant repairs
- Fire hydrant winterizing
- Treatment monitoring
- Treatment facility repairs

The overall cost of these options may include wages/labour, materials, contracted/hired costs and other miscellaneous costs related to the lifecycle intervention such as consultation and design work for rehabilitation and replacement activities.

4.2.5 Condition Report Card

In 2019, the City of Temiskaming Shores experienced the highest total of 108 watermain and service line breaks. As the number of watermain breaks consistently increase over the years, it can directly attribute to the significant reconstruction and rehabilitation needs of the city.

Table 4-7 shows the average ratings and overall report card grade for the City’s water system using a five point system. This initial report has considered age, material type and diameter (capacity) of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Figure 4.13: Water Condition Report Card (%)

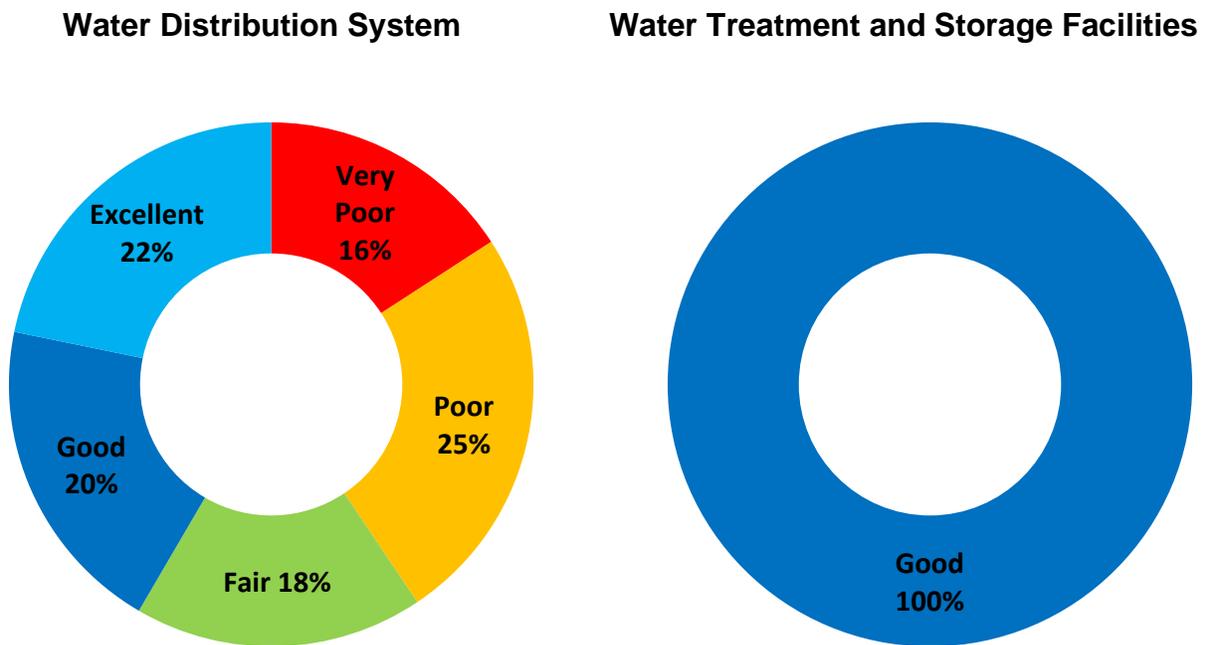


Table 4-7: Water Services Report Card

Infrastructure Condition Rating	Financial Rating	Overall Rating
3.08	2.5	2.79
Facility Condition Rating	Financial Rating	Overall Rating
3.89	2.8	3.34

SANITARY



4.3 Sanitary Services

4.3.1 Inventory Overview

The sanitary sewer system infrastructure for Temiskaming Shores includes approximately 97.1 km of piping, 1040 maintenance structures and 30 control and specialized valves. The average age of pipe in the system is 40.1 years old. The age distribution of the sanitary sewer system infrastructure is shown in Figure 4.14 and Figure 4.15.

Table 4-8: Total Replacement Cost for Sanitary Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Sanitary Sewer	97.1 km	60-100	\$ 39,377,775.00
Manholes	1040 units	50	\$ 5,095,650.00
Control and Specialized Valves	30 units	15-20	\$ 335,600.00
Wastewater Facilities	16 units	15-75	\$ 20,982,035.00
Total:			\$ 65,791,060.00

Figure 4.14: Sanitary Collection Infrastructure by Age (%)

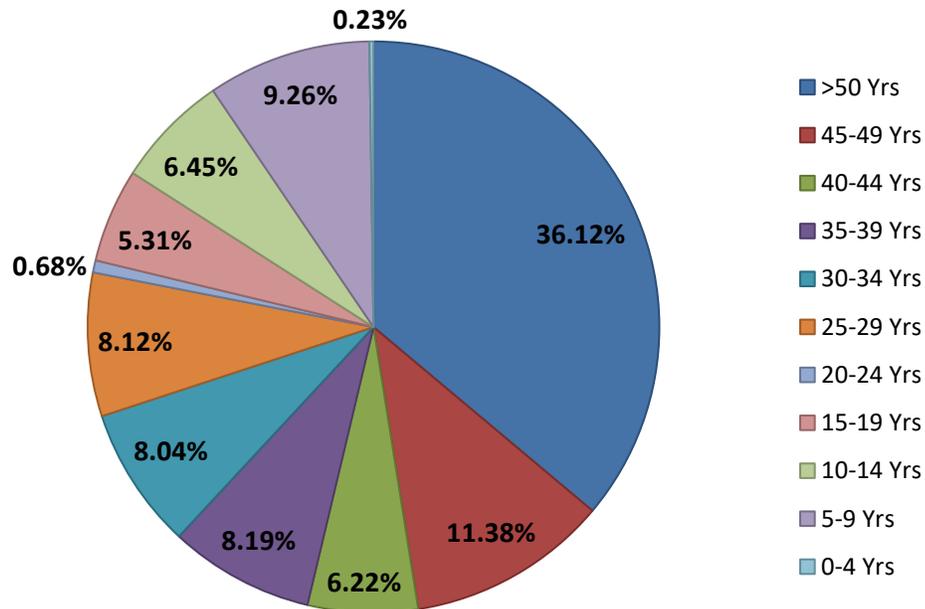
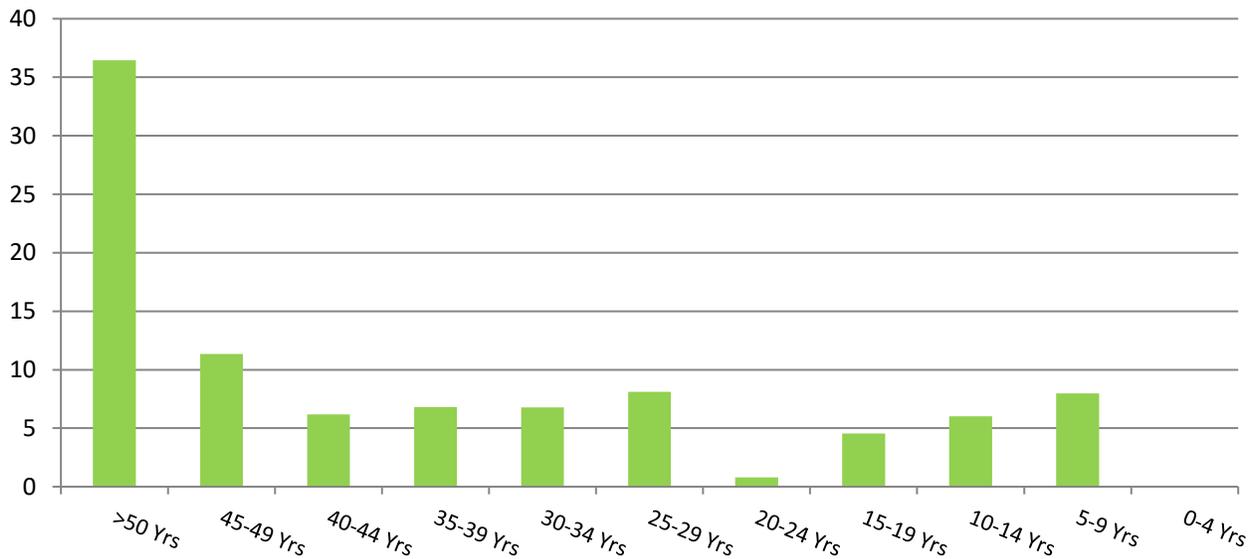


Figure 4.15: Length of Sanitary Collection Infrastructure by Age (Km)



The majority of sanitary sewer pipes are 200 mm diameter comprised of Vitrified Clay or Asbestos Cement material installed over 50+ years ago, as shown in Figures 4.16, 4.17 and 4.18.

Figure 4.16: Length of Sanitary Collection Infrastructure Material by Age (Km)

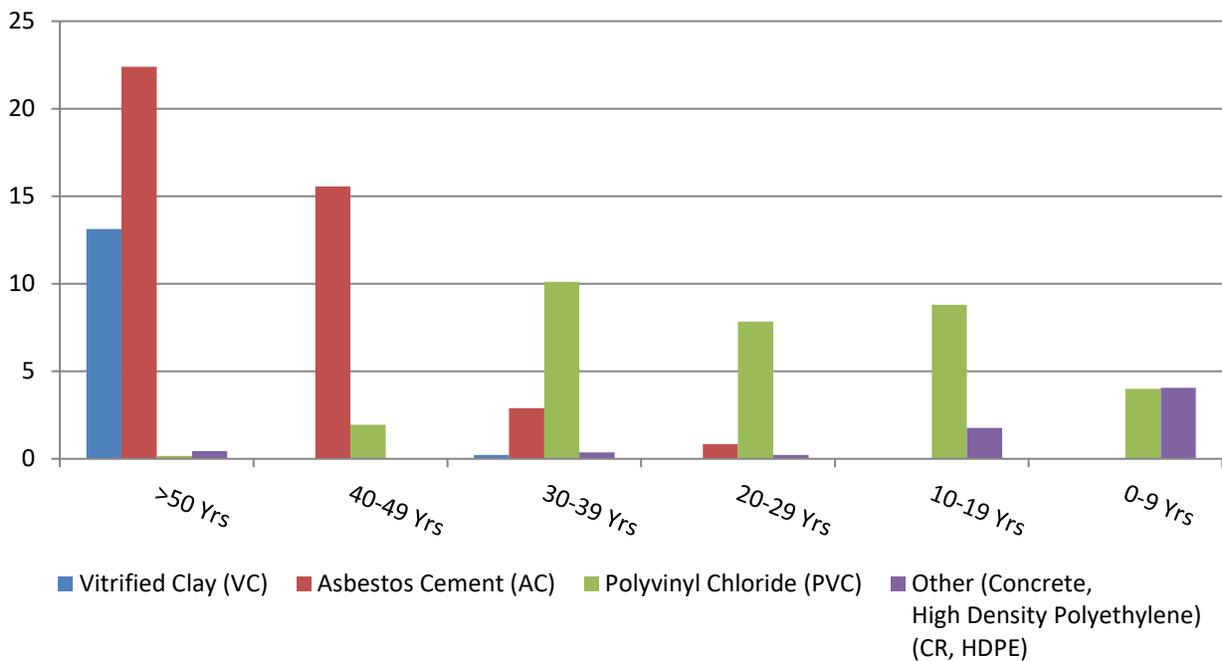


Figure 4.17: Sanitary Collection Infrastructure Material (%)

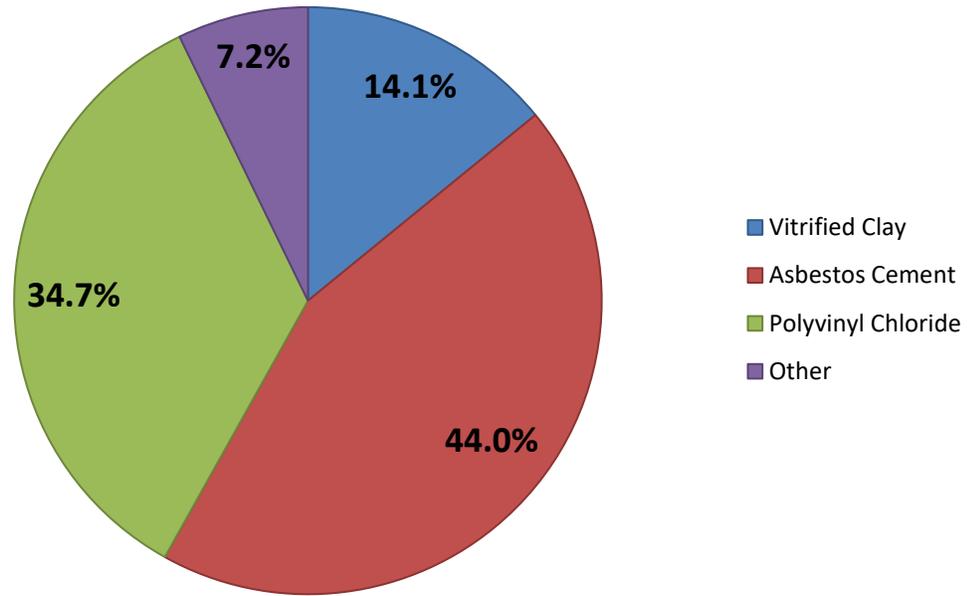
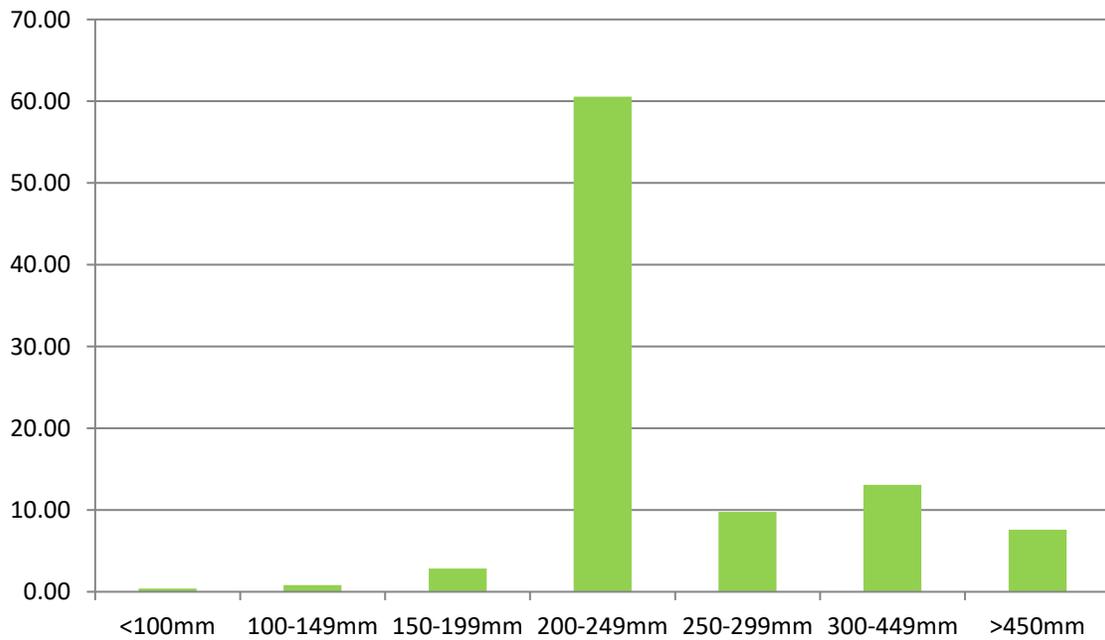


Figure 4.18: Sanitary Collection Infrastructure Diameter (Km)



4.3.2 Wastewater Facilities

The City of Temiskaming Shores provides a complex wastewater treatment system for its residents. There are 2 wastewater aerated lagoons and 1 mechanical sewage treatment plant. It's also responsible for 11 sanitary lift/pumping stations located throughout the municipality. The average age of the City's sanitary facilities is 33 years. However, a large percentage of these facilities have received significant maintenance and upgrades since that time. The City's wastewater facilities are currently operated under contract by a private agency.

- The New Liskeard Wastewater Lagoon located at 177304 Bedard Road, is a class 1 facility that provides sewage treatment for the former town of New Liskeard and Township of Dymond area. There are 7 pumping stations in the collection system that direct sanitary sewage to the lagoon. The New Liskeard lagoon has rated working capacity of 5500 m³/day (average) and continuously discharges to the Wabi River which flows into Lake Timiskaming. This location is at 79.1% capacity and pumping capacity is sufficient as of 2020.

Pumping Station Locations:

- o Cedar St.
 - o Elm Ave.
 - o Jaffray St. (Goodman)
 - o Gray Rd.
 - o Montgomery St.
 - o Niven St. N.
 - o Riverside Dr.
- The Haileybury Wastewater Treatment Plant is a class 2 extended aeration wastewater treatment plant located at 275 View Street. It serves a population of approximately 4200 residents within the former town of Haileybury and has an average rated working capacity of 2728 m³/day (average). There are 2 pumping stations in the collection system that direct sanitary sewage to the plant. This location is at 75.8% capacity and pumping capacity is sufficient as of 2020.

Pumping Station Locations:

- o Brewster St.
 - o Farr Dr.
- The North Cobalt Wastewater Lagoon located at 543083 Proctors Road, is a class 2 facility that provides sewage treatment for the residence of South Haileybury (North Cobalt). There are 2 pumping stations in the collection system that direct sanitary sewage to the lagoon. The North Cobalt lagoon has a rated working capacity of 1200 m³/day (average) and continuously discharges to the Farr Creek which flows into Lake Timiskaming. This location is at 45.8% capacity and pumping capacity is sufficient as of 2020.

Pumping Station Locations:

- o Groom Dr.
- o Station St.

4.3.3 Risk and Criticality Analytics

The risk and criticality calculation determines the overall risk of the wastewater asset failures. Figure 4.19 and 4.20 provides a representation of the level of risk per kilometer and cost. Figure 4.21 represents the total risk of the wastewater assets.

Note: The level of risk for all environmental facilities will remain in the high risk levels due to social and environmental impacts. Analyzing and determining the consequence and probability of failure of these facilities remains a difficult task for the municipality. However, these facilities are consistently monitored in order to allow the City to prioritize operational and capital projects based on the greatest risk of failure for each facility.

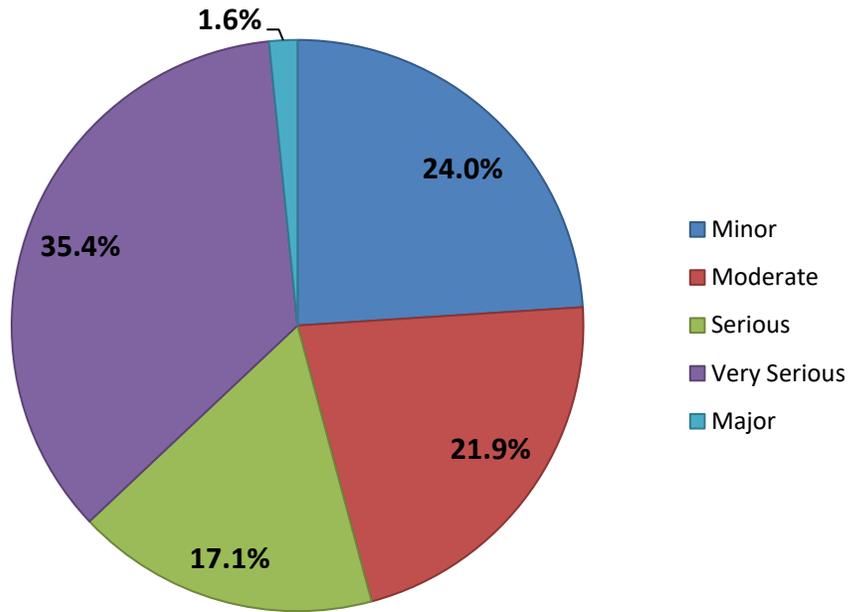
Figure 4.19: Level of Risk – Sewer mains (Km)

Consequence	5	7.56	1.66	0.12	1.69	0.00
	4	0.16	0.00	0.00	2.27	0.00
	3	4.84	0.26	0.52	1.60	0.00
	2	1.86	1.21	2.00	4.72	0.00
	1	22.75	2.46	11.78	27.64	0.00
		1	2	3	4	5
Probability						

Figure 4.20: Level of Risk – Sewer mains (\$)

Consequence	5	\$ 4,087,500	\$ 913,800	\$ 65,500	\$ 898,450	\$ -
	4	\$ 71,100	\$ -	\$ -	\$ 1,019,700	\$ -
	3	\$ 2,176,650	\$ 118,800	\$ 233,100	\$ 721,350	\$ -
	2	\$ 789,225	\$ 515,100	\$ 847,875	\$ 2,006,425	\$ -
	1	\$ 8,495,200	\$ 959,000	\$ 4,692,600	\$ 10,890,400	\$ -
		1	2	3	4	5
Probability						

Figure 4.21: Total Risk of Sanitary Assets (%)



4.3.4 Lifecycle Activities

Figure 4.22 provides a representation of the overall cost of the lifecycle activities that the City would need to undertake in order to maintain the current level of service for its wastewater assets (10-year forecast). The City's current average annual requirements for wastewater assets total \$ 1,473,698 million.

Figure 4.22: Sanitary Lifecycle Cost (\$)

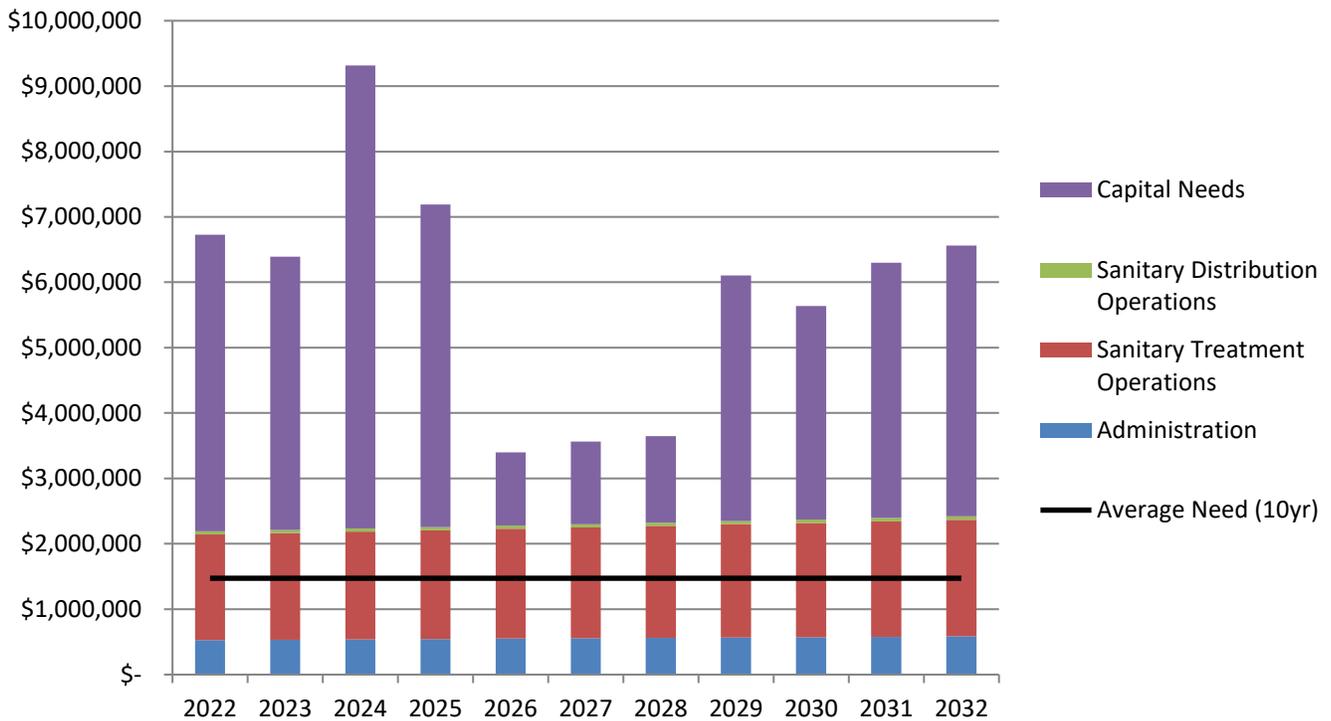
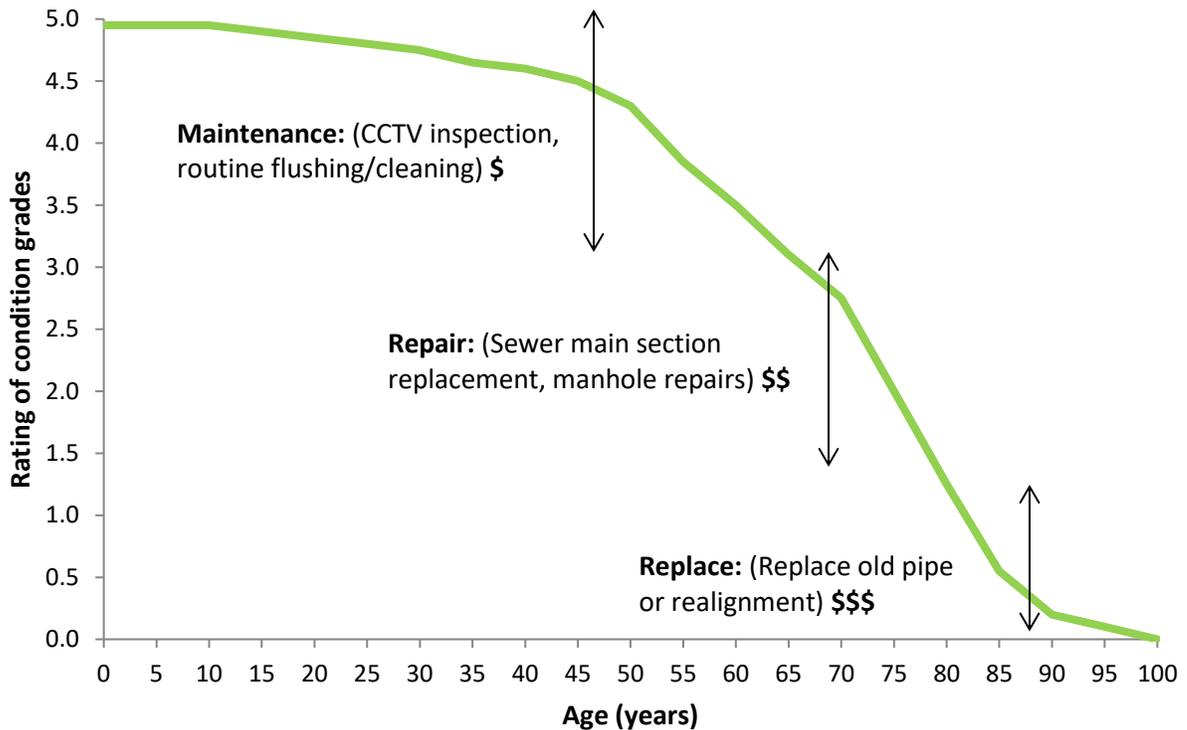


Figure 4.23 is intended to summarize the intervention strategies that are generally appropriate depending on the stage of deterioration/condition of the asset. The selection of the strategy is determined through the analysis in order to come up with the preferred intervention. It's also important to consider the approach in assessing the intervention method, in order to determine which decision can provide the most return on the investment value. It's also important to consider the varieties of factors that can cause the lifespan of the asset to vary from its expected service life. These factors can include but are not limited to:

- Quality of initial construction
- Appropriateness of the materials selected
- Loadings exerted on the pipe from traffic above or natural soil movement
- Soil conditions
- Chemistry of the flow within the pipe

Note: The following lifecycle deterioration rate and strategies example will be based on the current recommended and best construction practices and materials for each asset category. Sewer mains will be calculated using polyvinyl chloride (PVC) with a life expectancy of 100 years.

Figure 4.23: Sanitary Lifecycle intervention Strategies



Some operational lifecycle activity options for sanitary assets include but are not limited to:

- Sewer flushing and inspections programs
- Sewer main and manhole structure repairs
- Treatment monitoring
- Treatment facility repairs

The overall cost of these options may include wages/labour, materials, contracted/hired costs and other miscellaneous costs related to the lifecycle intervention such as consultation and design work for rehabilitation and replacement activities.

4.3.5 Condition Report Card

It's important to note that no areas of the city are being serviced by combined sewer systems.

Table 4-9 shows the average ratings and overall report card grade for the City's sanitary sewer system using a five point system. This initial report has considered age, material type and diameter (capacity) of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Figure 4.24: Sanitary Condition Report Card (%)

Sanitary Collection System

Sanitary Treatment and Pumping Facilities

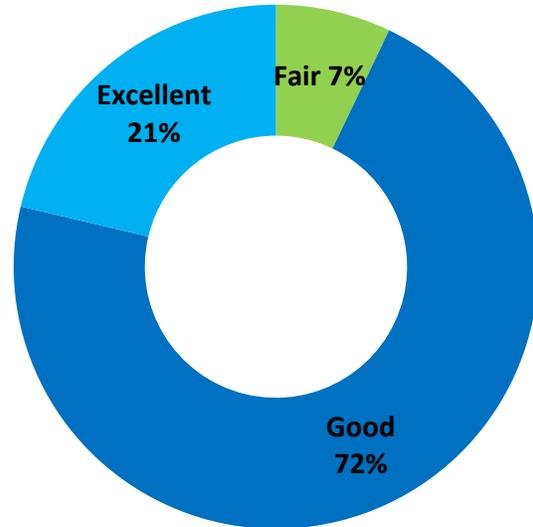
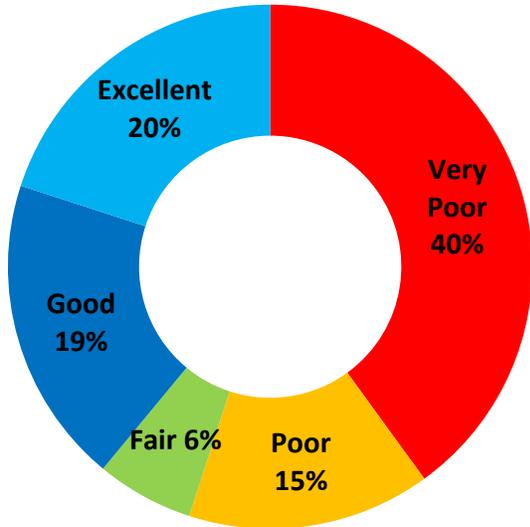
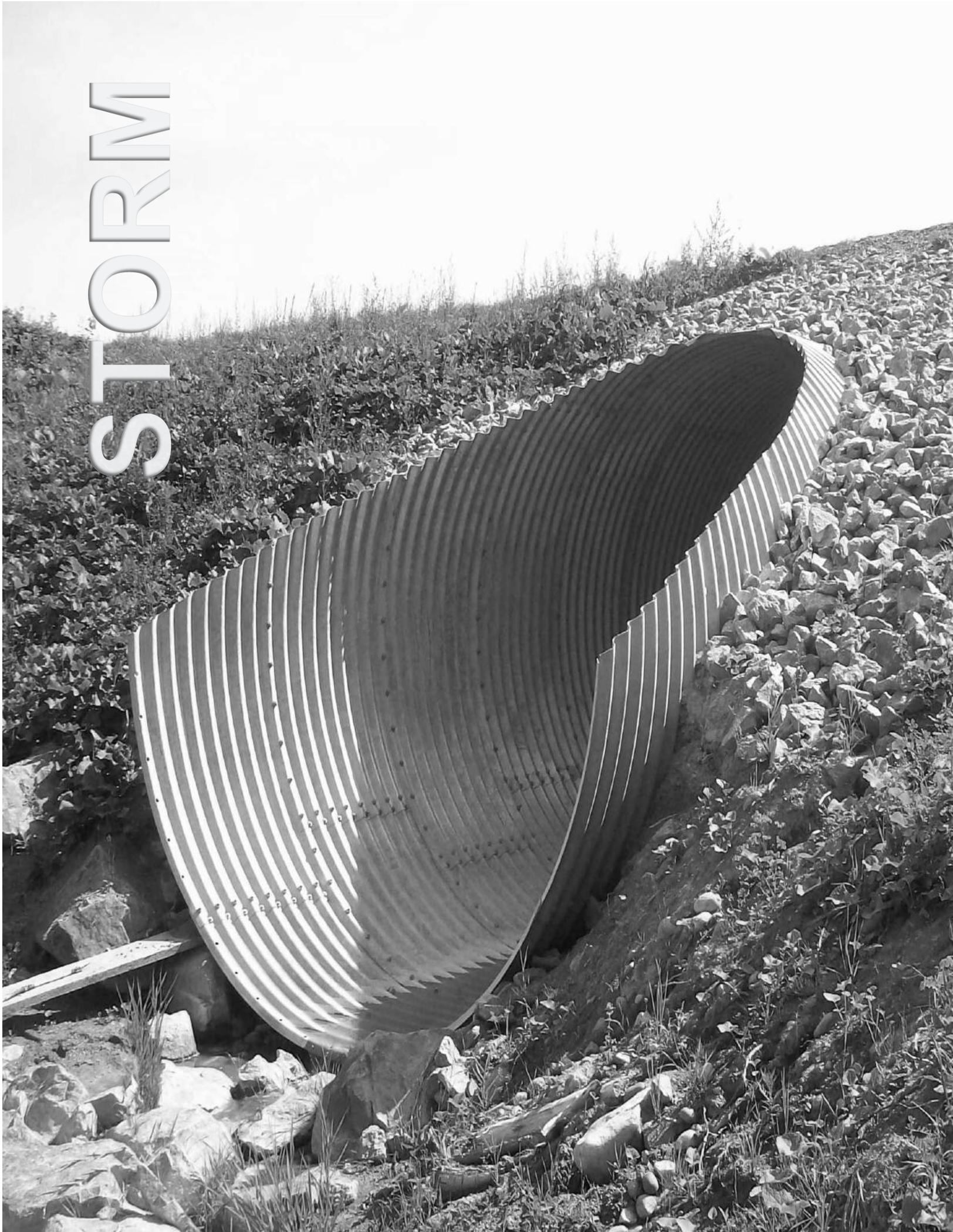


Table 4-9: Sanitary Services Report Card

Infrastructure Condition Rating	Financial Rating	Overall Rating
2.65	2.5	2.58
Facility Condition Rating	Financial Rating	Overall Rating
3.74	2.8	3.27

STORM



4.4 Storm System

4.4.1 Inventory Overview

The City of Temiskaming Shores has approximately 63.8 km of storm sewer piping and 2047 maintenance structures located within its infrastructure portfolio. The current average pipe age is 39.2 years. The age distribution of storm sewer infrastructure installation years is shown in Figure 4.25 and Figure 4.26.

Table 4-10: Total Replacement Cost for Storm Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Storm Sewer	63.8 km	40-80	\$ 33,820,300.00
Catchbasins	1891	50	\$ 4,809,840.00
Manholes	156	50	\$ 825,300.00
Culverts	7.7 km	40-80	\$ 5,536,325.00
Ditches	468 units	10-15	
Ponds	1 unit	50	\$ 475,000.00
Total:			\$ 45,466,765.00

Figure 4.25: Storm System Infrastructure by Age (%)

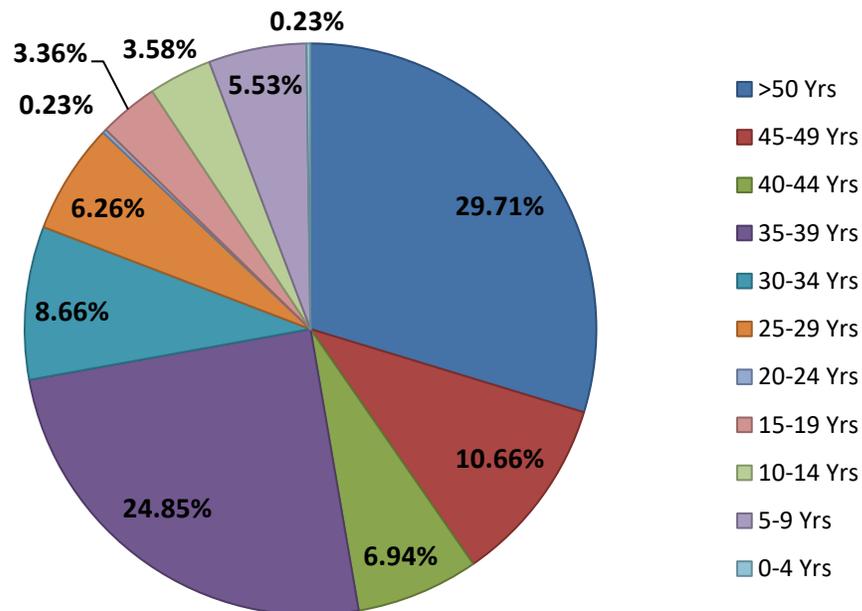
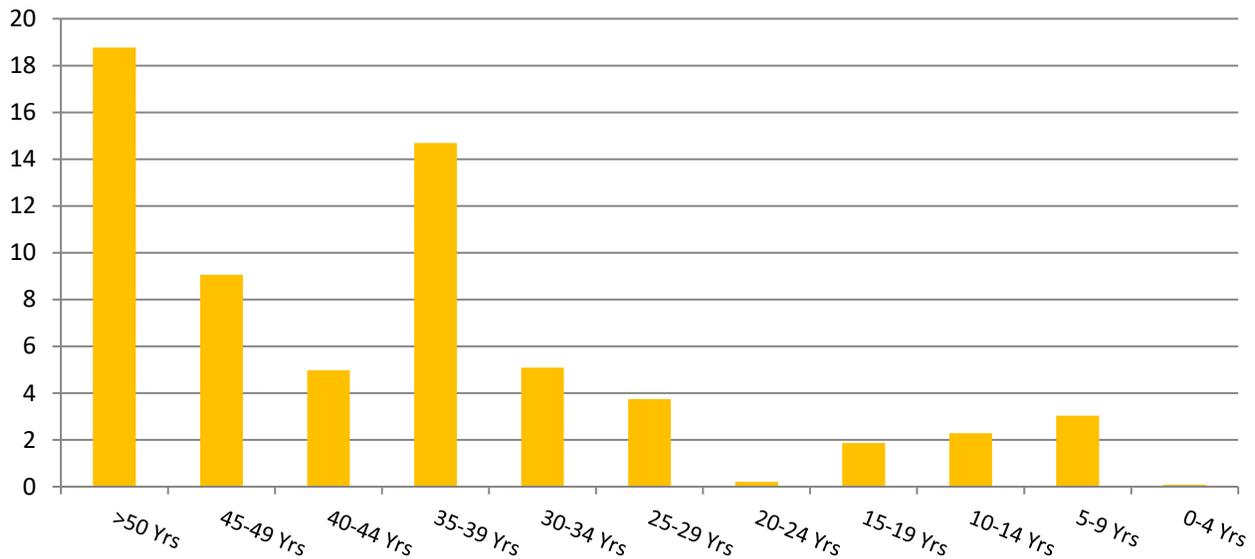


Figure 4.26: Length of Storm System Infrastructure by Age (Km)



The majority of storm sewer pipes are Corrugated Steel Pipe with a diameter of 300 to 450 mm and installed over 30+ years ago, as shown in Figure 4.27, 4.28 and 4.29.

Figure 4.27: Length of Storm System Infrastructure Material by Age (Km)

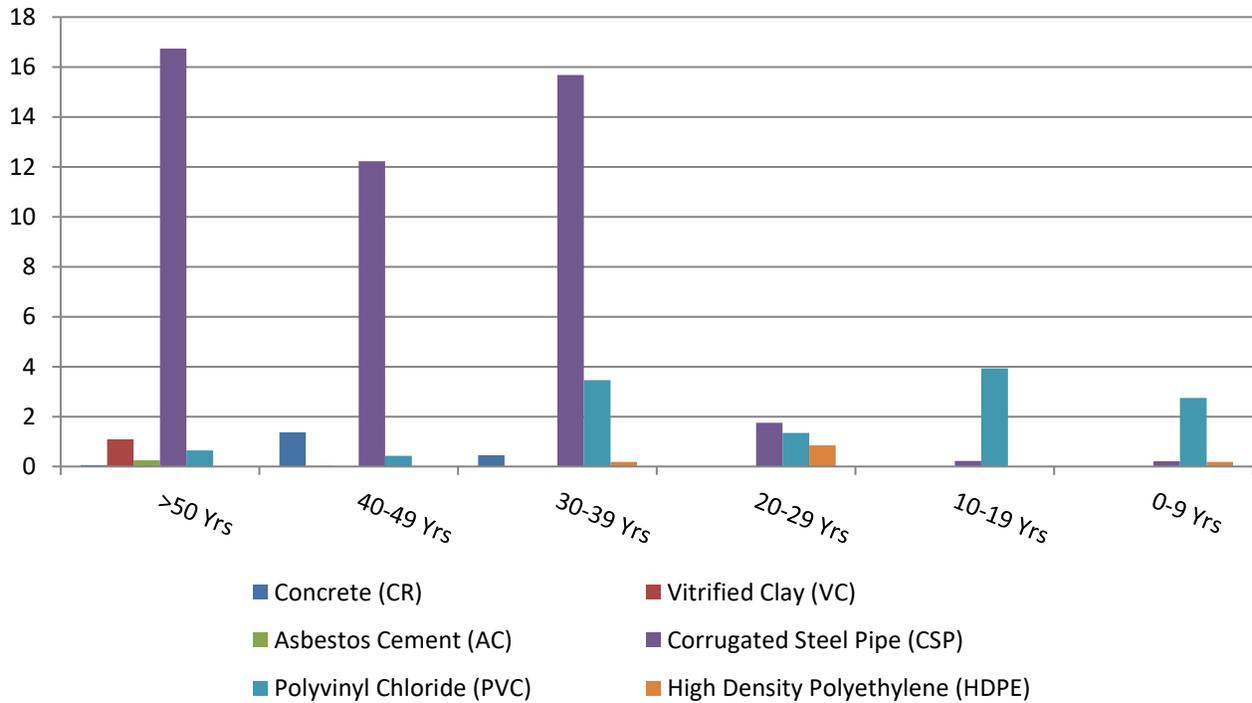


Figure 4.28: Storm System Infrastructure Material (%)

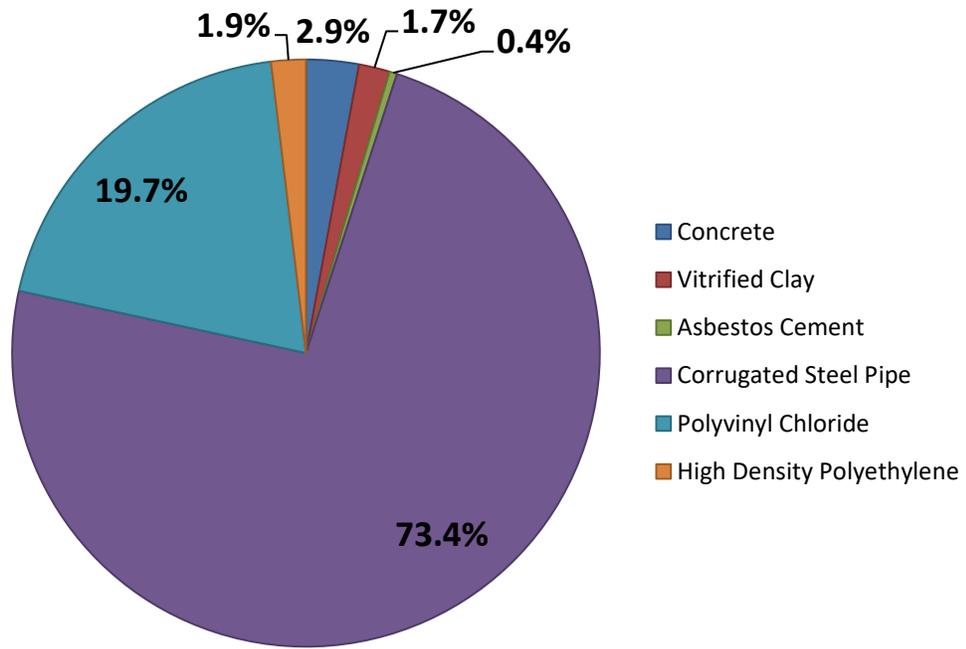
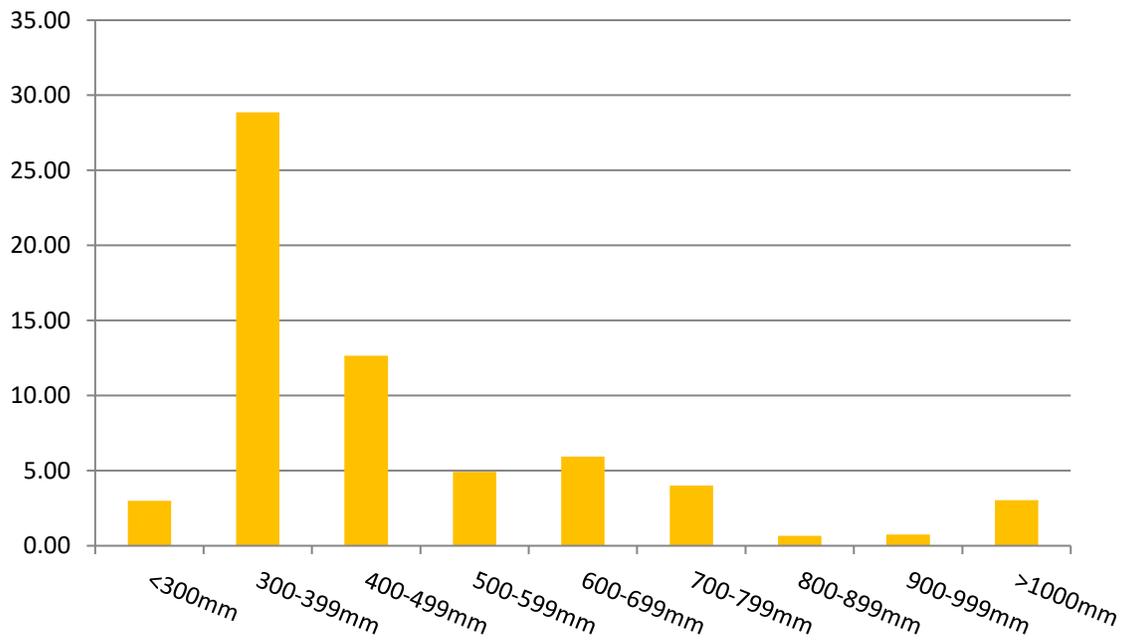


Figure 4.29: Storm System Infrastructure Diameter (Km)



4.4.2 Centerline Culverts Inventory Overview

The City of Temiskaming Shores has approximately 7.7 km of centerline culverts piping and 1 Storm Water Management System located within its infrastructure portfolio. The current average pipe age is 40.6 years. The age distribution of storm sewer infrastructure installation years is shown in Figure 4.30 and Figure 4.31.

Note: that the average age of centerline culverts was based on staff knowledge and remains inaccurate, due to a lack of data.

Figure 4.30: Centerline Culvert Infrastructure by Age (%)

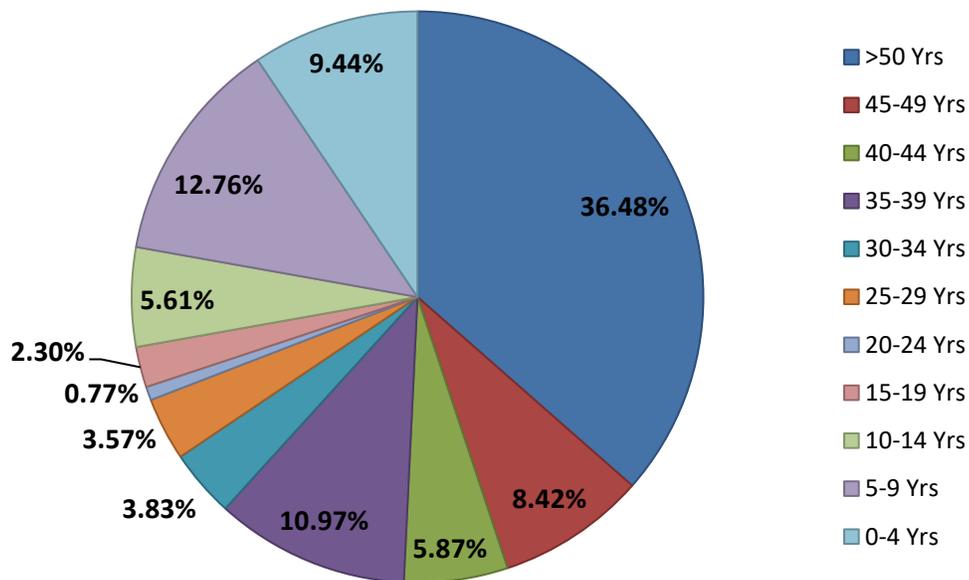
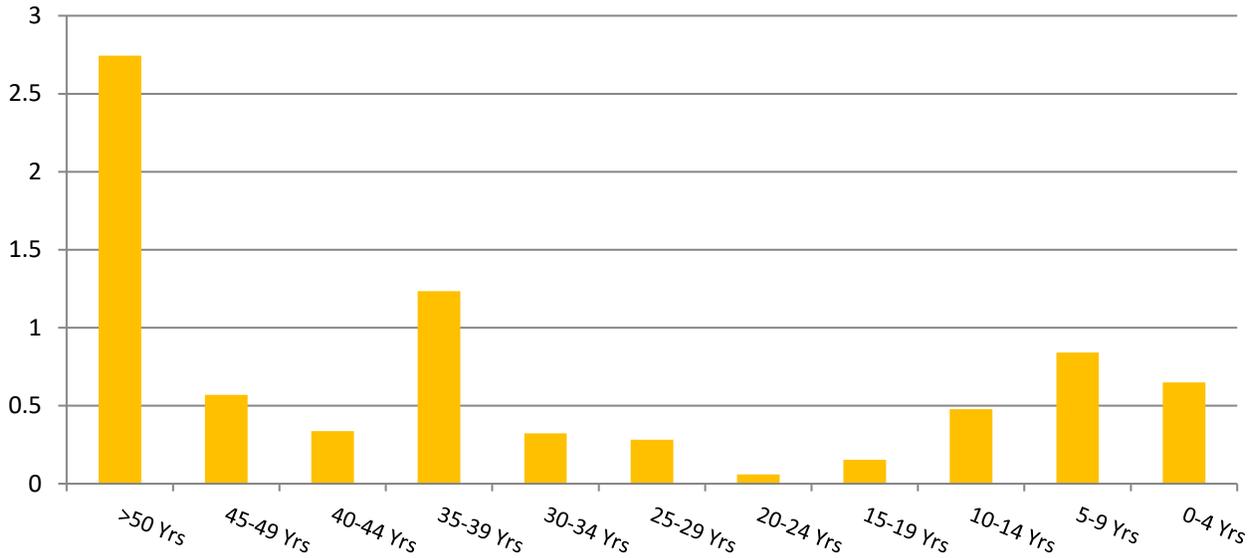


Figure 4.31: Length of Centerline Culvert Infrastructure by Age (Km)



The majority of the culverts are Corrugated Steel Pipe with a diameter of over 1000 mm and installed over 50+ years ago, as shown in Figure 4.32, 4.33 and 4.34.

Figure 4.32: Length of Centerline Culvert Infrastructure Material by Age (Km)

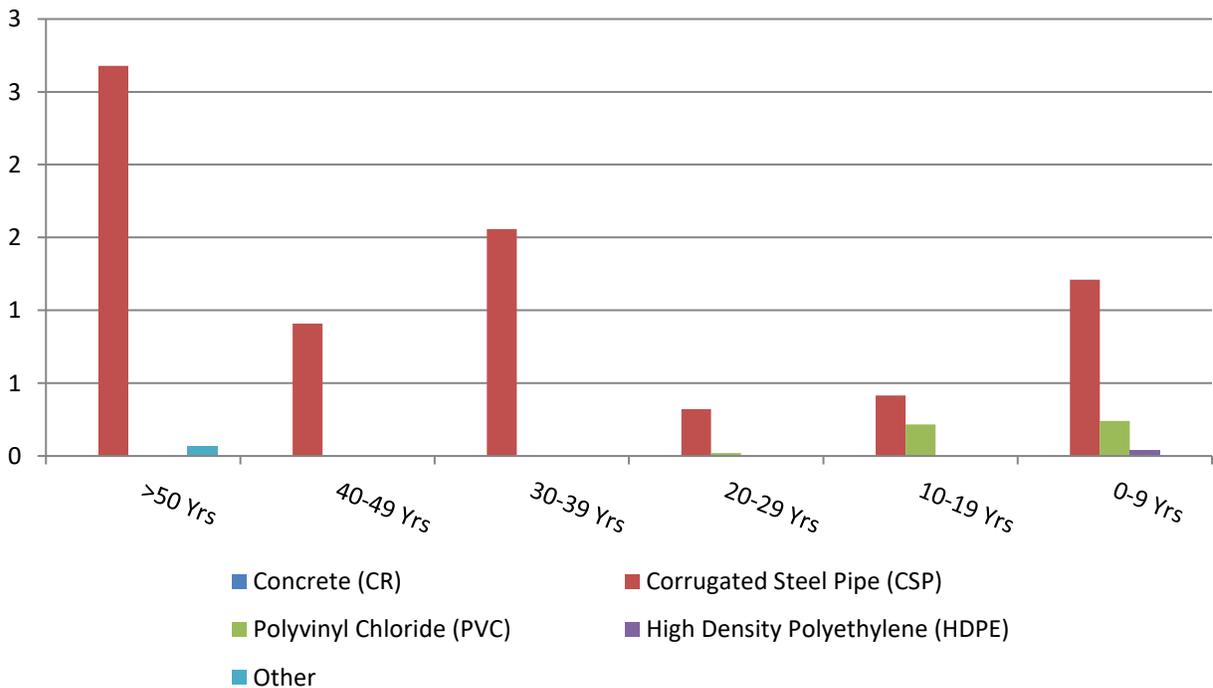


Figure 4.33: Centerline Culvert Infrastructure Material (%)

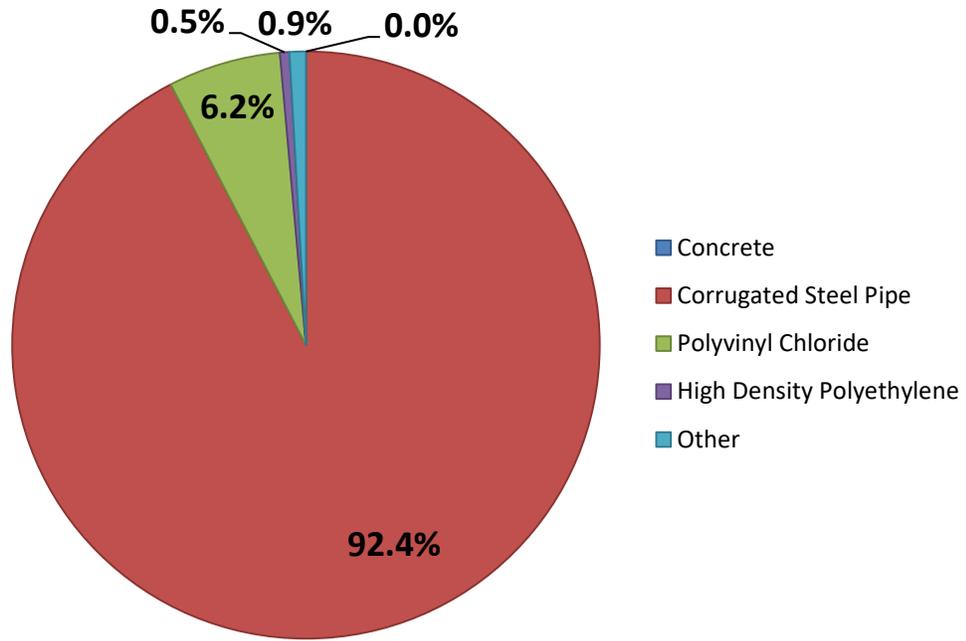
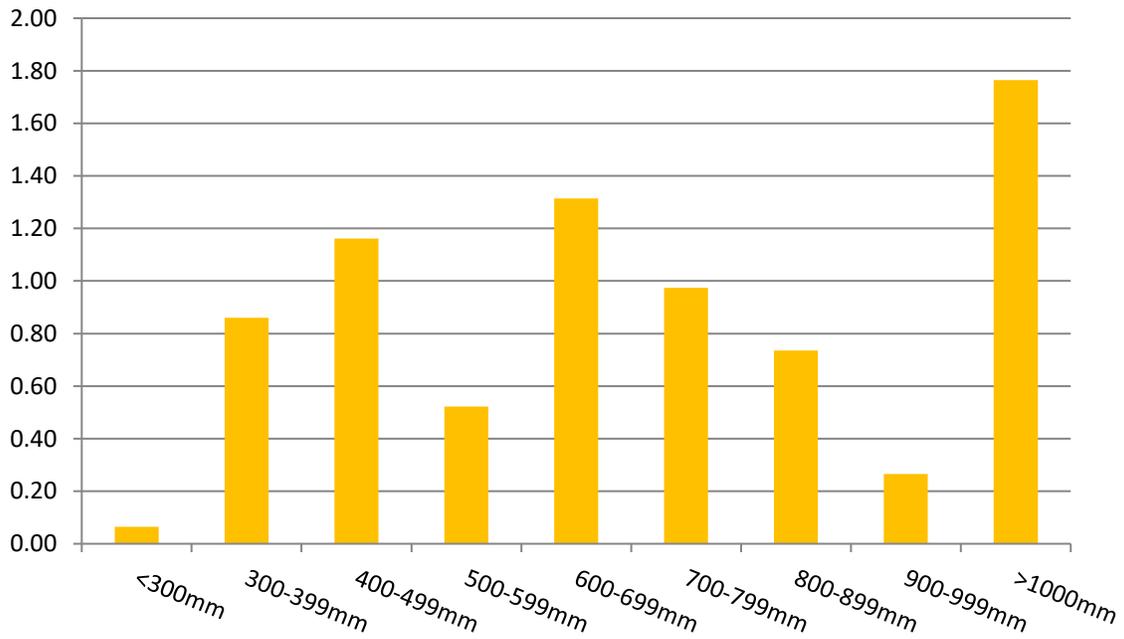


Figure 4.34: Centerline Culvert Infrastructure Diameter (Km)



4.4.3 Risk and Criticality Analytics

The risk and criticality calculation determines the overall risk of the storm asset failures. Figure 4.35 and 4.36 provides a representation of the level of risk per kilometer and cost. Figure 4.37 represents the total risk of the storm assets.

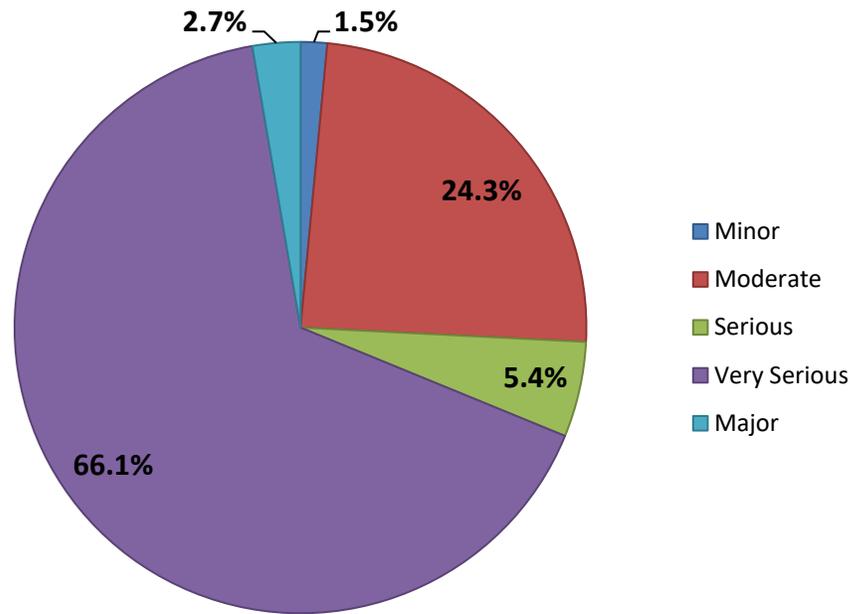
Figure 4.35: Level of Risk – Storm mains & Culverts (Km)

Consequence	5	0.59	1.19	0.17	2.51	0.00
	4	1.53	0.11	0.41	4.86	0.00
	3	3.16	0.11	0.62	6.57	0.00
	2	9.31	0.87	2.37	34.07	0.00
	1	0.98	0.00	0.10	1.98	0.00
		1	2	3	4	5
Probability						

Figure 4.36: Level of Risk – Storm mains & Culverts (\$)

Consequence	5	\$ 586,000	\$ 1,189,000	\$ 166,000	\$ 2,507,000	\$ -
	4	\$ 1,240,875	\$ 95,550	\$ 318,750	\$ 3,879,450	\$ -
	3	\$ 2,029,175	\$ 71,725	\$ 392,725	\$ 4,130,600	\$ -
	2	\$ 4,435,000	\$ 419,975	\$ 1,119,025	\$ 16,117,100	\$ -
	1	\$ 195,200	\$ -	\$ 20,600	\$ 395,000	\$ -
		1	2	3	4	5
Probability						

Figure 4.37: Total Risk of Storm Assets (%)



4.4.4 Lifecycle Activities

Figure 4.38 provides a representation of the overall cost of the lifecycle activities that the City would need to undertake in order to maintain the current level of service for its storm management assets (10-year forecast). The City's current average annual requirements for storm assets total \$ 1,448,567 million.

Figure 4.38: Storm Management Lifecycle Cost (\$)

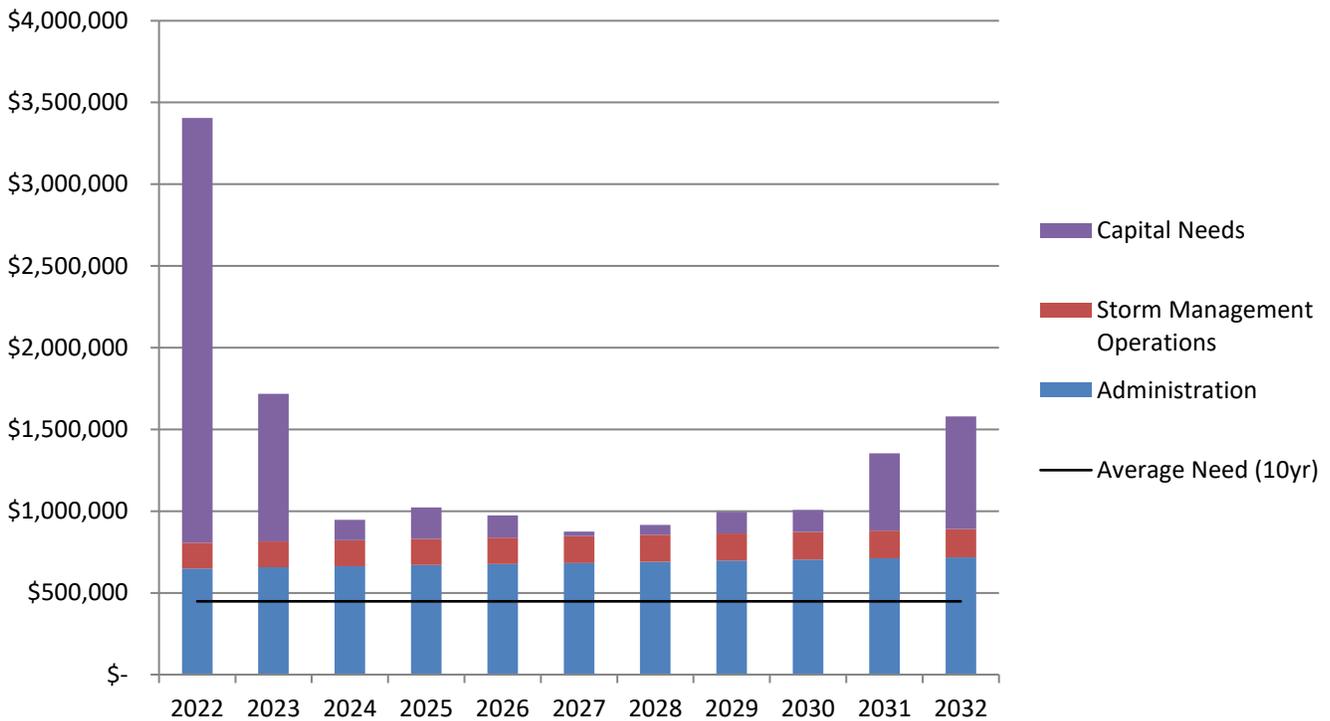
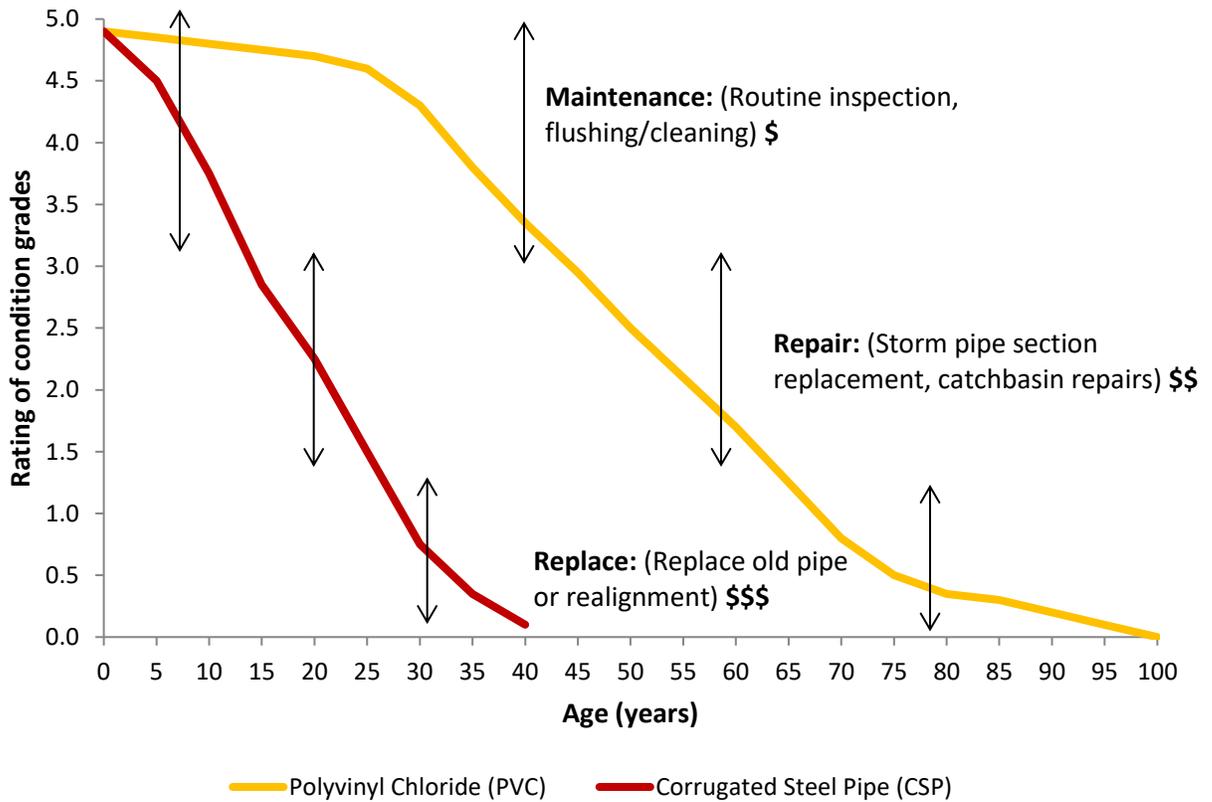


Figure 4.39 is intended to summarize the intervention strategies that are generally appropriate depending on the stage of deterioration/condition of the asset. The selection of the strategy is determined through the analysis in order to come up with the preferred intervention. It's also important to consider the approach in assessing the intervention method, in order to determine which decision can provide the most return on the investment value. It's also important to consider the varieties of factors that can cause the lifespan of the asset to vary from its expected service life. These factors can include but are not limited to:

- Quality of initial construction
- Appropriateness of the materials selected
- Loadings exerted on the pipe from traffic above or natural soil movement
- Soil conditions
- Chemistry of the flow within the pipe

Note: The following lifecycle deterioration rate and strategies example will be based on the current recommended and best construction practices and materials for each asset category. Storm mains will be calculated using polyvinyl chloride (PVC) with a life expectancy of 100 years and Culverts will be calculated using corrugated steel pipe (CSP) with a life expectancy of 40 years.

Figure 4.39: Storm and Culvert Lifecycle Intervention Strategies



Some operational lifecycle activity options for storm assets include but are not limited to:

- Storm flushing and inspections programs
- Storm pipe and structure repairs

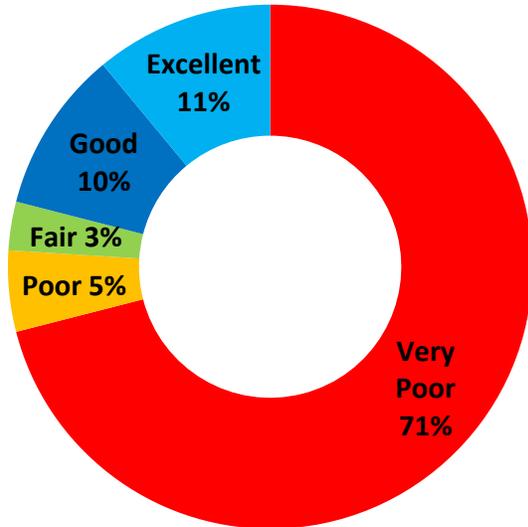
The overall cost of these options may include wages/labour, materials, contracted/hired costs and other miscellaneous costs related to the lifecycle intervention such as consultation and design work for rehabilitation and replacement activities.

4.4.5 Condition Report Card

Table 4-11 shows the average ratings and overall report card grade for the City’s storm water system using a five point system. This initial report has considered age, material type and diameter of pipe as well as perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Figure 4.40: Storm Condition Report Card (%)

Storm Collection System



Centerline and Entrance Culverts

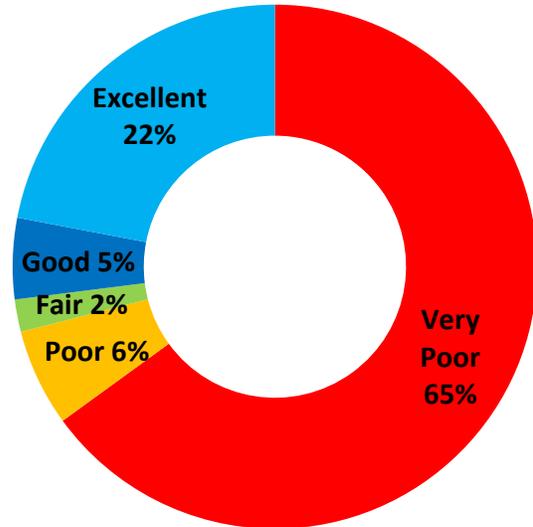
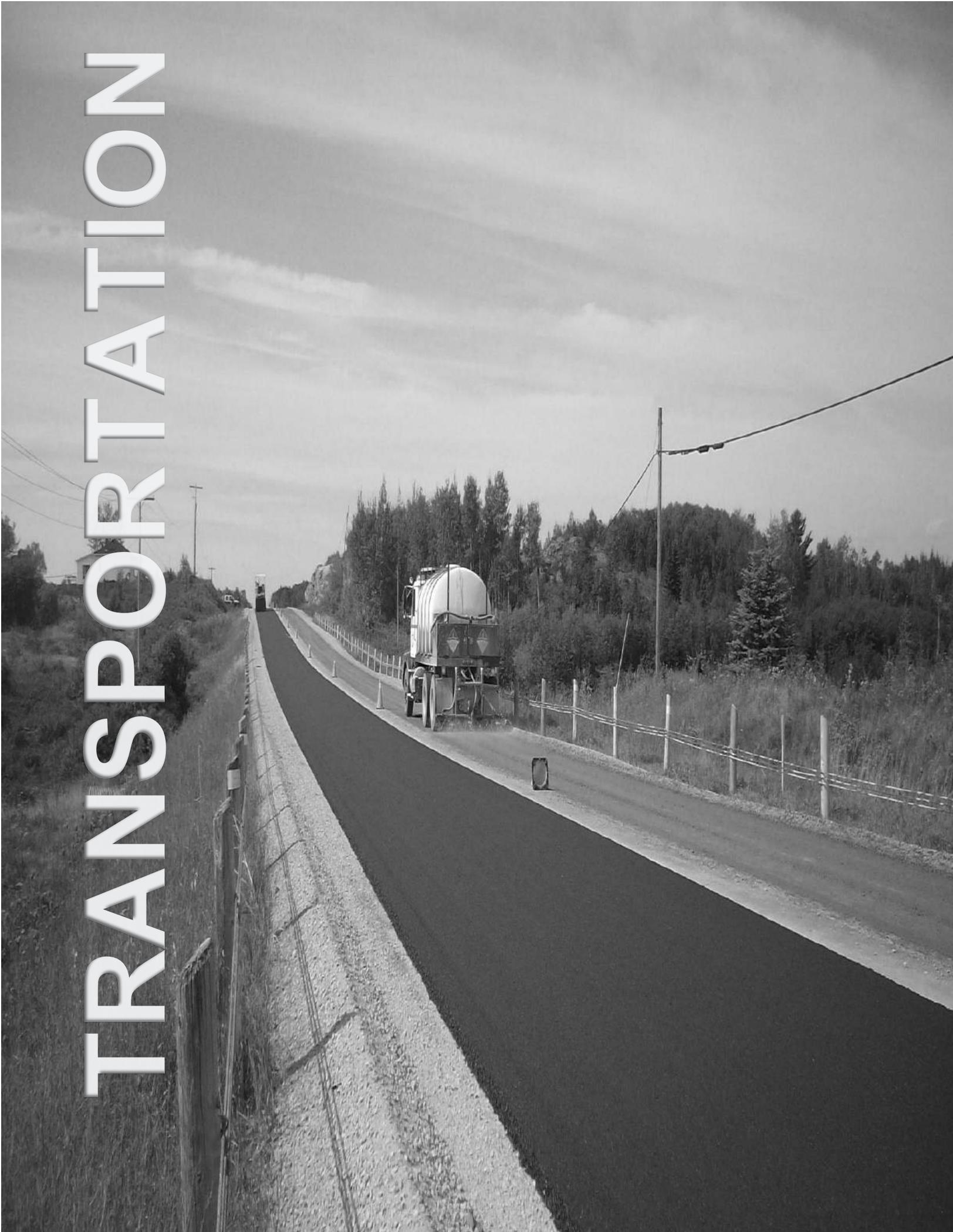


Table 4-11: Storm System Report Card

Storm Condition Rating	Financial Rating	Overall Rating
1.87	1.80	1.84
Culvert Condition Rating	Financial Rating	Overall Rating
2.12	1.80	1.96

TRANSPORTATION



4.5 Transportation Services

4.5.1 Inventory Overview

Table 4-12: Total Replacement Cost for Transportation Assets

Asset Type	Quantity	Useful Life (Years)	Replacement Cost
Paved Roads	209.1 lane km	30-100	\$ 32,677,262.00
Surface Treated Roads	34 lane km	20-100	\$ 1,300,240.00
Gravel Roads	172.6 lane km	10-50	\$ 3,211,704.00
Sidewalks	40.4 km	60-80	\$ 7,715,353.00
Bridges	10 units	40-70	\$ 14,375,000.00
Large Dia. Culverts	6 units	40-70	\$ 3,050,000.00
Total:			\$ 62,329,559.00

4.5.2 Road Inventory Overview

The City of Temiskaming Shores has approximately 200.5 km of roadways. This includes approximately 209.1 lane kilometres of asphalt surface roadway, 34 lane kilometres of surface treated roadway, and 172.6 lane kilometres of gravel surface roadways as identified through the 2020 Roads Review exercise. The surface type and classification of the roads, as recorded in the City's records, is shown in Figure 4.41 and Figure 4.42.

Note: The City completes a review of the Roads Condition Study every 3 years. The information gathered in the 2017 and 2020 reviews contained complete and accurate information about the road surface type and condition that was correlated with the staff and consultant information and used for the development of this Plan. Although layers in a pavement, surface treated and gravel road have different useful lives and age; only the average surface life and age has been utilized for this plan.

Figure 4.41: Road Network Surface Type (%)

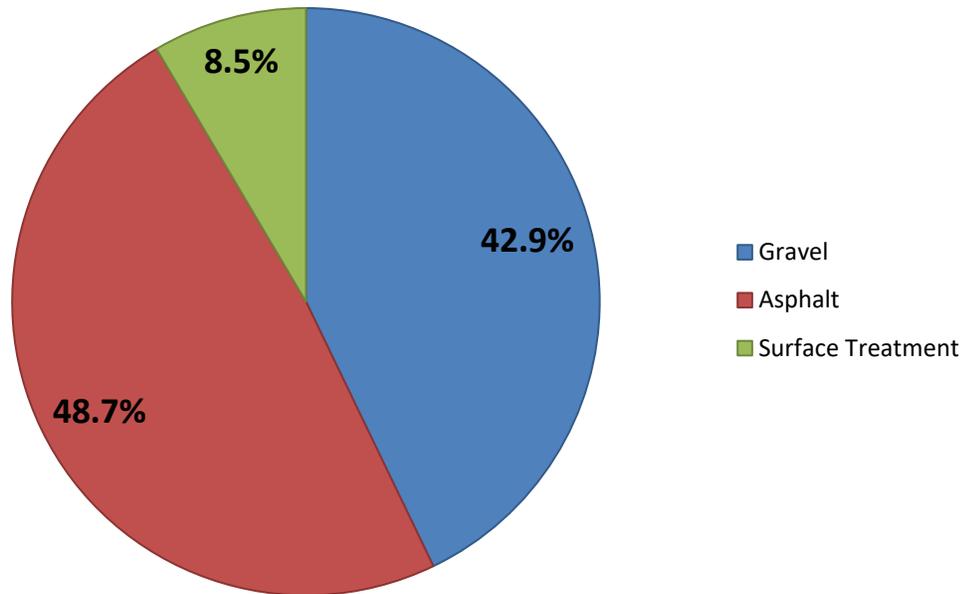
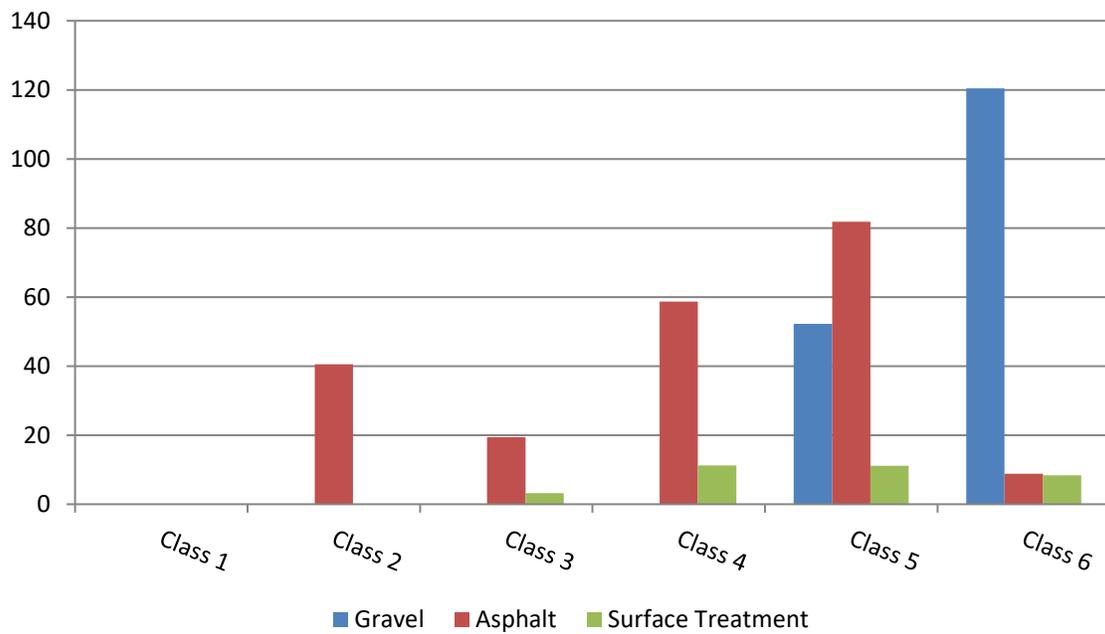
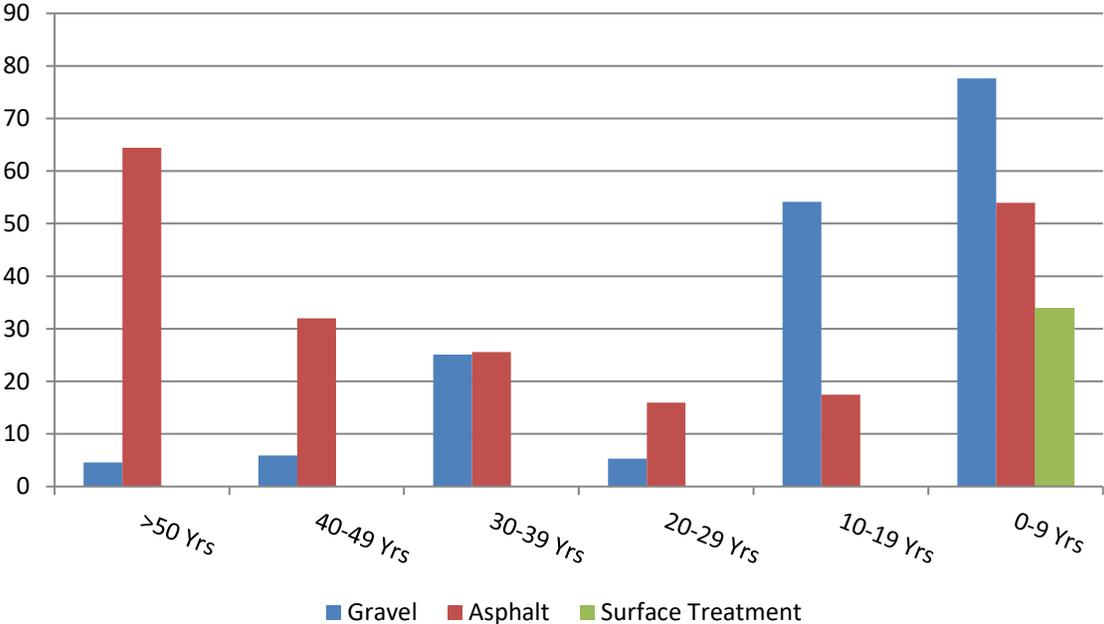


Figure 4.42: Road Network Classification and Material (Lane Km)



The age distribution of roadway network is illustrated in Figure 4.43. The majority of the roads have been constructed prior to 1963 or over 50 years ago. However, a large percentage of these roads have been resurfaced since that time.

Figure 4.43: Road Network Material by Age (Lane Km)

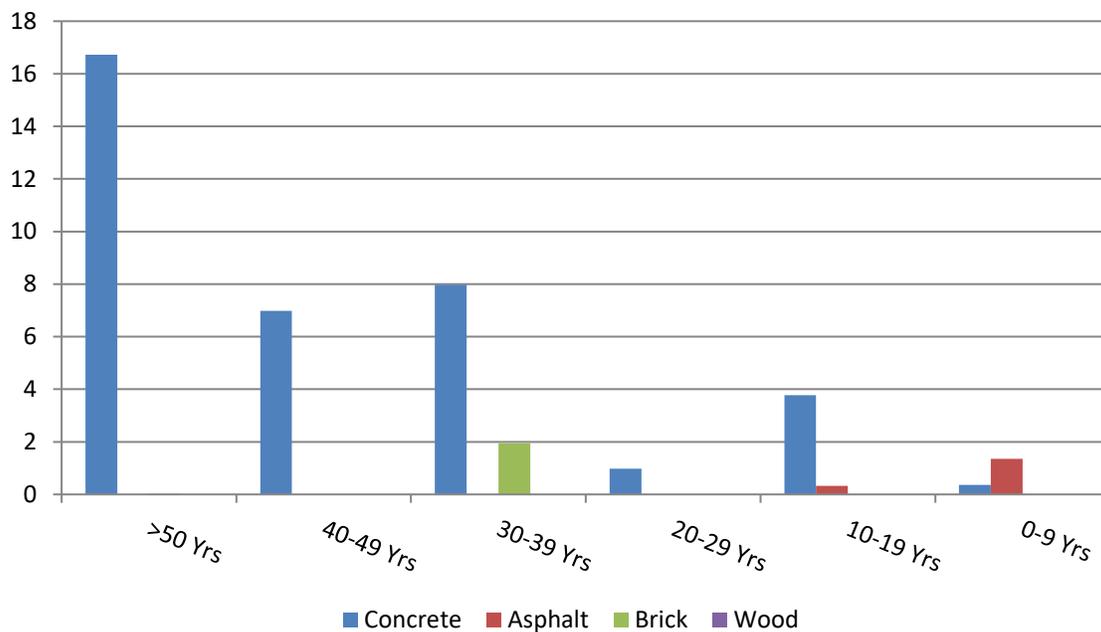


4.5.3 Sidewalk Inventory Overview

The City of Temiskaming Shores has approximately 40.4 km of sidewalks. The walkway type and age, as recorded in the City’s records, is shown in Figure 4.44.

Note: The City completes a review of the Sidewalk Condition Study every 3 years. The information gathered in the 2018 and 2021 contained complete and accurate information about the sidewalk surface type and condition that was correlated with the staff and consultant information and used for the development of this Plan.

Figure 4.44: Walkway Network Material by Age (Km)



4.5.4 Bridge and Large Dia. Culvert Inventory Overview

There are 16 bridges and large diameter culverts in the City of Temiskaming Shores. The average life expectancy of bridges built prior to 1970 is assumed to be 60 years, and bridges built after 1970 is assumed to be 75 years. Multi-plate culverts average life expectancy is assumed to be 40 years. The average age of City's bridges and culverts is 33.4 years. Figure 4.45 shows the age distribution for the City's bridges and large diameter culvert installations.

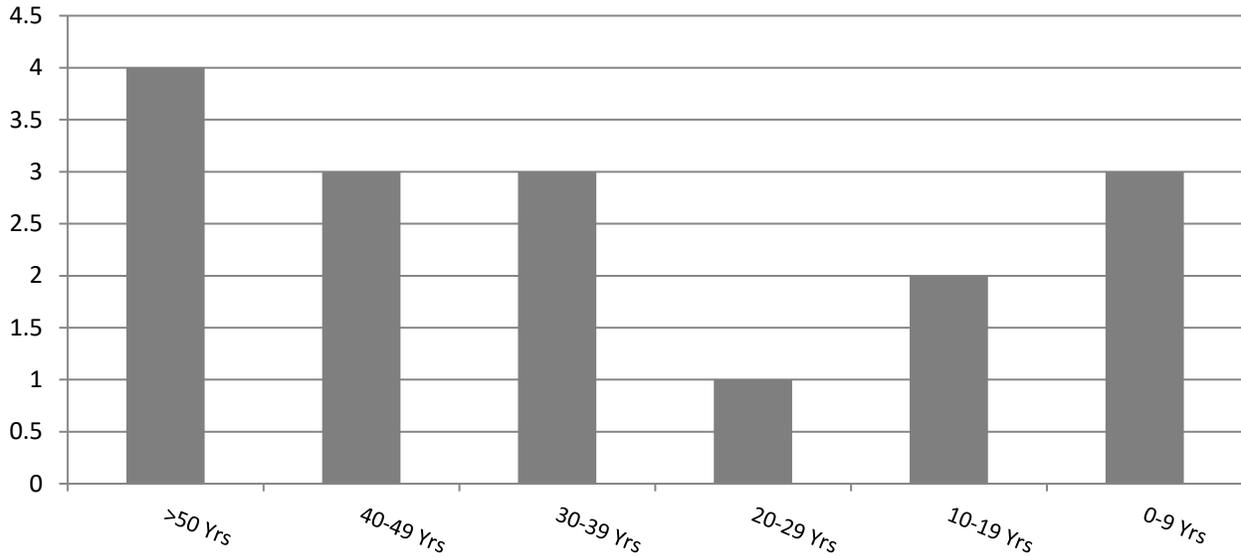
Note: that the City of Temiskaming Shores and the Township of Harley are both responsible for Capital investments for two bridges on Uno Park Road. The Township of Harley is also responsible for conducting the OSIM Bridge Inspection report on the same two bridges.

The OSIM Bridge Inspection report contains a summary of findings, recommendations, and prioritization of rehabilitative maintenance for each bridge and large culvert structure in the City of Temiskaming Shores. Therefore, rehabilitative maintenance has also been considered in the overall rating of the structures. Culverts larger than 3m in diameter will be considered "large diameter structures".

A breakdown of the bridge and culvert structures is as follows:

- 1 Concrete Box Culvert
- 3 Single Cell Multi-plate Culverts
- 1 Double Cell Multi-plate Culvert
- 1 Multi-plate Arch CSP
- 3 Bailey Bridge
- 3 CPCI Concrete Girder
- 2 Fixed Steel Girder
- 1 Steel I-Girder
- 1 Steel I-Girder (pedestrian bridge)

Figure 4.45: Bridges and Large Dia. Culverts by Age



4.5.1 Risk and Criticality Analytics

The risk and criticality calculation determines the overall risk of the transportation asset failures. Figure 4.46, 4.47, 4.48 and 4.49 provides a representation of the level of risk per kilometer, structure and cost. Figure 4.50 and 4.51 represents the total risk of the transportation assets.

Figure 4.46: Level of Risk – Roads (Km)

Consequence	5	6.81	5.12	1.31	0.10	0.00
	4	3.73	4.13	2.95	0.21	0.00
	3	10.01	12.32	5.42	7.23	0.00
	2	11.61	48.69	8.33	3.97	0.00
	1	4.17	61.44	1.81	0.91	0.00
		1	2	3	4	5
Probability						

Figure 4.47: Level of Risk – Roads (\$)

Consequence	5	\$ 4,925,441	\$ 4,169,066	\$ 1,051,522	\$ 88,920	\$ -
	4	\$ 795,440	\$ 1,007,457	\$ 785,879	\$ 52,096	\$ -
	3	\$ 2,788,793	\$ 2,749,036	\$ 1,087,955	\$ 1,754,004	\$ -
	2	\$ 2,698,145	\$ 6,660,388	\$ 2,046,174	\$ 1,000,708	\$ -
	1	\$ 536,873	\$ 2,628,672	\$ 191,100	\$ 197,662	\$ -
		1	2	3	4	5
Probability						

Figure 4.48: Level of Risk – Bridges & Large Dia. Culverts (each)

Consequence	5	3.00	6.00	0.00	0.00	0.00
	4	0.00	2.00	0.00	0.00	0.00
	3	0.00	2.00	1.00	0.00	0.00
	2	1.00	1.00	0.00	0.00	0.00
	1	0.00	0.00	0.00	0.00	0.00
		1	2	3	4	5
Probability						

Figure 4.49: Level of Risk – Bridges & Large Dia. Culverts (\$)

Consequence	5	\$ 5,300,000	\$ 9,500,000	\$ -	\$ -	\$ -
	4	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -
	3	\$ -	\$ 650,000	\$ 450,000	\$ -	\$ -
	2	\$ 125,000	\$ 200,000	\$ -	\$ -	\$ -
	1	\$ -	\$ -	\$ -	\$ -	\$ -
		1	2	3	4	5
Probability						

Figure 4.50: Total Risk of Roads (%)

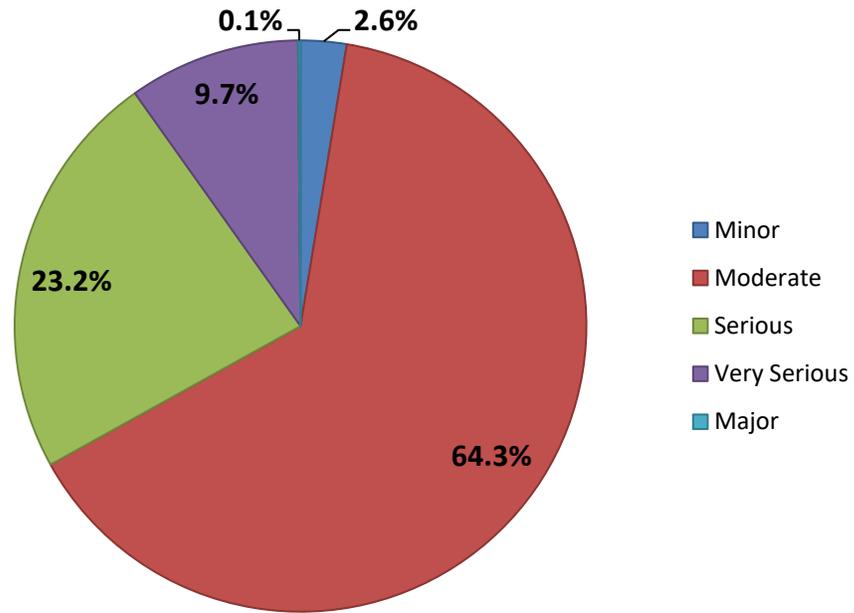
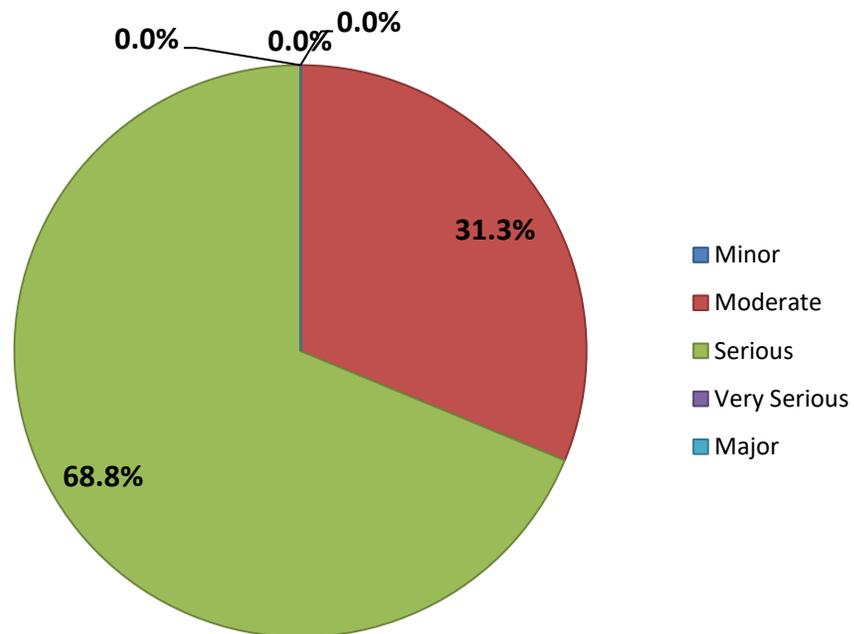


Figure 4.51: Total Risk of Bridges and Large Dia. Culverts (%)



4.5.2 Lifecycle Activities

Figure 4.52 provides a representation of the overall cost of the lifecycle activities that the City would need to undertake in order to maintain the current level of service for its transportation assets (10-year forecast). The City’s average annual requirements for transportation assets total \$ 3,102,823 million.

Figure 4.52: Transportation Lifecycle Cost (\$)

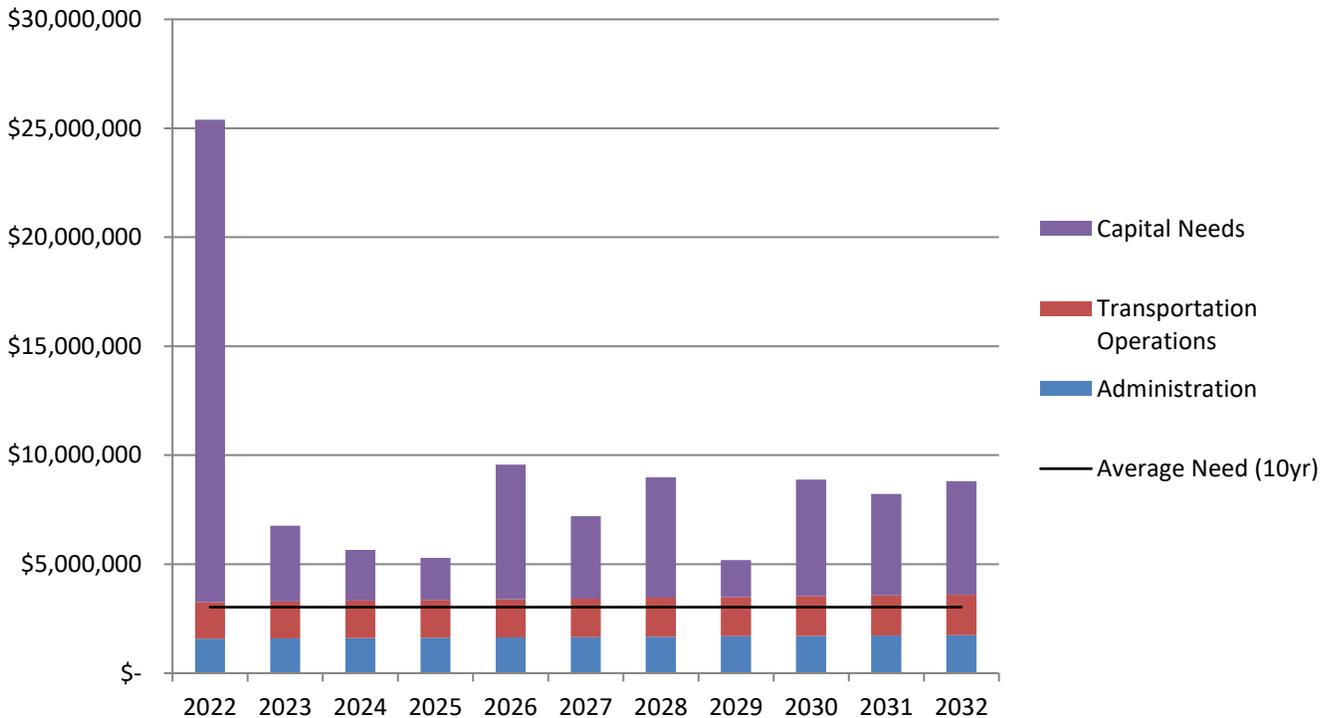
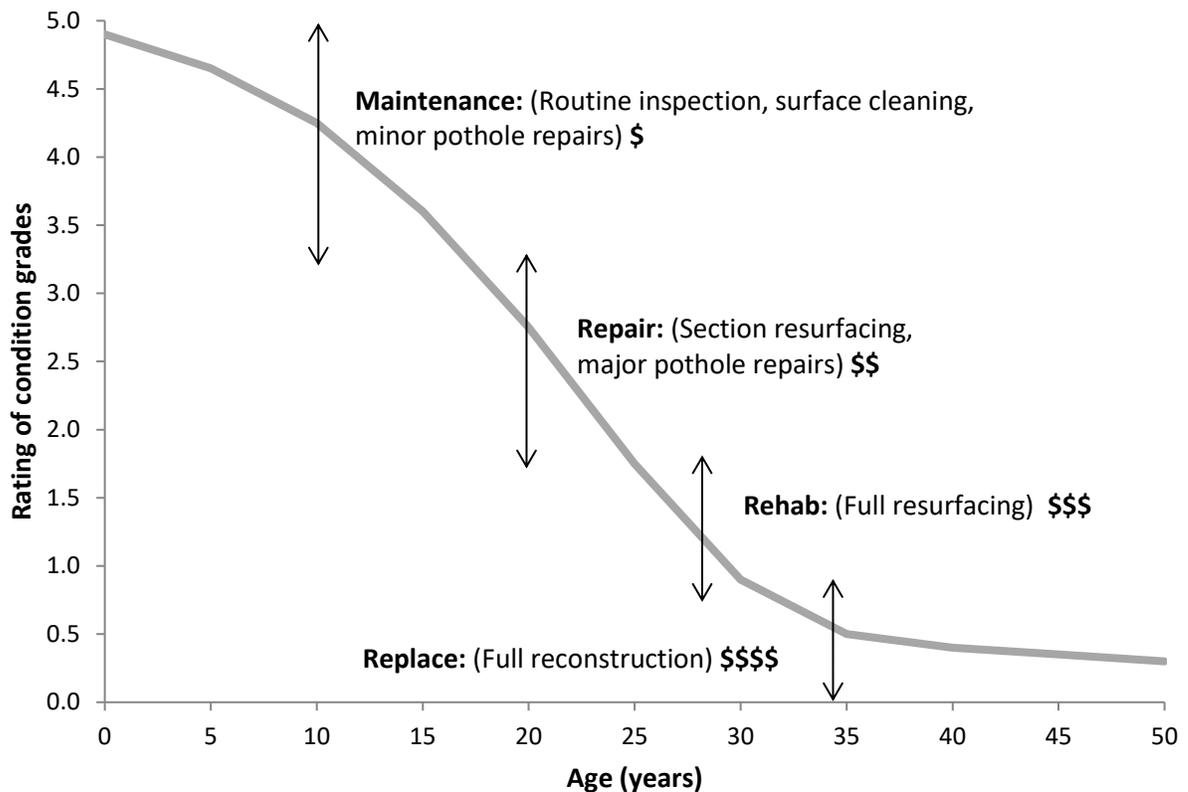


Figure 4.53 and 4.54 is intended to summarize the intervention strategies that are generally appropriate depending on the stage of deterioration/condition of the asset. The selection of the strategy is determined through the analysis in order to come up with the preferred intervention. It’s also important to consider the approach in assessing the intervention method, in order to determine which decision can provide the most return on the investment value. It’s also important to consider the varieties of factors that can cause the lifespan of the asset to vary from its expected service life. These factors can include but are not limited to:

- Quality of initial construction
- Appropriateness of the materials selected
- Loadings exerted from traffic or natural soil movement
- Surrounding soil conditions

Figure 4.53: Roads (pavement) Lifecycle Intervention Strategies

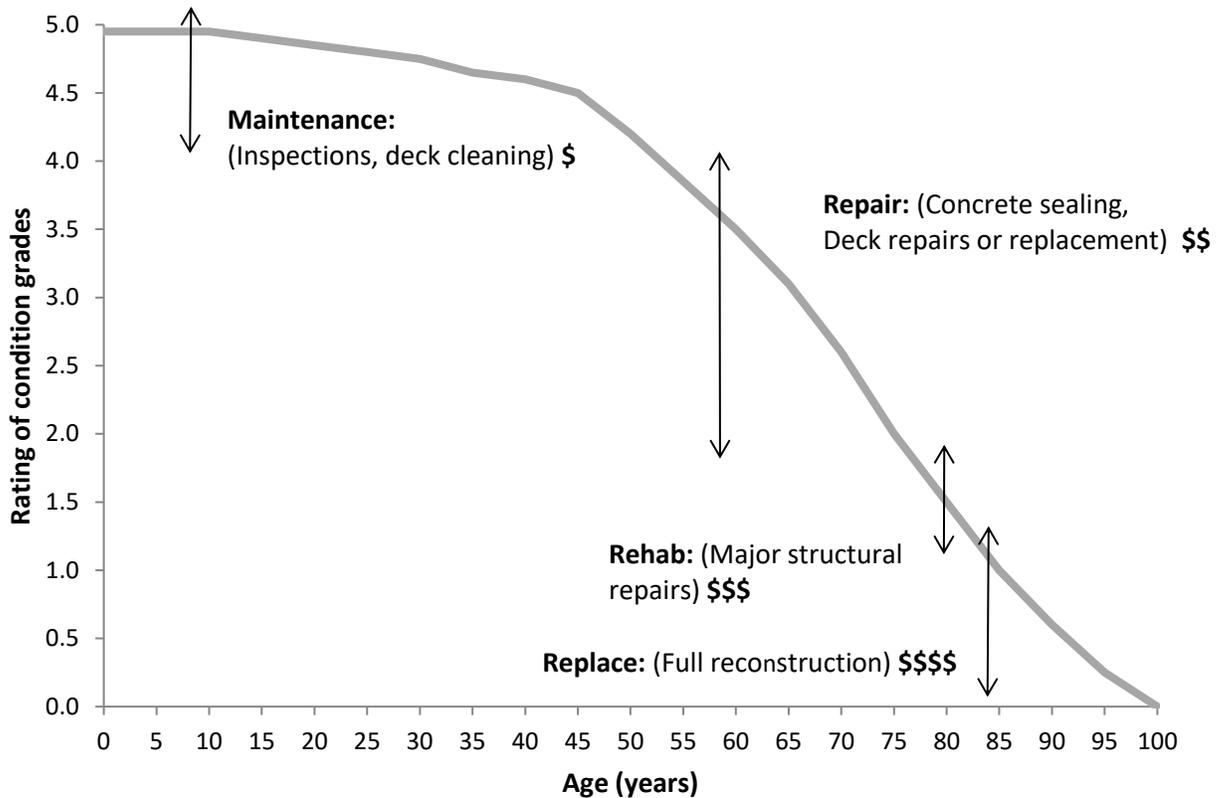


Some operational lifecycle activity options for road assets include but are not limited to:

- Hard top maintenance such as pavement patching and shoulder/curb repairs
- Pavement markings
- Loose top maintenance such as grading, dust control and adding gravel
- Winter control such as snow plowing and removal, sanding/salting and road patrolling

The overall cost of these options may include wages/labour, materials, contracted/hired costs and other miscellaneous costs related to the lifecycle intervention such as consultation and design work for rehabilitation and replacement activities.

Figure 4.54: Bridges and Large Dia. Culverts Lifecycle Intervention Strategies



Some operational lifecycle activity options for bridge assets include but are not limited to:

- Regulated bi-annual inspections programs
- Deck cleaning
- Structural maintenance such as concrete sealing
- Structural repairs such as deck resurfacing

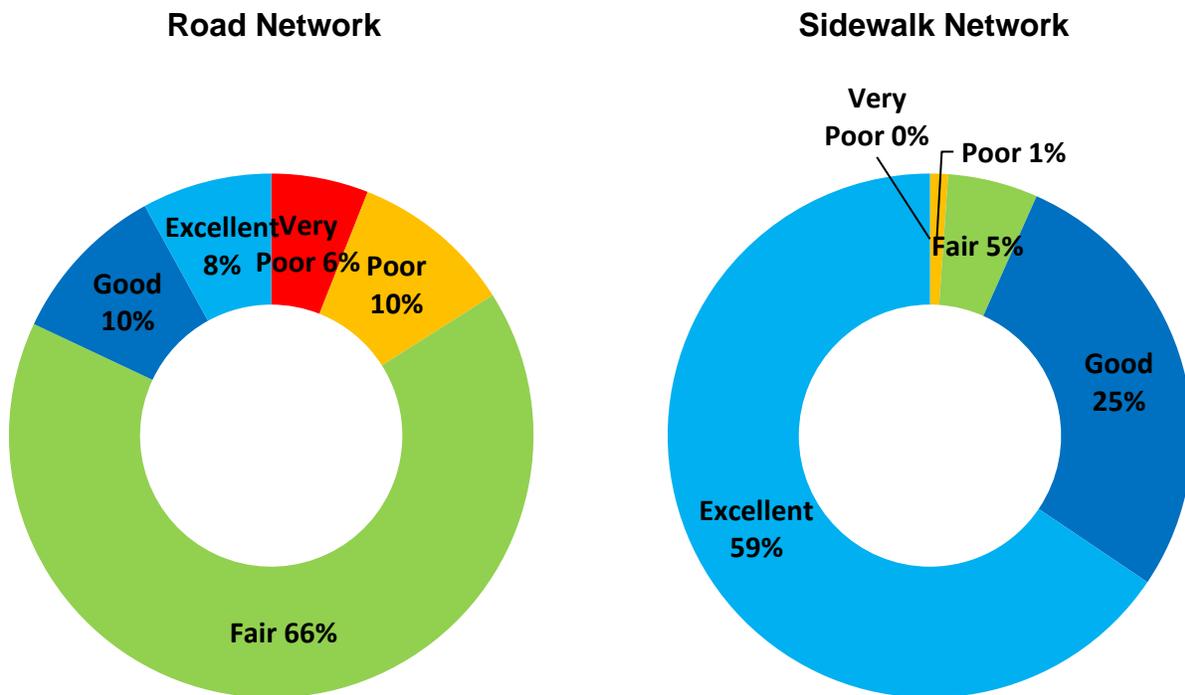
The overall cost of these options may include wages/labour, materials, contracted/hired costs and other miscellaneous costs related to the lifecycle intervention such as consultation and design work for rehabilitation and replacement activities.

4.5.3 Condition Report Card

It's worth noting that the city also has to take infrastructure condition into account before moving forward with road resurfacing projects. A full reconstruction of the road might be preferred in order to maximise to durability and life expectancy of the assets in question.

Table 4-13 presents the average ratings and overall report card grade for the City's Transportation network using a five point system. This initial report has considered estimated age, surface and sub-surface material type, network capacity and perceived or reported physical condition in the assessment. These values may be adjusted as appropriate, as more information is gathered, or as the City upgrades the asset.

Figure 4.55: Transportation Condition Report Card (%)



Bridges and Large Dia. Culverts

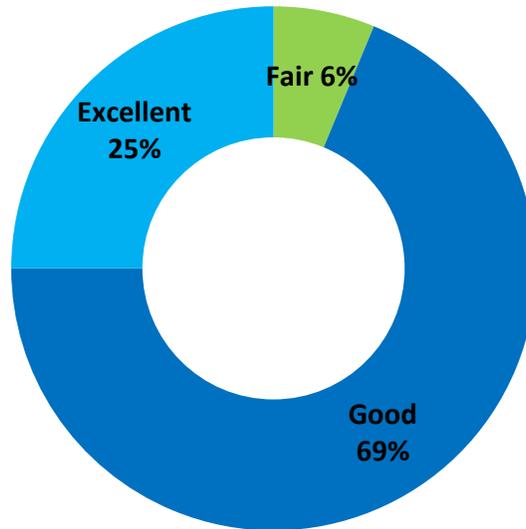


Table 4-13: Transportation Services Report Card

Road Condition Rating	Financial Rating	Overall Rating
3.00	3.4	3.20
Sidewalk Condition Rating	Financial Rating	Overall Rating
4.62	3.4	4.01
Bridge Condition Rating	Financial Rating	Overall Rating
3.73	1.5	2.62

5. Current Levels of Service

5.1 Introduction

The levels of service are high level indicators, comprised of many factors that, as listed below, establish defined quality thresholds at which municipal services should be supplied to the community. They support the organization's strategic goals and are based on customer expectations, statutory requirements, standards, and the financial capacity of a municipality to deliver those levels of service.

Levels of Service are used:

- to inform customers of the proposed type and level of service to be offered;
- to identify the costs and benefits of the services offered;
- to assess suitability, affordability and equity of the services offered;
- as a measure of the effectiveness of the asset management plan
- as a focus for the AM strategies developed to deliver the required level of service

In order for a municipality to establish a current level of service, it will be important to review the key factors involved in the delivery of that service, and the interactions between those factors. In addition, it will be important to establish some key performance metrics and track them over an annual cycle to gain a better understanding of the current level of service supplied.

Within this Asset Management Plan, key factors affecting level of service will be outlined below and some key performance indicators for each asset type will be outlined for further review. This will provide a framework and starting point from which the City can determine future desired levels of service for each infrastructure class.

The City of Temiskaming Shores target Levels of Service have been linked to Council's vision, goals and objectives for infrastructure assets as presented in Section 2, *Asset Management Policy*, of this Plan and include the key factors listed below.

5.2 Key Factors that Influence Level of Service

- Strategic and Corporate Goals
- Legislative and Regulatory Requirements
- Expected Asset Performance
- Community Expectations
- Availability of Finances

5.2.1 Strategic and Corporate Goals

Infrastructure levels of service can be influenced by strategic and corporate goals. Strategic plans spell out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives. It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future. The level of importance that a community's vision is dependent upon infrastructure, will ultimately affect the levels of service provided or those levels that it ultimately aspires to deliver.

5.2.2 Legislative and Regulatory Requirements

Infrastructure levels of service are directly influenced by many legislative and regulatory requirements. For instance, the Safe Drinking Water Act, the Minimum Maintenance Standards for municipal highways, Ontario Building Code, and the Accessibility for Ontarians with Disabilities Act are all legislative requirements that prevent levels of service from declining below a certain standard.

5.2.3 Expected Asset Performance

A level of service will be affected by current asset condition, and performance and limitations in regards to safety, capacity, and the ability to meet regulatory and environmental requirements. In addition, the design life of the asset, the maintenance items required, the rehabilitation or replacement schedule of the asset, and the total costs, are all critical factors that will affect the level of service that can be provided.

5.2.4 Community Expectations

Levels of services are directly related to the expectations that the general public has from the infrastructure. For example, the public will have a qualitative opinion on what an acceptable road looks like, and a quantitative one on how long it should take to travel between two locations. Infrastructure costs are projected to increase dramatically in the future, therefore it is essential that the public is not only consulted, but also be educated, and ultimately make choices with respect to the service levels that they wish to pay for.

5.2.5 Availability of Finances

Availability of finances will ultimately control all aspects of a desired level of service. Ideally, these funds must be sufficient to achieve corporate goals, meet legislative requirements, address the asset's life cycle needs, and meet community expectations. Levels of service will be dictated by availability of funds or elected officials' ability to increase funds, or the community's willingness to pay.

5.3 Key Performance Indicators

Performance measures or key performance indicators (KPI) that track levels of service should be specific, measurable, achievable, relevant, and time bound (SMART). Many good performance measures can be established and tracked through software products. In this way, through automation, results can be reviewed on an annual basis and adjustments can be made to the overall asset management plan, including the desired level of service targets.

In establishing measures, a good rule of thumb to remember is that maintenance activities ensure the performance of an asset and prevent premature aging, whereas rehab activities extend the life of an asset. Replacement activities, by definition, renew the life of an asset. In addition, these activities are constrained by resource availability (in particular, finances) and strategic plan objectives. Therefore, performance measures should not just be established for operating and maintenance activities, but also for the strategic, financial, and tactical levels of the asset management program. This will assist all levels of program delivery to review their performance as part of the overall level of service provided.

This is a very similar approach to the “balanced score card” methodology, in which financial and nonfinancial measures are established and reviewed to determine whether current performance meets expectations. The “balanced score card”, by design, links day to day operations activities to tactical and strategic priorities in order to achieve an overall goal, or in this case, a desired level of service.

The structure of accountability and level of indicator with this type of process is represented in the following diagram, modified from the InfraGuide’s best practice document, “Developing Indicators and Benchmarks” published in April 2003.

Level of Indicator Municipal Structure

Strategic	Council & City Manager
Tactical	Department Directors and Managers
Operational	Departmental Divisions

As a note, a caution should be raised over developing too many performance indicators that may result in data overload and lack of clarity. It is better to develop a select few that focus in on the targets of the asset management plan.

Outlined below for each infrastructure class is a suggested service description, suggested service scope, and suggested performance indicators. These should be reviewed and updated in each update of the Asset Management Plan.

Core Values

Accessibility – Services are available and accessible for customers who require them.

Reliability – Services are provided with minimal service disruption and are available to customers in line with needs and expectations.

Safety – Services are delivered such that they minimize health, safety and security risks.

Regulatory – Services meet regulatory requirements of all levels of government.

Affordability – Services are suitable for the intended function (fit for purpose).

Sustainability – Services are designed to be used efficiently and long-term plans are in place to ensure that they are available to all customers into the future.

5.3.1 Water Service Delivery

- To provide clean and safe drinking water through a distribution network of water mains and pumps.

5.3.2 Sanitary Service Delivery

- To provide removal of waste water through a collection network of sanitary sewer mains.

5.3.3 Storm Service Delivery

- To provide removal of storm water through a collection network of storm sewer mains and catch basins.

5.3.4 Transportation Service Delivery

- To provide the ability of movement of people and goods.
- To provide access to residential, commercial, and industrial properties and other community amenities.
- To provide and encourage recreational use, such as walking, cycling, or special events such as parades.

5.3.5 Performance Indicators

Strategic Indicators	<ul style="list-style-type: none"> ▪ Percentage of total reinvestment compared to asset replacement value ▪ Completion of strategic plan objectives
Financial Indicators	<ul style="list-style-type: none"> ▪ Annual revenues compared to annual expenditures ▪ Annual replacement value depreciation compared to annual expenditures ▪ Total cost of borrowing compared to total cost of service ▪ Revenue required to maintain annual network growth
Tactical Indicators	<ul style="list-style-type: none"> ▪ Percentage of network in need of rehabilitated / reconstructed ▪ Value of rehabilitated or reconstructed projects ▪ Overall condition index as a percentage of desired condition index ▪ Annual adjustment in condition indexes ▪ Annual percentage of network growth ▪ Percentage of assets where the condition is rated poor or critical ▪ Percentage of network replacement value spent on operations and maintenance
Operational Indicators	<ul style="list-style-type: none"> ▪ Percentage of network inspected within last year ▪ Operating and maintenance costs for various assets as needed ▪ Number of notices and advisories issued ▪ Number of customer requests received annually ▪ Percentage of customer requests responded to within 24 hours

5.3.6 Performance Measures Analysis

Service	Description	Performance Measures	2019	2020	2021
Water	The City's drinking water system provides all of its drinking water to the communities of North Cobalt, Haileybury, New Liskeard, Dymond and also can provides fire protection within these communities. See appendix B for the City's water distribution map.	Percentage of properties connected to the municipal water system.	59.7%	59.7%	59.8%
		Percentage of properties where fire flow is available.	49.8%	50.0%	50.1%
	A boil water advisory is a public health advisory issued by governmental or other health authorities to consumers when a community's drinking water is or could be contaminated by pathogens. Advisories are typically lifted within 24 to 48 hours, once the laboratory results have confirmed that the water is free from contamination and safe to drink.	The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system.	2 / 3585	0 / 3588	0 / 3590
		The number of connection-days per year due to water main breaks/repairs compared to the total number of properties connected to the municipal water system.	108 / 3585	68 / 3588	81 / 3590

Service	Description	Performance Measures	2019	2020	2021
Sanitary	The City's sanitary system provides the collection and disposal of wastewater to the communities of North Cobalt, Haileybury, New Liskeard, Dymond. See appendix B for the City's wastewater collection system map.	Percentage of properties connected to the municipal wastewater system.	58.8%	58.9%	58.9%
	A combined sewer system collects rainwater runoff, domestic sewage and industrial wastewater into one pipe. The City does not have this type of system within it's sanitary and storm network.	The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system.	-	-	-
	Sewer overflows can occur in almost every sanitary system even though systems are intended to collect and contain all the sewage that flows into them. The main cause for overflows occur when too much rainfall or snowmelt infiltrates the sanitary system or by blockages. Some excess water can also inflow through roof drains connected to sewers and broken or badly connected service lines and mains. This excess in flow can surpass the systems capacity resulting in overflows. Large objects can also infiltrate the system causing blockages resulting in overflows.	The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. (Sewer Mains only)	0 / 3537	1 / 3540	1 / 3541
	The City currently has some controled preventative measures to avoid and minimize the risk of overflows within the sanitary system. This has been achieved by the implementation of a proper operation inspection and maintenance program, upsizing the pipe diameter or treatment plant if needed when a reconstruction occurs and by emergency bypassing at lift stations and treatment plants to surrounding rivers and lakes. Emergency bypassing/overflow is an event where raw sewage can bypasse all treatment processes with the exception partial disinfection before being discharged to the environment. This method can prevent damages to treatment plants and to the collection system. However, this method should and is only considered as a last measure of protection.	The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system.	8 / 3537	12 / 3540	11 / 3541

Service	Description	Performance Measures	2019	2020	2021
Storm	The City's storm management system provides the collection and disposal of surface water to the communities of North Cobalt, Haileybury, New Liskeard, Dymond. See appendix B for the City's storm collection system map.	Percentage of properties in municipality resilient to a 100-year storm.	*Pending study		
		Percentage of the municipal stormwater management system resilient to a 5-year storm.	*Pending study		

Service	Description	Performance Measures	2019	2020	2021
Roads	The City's road network provides the means of transportation to the communities of North Cobalt, Haileybury, New Liskeard, Dymond. See appendix B for the City's road network and classes. Refer to section 4.5.3 for condition rating Refer to section 6.3.3 for condition analysis strategies	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality.	Arterial = 63.7 Lkm Collector = 70 Lkm Total Land = 178.1 km² Local = 282.8 Lkm		
		For paved roads in the municipality, the average pavement condition index value.	68	65	66
		For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor).	Fair	Good	Good

Service	Description	Performance Measures	2019	2020	2021
Bridges	The City has many different types of bridges that can support many traffic types. The majority of the City's bridges can support heavy transport vehicles, motor vehicles, pedestrians and cyclists. Refer to section 4.5.3 for condition rating Refer to section 6.3.3 for condition analysis strategies	Percentage of bridges in the municipality with loading or dimensional restrictions.	10%	10%	10%
		For bridges in the municipality, the average bridge condition index value.	63.5	62.1	61.4
		For structural culverts in the municipality, the average bridge condition index value.	71.2	71.6	71

5.4 Data Collection

To appropriately record, track and monitor Levels of Service, the City will continue with or initiate programmes to collect the following types of information in addition to using discrete asset identifiers:

5.4.1 Water System

1. Date of break or water quality incident
2. Location of break or water quality incident
3. Cause of break or water quality incident
4. Estimated water loss
5. Pipe characteristics (diameter, material, installation year)
6. Time taken to respond to the incident
7. Time taken to return water mains back to service

5.4.2 Sanitary System

1. Date of blockage
2. Location of blockage
3. Cause of blockage
4. Pipe characteristics (diameter, material, installation year)
5. Time taken to respond to the incident
6. Time taken to return sewer back to service
7. CCTV inspection or pipe condition rating

5.4.3 Storm System

1. Date of blockage or “*flooding on road*” incident
2. Location of blockage / flood (road and location on road)
3. Rainfall depth for discrete events
4. Time taken to respond to the incident
5. Time taken to return road back to service
6. Pipe characteristics (diameter, material, installation year)
7. CCTV inspection or pipe condition rating

5.4.4 Road Network

1. Road name inclusive of location (from/to)

2. Physical road characteristics (surface material, installation year)
3. Provincial road classification
4. Maintenance performed on the road (task and the date most recently resurfaced)
5. Pavement condition survey resulting in a Pavement Condition Index (PCI)
6. Average Annual Daily Traffic (AADT) if measured or reported
7. Annual operating costs for hard surface roads

5.4.5 Bridges

1. Bridge Name, Location & Provincial Bridge File Number
2. Bridge Characteristics (construction type, material, installation year)
3. Maintenance conducted on bridge (task and the date most recently repaired)
4. Bridge Condition Index (BCI) as per OSIM inspection
5. Average Annual Daily Traffic (AADT) report as per OSIM inspection
6. Detour route based on OSIM inspection
7. Bi-annual appraisal reports

5.4.6 Environmental Facilities

1. Building Name, Location and Intended use.
2. Building Characteristics (construction type, material, contents and age)
3. Maintenance conducted on buildings (task and the date most recently repaired)
4. Annual operating costs
5. Structural condition inspection and reports

6.Asset Management Strategy

6.1 Introduction

6.1.1 Approach

An Asset Management Strategy can be broken down into six types of planned actions:

Non-infrastructure solutions

- Actions or policies that impact the total lifecycle cost or lifespan of individual assets or asset networks.

Operations & maintenance activities

- Standard Operating Procedures and regularly scheduled inspections and maintenance.

Renewal / rehabilitation activities

- Significant repairs that improve assets' condition and extend the useful lifespan.

Replacement activities

- Activities at the end of assets' useful lifespan. Assets can be replaced with similar infrastructure, alternative infrastructure or non-infrastructure solutions to meet or adjust the service needs.

Disposal activities

- Activities related with the removal and safe disposal of assets upon completion of the service life, the replacement, or when otherwise no longer needed by the City.

Expansion activities

- Activities required to extend service, meet growth demands, or increase the levels of service provided.

In addition to the planned actions, the Asset Management Strategy addresses the procurement methods, and provides an overview of risks associated with the Strategy.

6.1.2 Asset Replacement Strategy Overview

The Asset Management Strategy considers the estimated unit replacement cost to forecast the capital investment required on five-year intervals in the 25 year time horizon between 2022 and 2047. Replacement costs were calculated using 2019 dollars with an inflation rate of 3

percent. Where the per unit replacement cost estimate was less than the replacement cost cited in the public sector accounting board (PSAB) 3150 registry, the greater value was used.

For the initial 10 year period, infrastructure replacement has been optimized between the road network, water system, sanitary sewer system, and storm water system. Since the road network requires the most frequent capital interventions, it was used as the basis for driving the strategy. If the buried infrastructure was within 10 years of its estimated Service Life when the road was scheduled to be rehabilitated or replaced, the capital replacement of the buried asset would be accelerated to correspond with the road intervention. The objective of this coordination of effort is to minimize disruptions to the public, while reducing overall costs by bundling activities.

To forecast the cost for replacing assets, a variety of assumptions were made as outlined in the following sections. The estimated unit costs were compared with recent, local construction costs and compared with the replacement cost estimates recorded in the City’s PSAB registry. The larger total replacement cost has been applied. This decision was made assuming that the greater value would provide a greater tolerance for errors in the estimates. Moving forward, the City will track infrastructure investments to improve the accuracy and reliability of unit replacement cost estimates as well as enable the inclusion of non-capital (operations and maintenance) expenditures in the Plan.

6.1.2.1 Water System

The following assumptions were made in estimating the per unit replacement cost:

- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe, fire hydrants and valves; and
 - ✓ Excavation, supply and installation of water services to property line (15 m or 50 foot lot frontage is assumed as an overall City average, therefore 12 services are installed per 100 m).
- The replacement cost does not include removal of retired assets or provision of a temporary water main.

Table 6-1 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-1: Replacement Cost for Water Infrastructure

Asset Component	Replacement Cost per Metre (2021)
Water Mains 150mm	\$ 400
Water Mains 200mm	\$ 425
Water Mains 250mm	\$ 450
Water Mains 300mm	\$ 500
Water Mains 450mm	\$ 550

Water Valves	\$ 1100 - \$5100
Hydrants	\$ 7000
Specialized Valves	CPI
Water Facilities	CPI

*Note – Pipe diameters less than 150 mm will be replaced with 150 mm water mains. Estimated cost for replacement includes all pipe, appurtenances and service connections. Pipe diameters greater than 300 are assumed to be transmission lines from source/plant to reservoir with no service connections. CPI (refer to the construction price index)

6.1.2.2 Sanitary Sewer System

The following assumptions were made in estimating the per unit replacement cost:

- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe and maintenance hole structures; and
 - ✓ Excavation, supply and installation of sanitary sewer services to property line (15 m or 50 foot lot frontage is assumed as an overall City average, therefore 12 services are installed per 100 m).
- The replacement cost does not include removal of retired assets or diversion of existing flows.
- Sanitary Sewer depth of 2.8 to 3.0 m.

Table 6-2 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-2: Replacement Cost Sanitary Infrastructure

Asset Component	Replacement Cost per Metre (2021)
Sanitary Mains 200mm	\$ 400
Sanitary Mains 250mm	\$ 425
Sanitary Mains 300mm	\$ 450
Sanitary Mains 375mm	\$ 500
Sanitary Mains 450mm	\$ 550
Sanitary Mains 525mm	\$ 600
Manholes	\$ 1750
Specialized Valves	CPI
Wastewater Facilities	CPI

*Note – Pipe diameters less than 200 mm will be replaced with 200 mm sanitary sewer mains. Estimated cost for replacement includes all pipe, appurtenances and service connections. Pipe diameters greater than 450 are assumed to be truck mains with minimal service connections. CPI (refer to the construction price index)

6.1.2.3 Storm Water System

The following assumptions were made in estimating the per unit replacement cost:

- The replacement cost estimate includes:
 - ✓ Excavation, supply and installation of pipe, catch basin, maintenance hole structures and culverts.
- The replacement cost does not include removal of retired assets.
- Storm Sewer depth of 2.5 to 3.5 m.

Table 6-3 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-3: Replacement Cost Storm Infrastructure

Asset Component	Replacement Cost per Metre (2021)
Storm Mains 300mm	\$ 425
Storm Mains 350mm	\$ 500
Storm Mains 450mm	\$ 575
Storm Mains 600mm	\$ 650
Storm Mains 750mm	\$ 750
Storm Mains 800mm	\$ 825
Storm Mains 900mm	\$ 900
Storm Mains 1000mm and greater	\$ 1000
Catch Basins	\$ 1200

*Note – Pipe diameters less than 300 mm will be replaced with 300 mm storm sewer mains. Estimated cost for replacement includes all pipe, appurtenances and service connections where required.

6.1.2.4 Roads Network

The capital forecast for the Road Network assumed that the short-term needs (investments for the first 10 years) would follow the interventions identified in the review of the Roads Needs Study. The long-term forecast was developed utilizing the public sector accounting board (PSAB) records being integrated with the results from the Roads Needs Study. There is some degree of risk for duplication of costs; however, this is considered a minor risk in that the accuracy of such a forecast typically decreases as the time horizon increases.

The following assumptions were made in estimating the per unit replacement cost for the long-term forecast:

Asphalt Surface

- The replacement cost estimates assumes that all existing asphalt areas will be replaced with asphalt.
- Asphalt depth is assumed at 90 mm for Class 2 and 50mm for Class 3 to 6.
- Price does not include asphalt removal.

- Price is for supply, haul, place and compaction of asphalt only.

Surface Treatment

- The replacement cost estimates assume that all existing surface treatment areas will be replaced with surface treatment.
- Surface treatment application is assumed to be double prime treatment at first application followed by a third application after year three.
- Surface treatment of existing gravel surface roadways will be carried out at a rate of no less than 3.0 kilometres per year.
- Price does not include pulverizing or grading of existing surface.
- Price is for supply, haul, place and compaction of Class 2 aggregate and emulsion.

Gravel

- The replacement cost estimates assume that all remaining gravel surfaces areas will be resurfaced every ten (10) years.
- Granular application is assumed to be 75 mm in depth.
- Price does not include pulverizing or grading of existing surface.
- Price does not include re-grading of roadside ditches prior to placement of granular material.
- Price is for supply, haul, place and compaction of Granular “A” aggregate.
- Roadway stabilization, in advance of surface treatment to be considered.

Sidewalks

- The replacement cost estimates assumes that all existing sidewalks will be replaced with the same surface type.
- Price does not include sidewalk removal.

Bridges and Large Diameter Culverts

- The replacement cost estimates are based on the city’s initial construction cost with the addition of the inflation rates.

Table 6-4 below shows the cost to replace each asset category in the City of Temiskaming Shores.

Table 6-4: Replacement Cost Transportation Infrastructure

Asset Component	Replacement Cost per Square Metre (2019)
Asphalt 90mm	\$ 71.25
Asphalt 50mm	\$ 32.35
Surface Treatment	\$ 10
Gravel	\$ 5
Sidewalk – (Concrete or Brick)	\$ 130
Bridges & Large Dia. Culverts	CPI

*Note - CPI (refer to the construction price index)

6.1.2.5 Other Asset Groups

The following assumptions were made in estimating the per unit replacement cost:

- The estimated “Building and Facilities” replacement cost estimates are based on the city’s initial construction cost of the structure with the addition of the inflation rates and the approximate value of contents.
- The estimated replacement cost based on the initial purchase of each unit.

6.2 Non-Infrastructure Solution

6.2.1 Data Collection Strategies

Data Collection Preparation

A meeting should be arranged shortly prior to, or as part of collection projects, in order to determine what information is to be updated or augmented, what information is currently available and what the condition is of that information. To facilitate this, an initial data review should be conducted of available data related to the collection exercise. Sources of information should include but not be limited to:

- Infrastructure master plans
- Water & sewer models
- Engineering as-built or record drawings
- Planning studies
- Paper maps
- AutoCAD drawings or GIS files/databases
- Inspection reports
- Imagery

These data-sources should be integrated into a single source appropriate for the data collection exercise. It is generally good practice to house this information in a database. If field staff are performing the data collection using a digital collector (GPS, tablet etc.), where possible, the database should be loaded onto this device so that updates can be made directly. The data schema and populated database should be reviewed prior to commencement of collection and be returned for review and quality assurance and control after collection. A data gap analysis will then be performed that will assess the level of effort required to complete the inventory and identify any assumptions to be made. It is important to note that the completeness and accuracy of the inventory is based on the available existing information, staff knowledge and the visibility of above ground assets. If possible and acceptable, some data may be synthesized based on existing data, but must be flagged as such in the database. Only after all available data-sources have been exhausted should field collection be considered.

Field Data Collection

After all pertinent and available information has been compiled, verified and audited (with appropriate reporting), a field data collection task may be necessary to determine additional or still missing information. A meeting will be held to determine the level of detail required and final use of the information. This will include confirmation and sign-off of the proposed data-model, as well as a detailed list of assets to be collected and what information about those assets is to be collected (overall schema). Sign-off will also be obtained if any special access

is required on-site as well as any safety equipment required. All tools to be used in the data collection will be presented to the client at this time.

The field crew supervisor will ensure that all field members are aware of their duties and responsibilities. It is vital that appropriately trained field staff be used, particularly if inspections requiring sign-off are required. Inspection forms will be pre-populated if possible. Each field crew member will be responsible for the entirety of their work. If possible, a small pilot area should be completed and submitted for comment.

Once all field data has been collected, it will be compiled within the agreed upon schema and quality assurance and control, standardization and normalization. Once this is complete, the database will be reviewed at a follow up meeting to discuss the results and further requirements.

6.2.2 Data Management Strategies

Information that is collected by the Municipality represents a significant investment of staff time and resources. Proper information and data management processes and procedures are vital to an organisation's ability actively and effectively make use of available resources to provide an appropriate level of service to their customers as well as prepare required reports for auditing and financial purposes such as the public sector accounting board (PSAB) 3150 reporting. It is therefore critical that this information be regularly maintained to ensure the integrity of the information and allow for improved decision making and management of the Municipality's assets. The ability to rely on information is expected to become even more crucial as future Provincial and Federal funding programs become contingent on the accuracy of collected data.

While the City of Temiskaming Shores has a wealth of information available, the development of this Plan has highlighted the need for a more robust and streamlined data management strategy. At its core, a proper data management strategy can be broken down into four primary questions:

- What data should I be collecting and why?
- How should I store this information once collected?
- How often should I review my collected data and how should I maintain it?
- Are there any software / hardware applications available to me that will not only allow me to collect, store and maintain this information but also allow me to use this information to answer questions?

To effectively manage the infrastructure data, the Municipality will adopt a Data Management Policy in line with the following policy statement:

It should become the policy of the Municipality to manage their data effectively and efficiently. This should be done through the use of appropriate computerized applications and databases and the collection and storage only of information that has an immediate use and / or answers an immediate business need as required of the Municipality.

This data will be maintained on a regular schedule for each individual dataset by general agreement or Government mandate.

Metadata defining what data has been collected is available and describing the data in terms of what it represents and how current it is will also be provided.

Once an appropriate data model has been determined and agreed upon, the City will create a schedule to determine who will be responsible for each primary data set, how often this information will be reviewed and how often new collections will be done. This information should be recorded as part of the asset information as metadata so that users know how current the information is.

It should be noted that some information may be acquired from other Agency sources such as the Canadian GeoBase (<http://geobase.ca>). This is a free data source that includes the National Road Network which is maintained by the Federal and Provincial governments. Sources such as this may be used to reduce the time required to maintain key datasets.

6.2.3 Information Storage Strategy

How information is stored is as important if not more so than the information itself. The reason for this is that information storage often dictates not only how easily or quickly information may be accessed and used, but also how it is used in terms of formatting etc.

It is recommended that the City adopt a relational database model for the storage of collected information. Ideally, the City would be able to house all information within a single database structure. Practically though, certain key systems such as finance and taxation are required to be contained within their own systems. This does not preclude however the ability to link information between applications.

The primary advantages of storing information using a database model are that agreed upon data standards are enforced and the duplication of information is reduced or eliminated ensuring that staff use the same information. Examples of this would include street name lists, address lists, assessment role numbers, etc.

6.2.4 Software / Hardware Strategy

Software and hardware are often seen and promoted as “solutions.” However, they should really be viewed as tools to assist in providing core functions required by City staff.

Databases

As discussed above, database technology is strongly recommended to assist in the storage and retrieval of information. Common applications such as MS Excel can link to a database to retrieve information and provide statistical and empirical evidence and graphs. Databases also excel as interacting with each other such that information can be passed from one system to another relatively easily. Lastly, databases often act as what is termed a “back end” to front facing applications such as finance and taxation systems, asset and customer management systems, maintenance management systems and geographic information systems (GIS).

As discussed above, it is recommended that the City consider a detailed review of enterprise database applications such as Microsoft SQL Server, Oracle, MySQL, PostgreSQL or similar products.

Asset Management

Asset management has become a major concern in recent years for several reasons. Municipalities are aware that much of their above and below ground infrastructure is on the decline. Financial responsibilities have required municipalities to make due with less. Provincial and Federal funding is now being linked to a municipality's ability to show evidence of need (PSAB 3150 reporting).

Asset Management applications take the information that is collected and provided about an asset and assist with the decision making process to allow staff to determine what course of action to take regarding an asset and when.

Maintenance Management

A maintenance management system can assist with the tracking of work performed against specific assets. The detail to which activity is tracked may vary to include costing and time / resources require or may be more general that an activity was performed. This information may be aggregated at regular intervals to assist with establishing a base line for how well an asset is performing.

6.2.5 Neighbouring Municipalities

Municipalities working together can present significant opportunities and benefits. The City of Temiskaming Shores currently works with the surrounding Townships for the maintenance, operational and capital costs associated with the boundary roads.

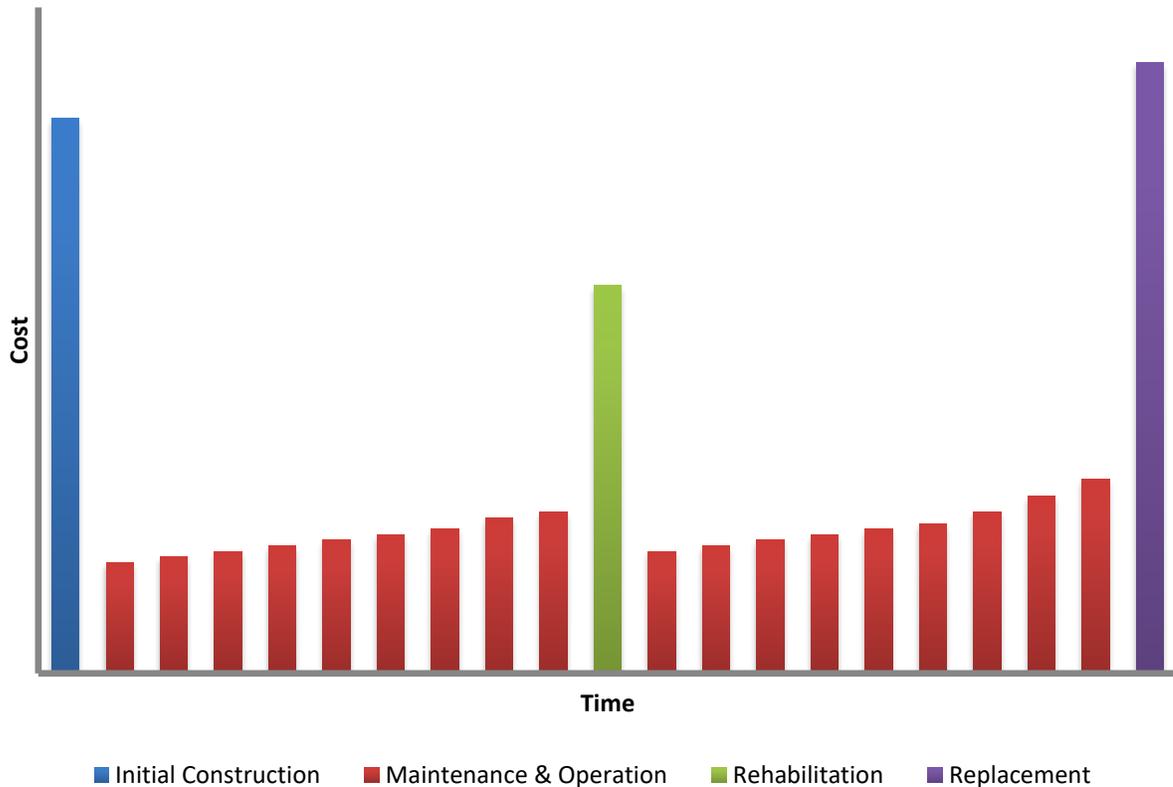
- Township of Hudson – 50% cost for Pipeline Rd
- Township of Harley – 50% cost for Uno Park Rd + 50% cost for 2 bridges
- Township of Harris – 50% cost for Sale Barn Rd

6.3 Lifecycle Management

Lifecycle cost is the is the total cost of an asset throughout its life including planning, design, construction, operation, maintenance, renewal, replacement and disposal costs.

Figure 6.1, illustrates how costs typically accumulate over an asset's life.

Figure 6.1: Accumulation of Costs Over an Asset's Life



6.3.1 Maintenance and Operation Activities

The City realizes the benefits of lower-cost treatment methods such as preventive maintenance and light rehabilitation activities. However, more costly treatments such as heavier rehabilitation and full reconstruction may become necessary.

Allowing the assets to deteriorate further, triggers the need for heavier rehabilitation strategies. Although heavy rehabilitation and full reconstruction is typically less cost-effective than maintenance and light rehabilitation in the short term, it's still preferable to apply this type of strategy to lower the maintenance cost in the long term.

The City of Temiskaming Shores currently has several infrastructure condition monitoring, assessment programs and maintenance programs in place, including:

Water System Maintenance and Programs

The entire water system is inspected under on an annual basis. Each year, of the pipes are flushed and inspected. Defects or underperformance of the system are recorded and coded to correspond with Safe Drinking Water Act standards. Once complete, this will form the benchmark for comparing asset condition.

Sanitary and Storm Sewer Maintenance and Programs

The entire Sanitary and Storm Sewer systems are inspected under a seven year program. Each year, a selection of the pipes are flushed and inspected. Defects are recorded and coded to correspond with Pipeline Assessment Certification Program standards. Once complete, this will form the benchmark for comparing asset condition. Moving forward, it is recommended that consideration be given to prioritizing the inspection according to the expected deterioration of the system.

Transportation Maintenance and Programs

The City abides by the Ministry's minimum maintenance standards, which specifies the frequency that roads and sidewalks need to be patrolled and how issues, including pothole, winter maintenance, etc., are addressed based on the road classification.

The Roads Needs Study is completed every 3 years utilizing internal and external forces. The last Roads Needs Study review was completed in 2020. The study reviews the road network, broken down into sections consistent in their characteristics, and records a variety of performance and condition details for each. This information is used to identify the capital and maintenance needs of the system, the timing for the interventions, and the road priority.

The Province of Ontario legislates that every bridge be inspected under the Ontario Structure Inspection Manual (OSIM) every 2 years. From this inspection, a Bridge Condition Index (BCI) is developed that helps to schedule bridge maintenance and upkeep. Safety concerns are to be addressed immediately. The last OSIM Inspection was carried out in 2020.

The costs associated with the operations and maintenance of these activities, have been included in the overall operational cost of each asset category.

6.3.2 Rehabilitation and Replacement Activities

As the City increases the availability of condition data, the Plan will be revised to reflect this information. By monitoring condition data over time, the City will improve their ability to forecast deterioration and identify trends.

Understanding that the information driving the replacement activities is based on asset age, where appropriate, the City will augment the Plan with asset inspections to determine if renewal / rehabilitation are possible prior to replacement of the assets.

Priority projects identified within the City's Renewal/Rehabilitation Activities are shown in following section.

6.3.3 Calculating Asset Condition

The condition calculation determines the overall condition of asset failure. The analytic can become a documented approach to determining capital priorities. A municipality could than

compare priorities across asset types and categories. The City will be introducing some condition assessments based on analytics, to supplement professional judgement.

Table 6-5: Condition Ratings

Age Based Rating		
Condition	Useful Life Remaining	Final Score
Failed	0% - 19%	1
Poor	20% - 39%	2
Fair	40% - 59%	3
Good	60% - 79%	4
Excellent	80% - 100%	5

Condition Index Rating			
Condition	Score Range	Final Score	Intervention Strategy (Roads)
Failed	0 - 39	1	Reconstruction
Poor	40 - 57	2	Rehabilitation
Fair	58 - 74	3	Resurface
Good	75 - 85	4	Preventative Maintenance
Excellent	86 - 100	5	Corrective Maintenance

Excellent to Good
(Uno Park Rd Bridge)



Fair
(Armstrong St Bridge)



Poor to Failure
(Firstbrooke Line Rd Bridge)



Excellent to Good
(Wilson Rd Culvert)



Fair
(McLean Rd Culvert)



Poor to Failure
(River Rd Culvert)



Excellent to Good
(Georgina Ave)



Fair
(Dawson Point Rd)



Poor to Failed
(Albert St)



6.4 Risk Management

The City's overall Asset Management Strategy is founded on available data, anticipated service levels, growth expectations and other assumptions. Assumptions in these items introduce some unavoidable risk that the overall strategy may change over time as the City gathers and develops more complete data and processes.

Recognizing these uncertainties, the City is developing strategies to address each source of risk so that the Asset Management Strategy can evolve over time. Risk mitigation strategies for each of the following are discussed below:

- Data quality
- Levels of Service
- Growth – expected vs. actual
- Assumptions

Data quality

The data provided and collected for the report for various aspects were given only reflecting a very high level of the asset components, and did not accurately reflect the service life's of the necessary components of the assets (i.e. a water treatment plant was assessed at a facility level and did not have age, conditional, performance, or maintenance data for any of the facilities components (i.e. SCADA system, pumps, etc.). Given the high level of the data, significant risk exists in the component asset life reaching the end of their respective service lives before the facility has reached the end of the facility life. This introduces significant difficulty to establish a yearly budget that accurately would reflect the required asset replacement / rehabilitation cost required.

Strategy to address:

It is suggested an inspection program of assets be established to utilize the new workflow structure and build the existing database. With a newly built database, the report should be reviewed and see if the new data produces significant changes to the asset management strategy.

Levels of Service

The levels of service present a risk, since no previous levels of service were established for the city. The Levels of Service therefore have never been measured in previous years and the expectation of each level of service has not been established. Adjustment is expected in the early years of levels of service to better reflect the level of commitment from the city, but risk exists if a level of service is set at a higher expectation than what is possible at the current levels of funding.

Strategy to address:

It is suggested that to address this source of risk, the targets established in the first year of utilizing the Levels of Service should be reviewed along with the cost to provide the levels of service. If the cost of the level of service is too high to maintain the target should be adjusted or alternative strategies to accomplish the level of strategy should be investigated.

Growth Levels

Growth forecasts are not guaranteed, and while effort has to be made to ensure that services are provided if the growth is met, growth can be greater or lesser than the expected forecast. This can potentially create a surplus or deficit of funding available.

Between the 2016 Census and the 2021 Census the City of Temiskaming Shores experienced negative population growth of -2.9%. Between the 2016 and 2021 Census the City of Temiskaming Shores also experience some changes in the age-composition of its population. Therefore, an increase or decrease to the population or to the average age of residents may result in changing service needs and demands.

Strategy to address:

It is suggested that the growth of the City should be reviewed on a yearly basis to determine if the forecast is accurate, and if possible the budgets should be adjusted accordingly. The City should consider conducting a review / study of current and future housing demands every 2 to 3 years.

Assumptions

Assumptions have been made in the report to fill data gaps and have been noted where undertaken. As with any assumption, risk exists in that the assumption made not account for a large enough percentage of the assets and could potentially results in unexpected costs if not corrected (i.e. year of installation assumed, when the asset is past its expected service life, and due to the degradation of the asset, effecting surrounding assets).

Strategy to address:

It is suggested that an inspection program be developed utilizing the information provided herein to eliminate the largest assumptions. The new findings should then be used to adjust the report findings, correcting the asset management strategy if required

6.4.1 Calculating Asset Risk

The risk or criticality calculation determines the overall risk of asset failure. The risk/criticality analytic can become a documented approach to determining capital priorities. A municipality could then compare priorities across asset types and categories. The City will be introducing some risk/criticality assessments based on analytics, to supplement professional judgement.

The City’s risk/criticality formula is provided below:

$$\text{Asset Risk/Criticality} = \text{Probability of Failure (PoF)} + \text{Consequence of Failure (CoF)}$$

The assessment of PoF will be dependent upon the condition and age of the asset, whereas CoF will be assessed based on analytics established by the municipality. The City will use weighted averages for its PoF and CoF using a scale out of 5 points each as the PoF was determined to be more important to the calculation.

The City’s risk/criticality weighted average example is provided below:

$$(80\% \times \text{PoF Rating}) + (20\% \times \text{CoF Rating}) = \text{Risk Rating (100\%)}$$

Table 6-6: Probability and Consequence of Failure Ratings

Asset	Condition / Age	Condition Qualitative	PoF Rating	PoF Qualitative	Weighting
Asset 1	5	Excellent	1	Rare	80%
Asset 2	4	Good	2	Unlikely	80%
Asset 3	3	Fair	3	Possible	80%
Asset 4	2	Poor	4	Likely	80%
Asset 5	1	Very Poor	5	Almost Certain	80%

Consequence of Failure Rating (Water)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Pipe Diameter	Less than 100mm	1	Minor	20%
Asset 2		100 to 150mm	2	Moderate	20%
Asset 3		150 to 200mm	3	Serious	20%
Asset 4		200 to 300mm	4	Very Serious	20%
Asset 5		300mm and Over	5	Major	20%

Consequence of Failure Rating (Sanitary)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Pipe Diameter	Less than 200mm	1	Minor	20%
Asset 2		200 to 250mm	2	Moderate	20%
Asset 3		250 to 300mm	3	Serious	20%
Asset 4		300 to 350mm	4	Very Serious	20%
Asset 5		350mm and Over	5	Major	20%

Consequence of Failure Rating (Storm and Culverts)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Pipe Diameter	Less than 250mm	1	Minor	20%
Asset 2		250 to 500mm	2	Moderate	20%
Asset 3		500 to 700mm	3	Serious	20%
Asset 4		700 to 1000mm	4	Very Serious	20%
Asset 5		1000mm and Over	5	Major	20%

Consequence of Failure Rating (Roads)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Road Classification	Class 6	1	Minor	20%
Asset 2		Class 5	2	Moderate	20%
Asset 3		Class 4	3	Serious	20%
Asset 4		Class 3	4	Very Serious	20%
Asset 5		Class 2 and 1	5	Major	20%

Consequence of Failure Rating (Bridges and Large Dia. Culverts)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Replacement Value	Up to \$100k	1	Minor	20%
Asset 2		\$101k to \$300k	2	Moderate	20%
Asset 3		\$301k to \$500k	3	Serious	20%
Asset 4		\$501k to \$700k	4	Very Serious	20%
Asset 5		\$701k and Over	5	Major	20%

Consequence of Failure Rating (Buildings and Facilities)

Asset	Detail	Value	CoF Rating	CoF Qualitative	Weighting
Asset 1	Replacement Value	Up to \$50k	1	Minor	20%
Asset 2		\$51k to \$100k	2	Moderate	20%
Asset 3		\$101k to \$300k	3	Serious	20%
Asset 4		\$301k to \$1M	4	Very Serious	20%
Asset 5		\$1M and Over	5	Major	20%

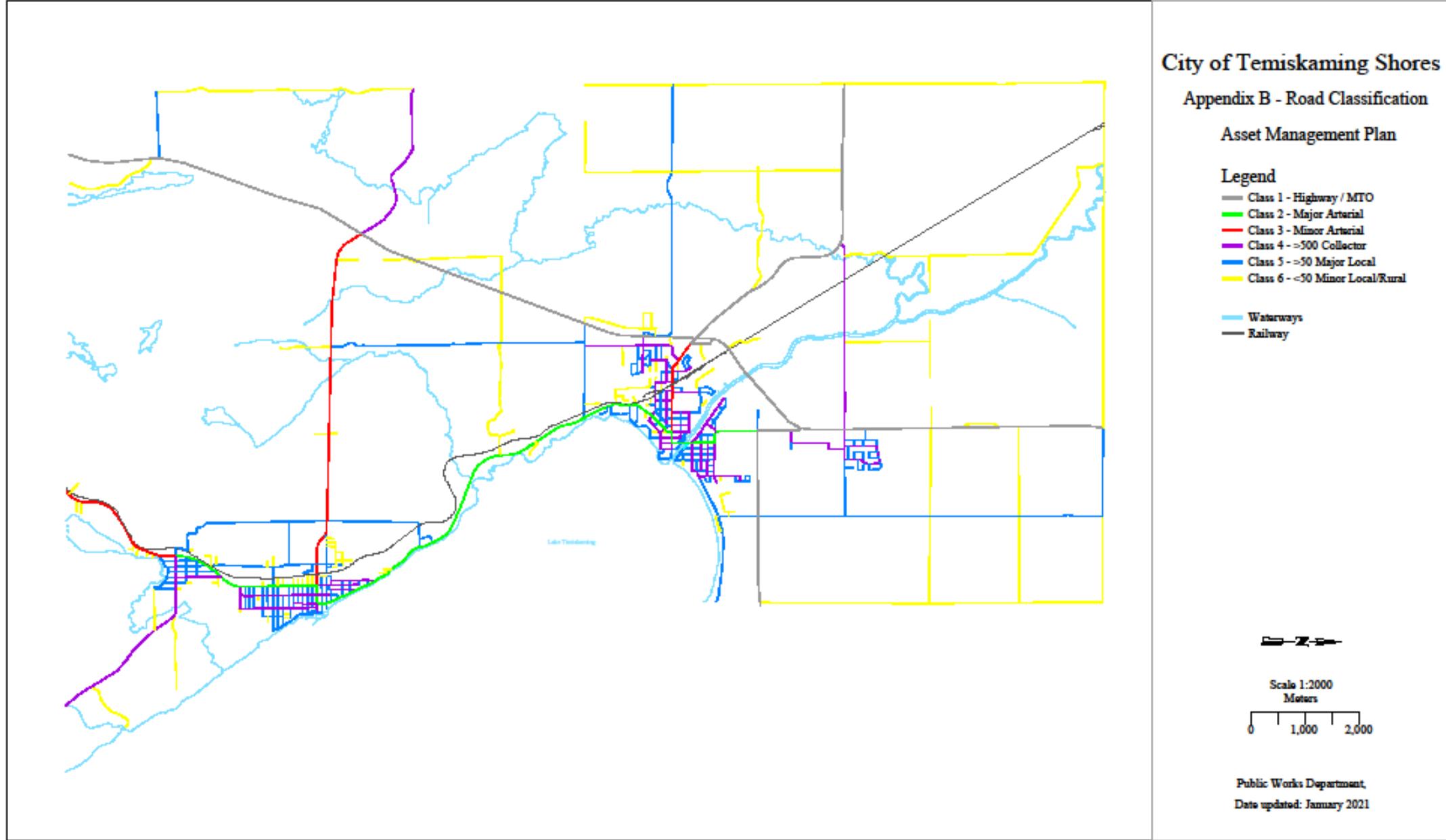
Appendix A

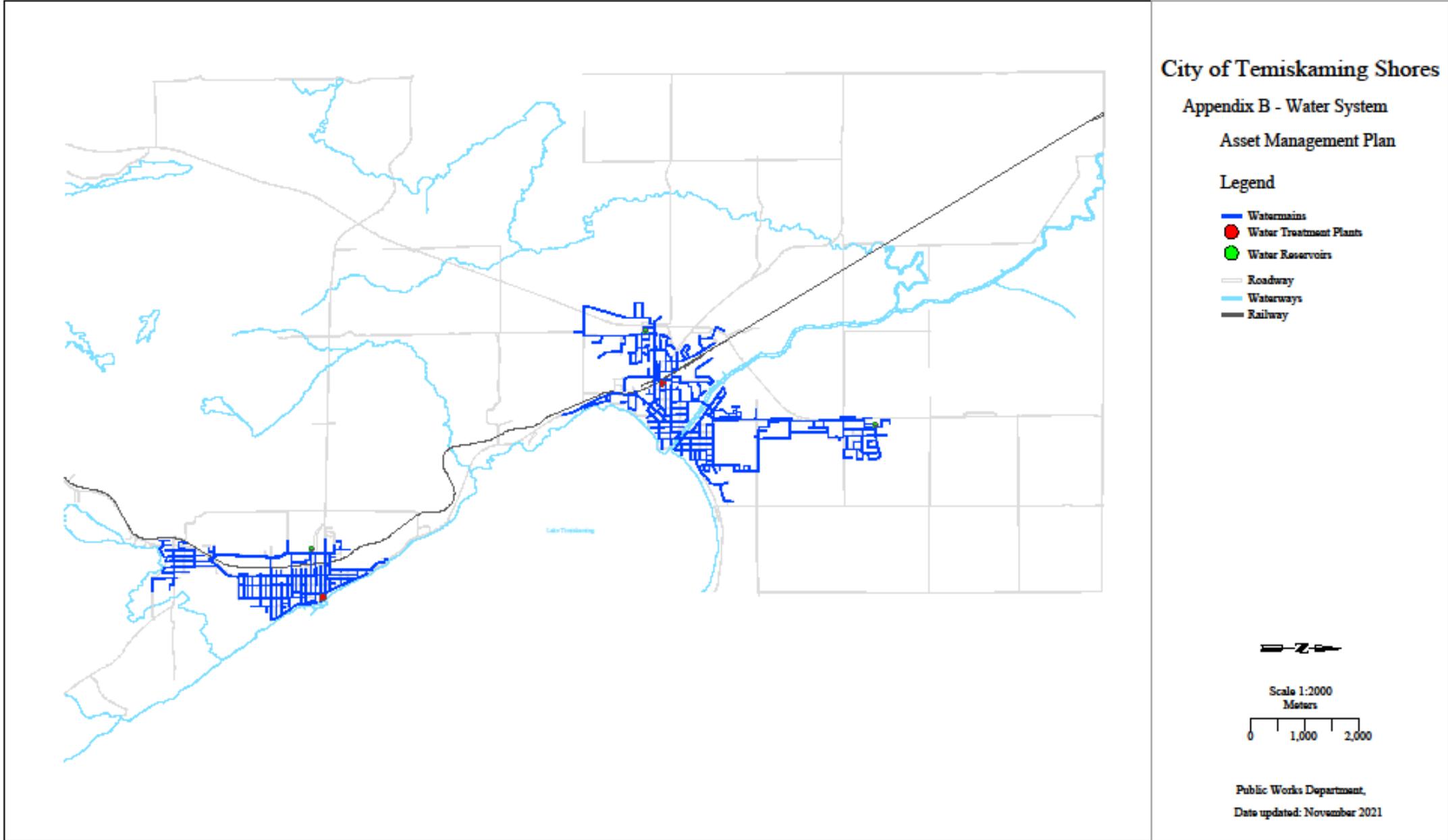
Appendix A

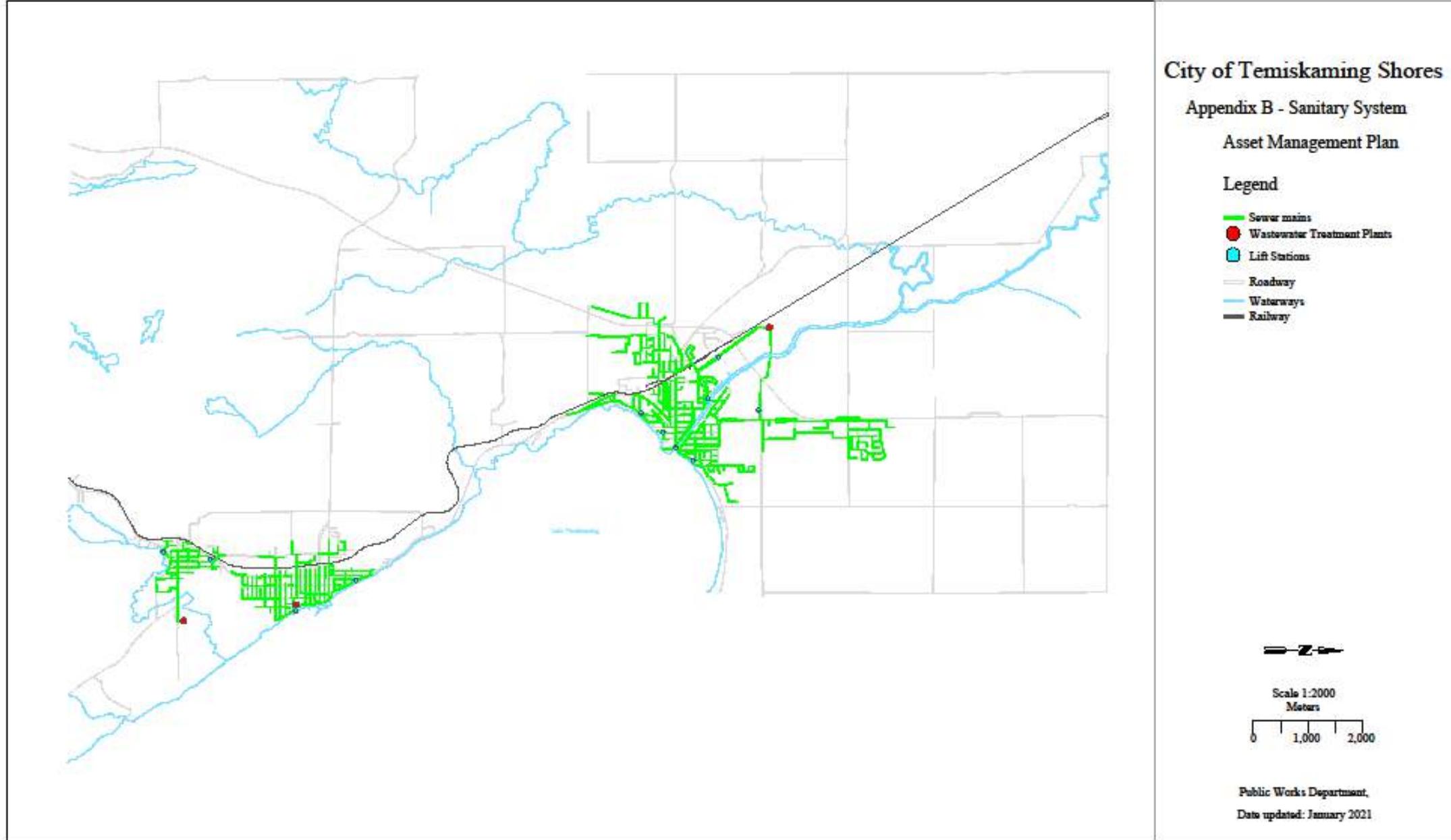
Glossary of Terms

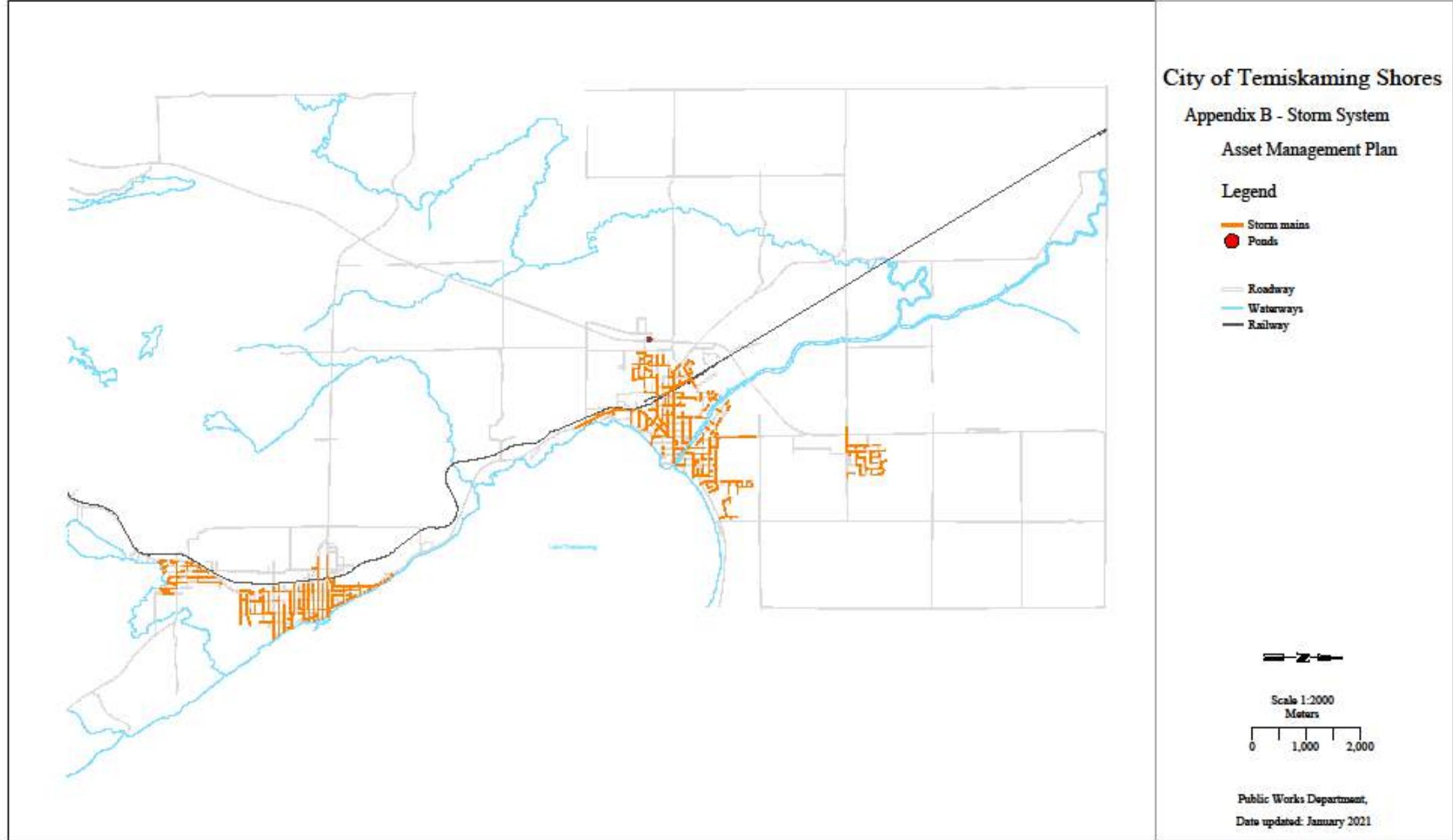
Term	Definition
Capital Cost	The total cost needed to bring a project to a commercially operable status.
Core Infrastructure Assets	<ol style="list-style-type: none"> 1. water asset that relates to the collection, production, treatment, storage, supply or distribution of water, 2. wastewater (sanitary) asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that can from time to time manages stormwater, 3. stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,
Lane Kilometers	A kilometer-long segment of roadway that is a single lane in width.
Level of Service	What people experience from the municipality's infrastructure. For example, bridges without load restrictions can offer a relatively higher level of service compared to bridges that do not allow heavy freight vehicles.
Lifecycle Activities	Activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.
Operational Cost	The cost of resources used by an organization just to maintain its existence.
Service Life	The total period during which a municipal infrastructure asset is in use or is available to be used.
Risk Analysis	A technique used to identify and assess factors that may jeopardize the success of a project.
Provincial Road Classifications	<ol style="list-style-type: none"> 1. Class 1 roads (highway), is merely a high speed road connecting 2 or more cities. Normally, highways are under provincial or federal control. 2. Class 2 and 3 roads (arterial) are usually constructed to move traffic from one end of the city to the other. (average daily traffic counts dictate the class, that modifies the maintenance standards) 3. Class 4 roads (collector) have the function to collect traffic from local streets and discharge them onto other collector or arterial roads. 4. Class 5 and 6 roads (local) serve primarily to provide access to the traffic emanating from the properties and discharge them onto collectors. Class 6 roads can also be found with a gravel surface. (average daily traffic counts dictate the class, that modifies the maintenance standards)

Appendix B













March 1 2022

Mr. C. Oslund, City Manager
City of Temiskaming Shores
325 Farr Drive
PO Box 2050
Haileybury, ON P0J 1K0

Dear Mr. Oslund:

SUBJECT: Haileybury Golf Club Permit Request

The clubhouse portion of Haileybury Golf Club operates as a community facility for small meetings and celebrations as well as use for local charities and church groups to hold golf tournaments and host meals afterwards. Often, upgrades are required to keep facilities safe for rental to community groups.

A cornerstone of our facility is a rooftop patio above our golf shop which requires significant repair. The patio is a significant drawing card for community users looking to rent our facility. Members have also enjoyed the use of the patio to commiserate over their experiences on the golf course.

In 2020, our executive decided to close the patio structure because of unsafe railings and decking, and to work towards reopening it with more robust safety features.

The rooftop patio is being rebuilt with safe railings, a new deck, and supporting walls.

As a community use facility, I am asking for your support of our clubhouse upgrades by waiving our permit fees. Each year, local groups like the Anglican Church, Catholic church, Hilliardton Marsh, Haileybury Curling Club, Haileybury and Cobalt Legions, and ACFO are regular users of our facility for fundraisers. Weekends are often booked for weddings, with the patio often serving as the location for the ceremony itself. The attraction of the outdoor patio and the view it offers is an important facet of community interest in our facility.

On behalf of the Haileybury Golf Club, I would like to thank you for consideration of our request of support.

Yours very truly,

Denis Lacroix, Prsident.



February 28, 2022

The Honorable Doug Ford

Premier of Ontario

Room 281, Legislative Building, Queen's Park

Toronto, ON M7A 1A1

RE: DISSOLVE ONTARIO LAND TRIBUNAL (OLT) (13.2)

Dear Premier:

This will confirm that at its February 23, 2022 meeting, Markham City Council adopted the following resolution:

Whereas Municipalities across this province collectively spend millions of dollars of taxpayer money and municipal resources developing Official Plans that meet current Provincial Planning Policy; and,

Whereas an Official Plan is developed through months of public consultation to ensure, “that future planning and development will meet the specific needs of our community”; and,

Whereas our Official Plan includes zoning provisions that encourage development of the “missing middle” or “gentle density” to meet the need for attainable housing in our community; and,

Whereas our Official Plan is ultimately approved by the province; and,

Whereas it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the City of Markham Official Plan; and,

Whereas it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the City of Markham Official Plan; and

Whereas municipal planning decisions may be appealed to the Ontario Land Tribunal (OLT; formerly the Ontario Municipal Board or “OMB”), an unelected, appointed body that is not accountable to the residents of the City of Markham; and,

Whereas the OLT has the authority to make a final decision on planning matters based on a “best planning outcome” and not whether the proposed development is in compliance with municipal Official Plans and Provincial Planning Policy; and,

Whereas Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans; and,

Whereas towns and cities across this Province are repeatedly forced to spend millions of dollars defending Official Plans that have already been approved by the province in expensive, time consuming and ultimately futile OLT hearings; and,

Whereas lengthy, costly OLT hearings act as a barrier to the development of all housing and commercial properties.

1. Now Therefore Be It Resolved That the City of Markham requests the Government of Ontario to instruct the OLT to immediately cease accepting new cases and then dissolve the OLT once its current caseload has been addressed, thereby eliminating one of the most significant sources of red tape delaying the development of housing in Ontario; and,
2. Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario; the Large Urban Mayors' Caucus of Ontario, the Small Urban GTHA Mayors and Regional Chairs of Ontario; and,
3. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Yours sincerely,



Kimberley Kitteringham
City Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
Andrea Horwath, Leader of the Opposition, New Democratic Party
Steven Del Duca, Leader, Ontario Liberal Party
Mike Schreiner, Leader, Green Party of Ontario
All MPPs in the Province of Ontario
Large Urban Mayors' Caucus of Ontario
Small Urban GTHA Mayors
Regional Chairs of Ontario
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

INSPECTION

Inspection of 2022 – 2023 Annual Work Schedule for Timiskaming Forest

The April 1, 2022 – March 31, 2023 Annual Work Schedule (AWS) for the **Timiskaming Forest** is available electronically for public viewing by contacting the **Timiskaming Forest Alliance Inc.**, during normal business hours and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2022** and for the one-year duration of the AWS.

Scheduled Forest Management Operations

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

Tree Planting and Fuelwood

Timiskaming Forest Alliance Inc. is responsible for tree planting in the Timiskaming Forest. Please contact the Forest Company listed below for information regarding tree planting job opportunities.

For information on the locations and licence requirements for obtaining fuelwood for personal use, please contact the NDMNRF staff listed below. For commercial fuelwood opportunities, please contact the Forest Company listed below.

More Information

For more information on the AWS, to arrange a remote meeting with NDMNRF staff to discuss the AWS or to request AWS summary information, please contact the NDMNRF contact below:

Ying Hong, R.P.F.

Ministry of Northern Development, Mines
Natural Resources and Forestry
Kirkland Lake District Office
201-145 Government Road West
Kirkland Lake, ON P2N 2E8
tel: 705-668-0302
e-mail: ying.hong@ontario.ca

Samantha O'Donnell

Ministry of Northern Development, Mines
Natural Resources and Forestry
Timmins District Office
5520 Highway 101 East, P.O. Bag 3090
South Porcupine, ON P0N 1H0
tel: 705-465-6279
e-mail: samantha.o'donnell@ontario.ca

Yves Vivier, R.P.F.

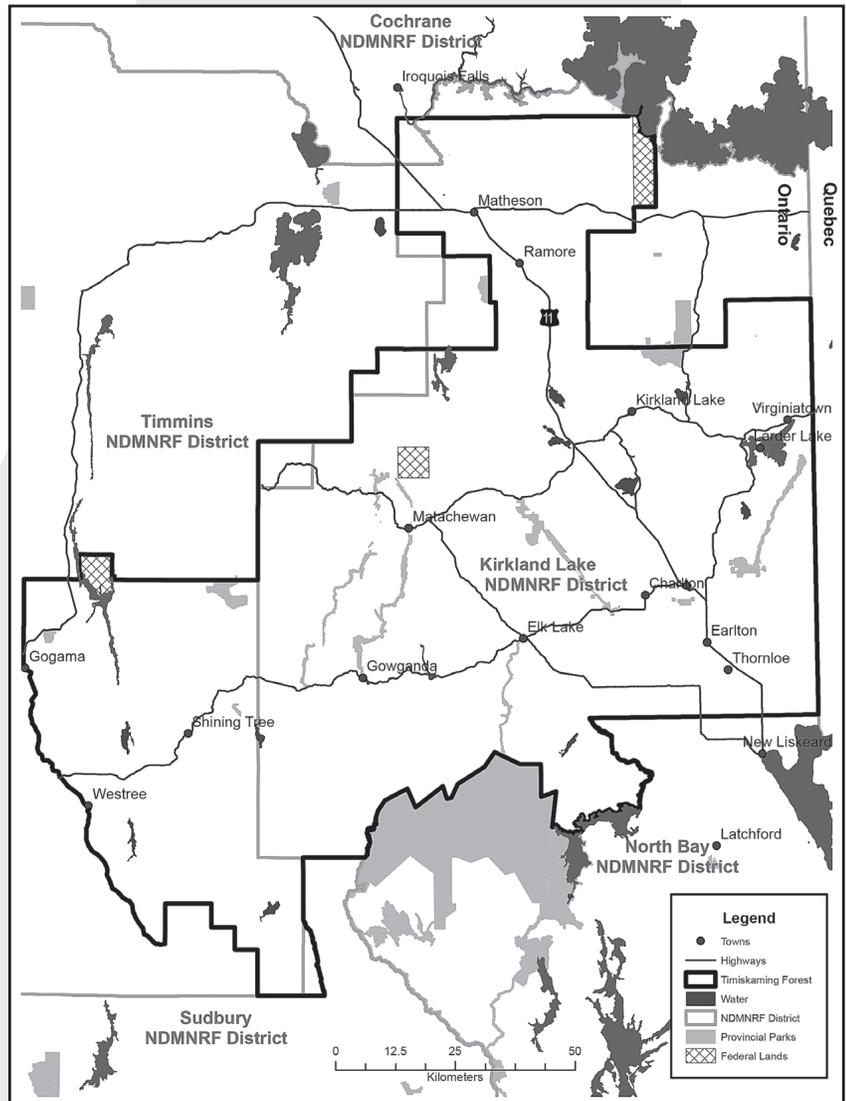
Timiskaming Forest Alliance Inc.
c/o First Resource Management Group Inc.
22 Paget Street North
Temiskaming Shores, ON P0J 1P0
tel: 705-680-0033 EXT 232
e-mail: yves.vivier@fmg.ca

Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

Renseignements en français : Michel Rainville au 705 668-0529.





Dear Fund Holder,

For a second year, COVID-19 has continued to greatly impact our lives. In dealing with the fall out from the pandemic, community capacity remains a challenge and we continue to work to ensure future community stability.

At the end of 2021, fund assets were \$10,851,105; after having distributed over \$510,000 to charities and agencies in our community.

In the office, we were excited to publish our inaugural Vital Signs Report. We will be sending out a copy soon.

We have also invested in a new software program. This tool will automate much of the work that we had been doing manually. It will ensure that information can be accessed easily and quickly. You will see this reflected in the changes that we will be making to the fund reports we send out – they will be easier to read and understand.

In 2021, we updated our spending policy to change the way we calculate income, granting and fees for individual funds. Administration fees and granting amounts will be determined based on the average fund value over four quarters. All remaining spendable earnings will be allocated to reserves, extra granting and/or inflation, upon direction from the Board of Directors.

On a practical level, in 2021, thanks to an extremely favourable investment climate which gave us an extraordinary 15.3% return, we were able to allocate 1.75% admin fee, cover our minimum 3.5% granting guarantee, provide up to 3 years (10.5%) of granting in reserves, allocate up to 2.5% inflation and in many cases still have funds available for extra granting. Please see the attached fund report for specific details for your fund.

If you have any questions about our reports, events, or initiatives, please do not hesitate to contact us at 705-647-1055 or tff@temiskamingfoundation.ca

Thank you again for your contribution and the continued caring you have demonstrated.

Sincerely,
Claire Hendriks, Executive Director



THE TEMISKAMING FOUNDATION

Endowment Fund Report

For the year ending December 31, 2021

Temiskaming Shores Smart & Caring Community Fund

FUND SUMMARY

Beginning Balance	\$	137,722
Donations	\$	18,000
Net investment income	\$	22,926
Grants given out	\$	(7,046)
Admin fee	\$	(2,553)
Ending Balance	\$	<u>169,049</u>

GRANTMAKING

In 2021, the Temiskaming Shores Smart & Caring Community Fund granted \$7,046 to the Rotary Splash Pad project.

For 2022, the total amount available for granting in the fund is \$6,564. The amount available for granting is made up of the following:

Minimum granting	\$	6,564
Extra granting	\$	-
Total available for granting in 2022	\$	<u>6,564</u>

RESERVES AND INFLATION

As of December 31, 2021, the fund had \$19,691 in reserves, enough to cover 3 years of granting. The fund was also able to allocate \$198 for inflation.

DETAILED FUND ACTIVITY

	Principal	Reserves & Grantmaking	Total
Beginning Balance	\$ 124,596	\$ 13,126	\$ 137,722
Donations	\$ 18,000	\$ -	\$ 18,000
Net investment income	\$ -	\$ 22,926	\$ 22,926
Grants given out	\$ -	\$ (7,046)	\$ (7,046)
Admin fee	\$ -	\$ (2,553)	\$ (2,553)
Allocation for inflation	\$ 198	\$ (198)	\$ -
Ending Balance	\$ 142,794	\$ 26,255	\$ 169,049

DETAILED ALLOCATION

Average 4-quarter fund value	\$ 145,861
Minimum grantmaking, 4.50%	\$ 6,564
Admin fee, 1.75%	\$ 2,553
Maximum reserves, 3 years of min. grantmaking	\$ 19,691
Maximum inflation allocation, 2.5% of principal	\$ 4,991

	Principal	Reserves & Grantmaking
Principal & Donations	\$ 142,596	\$ -
Minimum grantmaking, 2022	\$ -	\$ 6,564
Reserves Balance (100%)	\$ -	\$ 19,691
Allocation for inflation	\$ 198	\$ -
Extra grantmaking, 2022	\$ -	\$ -
Ending Balance	\$ 142,794	\$ 26,255



**The Town of The Blue Mountains
Council Meeting**

Title: Ontario Housing Affordability Task Force Report, PDS.22.037
Date: Monday, February 28, 2022

Moved by: Councillor Matrosovs
Seconded by: Deputy Mayor Bordignon

THAT Council receive Staff Report PDS.22.037, entitled "Ontario Housing Affordability Task Force Recommendations – Information Report";
AND THAT Council direct Town staff to monitor any provincial policy and legislative changes that may be proposed by the Province to address Housing and Affordability issues.

The motion is Carried



Staff Report

Planning & Development Services – Planning Division

Report To: Council
Meeting Date: February 28, 2022
Report Number: PDS.22.037
Title: Ontario Housing Affordability Task Force Report
Prepared by: Nathan Westendorp, Director of Planning & Development Services

A. Recommendations

THAT Council receive Staff Report PDS.22.037, entitled “Ontario Housing Affordability Task Force Recommendations – Information Report”;

AND THAT Council direct Town staff to monitor any provincial policy and legislative changes that may be proposed by the Province to address Housing and Affordability issues.

B. Overview

This is an Information report to Council regarding Town staff’s response to the Ontario Housing Affordability Task Force Report and additional suggestions Town staff provided to the Province.

C. Background

During its February 14, 2022 Council meeting, Town Council considered correspondence from the Minister of Municipal Affairs & Housing. Specifically, the Minister sent correspondence to all Heads of Council within the Province seeking feedback and suggestions regarding opportunities to increase the supply of housing and expand affordability. Staff also provided a high level verbal overview of the Ontario Housing Affordability Task Force Report that was attached to the Minister’s letter.

As background, the Provincial Government struck the Ontario Housing Affordability Task Force in late 2021 to look into the housing and affordability challenges that continue to impact many Ontarians. The Task Force’s process included consultation with various stakeholders involved in the planning, development and housing industries. For more information on the Task Force and its mandate, please refer to Attachment #1.

On February 8, 2022, the Task Force released a report containing fifty-five (55) recommendations for the Provincial government to consider as potential actions to help address housing supply and affordability issues that are very prevalent across the Province. The Minister’s letter to Heads of

Council provided the Town with an opportunity to give feedback on the Task Force Recommendations as well as to offer additional suggested solutions that could also be explored.

Given that the Minister requested municipal feedback to be submitted by Tuesday February 15, 2022, there was insufficient turnaround time for Town staff to provide a thorough analysis of the Task Force Report recommendations through a staff report that could be considered by Council prior to the Provincial deadline. Therefore, Town Council directed staff to prepare a comment letter to the Province on behalf of the Town, with a copy of the letter provided to Council. On February 15, 2022, Town staff provided a letter to the Province outlining primary feedback on the Task Force's recommendations as well as some additional ideas/suggestions for the Province to consider, please refer to Attachment 3.

D. Analysis

As Council is fully aware, the housing supply and affordability issues in the Province has reached dramatic levels exacerbated by several factors, and the Town is one of several municipal examples where the issues are very prevalent and impactful on current residents, future residents and the local economy. To be clear, there is no single "silver bullet" to address the issues that exist. To effectively address the issues requires a suite of changes to adjust the systems involved in planning, development, building, and financing homes. All levels of government have a role to play in facilitating change. However, because provincial legislation guides how municipalities function and the decisions they make regarding housing, it is critical that municipalities engage the province in constructive dialogue to drive change that municipalities can implement effectively.

The Province has indicated that it is committed to action and it is possible that the Province will move forward on some of the Task Force recommendation in the near future. However, it is important to note that the Task Force's Report is only the first step towards action. They are recommendations at this time and are not yet proposed policy or legislation. Town staff have no indication regarding which, if any, of the Task Force recommendations will be acted upon. As a next step, staff expect that the Province will take the recommendations that are considered actionable and then translate them into proposed policy and legislation. The true impact of the Task Force recommendations will be difficult to fully understand until draft policy and draft legislation is released for further review and comment. It will be critical for the Town to continue to monitor the Province's next actions and provide comments on proposed policy and/or legislation when released for consultation.

Looking ahead, Town staff expect a season of change in the near future which will very likely impact municipal planning documents, processes and possibly, municipal decision-making. The Town's Official Plan Review process naturally offers the opportunity (if needed) to integrate proposed changes in Provincial policy into an updated Official Plan in the future. As noted above shifts in provincial policy direction and legislation will need to be assessed in the future by Planning staff to fully understand how the Official Plan Review workplan and timelines could be impacted. Depending on the scale of the policy and/or legislation changes the Province brings forward, it is possible that Phase One of the Official Plan Review Project may not be complete before the municipal election in Fall of 2022. The Planning Division remains well

positioned to continue to evaluate the impacts of future Provincial actions, policies and legislation on the Town. Under the leadership of Trevor Houghton, Manager of Community Planning, alongside Shawn Postma, Senior Policy Planner, the Planning Division will monitor these matters and report back to Council accordingly.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

F. Financial Impacts

There are no direct financial impacts on the Town as a result of this specific Staff Report. However, policy and/or legislative changes from the Province may have undetermined impacts on resources and projects in the future.

G. In Consultation With

Trevor Houghton, Manager of Community Planning

Shawn Postma, Senior Policy Planner

H. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Nathan Westendorp, directorplanningdevelopment@thebluemountains.ca

I. Attached

1. Attachment 1 – Provincial Task Force Overview
2. Attachment 2 – Ontario Housing Affordability Task Force Report
3. Attachment 3 – Town Comment Letter to Province

Respectfully submitted,

Nathan Westendorp, RPP MCIP
Director of Planning and Development Services

For more information, please contact:
directorplanningdevelopment@thebluemountains.ca
519-599-3131 extension 246

NEWS RELEASE

Ontario Appoints Housing Affordability Task Force

Task Force of experts to provide recommendations on further opportunities to address housing affordability

December 06, 2021

[Municipal Affairs and Housing](#)

TORONTO — Ontario has appointed nine members to a new Housing Affordability Task Force who will provide the government with recommendations on additional measures to address market housing supply and affordability.

“Young families, seniors and all hardworking Ontarians are desperate for housing that meets their needs and budget,” said Premier Doug Ford. “At a time when our government is hard at work building an economy that works for everyone, this Task Force will provide us with concrete, expert advice that will support our government as we make it easier for more Ontarians to realize the dream of home ownership.”

The mandate of the Housing Affordability Task Force is to explore measures to address housing affordability by:

- Increasing the supply of market rate rental and ownership housing;
- Building housing supply in complete communities;
- Reducing red tape and accelerating timelines;
- Encouraging innovation and digital modernization, such as in planning processes;
- Supporting economic recovery and job creation; and
- Balancing housing needs with protecting the environment.

The Task Force, chaired by Jake Lawrence, CEO and Group Head, Global Banking and Markets at Scotiabank, represents a diverse range of experts in not-for-profit housing, Indigenous housing, real estate, home builders, financial markets and economics. The chair’s report outlining the Task Force’s recommendations will be published in early 2022.

“Our government’s policies under the Housing Supply Action Plan are working to address affordability, but more needs to be done at all levels of government,” said Steve Clark, Minister of Municipal Affairs and Housing. “The Housing Affordability Task Force will help our government build on our progress by identifying more opportunities to increase the supply of all kinds of housing, especially the missing middle. Under Mr. Lawrence’s strong leadership, I am confident in the expertise and experiences of this Task Force, and I thank them for their commitment to help us address the housing crisis.”

“I’m honoured to have been appointed as the Chair of Ontario’s new Housing Affordability Task Force,” said Lawrence. “I’m proud to work with a diverse team of experts who are committed to ensuring improved housing affordability for current and future Ontarians. We are eager to begin our work to identify and recommend actionable solutions and policies to support the government’s efforts to address the province’s housing affordability crisis.”

“Having a safe, affordable place to call home is an important building block in the foundation of success, which is why addressing housing supply and affordability is a key priority for our government,” said Peter Bethlenfalvy, Minister of Finance. “We are creating a Task Force to examine innovative policy solutions in order to ensure that the dream of home ownership is in reach for families in every corner of Ontario.”

The Housing Affordability Task Force was first announced as part of [the 2021 Ontario Economic Outlook and Fiscal Review: Build Ontario](#).

Everyone has a role to play in fixing Ontario’s housing crisis. Ontario will continue to work with municipal partners to help them use the tools the province has provided to unlock housing and make finding a home more affordable for hardworking Ontarians. This includes working with municipalities through the upcoming Provincial-Municipal Housing Summit and a special session with rural municipalities leading up to the ROMA conference in January 2022.

Quick Facts

- The provincial government's housing policies under [More Homes, More Choice: Ontario's Housing Supply Action Plan](#) are working to make housing more affordable by increasing the supply of the full range of housing options, from single-family homes to midrise housing to apartment buildings.
 - In 2020, the year after More Homes, More Choice was implemented, Ontario saw the highest level of housing starts in a decade and the highest level of rental starts since 1992. Housing and rental starts in 2021 are on track to exceed these levels.
 - The province's ongoing work to address housing affordability complements our continued supports for affordable housing for our most vulnerable Ontarians. Through the [Community Housing Renewal Strategy](#) and Ontario's response to COVID-19, the province is providing more than \$3 billion in this fiscal year and last year. This includes over \$1 billion in flexible supports through the Social Services Relief Fund to municipal and Indigenous partners.
-

Additional Resources

- [Ontario Names Chair and Members of Housing Affordability Task Force](#)
-

Related Topics

Government

Learn about the government services available to you and how government works. [Learn more](#)

Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn more](#)

Media Contacts

Zoe Knowles

Minister's Office

Zoe.Knowles@ontario.ca

Conrad Spezowka

Communications Branch

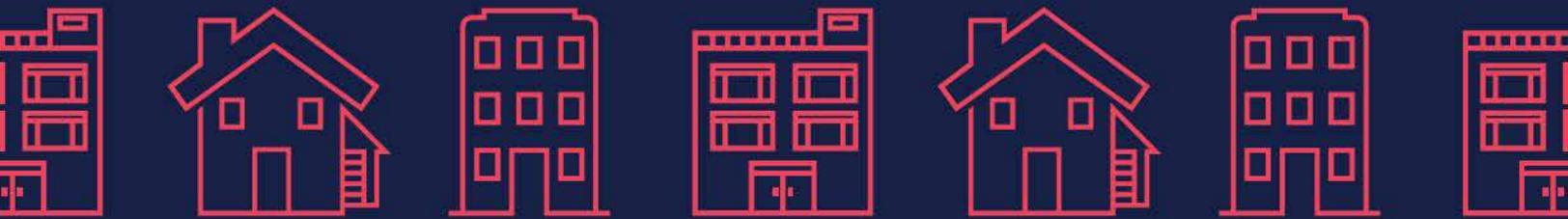
mma.media@ontario.ca

[Accessibility](#)

[Privacy](#)

[Contact us](#)

© Queen's Printer for Ontario, 2012-2022



Report of the
**Ontario Housing
Affordability Task Force**

February 8, 2022



Contents

Letter to Minister Clark.....	3
Executive summary and recommendations.....	4
Introduction.....	6
Focus on getting more homes built	9
Making land available to build.....	10
Cut the red tape so we can build faster and reduce costs.....	15
Reduce the costs to build, buy and rent.....	18
Support and incentivize scaling up housing supply	22
Conclusion	26
Appendix A: Biographies of Task Force Members	27
Appendix B: Affordable Housing.....	29
Appendix C: Government Surplus Land	31
Appendix D: Surety Bonds	32
References	33

Letter to Minister Clark

Dear Minister Clark,

Hard-working Ontarians are facing a housing crisis. For many years, the province has not built enough housing to meet the needs of our growing population. While the affordability crisis began in our large cities, it has now spread to smaller towns and rural communities.

Efforts to cool the housing market have only provided temporary relief to home buyers. The long-term trend is clear: house prices are increasing much faster than Ontarian's incomes. The time for action is now.

When striking the Housing Affordability Task Force, you and Premier Ford were clear: you wanted actionable, concrete solutions to help Ontarians and there was no time to waste. You asked us to be bold and gave us the freedom and independence to develop our recommendations.

In the past two months, we have met municipal leaders, planners, unions, developers and builders, the financial sector, academics, think tanks and housing advocates. Time was short, but solutions emerged consistently around these themes:

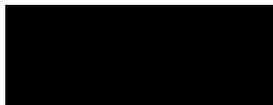
- More housing density across the province
- End exclusionary municipal rules that block or delay new housing
- Depoliticize the housing approvals process
- Prevent abuse of the housing appeals system
- Financial support to municipalities that build more housing

We present this report to you not as an “all or nothing” proposal, but rather as a list of options that the government has at its disposal to help address housing affordability for Ontarians and get more homes built. We propose an ambitious but achievable target: 1.5 million new homes built in the next ten years.

Parents and grandparents are worried that their children will not be able to afford a home when they start working or decide to start a family. Too many Ontarians are unable to live in their preferred city or town because they cannot afford to buy or rent.

The way housing is approved and built was designed for a different era when the province was less constrained by space and had fewer people. But it no longer meets the needs of Ontarians. The balance has swung too far in favour of lengthy consultations, bureaucratic red tape, and costly appeals. It is too easy to oppose new housing and too costly to build. We are in a housing crisis and that demands immediate and sweeping reforms.

It has been an honour to serve as Chair, and I am proud to submit this report on behalf of the entire Task Force.



Jake Lawrence

Chair, Housing Affordability Task Force

Chief Executive Officer and Group Head, Global Banking and Markets, Scotiabank

Executive summary and recommendations

House prices in Ontario have almost tripled in the past 10 years, growing much faster than incomes. This has home ownership beyond the reach of most first-time buyers across the province, even those with well-paying jobs. Housing has become too expensive for rental units and it has become too expensive in rural communities and small towns. The system is not working as it should.

For too long, we have focused on solutions to “cool” the housing market. It is now clear that we do not have enough homes to meet the needs of Ontarians today, and we are not building enough to meet the needs of our growing population. If this problem is not fixed – by creating more housing to meet the growing demand – housing prices will continue to rise. We need to build more housing in Ontario.

This report sets out recommendations that would set a bold goal and clear direction for the province, increase density, remove exclusionary rules that prevent housing growth, prevent abuse of the appeals process, and make sure municipalities are treated as partners in this process by incentivizing success.

Setting bold targets and making new housing the planning priority

Recommendations 1 and 2 urge Ontario to set a bold goal of adding 1.5 million homes over the next 10 years and update planning guidance to make this a priority.

The task force then recommends actions in five main areas to increase supply:

Require greater density

Land is not being used efficiently across Ontario. In too many neighbourhoods, municipal rules only allow single-family homes – not even a granny suite. Taxpayers have invested heavily in subway, light rail, bus and rail lines and highways, and the streets nearby are ideally suited for more mid- and high-rise housing. Underused or redundant commercial and industrial buildings are ripe to be redeveloped into housing or mixed commercial and residential use. New housing on undeveloped land should also be higher density than traditional suburbs, especially close to highways.

Adding density in all these locations makes better use of infrastructure and helps to save land outside urban boundaries. Implementing these recommendations will provide Ontarians with many more options for housing.

Recommendations 3 through 11 address how Ontario can quickly create more housing supply by allowing more housing in more locations “as of right” (without the need for municipal approval) and make better use of transportation investments.

Reduce and streamline urban design rules

Municipalities require numerous studies and set all kinds of rules for adding housing, many of which go well beyond the requirements of the provincial Planning Act. While some of this guidance has value for urban design, some rules appear to be arbitrary and not supported by evidence – for example, requiring condo buildings to include costly parking stalls even though many go unsold. These rules and requirements result in delays and extra costs that make housing either impossible to build or very expensive for the eventual home buyer or renter.

Recommendation 12 would set uniform provincial standards for urban design, including building shadows and setbacks, do away with rules that prioritize preservation of neighbourhood physical character over new housing, no longer require municipal approval of design matters like a building’s colour, texture, type of material or window details, and remove or reduce parking requirements.

Depoliticize the process and cut red tape

NIMBYism (not in my backyard) is a major obstacle to building housing. It drags out the approval process, pushes up costs, and keeps out new residents. Because local councillors depend on the votes of residents who want to keep the status quo, the planning process has become politicized. Municipalities allow far more public consultation than is required, often using formats that make it hard for working people and families with young children to take part. Too few technical decisions are delegated to municipal staff. Pressure to designate buildings with little or no heritage value as “heritage” if development is proposed and bulk listings of properties with “heritage potential” are also standing in the way of getting homes built. Dysfunction throughout the system, risk aversion and needless bureaucracy have resulted in a situation where Ontario lags the rest of Canada and the developed world in approval times. Ontarians have waited long enough.

Recommendations 13 through 25 would require municipalities to limit consultations to the legislated maximum, ensure people can take part digitally, mandate the delegation of technical decisions, prevent abuse of the heritage process and see property owners compensated for financial loss resulting from designation, restore the right of developers to appeal Official Plans and Municipal Comprehensive Reviews, legislate timelines for approvals and enact several other common sense changes that would allow housing to be built more quickly and affordably.

Fix the Ontario Land Tribunal

Largely because of the politicization of the planning process, many proponents look to the Tribunal, a quasi-judicial body, to give the go-ahead to projects that should have been approved by the municipality. Even when there is municipal approval, however, opponents appeal to the Tribunal – paying only a \$400 fee – knowing that this may well succeed in delaying a project to the point where it might no longer make economic sense. As a result, the Tribunal faces a backlog of more than 1,000 cases and is seriously under-resourced.

Recommendations 26 through 31 seek to weed out or prevent appeals aimed purely at delaying projects, allow adjudicators to award costs to proponents in more cases, including instances where a municipality has refused an approval to avoid missing a legislated deadline, reduce the time to issue decisions, increase funding, and encourage the Tribunal to prioritize cases that would increase housing supply quickly as it tackles the backlog.

Support municipalities that commit to transforming the system

Fixing the housing crisis needs everyone working together. Delivering 1.5 million homes will require the provincial and federal governments to invest in change. Municipalities that make the difficult but necessary choices to grow housing supply should be rewarded, and those that resist new housing should see funding reductions.

Recommendations 49 and 50 call for Ontario government to create a large “Ontario Housing Delivery Fund” and encourage the federal government to match funding, and suggest how the province should reward municipalities that support change and reduce funding for municipalities that do not.

This executive summary focuses on the actions that will get the most housing units approved and built in the shortest time. Other recommendations in the report deal with issues that are important but may take more time to resolve or may not directly increase supply (recommendation numbers are indicated in brackets): improving tax and municipal financing (**32-37, 39, 42-44**); encouraging new pathways to home ownership (**38, 40, 41**); and addressing labour shortages in the construction industry (**45-47**).

This is not the first attempt to “fix the housing system”. There have been efforts for years to tackle increasing housing prices and find solutions. This time must be different. **Recommendations 50-55** set out ways of helping to ensure real and concrete progress on providing the homes Ontarians need.

Introduction

Ontario is in a housing crisis. Prices are skyrocketing: the average price for a house across Ontario was \$923,000 at the end of 2021.^[1] Ten years ago, the average price was \$329,000.^[2] Over that period, average house prices have climbed 180% while average incomes have grown roughly 38%.^{[3][4]}

Not long ago, hard-working Ontarians – teachers, construction workers, small business owners – could afford the home they wanted. In small towns, it was reasonable to expect that you could afford a home in the neighbourhood you grew up in. Today, home ownership or finding a quality rental is now out of reach for too many Ontarians. The system is not working as it should be.

Housing has become too expensive for rental units and it has become too expensive in rural communities and small towns.

While people who were able to buy a home a decade or more ago have built considerable personal equity, the benefits of having a home aren't just financial. Having a place to call home connects people to their community, creates a gathering place for friends and family, and becomes a source of pride.

Today, the reality for an ever-increasing number of Ontarians is quite different. Everyone in Ontario knows people who are living with the personal and financial stress of not being able to find housing they can afford. The young family who can't buy a house within two hours of where they work. The tenant with a good job who worries about

where she'll find a new apartment she can afford if the owner decides to sell. The recent graduate who will have to stay at home for a few more years before he can afford to rent or buy.

While the crisis is widespread, it weighs more heavily on some groups than on others. Young people starting a family who need a larger home find themselves priced out of the market. Black, Indigenous and marginalized people face even greater challenges. As Ontarians, we have only recently begun to understand and address the reality of decades of systemic racism that has resulted in lower household incomes, making the housing affordability gap wider than average.

The high cost of housing has pushed minorities and lower income Ontarians further and further away from job markets. Black and Indigenous homeownership rates are less than half of the provincial average.^[5] And homelessness rates among Indigenous Peoples are 11 times the national average. When housing prevents an individual from reaching their full potential, this represents a loss to every Ontarian: lost creativity, productivity, and revenue. Lost prosperity for individuals and for the entire Ontario economy.



As much as we read about housing affordability being a challenge in major cities around the world, the depth of the challenge has become greater in Ontario and Canada than almost anywhere in the developed world.



Canada has the lowest amount of housing per population of any G7 country.

How did we get here? Why do we have this problem?

A major factor is that there just isn't enough housing. A 2021 Scotiabank study showed that Canada has the fewest housing units per population of any G7 country – and, our per capita housing supply has *dropped* in the past five years.^[6] An update to that study released in January 2022 found that two thirds of Canada's housing shortage is in Ontario.^[7] Today, Ontario is 1.2 million homes – rental or owned – short of the G7 average. With projected population growth, that huge gap is widening, and bridging it will take immediate, bold and purposeful effort. And to support population growth in the next decade, we will need one million more homes.

While governments across Canada have taken steps to “cool down” the housing market or provide help to first-time buyers, these demand-side solutions only work if there is enough supply. Shortages of supply in any market have a direct impact on affordability. Scarcity breeds price increases. Simply put, if we want more Ontarians to have housing, we need to build more housing in Ontario.

Ontario must build 1.5 million homes over the next 10 years to address the supply shortage

The housing crisis impacts all Ontarians. The ripple effect of the crisis also holds back Ontario reaching its full potential.

Economy

Businesses of all sizes are facing problems finding and retaining workers. Even high-paying jobs in technology and manufacturing are hard to fill because there's not enough housing nearby. This doesn't just dampen the economic growth of cities, it makes them less vibrant, diverse, and creative, and strains their ability to provide essential services.

Public services

Hospitals, school boards and other public service providers across Ontario report challenges attracting and retaining staff because of housing costs. One town told us that it

could no longer maintain a volunteer fire department, because volunteers couldn't afford to live within 10 minutes drive of the firehall.

Environment

Long commutes contribute to air pollution and carbon emissions. An international survey of 74 cities in 16 countries found that Toronto, at 96 minutes both ways, had the longest commute times in North America and was essentially tied with Bogota, Colombia, for the longest commute time worldwide.^[8] Increasing density in our cities and around major transit hubs helps reduce emissions to the benefit of everyone.

Ontario must build

1.5M

homes over the next 10 years
to address the supply shortage.



Our mandate and approach

Ontario's Minister of Municipal Affairs and Housing tasked us with recommending ways to accelerate our progress in closing the housing supply gap to improve housing affordability.

Time is of the essence. Building housing now is exactly what our post-pandemic economy needs. Housing construction creates good-paying jobs that cannot be outsourced to other countries. Moreover, the pandemic gave rise to unprecedented levels of available capital that can be invested in housing – if we can just put it to work.

We represent a wide range of experience and perspectives that includes developing, financing and building homes, delivering affordable housing, and researching housing market trends, challenges and solutions. Our detailed biographies appear as [Appendix A](#).



We acknowledge that every house in Ontario is built on the traditional territory of Indigenous Peoples.



People in households that spend 30% or more of total household income on shelter expenses are defined as having a “housing affordability” problem. Shelter expenses include electricity, oil, gas, coal, wood or other fuels, water and other municipal services, monthly mortgage payments, property taxes, condominium fees, and rent.

Our mandate was to focus on how to increase market housing supply and affordability. By market housing, we are referring to homes that can be purchased or rented without government support.

Affordable housing (units provided at below-market rates with government support) was not part of our mandate.

The Minister and his cabinet colleagues are working on that issue. Nonetheless, almost every stakeholder we spoke with had ideas that will help deliver market housing and also make it easier to deliver affordable housing. However, affordable housing is a societal responsibility and will require intentional investments and strategies to bridge the significant affordable housing gap in this province. We have included a number of recommendations aimed at affordable housing in the body of this report, but have also included further thoughts in [Appendix B](#).

We note that government-owned land was also outside our mandate. Many stakeholders, however, stressed the value of surplus or underused public land and land associated with major transit investments in finding housing solutions. We agree and have set out some thoughts on that issue in [Appendix C](#).

How we did our work

Our Task Force was struck in December 2021 and mandated to deliver a final report to the Minister by the end of January 2022. We were able to work to that tight timeline because, in almost all cases, viewpoints and feasible solutions are well known. In addition, we benefited from insights gleaned from recent work to solve the problem in other jurisdictions.

During our deliberations, we met with and talked to over 140 organizations and individuals, including industry associations representing builders and developers, planners, architects, realtors and others; labour unions; social justice advocates; elected officials at the municipal level; academics and research groups; and municipal planners. We also received written submissions from many of these participants. In addition, we drew on the myriad public reports and papers listed in the [References](#).

We thank everyone who took part in sessions that were uniformly helpful in giving us a deeper understanding of the housing crisis and the way out of it. We also thank the staff of the Ministry of Municipal Affairs and Housing who provided logistical and other support, including technical briefings and background.

The way forward

The single unifying theme across all participants over the course of the Task Force's work has been the urgency to take decisive action. Today's housing challenges are incredibly complex. Moreover, developing land, obtaining approvals, and building homes takes years.

Some recommendations will produce immediate benefits, others will take years for the full impact.

This is why there is no time to waste. We urge the Minister of Municipal Affairs and Housing and his cabinet colleagues to continue measures they have already taken to accelerate housing supply and to move quickly in turning the recommendations in this report into decisive new actions.

The province must set an ambitious and bold goal to build 1.5 million homes over the next 10 years. If we build 1.5 million new homes over the next ten years, Ontario can fill the housing gap with more affordable choices, catch up to the rest of Canada and keep up with population growth.

By working together, we can resolve Ontario's housing crisis. In so doing, we can build a more prosperous future for everyone.

The balance of this report lays out our recommendations.

Focus on getting more homes built

Resolving a crisis requires intense focus and a clear goal. The province is responsible for the legislation and policy that establishes the planning, land use, and home building goals, which guide municipalities, land tribunals, and courts. Municipalities are then responsible for implementing provincial policy in a way that works for their communities. The province is uniquely positioned to lead by shining a spotlight on this issue, setting the tone, and creating a single, galvanizing goal around which federal support, provincial legislation, municipal policy, and the housing market can be aligned.

In 2020, Ontario built about 75,000 housing units.^[9] For this report, we define a housing unit (home) as a single dwelling (detached, semi-detached, or attached), apartment, suite, condominium or mobile home. Since 2018, housing completions have grown every year as a result of positive measures that the province and some municipalities have implemented to encourage more home building. But we are still 1.2 million homes short when compared to other G7 countries and our population is growing. The goal of 1.5 million homes feels daunting – but reflects both the need and what is possible. In fact, throughout the 1970s Ontario built more housing units each year than we do today.^[10]

The second recommendation is designed to address the growing complexity and volume of rules in the legislation, policy, plans and by-laws, and their competing priorities, by providing clear direction to provincial agencies, municipalities, tribunals, and courts on the overriding priorities for housing.

- 1. Set a goal of building 1.5 million new homes in ten years.**
- 2. Amend the Planning Act, Provincial Policy Statement, and Growth Plans to set “growth in the full spectrum of housing supply” and “intensification within existing built-up areas” of municipalities as the most important residential housing priorities in the mandate and purpose.**



The “missing middle” is often cited as an important part of the housing solution. We define the missing middle as mid-rise condo or rental housing, smaller houses on subdivided lots or in laneways and other additional units in existing houses.

Making land available to build

The Greater Toronto Area is bordered on one side by Lake Ontario and on the other by the protected Greenbelt. Similarly, the Ottawa River and another Greenbelt constrain land supply in Ottawa, the province's second-largest city.

But a shortage of land isn't the cause of the problem. Land is available, both inside the existing built-up areas and on undeveloped land outside greenbelts.

We need to make better use of land. Zoning defines what we can build and where we can build. If we want to make better use of land to create more housing, then we need to modernize our zoning rules. We heard from planners, municipal councillors, and developers that "as of right" zoning – the ability to by-pass long, drawn out consultations and zoning by-law amendments – is the most effective tool in the provincial toolkit. We agree.

Stop using exclusionary zoning that restricts more housing

Too much land inside cities is tied up by outdated rules. For example, it's estimated that 70% of land zoned for housing in Toronto is restricted to single-detached or semi-detached homes.^[11] This type of zoning prevents homeowners from adding additional suites to create housing for Ontarians and income for themselves. As one person said, "my neighbour can tear down what was there to build a monster home, but I'm not allowed to add a basement suite to my home."

It's estimated that
70%

of land zoned for housing in Toronto is restricted to **single-detached** or **semi-detached** homes.



While less analysis has been done in other Ontario communities, it's estimated that about half of all residential land in Ottawa is zoned for single-detached housing, meaning nothing else may be built on a lot without public consultation and an amendment to the zoning by-law. In some suburbs around Toronto, single unit zoning dominates residential land use, even close to GO Transit stations and major highways.

One result is that more growth is pushing past urban boundaries and turning farmland into housing. Undeveloped land inside and outside existing municipal boundaries must be part of the solution, particularly in northern and rural communities, but isn't nearly enough on its own. Most of the solution must come from densification. Greenbelts and other environmentally sensitive areas must be protected, and farms provide food and food security. Relying too heavily on undeveloped land would whittle away too much of the already small share of land devoted to agriculture.

Modernizing zoning would also open the door to more rental housing, which in turn would make communities more inclusive.

Allowing more gentle density also makes better use of roads, water and wastewater systems, transit and other public services that are already in place and have capacity, instead of having to be built in new areas.

The Ontario government took a positive step by allowing secondary suites (e.g., basement apartments) across the province in 2019. However, too many municipalities still place too many restrictions on implementation. For the last three years, the total number of secondary suites in Toronto has actually declined each year, as few units get permitted and owners convert two units into one.^[12]

These are the types of renovations and home construction performed by small businesses and local trades, providing them with a boost.

Underused and vacant commercial and industrial properties are another potential source of land for housing. It was suggested to us that one area ripe for redevelopment into a mix of commercial and residential uses is the strip mall, a leftover from the 1950s that runs along major suburban streets in most large Ontario cities.

“As of right” zoning allows more kinds of housing that are accessible to more kinds of people. It makes neighbourhoods stronger, richer, and fairer. And it will get more housing built in existing neighbourhoods more quickly than any other measure.

3. Limit exclusionary zoning in municipalities through binding provincial action:

- a) Allow “as of right” residential housing up to four units and up to four storeys on a single residential lot.
 - b) Modernize the Building Code and other policies to remove any barriers to affordable construction and to ensure meaningful implementation (e.g., allow single-staircase construction for up to four storeys, allow single egress, etc.).
- 4.** Permit “as of right” conversion of underutilized or redundant commercial properties to residential or mixed residential and commercial use.
- 5.** Permit “as of right” secondary suites, garden suites, and laneway houses province-wide.
- 6.** Permit “as of right” multi-tenant housing (renting rooms within a dwelling) province-wide.
- 7.** Encourage and incentivize municipalities to increase density in areas with excess school capacity to benefit families with children.

Align investments in roads and transit with growth

Governments have invested billions of dollars in highways, light rail, buses, subways and trains in Ontario. But without ensuring more people can live close to those transit routes, we’re not getting the best return on those infrastructure investments.

Access to transit is linked to making housing more affordable: when reliable transit options are nearby, people can get to work more easily. They can live further from the centre of the city in less expensive areas without the added cost of car ownership.

The impacts of expanding public transit go far beyond serving riders. These investments also spur economic growth and reduce traffic congestion and emissions. We all pay for the cost of transit spending, and we should all share in the benefits.

If municipalities achieve the right development near transit – a mix of housing at high- and medium-density, office space and retail – this would open the door to better ways of funding the costs. Other cities, like London, UK and Hong Kong, have captured the impacts of increased land value and business activity along new transit routes to help with their financing.

Ontario recently created requirements (residents/hectare) for municipalities to zone for higher density in transit corridors and “major transit station areas”,^[13a] ^[13b] These are areas surrounding subway and other rapid transit stations and hubs. However, we heard troubling reports that local opposition is blocking access to these neighbourhoods and to critical public transit stations. City staff, councillors, and the province need to stand up to these tactics and speak up for the Ontarians who need housing.

The Province is also building new highways in the Greater Golden Horseshoe, and it’s important to plan thoughtfully for the communities that will follow from these investments, to make sure they are compact and liveable.

8. Allow “as of right” zoning up to unlimited height and unlimited density in the immediate proximity of individual major transit stations within two years if municipal zoning remains insufficient to meet provincial density targets.
9. Allow “as of right” zoning of six to 11 storeys with no minimum parking requirements on any streets utilized by public transit (including streets on bus and streetcar routes).
10. Designate or rezone as mixed commercial and residential use all land along transit corridors and redesignate all Residential Apartment to mixed commercial and residential zoning in Toronto.
11. Support responsible housing growth on undeveloped land, including outside existing municipal boundaries, by building necessary infrastructure to support higher density housing and complete communities and applying the recommendations of this report to all undeveloped land.

Start saying “yes in my backyard”

Even where higher density is allowed in theory, the official plans of most cities in Ontario contain conflicting goals like maintaining “prevailing neighbourhood character”. This bias is reinforced by detailed guidance that often follows from the official plan. Although requirements are presented as “guidelines”, they are often treated as rules.

Examples include:

- Angular plane rules that require successively higher floors to be stepped further back, cutting the number of units that can be built by up to half and making many projects uneconomic
- Detailed rules around the shadows a building casts
- Guidelines around finishes, colours and other design details

One resident’s desire to prevent a shadow being cast in their backyard or a local park frequently prevails over concrete proposals to build more housing for multiple families. By-laws and guidelines that preserve “neighbourhood character” often prevent simple renovations to add new suites to existing homes. The people who suffer are mostly young, visible minorities, and marginalized people. It is the perfect

example of a policy that appears neutral on its surface but is discriminatory in its application.^[14]

Far too much time and money are spent reviewing and holding consultations for large projects which conform with the official plan or zoning by-law and small projects which would cause minimal disruption. The cost of needless delays is passed on to new home buyers and tenants.

Minimum parking requirements for each new unit are another example of outdated municipal requirements that increase the cost of housing and are increasingly less relevant with public transit and ride share services. Minimum parking requirements add as much as \$165,000 to the cost of a new housing unit, even as demand for parking spaces is falling: data from the Residential Construction Council of Ontario shows that in new condo projects, one in three parking stalls goes unsold. We applaud the recent vote by Toronto City Council to scrap most minimum parking requirements. We believe other cities should follow suit.

While true heritage sites are important, heritage preservation has also become a tool to block more housing. For example, some municipalities add thousands of properties at a time to a heritage register because they have “potential” heritage value. Even where a building isn’t heritage designated or registered, neighbours increasingly demand it be as soon as a development is proposed.

This brings us to the role of the “not in my backyard” or NIMBY sentiment in delaying or stopping more homes from being built.



New housing is often the last priority

A proposed building with market and affordable housing units would have increased the midday shadow by 6.5% on a nearby park at the fall and spring equinox, with no impact during the summer months. To conform to a policy that does not permit “new net shadow on specific parks”, seven floors of housing, including 26 affordable housing units, were sacrificed.

Multiple dry cleaners along a transit route were designated as heritage sites to prevent new housing being built. It is hard not to feel outrage when our laws are being used to prevent families from moving into neighbourhoods and into homes they can afford along transit routes.

NIMBY versus YIMBY

NIMBYism (not in my backyard) is a large and constant obstacle to providing housing everywhere. Neighbourhood pushback drags out the approval process, pushes up costs and discourages investment in housing. It also keeps out new residents. While building housing is very costly, opposing new housing costs almost nothing.

Unfortunately, there is a strong incentive for individual municipal councillors to fall in behind community opposition – it's existing residents who elect them, not future ones. The outcry of even a handful of constituents (helped by the rise of social media) has been enough, in far too many cases, to persuade their local councillor to vote against development even while admitting its merits in private. There is a sense among some that it's better to let the Ontario Land Tribunal approve the development on appeal, even if it causes long delays and large cost increases, then to take the political heat.

Mayors and councillors across the province are fed up and many have called for limits on public consultations and more “as of right” zoning. In fact, some have created a new term for NIMBYism: BANANAs – Build Absolutely Nothing Anywhere Near Anything, causing one mayor to comment “NIMBYism has gone BANANAs”. We agree. In a growing, thriving society, that approach is not just bad policy, it is exclusionary and wrong.

As a result, technical planning decisions have become politicized. One major city has delegated many decisions to senior staff, but an individual councillor can withdraw the delegation when there is local opposition and force a vote at Council. We heard that this situation is common across the province, creating an electoral incentive for a councillor to delay or stop a housing proposal, or forcing a councillor to pay the electoral cost of supporting it. Approvals of individual housing applications should be the role of professional staff, free from political interference.

The pressure to stop any development is now so intense that it has given rise to a counter-movement – YIMBYism, or “yes in my backyard,” led by millennials who recognize entrenched opposition to change as a huge obstacle to finding a home. They provide a voice at public consultations for young people, new immigrants and refugees, minority groups, and Ontarians struggling to access housing by connecting our ideals to the reality of housing. People who welcome immigrants to Canada should welcome them to the neighbourhood, fighting climate change means supporting higher-density housing, and “keeping the neighbourhood the way it is” means keeping it off-limits. While anti-housing voices can be loud,

a member of More Neighbours Toronto, a YIMBY group that regularly attends public consultations, has said that the most vocal opponents usually don't represent the majority in a neighbourhood. Survey data from the Ontario Real Estate Association backs that up, with almost 80% of Ontarians saying they are in favour of zoning in urban areas that would encourage more homes.

Ontarians want a solution to the housing crisis. We cannot allow opposition and politicization of individual housing projects to prevent us from meeting the needs of all Ontarians.

12. Create a more permissive land use, planning, and approvals system:

- a) Repeal or override municipal policies, zoning, or plans that prioritize the preservation of physical character of neighbourhood
- b) Exempt from site plan approval and public consultation all projects of 10 units or less that conform to the Official Plan and require only minor variances
- c) Establish province-wide zoning standards, or prohibitions, for minimum lot sizes, maximum building setbacks, minimum heights, angular planes, shadow rules, front doors, building depth, landscaping, floor space index, and heritage view cones, and planes; restore pre-2006 site plan exclusions (colour, texture, and type of materials, window details, etc.) to the Planning Act and reduce or eliminate minimum parking requirements; and
- d) Remove any floorplate restrictions to allow larger, more efficient high-density towers.

13. Limit municipalities from requesting or hosting additional public meetings beyond those that are required under the Planning Act.

14. Require that public consultations provide digital participation options.

15. Require mandatory delegation of site plan approvals and minor variances to staff or pre-approved qualified third-party technical consultants through a simplified review and approval process, without the ability to withdraw Council's delegation.

- 16.** Prevent abuse of the heritage preservation and designation process by:
 - a) Prohibiting the use of bulk listing on municipal heritage registers
 - b) Prohibiting reactive heritage designations after a Planning Act development application has been filed
- 17.** Requiring municipalities to compensate property owners for loss of property value as a result of heritage designations, based on the principle of best economic use of land.
- 18.** Restore the right of developers to appeal Official Plans and Municipal Comprehensive Reviews.

We have heard mixed feedback on Committees of Adjustment. While they are seen to be working well in some cities, in others they are seen to simply add another lengthy step in the process. We would urge the government to first implement our recommendation to delegate minor variances and site plan approvals to municipal staff and then assess whether Committees of Adjustment are necessary and an improvement over staff-level decision making.

Cut the red tape so we can build faster and reduce costs

One of the strongest signs that our approval process is not working: of 35 OECD countries, only the Slovak Republic takes longer than Canada to approve a building project. The UK and the US approve projects three times faster without sacrificing quality or safety. And they save home buyers and tenants money as a result, making housing more affordable.^[15]

A 2020 survey of development approval times in 23 Canadian cities shows Ontario seriously lagging: Hamilton (15th), Toronto (17th), Ottawa (21st) with approval times averaging between 20-24 months. These timelines do not include building permits, which take about two years for an apartment building in Toronto. Nor did they count the time it takes for undeveloped land to be designated for housing, which the study notes can take five to ten years.^[16]

Despite the good intentions of many people involved in the approvals and home-building process, decades of dysfunction in the system and needless bureaucracy have made it too difficult for housing approvals to keep up with the needs of Ontarians. There appear to be numerous reasons why Ontario performs so poorly against other Canadian cities and the rest of the developed world. We believe that the major problems can be summed up as:

- Too much complexity in the planning process, with the page count in legislation, regulation, policies, plans, and by-laws growing every year
- Too many studies, guidelines, meetings and other requirements of the type we outlined in the previous section, including many that go well beyond the scope of Ontario's Planning Act
- Reviews within municipalities and with outside agencies that are piecemeal, duplicative (although often with conflicting outcomes) and poorly coordinated
- Process flaws that include reliance on paper
- Some provincial policies that are more relevant to urban development but result in burdensome, irrelevant requirements when applied in some rural and northern communities.



All of this has contributed to widespread failure on the part of municipalities to meet required timelines. The provincial Planning Act sets out deadlines of 90 days for decisions on zoning by-law amendments, 120 days for plans of subdivision, and 30 days for site plan approval, but municipalities routinely miss these without penalty. For other processes, like site plan approval or provincial approvals, there are no timelines and delays drag on. The cost of delay falls on the ultimate homeowner or tenant.

The consequences for homeowners and renters are enormous. Ultimately, whatever cost a builder pays gets passed on to the buyer or renter. As one person said: "Process is the biggest project killer in Toronto because developers have to carry timeline risk."

Site plan control was often brought up as a frustration. Under the Planning Act, this is meant to be a technical review of the external features of a building. In practice, municipalities often expand on what is required and take too long to respond.

Then: In 1966, a draft plan of subdivision in a town in southwestern Ontario to provide 529 low-rise and mid-rise housing units, a school site, a shopping centre and parks was approved by way of a two-page letter setting out 10 conditions. It took seven months to clear conditions for final approval.

And now: In 2013, a builder started the approval process to build on a piece of serviced residential land in a seasonal resort town. Over the next seven years, 18 professional consultant reports were required, culminating in draft plan approval containing 50 clearance conditions. The second approval, issued by the Local Planning Appeals Board in 2020, ran to 23 pages. The developer estimates it will be almost 10 years before final approval is received.

An Ontario Association of Architects study calculating the cost of delays between site plan application and approval concluded that for a 100-unit condominium apartment building, each additional month of delay costs the applicant an estimated \$193,000, or \$1,930 a month for each unit.^[17]

A 2020 study done for the Building Industry and Land Development Association (BILD) looked at impacts of delay on low-rise construction, including single-detached homes. It estimated that every month an approval is delayed adds, on average, \$1.46 per square foot to the cost of a single home. A two-year delay, which is not unusual for this housing type, adds more than \$70,000 to the cost of a 2,000-square-foot house in the GTA.^[16]

Getting rid of so much unnecessary and unproductive additional work would significantly reduce the burden on staff.^[16b] It would help address the widespread shortages of planners and building officials. It would also bring a stronger sense among municipal staff that they are part of the housing solution and can take pride in helping cut approval times and lower the costs of delivering homes.

Adopt common sense approaches that save construction costs

Wood using “mass timber” – an engineer compressed wood, made for strength and weight-bearing – can provide a lower-cost alternative to reinforced concrete in many mid-rise projects, but Ontario’s Building Code is hampering its use. Building taller with wood offers advantages beyond cost:

- Wood is a renewable resource that naturally sequesters carbon, helping us reach our climate change goals

- Using wood supports Ontario’s forestry sector and creates jobs, including for Indigenous people

British Columbia’s and Quebec’s building codes allow woodframe construction up to 12 storeys, but Ontario limits it to six. By amending the Building Code to allow 12-storey woodframe construction, Ontario would encourage increased use of forestry products and reduce building costs.

Finally, we were told that a shift in how builders are required to guarantee their performance would free up billions of dollars to build more housing. Pay on demand surety bonds are a much less onerous option than letters of credit, and are already accepted in Hamilton, Pickering, Innisfil, Whitchurch-Stouffville and other Ontario municipalities. We outline the technical details in [Appendix D](#).

- 19.** Legislate timelines at each stage of the provincial and municipal review process, including site plan, minor variance, and provincial reviews, and deem an application approved if the legislated response time is exceeded.
- 20.** Fund the creation of “approvals facilitators” with the authority to quickly resolve conflicts among municipal and/or provincial authorities and ensure timelines are met.
- 21.** Require a pre-consultation with all relevant parties at which the municipality sets out a binding list that defines what constitutes a complete application; confirms the number of consultations established in the previous recommendations; and clarifies that if a member of a regulated profession such as a professional engineer has stamped an application, the municipality has no liability and no additional stamp is needed.
- 22.** Simplify planning legislation and policy documents.
- 23.** Create a common, province-wide definition of plan of subdivision and standard set of conditions which clarify which may be included; require the use of standard province-wide legal agreements and, where feasible, plans of subdivision.
- 24.** Allow wood construction of up to 12 storeys.
- 25.** Require municipalities to provide the option of pay on demand surety bonds and letters of credit.

Prevent abuse of the appeal process

Part of the challenge with housing approvals is that, by the time a project has been appealed to the Ontario Land Tribunal (the Tribunal), it has usually already faced delay and compromises have been made to reduce the size and scope of the proposal. When an approved project is appealed, the appellant – which could just be a single individual – may pay \$400 and tie up new housing for years.

The most recent published report showed 1,300 unresolved cases.^[18] While under-resourcing does contribute to delays, this caseload also reflects the low barrier to launching an appeal and the minimal risks if an appeal is unsuccessful:

- After a builder has spent time and money to ensure a proposal conforms with a municipality’s requirements, the municipal council can still reject it – even if its own planning staff has given its support. Very often this is to appease local opponents.
- Unlike a court, costs are not automatically awarded to the successful party at the Tribunal. The winning side must bring a motion and prove that the party bringing the appeal was unreasonable, clearly trying to delay the project, and/or being vexatious or frivolous. Because the bar is set so high, the winning side seldom asks for costs in residential cases.

This has resulted in abuse of the Tribunal to delay new housing. Throughout our consultations, we heard from municipalities, not-for-profits, and developers that affordable housing was a particular target for appeals which, even if unsuccessful, can make projects too costly to build.

Clearly the Tribunal needs more resources to clear its backlog. But the bigger issue is the need for so many appeals: we believe it would better to have well-defined goals and rules for municipalities and builders to avoid this costly and time-consuming quasi-judicial process. Those who bring appeals aimed at stopping development that meets established criteria should pay the legal costs of the successful party and face the risk of a larger project being approved.

The solution is not more appeals, it’s fixing the system. We have proposed a series of reforms that would ensure only meritorious appeals proceeded, that every participant faces some risk and cost of losing, and that abuse of the Tribunal will be penalized. We believe that if Ontario accepts our recommendations, the Tribunal will not face the same volume of appeals. But getting to that point will take time, and the Tribunal needs more resources and better tools now.

Recommendation 1 will provide legislative direction to adjudicators that they must prioritize housing growth and intensification over competing priorities contained in provincial and municipal policies. We further recommend the following:

- 26.** Require appellants to promptly seek permission (“leave to appeal”) of the Tribunal and demonstrate that an appeal has merit, relying on evidence and expert reports, before it is accepted.
- 27.** Prevent abuse of process:
 - a) Remove right of appeal for projects with at least 30% affordable housing in which units are guaranteed affordable for at least 40 years.
 - b) Require a \$10,000 filing fee for third-party appeals.
 - c) Provide discretion to adjudicators to award full costs to the successful party in any appeal brought by a third party or by a municipality where its council has overridden a recommended staff approval.
- 28.** Encourage greater use of oral decisions issued the day of the hearing, with written reasons to follow, and allow those decisions to become binding the day that they are issued.
- 29.** Where it is found that a municipality has refused an application simply to avoid a deemed approval for lack of decision, allow the Tribunal to award punitive damages.
- 30.** Provide funding to increase staffing (adjudicators and case managers), provide market-competitive salaries, outsource more matters to mediators, and set shorter time targets.
- 31.** In clearing the existing backlog, encourage the Tribunal to prioritize projects close to the finish line that will support housing growth and intensification, as well as regional water or utility infrastructure decisions that will unlock significant housing capacity.

Reduce the costs to build, buy and rent

The price you pay to buy or rent a home is driven directly by how much it costs to build a home. In Ontario, costs to build homes have dramatically increased at an unprecedented pace over the past decade. In most of our cities and towns, materials and labour only account for about half of the costs. The rest comes from land, which we have addressed in the previous section, and government fees.

A careful balance is required on government fees because, as much as we would like to see them lowered, governments need revenues from fees and taxes to build critically needed infrastructure and pay for all the other services that make Ontario work. So, it is a question of balance and of ensuring that our approach to government fees encourages rather than discourages developers to build the full range of housing we need in our Ontario communities.

Align government fees and charges with the goal of building more housing

Improve the municipal funding model

Housing requires more than just the land it is built on. It requires roads, sewers, parks, utilities and other infrastructure. The provincial government provides municipalities with a way to secure funding for this infrastructure through development charges, community benefit charges and parkland dedication (providing 5% of land for public parks or the cash equivalent).

These charges are founded on the belief that growth – not current taxpayers – should pay for growth. As a concept, it is compelling. In practice, it means that new home buyers pay the entire cost of sewers, parks, affordable housing, or colleges that will be around for generations and may not be located in their neighbourhood. And, although building

affordable housing is a societal responsibility, because affordable units pay all the same charges as a market unit, the cost is passed to new home buyers in the same building or the not-for-profit organization supporting the project. We do not believe that government fees should create a disincentive to affordable housing.

If you ask any developer of homes – whether they are for-profit or non-profit – they will tell you that development charges are a special pain point. In Ontario, they can be as much as \$135,000 per home. In some municipalities, development charges have increased as much as 900% in less than 20 years.^[20] As development charges go up, the prices of homes go up. And development charges on a modest semi-detached home are the same as on a luxury 6,000 square foot home, resulting in a disincentive to build housing that is more affordable. Timing is also a challenge as development charges have to be paid up front, before a shovel even goes into the ground.

To help relieve the pressure, the Ontario government passed recent legislation allowing builders to determine development charges earlier in the building process. But they must pay interest on the assessed development charge to the municipality until a building permit is issued, and there is no cap on the rate, which in one major city is 13% annually.

Cash payments to satisfy parkland dedication also significantly boost the costs of higher-density projects, adding on average \$17,000 to the cost of a high-rise condo across the GTA.^[21] We heard concerns not just about the amount of cash collected, but also about the money not being spent in the neighbourhood or possibly not being spent on parks at all. As an example, in 2019 the City of Toronto held \$644 million in parkland cash-in-lieu payments.^[22] Everyone can agree that we need to invest in parks as our communities grow, but if the funds are not being spent, perhaps it means that more money is being collected for parklands than is needed and we could lower the cost of housing if we adjusted these parkland fees.



A 2019 study carried out for BILD showed that in the Greater Toronto Area, development charges for low-rise housing are on average more than three times higher per unit than in six comparable US metropolitan areas, and roughly 1.75-times higher than in the other Canadian cities.

For high-rise developments the average per unit charges in the GTA are roughly 50% higher than in the US areas, and roughly 30% higher than in the other Canadian urban areas.^[19]

Modernizing HST Thresholds

Harmonized sales tax (HST) applies to all new housing – including purpose-built rental. Today, the federal component is 5% and provincial component is 8%. The federal and provincial government provide a partial HST rebate. Two decades ago, the maximum home price eligible for a rebate was set at \$450,000 federally and \$400,000 provincially, resulting in a maximum rebate of \$6,300 federally and \$24,000 provincially, less than half of today’s average home price. Buyers of new homes above this ceiling face a significant clawback. Indexing the rebate would immediately reduce the cost of building new homes, savings that can be passed on to Ontarians. When both levels of government agree that we are facing a housing crisis, they should not be adding over 10% to the cost of almost all new homes.

- 32.** Waive development charges and parkland cash-in-lieu and charge only modest connection fees for all infill residential projects up to 10 units or for any development where no new material infrastructure will be required.
- 33.** Waive development charges on all forms of affordable housing guaranteed to be affordable for 40 years.
- 34.** Prohibit interest rates on development charges higher than a municipality’s borrowing rate.
- 35.** Regarding cash in lieu of parkland, s.37, Community Benefit Charges, and development charges:
 - a) Provincial review of reserve levels, collections and drawdowns annually to ensure funds are being used in a timely fashion and for the intended purpose, and, where review points to a significant concern, do not allow further collection until the situation has been corrected.
 - b) Except where allocated towards municipality-wide infrastructure projects, require municipalities to spend funds in the neighbourhoods where they were collected. However, where there’s a significant community need in a priority area of the City, allow for specific ward-to-ward allocation of unspent and unallocated reserves.
- 36.** Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing the thresholds to housing prices, and that the federal government match the provincial 75% rebate and remove any clawback.

Government charges on a new single-detached home averaged roughly \$186,300, or almost 22% of the price, across six municipalities in southcentral Ontario. For a new condominium apartment, the average was almost \$123,000, or roughly 24% of a unit’s price.

Make it easier to build rental

In cities and towns across Ontario, it is increasingly hard to find a vacant rental unit, let alone a vacant rental unit at an affordable price. Today, 66% of all purpose-built rental units in the City of Toronto were built between 1960 and 1979. Less than 15% of Toronto’s purpose-built rentals were constructed over the ensuing 40 years in spite of the significant population growth during that time. In fact, between 2006 and 2016, growth in condo apartments increased by 186% while purpose-built rental only grew by 0.6%.^[22] In 2018, the Ontario government introduced positive changes that have created growth in purpose-built rental units – with last year seeing 18,000 units under construction and 93,000 proposed against a 5-year average prior to 2020 of 3,400 annually.^[23]

Long-term renters often now feel trapped in apartments that don’t make sense for them as their needs change. And because they can’t or don’t want to move up the housing ladder, many of the people coming up behind them who would gladly take those apartments are instead living in crowded spaces with family members or roommates. Others feel forced to commit to rental units at prices way beyond what they can afford. Others are trying their luck in getting on the wait list for an affordable unit or housing co-op – wait lists that are years long. Others are leaving Ontario altogether.

66%

of all purpose-built rental units
in the City of Toronto were
built between **1960** and **1979**.



A pattern in every community, and particularly large cities, is that the apartments and rented rooms that we do have are disappearing. Apartment buildings are being converted to condos or upgraded to much more expensive rental units. Duplexes get purchased and turned into larger single-family homes.

A major challenge in bridging the gap of rental supply is that, more often than not, purpose-built rental projects don't make economic sense for builders and investors. Ironically, there is no shortage of Canadian investor capital seeking housing investments, particularly large pension funds – but the economics of investing in purpose-built rental in Ontario just don't make sense. So, investments get made in apartment projects in other provinces or countries, or in condo projects that have a better and safer return-on-investment. What can governments do to get that investor capital pointed in the right direction so we can create jobs and get more of the housing we need built?

Some of our earlier recommendations will help, particularly indexing the HST rebate. So will actions by government to require purpose-built rental on surplus government land that is made available for sale. ([Appendix C](#))

Municipal property taxes on purpose-built rental can be as much as 2.5 times greater than property taxes for condominium or other ownership housing.^[24]

The Task Force recommends:

37. Align property taxes for purpose-built rental with those of condos and low-rise homes.

Make homeownership possible for hardworking Ontarians who want it

Home ownership has always been part of the Canadian dream. You don't have to look far back to find a time when the housing landscape was very different. The norm was for young people to rent an apartment in their twenties, work hard and save for a down payment, then buy their first home in their late twenties or early thirties. It was the same for many new Canadians: arrive, rent, work hard and buy. The house might be modest, but it brought a sense of ownership, stability and security. And after that first step onto the ownership ladder, there was always the possibility of selling and moving up. Home ownership felt like a real possibility for anyone who wanted it.

That's not how it works now. Too many young people who would like their own place are living with one or both parents well into adulthood.

The escalation of housing prices over the last decade has put the dream of homeownership out of reach of a growing number of aspiring first-time home buyers. While 73% of Canadians are homeowners, that drops to 48% for Black people, 47% for LGBTQ people^[5] (StatsCan is studying rates for other populations, including Indigenous People who are severely underhoused). This is also an issue for younger adults: a 2021 study showed only 24% of Torontonians aged 30 to 39 are homeowners.^[25]

In Canada, responsibility for Indigenous housing programs has historically been a shared between the federal and provincial governments. The federal government works closely with its provincial and territorial counterparts to improve access to housing for Indigenous peoples both on and off reserve. More than 85% of Indigenous people live in urban and rural areas, are 11 times more likely to experience homelessness and have incidence of housing need that is 52% greater than all Canadians. The Murdered and Missing Indigenous Women and Girls report mentions housing 299 times – the lack of which being a significant, contributing cause to violence and the provision of which as a significant, contributing solution. The Province of Ontario has made significant investments in Urban Indigenous Housing, but we need the Federal Government to re-engage as an active partner.

While measures to address supply will have an impact on housing prices, many aspiring homeowners will continue to face a gap that is simply too great to bridge through traditional methods.

The Task Force recognizes the need for caution about measures that would spur demand for housing before the supply bottleneck is fixed. At the same time, a growing number of organizations – both non-profit and for-profit are proposing a range of unique home equity models. Some of these organizations are aiming at households who have sufficient income to pay the mortgage but lack a sufficient down payment. Others are aiming at households who fall short in both income and down payment requirements for current market housing.

The Task Force heard about a range of models to help aspiring first-time home buyers, including:

- Shared equity models with a government, non-profit or for-profit lender holding a second “shared equity mortgage” payable at time of sale of the home
- Land lease models that allow residents to own their home but lease the land, reducing costs
- Rent-to-own approaches in which a portion of an occupant’s rent is used to build equity, which can be used as a down payment on their current unit or another market unit in the future
- Models where the equity gain is shared between the homeowner and the non-profit provider, such that the non-profit will always be able to buy the home back and sell it to another qualified buyer, thus retaining the home’s affordability from one homeowner to the next.

Proponents of these models identified barriers that thwart progress in implementing new solutions.

- The Planning Act limits land leases to a maximum of 21 years. This provision prevents home buyers from accessing the same type of mortgages from a bank or credit union that are available to them when they buy through traditional homeownership.
- The Perpetuities Act has a similar 21-year limit on any options placed on land. This limits innovative non-profit models from using equity formulas for re-sale and repurchase of homes.
- Land Transfer Tax (LTT) is charged each time a home is sold and is collected by the province; and in Toronto, this tax is also collected by the City. This creates a double-tax in rent-to-own/equity building models where LTT ends up being paid first by the home equity organization and then by the occupant when they are able to buy the unit.
- HST is charged based on the market value of the home. In shared equity models where the homeowner neither owns nor gains from the shared equity portion of their home, HST on the shared equity portion of the home simply reduces affordability.
- Residential mortgages are highly regulated by the federal government and reflective of traditional homeownership. Modifications in regulations may be required to adapt to new co-ownership and other models.

The Task Force encourages the Ontario government to devote further attention to avenues to support new homeownership options. As a starting point, the Task Force offers the following recommendations:

- 38.** Amend the Planning Act and Perpetuities Act to extend the maximum period for land leases and restrictive covenants on land to 40 or more years.
- 39.** Eliminate or reduce tax disincentives to housing growth.
- 40.** Call on the Federal Government to implement an Urban, Rural and Northern Indigenous Housing Strategy.
- 41.** Funding for pilot projects that create innovative pathways to homeownership, for Black, Indigenous, and marginalized people and first-generation homeowners.
- 42.** Provide provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects.

Support and incentivize scaling up housing supply

Our goal of building 1.5 million homes in ten years means doubling how many homes Ontario creates each year. As much as the Task Force’s recommendations will remove barriers to realizing this ambitious goal, we also need to ensure we have the capacity across Ontario’s communities to deliver this new housing supply. This includes capacity of our housing infrastructure, capacity within our municipal planning teams, and boots on the ground with the skills to build new homes.

There is much to be done and the price of failure for the people of Ontario is high. This is why the provincial government must make an unwavering commitment to keeping the spotlight on housing supply. This is also why the province must be dogged in its determination to galvanize and align efforts and incentives across all levels of government so that working together, we all can get the job done.

Our final set of recommendations turns to these issues of capacity to deliver, and the role the provincial government can play in putting the incentives and alignment in place to achieve the 1.5 million home goal.

Invest in municipal infrastructure

Housing can’t get built without water, sewage, and other infrastructure

When the Task Force met with municipal leaders, they emphasized how much future housing supply relies on having the water, storm water and wastewater systems, roads, sidewalks, fire stations, and all the other parts of community infrastructure to support new homes and new residents.

Infrastructure is essential where housing is being built for the first time. And, it can be a factor in intensification when added density exceeds the capacity of existing infrastructure, one of the reasons we urge new infrastructure in new developments to be designed for future capacity. In Ontario, there are multiple municipalities where the number one barrier to approving new housing projects is a lack of infrastructure to support them.

Municipalities face a myriad of challenges in getting this infrastructure in place. Often, infrastructure investments are required long before new projects are approved and funding must be secured. Notwithstanding the burden development charges place on the price of new housing, most municipalities report that development charges are still not enough to fully cover the costs of building new infrastructure and retrofitting existing infrastructure in neighbourhoods that are intensifying. Often infrastructure crosses municipal boundaries creating complicated and time-consuming “who pays?” questions. Municipal leaders also shared their frustrations with situations where new housing projects are approved and water, sewage and other infrastructure capacity is allocated to the project – only to have the developer land bank the project and put off building. Environmental considerations with new infrastructure add further cost and complexity. The Task Force recommends:

- 43. Enable municipalities, subject to adverse external economic events, to withdraw infrastructure allocations from any permitted projects where construction has not been initiated within three years of build permits being issued.**
- 44. Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.**

Create the Labour Force to meet the housing supply need

The labour force is shrinking in many segments of the market

You can't start to build housing without infrastructure. You can't build it without people – skilled trades people in every community who can build the homes we need.

The concern that we are already facing a shortage in skilled trades came through loud and clear in our consultations. We heard from many sources that our education system funnels young people to university rather than colleges or apprenticeships and creates the perception that careers in the skilled trades are of less value. Unions and builders are working to fill the pipeline domestically and recruit internationally, but mass retirements are making it challenging to maintain the workforce at its current level, let alone increase it.

Increased economic immigration could ease this bottleneck, but it appears difficult for a skilled labourer with no Canadian work experience to qualify under Ontario's rules. Moreover, Canada's immigration policies also favour university education over skills our economy and society desperately need. We ought to be welcoming immigrants with the skills needed to build roads and houses that will accommodate our growing population.

The shortage may be less acute, however, among smaller developers and contractors that could renovate and build new "missing middle" homes arising from the changes in neighbourhood zoning described earlier. These smaller companies tap into a different workforce from the one needed to build high rises and new subdivisions. Nonetheless, 1.5 million more homes will require a major investment in attracting and developing the skilled trades workforce to deliver this critically needed housing supply. We recommend:

45. Improve funding for colleges, trade schools, and apprenticeships; encourage and incentivize municipalities, unions and employers to provide more on-the-job training.
46. Undertake multi-stakeholder education program to promote skilled trades.
47. Recommend that the federal and provincial government prioritize skilled trades and adjust the immigration points system to strongly favour needed trades and expedite immigration status for these workers, and encourage the federal government to increase from 9,000 to 20,000 the number of immigrants admitted through Ontario's program.

Create a large Ontario Housing Delivery Fund to align efforts and incent new housing supply

Build alignment between governments to enable builders to deliver more homes than ever before

All levels of government play a role in housing.

The federal government sets immigration policy, which has a major impact on population growth and many tax policies. The province sets the framework for planning, approvals, and growth that municipalities rely upon, and is responsible for many other areas that touch on housing supply, like investing in highways and transit, training workers, the building code and protecting the environment. Municipalities are on the front lines, expected to translate the impacts of federal immigration policy, provincial guidance and other factors, some very localized, into official plans and the overall process through which homes are approved to be built.

The efficiency with which home builders can build, whether for-profit or non-profit, is influenced by policies and decisions at every level of government. In turn, how many home developers can deliver, and at what cost, translates directly into the availability of homes that Ontarians can afford.

Collectively, governments have not been sufficiently aligned in their efforts to provide the frameworks and incentives that meet the broad spectrum of housing needs in Ontario. Much action, though, has been taken in recent years.

- The Ontario government has taken several steps to make it easier to build additional suites in your own home: reduced disincentives to building rental housing, improved the appeal process, focused on density around transit stations, made upfront development charges more predictable, and provided options for municipalities to create community benefits through development.
- The federal government has launched the National Housing Strategy and committed over \$70 billion in funding.^[26] Most recently, it has announced a \$4 billion Housing Accelerator Fund aimed at helping municipalities remove barriers to building housing more quickly.^[27]
- Municipalities have been looking at ways to change outdated processes, rules, and ways of thinking that create delays and increases costs of delivering homes. Several municipalities have taken initial steps towards eliminating exclusionary zoning and addressing other barriers described in this report.

All governments agree that we are facing a housing crisis. Now we must turn the sense of urgency into action and alignment across governments.

Mirror policy changes with financial incentives aligned across governments

The policy recommendations in this report will go a long way to align efforts and position builders to deliver more homes.

Having the capacity in our communities to build these homes will take more than policy. It will take money. Rewarding municipalities that meet housing growth and approval timelines will help them to invest in system upgrades, hire additional staff, and invest in their communities. Similarly, municipalities that resist new housing, succumb to NIMBY pressure, and close off their neighbourhoods should see funding reductions. Fixing the housing crisis is a societal responsibility, and our limited tax dollars should be directed to those municipalities making the difficult but necessary choices to grow housing supply.

In late January 2022, the provincial government announced \$45 million for a new *Streamline Development Approval Fund* to “unlock housing supply by cutting red tape and improving processes for residential and industrial developments”.^[28] This is encouraging. More is needed.

Ontario should also receive its fair share of federal funding but today faces a shortfall of almost \$500 million,^[29] despite two thirds of the Canadian housing shortage being in Ontario. We call on the federal government to address this funding gap.

- 48.** The Ontario government should establish a large “Ontario Housing Delivery Fund” and encourage the federal government to match funding. This fund should reward:
 - a) Annual housing growth that meets or exceeds provincial targets
 - b) Reductions in total approval times for new housing
 - c) The speedy removal of exclusionary zoning practices
- 49.** Reductions in funding to municipalities that fail to meet provincial housing growth and approval timeline targets.

We believe that the province should consider partial grants to subsidize municipalities that waive development charges for affordable housing and for purpose-built rental.

Sustain focus, measure, monitor, improve

Digitize and modernize the approvals and planning process

Some large municipalities have moved to electronic tracking of development applications and/or electronic building permits (“e-permits”) and report promising results, but there is no consistency and many smaller places don’t have the capacity to make the change.

Municipalities, the provincial government and agencies use different systems to collect data and information relevant to housing approvals, which slows down processes and leaves much of the “big picture” blank. This could be addressed by ensuring uniform data architecture standards.

Improve the quality of our housing data to inform decision making

Having accurate data is key to understanding any challenge and making the best decisions in response. The Task Force heard from multiple housing experts that we are not always using the best data, and we do not always have the data we need.

Having good population forecasts is essential in each municipality as they develop plans to meet future land and housing needs. Yet, we heard many concerns about inconsistent approaches to population forecasts. In the Greater Golden Horseshoe, the forecast provided to municipalities by the province is updated only when the Growth Plan is updated, generally every seven years; but federal immigration policy, which is a key driver of growth, changes much more frequently. The provincial Ministry of Finance produces a population forecast on a more regular basis than the Growth Plan, but these are not used consistently across municipalities or even by other provincial ministries.

Population forecasts get translated into housing need in different ways across the province, and there is a lack of data about how (or whether) the need will be met. Others pointed to the inconsistent availability of land inventories. Another challenge is the lack of information on how much land is permitted and how much housing is actually getting built once permitted, and how fast. The Task Force also heard that, although the Provincial Policy Statement requires municipalities to maintain a three-year supply of short-term (build-ready) land and report it each year to the province, many municipalities are not meeting that requirement.^[30]

At a provincial and municipal level, we need better data on the housing we have today, housing needed to close the gap, consistent projections of what we need in the future, and data on how we are doing at keeping up. Improved data will help anticipate local and provincial supply bottlenecks and constraints, making it easier to determine the appropriate level and degree of response.

It will also be important to have better data to assess how much new housing stock is becoming available to groups that have been disproportionately excluded from home ownership and rental housing.

Put eyes on the crisis and change the conversation around housing

Ours is not the first attempt to “fix the housing system”. There have been efforts for years to tackle increasing housing prices and find solutions so everyone in Ontario can find and afford the housing they need. This time must be different.

The recommendations in this report must receive sustained attention, results must be monitored, significant financial investment by all levels of government must be made. And, the people of Ontario must embrace a housing landscape in which the housing needs of tomorrow’s citizens and those who have been left behind are given equal weight to the housing advantages of those who are already well established in homes that they own.

- 50.** Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of common data architecture standards across municipalities and provincial agencies and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.
- 51.** Require municipalities and the provincial government to use the Ministry of Finance population projections as the basis for housing need analysis and related land use requirements.
- 52.** Resume reporting on housing data and require consistent municipal reporting, enforcing compliance as a requirement for accessing programs under the Ontario Housing Delivery Fund.
- 53.** Report each year at the municipal and provincial level on any gap between demand and supply by housing type and location, and make underlying data freely available to the public.
- 54.** Empower the Deputy Minister of Municipal Affairs and Housing to lead an all-of-government committee, including key provincial ministries and agencies, that meets weekly to ensure our remaining recommendations and any other productive ideas are implemented.
- 55.** Commit to evaluate these recommendations for the next three years with public reporting on progress.

Conclusion

We have set a bold goal for Ontario: building 1.5 million homes in the next 10 years.

We believe this can be done. What struck us was that everyone we talked to – builders, housing advocates, elected officials, planners – understands the need to act now. As one long-time industry participant said, “for the first time in memory, everyone is aligned, and we need to take advantage of that.”

Such unity of purpose is rare, but powerful.

To leverage that power, we offer solutions that are bold but workable, backed by evidence, and that position Ontario for the future.

Our recommendations focus on ramping up the supply of housing. Measures are already in place to try to cool demand, but they will not fill Ontario’s housing need. More supply is key. Building more homes will reduce the competition for our scarce supply of homes and will give Ontarians more housing choices. It will improve housing affordability across the board.

Everyone wants more Ontarians to have housing. So let’s get to work to build more housing in Ontario.

APPENDIX A:

Biographies of Task Force Members

Lalit Aggarwal is President of Manor Park Holdings, a real estate development and operating company active in Eastern Ontario. Previously, Lalit was an investor for institutional fund management firms, such as H.I.G. European Capital Partners, Soros Fund Management, and Goldman Sachs. He is a past fellow of the C.D. Howe Institute and a former Director of both Bridgepoint Health and the Centre for the Commercialization of Regenerative Medicine. Lalit holds degrees from the University of Oxford and the University of Pennsylvania. He is also a current Director of the Hospital for Sick Children Foundation, the Sterling Hall School and the Chair of the Alcohol & Gaming Commission of Ontario.

David Amborski is a professional Urban Planner, Professor at Ryerson University's School of Urban and Regional Planning and the founding Director of the Centre for Urban Research and Land Development (CUR). His research and consulting work explore topics where urban planning interfaces with economics, including land and housing markets. He is an academic advisor to the National Executive Forum on Public Property, and he is a member of Lambda Alpha (Honorary Land Economics Society). He has undertaken consulting for the Federal, Provincial and a range of municipal governments. Internationally, he has undertaken work for the Canadian International Development Agency (CIDA), the World Bank, the Inter-American Development Bank, the Lincoln Institute of Land Policy, and several other organizations in Eastern Europe, Latin America, South Africa, and Asia. He also serves on the editorial boards of several international academic journals.

Andrew Garrett is a real estate executive responsible for growing IMCO's \$11+ Billion Global Real Estate portfolio to secure public pensions and insurance for Ontario families. IMCO is the only Ontario fund manager purpose built to onboard public clients such as pensions, insurance, municipal reserve funds, and endowments. Andrew has significant non-profit sector experience founding a B Corp certified social enterprise called WeBuild to help incubate social purpose real estate projects. He currently volunteers on non-profit boards supporting social purpose real estate projects, youth programs and the visual arts at Art Gallery

of Ontario. Andrew sits on board advisory committees for private equity firms and holds a Global Executive MBA from Kellogg School Management and a Real Estate Development Certification from MIT Centre for Real Estate.

Tim Hudak is the CEO of the Ontario Real Estate Association (OREA). With a passion and voice for championing the dream of home ownership, Tim came to OREA following a distinguished 21-year career in politics, including five years as Leader of the Progressive Conservative Party of Ontario.

In his role, Tim has focused on transforming OREA into Ontario's most cutting-edge professional association at the forefront of advocacy on behalf of REALTORS® and consumers, and providing world-class conferences, standard forms, leadership training and professional guidance to its Members. As part of his work at OREA, Tim was named one of the most powerful people in North American residential real estate by Swanepoel Power 200 for the last five years. Tim is married to Deb Hutton, and together they have two daughters, Miller and Maitland. In his spare time, Tim enjoys trails less taken on his mountain bike or hiking shoes as well as grilling outdoors.

Jake Lawrence was appointed Chief Executive Officer and Group Head, Global Banking and Markets in January 2021. In this role, Jake is responsible for the Bank's Global Banking and Markets business line and strategy across its global footprint. Jake joined Scotiabank in 2002 and has held progressively senior roles in Finance, Group Treasury and Global Banking and Markets. From December 2018 to January 2021, Jake was Co-Group Head of Global Banking and Markets with specific responsibility for its Capital Markets businesses, focused on building alignment across product groups and priority markets to best serve our clients throughout our global footprint. Previously, Jake was Executive Vice President and Head of Global Banking and Markets in the U.S., providing overall strategic direction and execution of Scotiabank's U.S. businesses. Prior to moving into GBM, Jake served as Senior Vice President and Deputy Treasurer, responsible for Scotiabank's wholesale funding activities and liquidity management as well as Senior Vice President, Investor Relations.

Julie Di Lorenzo (GPLLM, University of Toronto 2020), is self-employed since 1982, operates one of the largest female-run Real Estate Development Companies in North America. She was instrumental in the Daniel Burnham award-winning Ontario Growth Management Plan (2004) as President of BILD. Julie served as the first female-owner President of GTHBA (BILD) and on the boards of the Ontario Science Centre, Harbourfront Toronto, Tarion (ONHWP), St. Michael's Hospital, NEXT36, Waterfront Toronto, Chair of IREC Committee WT, Havergal College (Co-Chair of Facilities), York School (interim Vice-Chair), and Canadian Civil Liberties Association Board. Julie has served various governments in advisory capacity on Women's issues, Economic Development, Innovation and Entrepreneurship. Awards include Lifetime Achievement BILD 2017, ICCO Business Excellence 2005 & ICCO Businesswoman of the Year 2021.

Justin Marchand (CIHCM, CPA, CMA, BComm) is Métis and was appointed Chief Executive Officer of Ontario Aboriginal Housing Services (OAHS) in 2018. Justin has over 20 years of progressive experience in a broad range of sectors, including two publicly listed corporations, a large accounting and consulting firm, and a major crown corporation, and holds numerous designations across financial, operations, and housing disciplines. He was most recently selected as Chair of the Canadian Housing and Renewal Association's (CHRA's) Indigenous Caucus Working Group and is also board member for CHRA. Justin is also an active board member for both the Coalition of Hamilton Indigenous Leadership (CHIL) as well as Shingwauk Kinoomaage Gamig, located in Bawaating. Justin believes that Housing is a fundamental human right and that when Indigenous people have access to safe, affordable, and culture-based Housing this provides the opportunity to improve other areas of their lives.

Ene Underwood is CEO of Habitat for Humanity Greater Toronto Area), a non-profit housing developer that helps working, lower income families build strength, stability and self-reliance through affordable homeownership. Homes are delivered through a combination of volunteer builds, contractor builds, and partnerships with non-profit and for-profit developers. Ene's career began in the private sector as a strategy consultant with McKinsey & Company before transitioning to not-for-profit sector leadership. Ene holds a Bachelor of Arts (Honours) from the University of Waterloo and a Master of Business Administration from Ivey Business School.

Dave Wilkes is the President and CEO of the Building Industry and Land Development Association of the GTA (BILD). The Association has 1,300 members and proudly represents builders, developers, professional renovators and those who support the industry.

Dave is committed to supporting volunteer boards and organizations. He has previously served on the George Brown College Board of Directors, Ontario Curling Association, and is currently engaged with Black North Initiative (Housing Committee) and R-Labs I+T Council.

Dave received his Bachelor of Arts (Applied Geography) from Ryerson.

APPENDIX B:

Affordable Housing

Ontario's affordable housing shortfall was raised in almost every conversation. With rapidly rising prices, more lower-priced market rental units are being converted into housing far out of reach of lower-income households. In parallel, higher costs to deliver housing and limited government funding have resulted in a net decrease in the number of affordable housing units run by non-profits. The result is untenable: more people need affordable housing after being displaced from the market at the very time that affordable supply is shrinking.

Throughout our consultations, we were reminded of the housing inequities experienced by Black, Indigenous and marginalized people. We also received submissions describing the unique challenges faced by off-reserve Indigenous Peoples both in the province's urban centres and in the north.

While many of the changes that will help deliver market housing will also help make it easier to deliver affordable housing, affordable housing is a societal responsibility. We cannot rely exclusively on for-profit developers nor on increases in the supply of market housing to fully solve the problem.

The non-profit housing sector faces all the same barriers, fees, risks and complexities outlined in this report as for-profit builders. Several participants from the non-profit sector referred to current or future partnerships with for-profit developers that tap into the development and construction expertise and efficiencies of the private sector. Successful examples of leveraging such partnerships were cited with Indigenous housing, supportive housing, and affordable homeownership.

We were also reminded by program participants that, while partnerships with for-profit developers can be very impactful, non-profit providers have unique competencies in the actual delivery of affordable housing. This includes confirming eligibility of affordable housing applicants, supporting independence of occupants of affordable housing, and ensuring affordable housing units remain affordable from one occupant to the next.

One avenue for delivering more affordable housing that has received much recent attention is inclusionary zoning. In simple terms, inclusionary zoning (IZ) requires developers to deliver a share of affordable units in new

housing developments in prescribed areas. The previous Ontario government passed legislation in April 2018 providing a framework within which municipalities could enact Inclusionary Zoning bylaws.

Ontario's first inclusionary zoning policy was introduced in fall 2021 by the City of Toronto and applies to major transit station areas. Internationally, inclusionary zoning has been used successfully to incentivize developers to create new affordable housing by providing density bonuses (more units than they would normally be allowed, if some are affordable) or reductions in government fees. Unfortunately, the City's approach did not include any incentives or bonuses. Instead, Toronto requires market-rate fees and charges for below-market affordable units. This absence of incentives together with lack of clarity on the overall density that will be approved for projects has led developers and some housing advocates to claim that these projects may be uneconomic and thus will not get financed or built. Municipalities shared with us their concerns regarding the restriction in the provincial IZ legislation that prohibits "cash in lieu" payments. Municipalities advised that having the option of accepting the equivalent value of IZ units in cash from the developer would enable even greater impact in some circumstances (for example, a luxury building in an expensive neighbourhood, where the cost of living is too high for a low-income resident).

Funding for affordable housing is the responsibility of all levels of government. The federal government has committed to large funding transfers to the provinces to support affordable housing. The Task Force heard, however, that Ontario's share of this funding does not reflect our proportionate affordable housing needs. This, in turn, creates further financial pressure on both the province and municipalities, which further exacerbates the affordable housing shortages in Ontario's communities.

Finally, many participants in Task Force consultations pointed to surplus government lands as an avenue for building more affordable housing and this is discussed in [Appendix C](#).

We have made recommendations throughout the report intended to have a positive impact on new affordable housing supply. We offer these additional recommendations specific to affordable housing:

- Call upon the federal government to provide equitable affordable housing funding to Ontario.
 - Develop and legislate a clear, province-wide definition of “affordable housing” to create certainty and predictability.
 - Create an Affordable Housing Trust from a portion of Land Transfer Tax Revenue (i.e., the windfall resulting from property price appreciation) to be used in partnership with developers, non-profits, and municipalities in the creation of more affordable housing units. This Trust should create incentives for projects serving and brought forward by Black- and Indigenous-led developers and marginalized groups.
- Amend legislation to:
 - Allow cash-in-lieu payments for Inclusive Zoning units at the discretion of the municipality.
 - Require that municipalities utilize density bonusing or other incentives in all Inclusionary Zoning and Affordable Housing policies that apply to market housing.
 - Permit municipalities that have not passed Inclusionary Zoning policies to offer incentives and bonuses for affordable housing units.
 - Encourage government to closely monitor the effectiveness of Inclusionary Zoning policy in creating new affordable housing and to explore alternative funding methods that are predictable, consistent and transparent as a more viable alternative option to Inclusionary Zoning policies in the provision of affordable housing.
 - Rebate MPAC market rate property tax assessment on below-market affordable homes.

APPENDIX C:

Government Surplus Land

Surplus government lands fell outside the mandate of the Task Force. However, this question came up repeatedly as a solution to housing supply. While we take no view on the disposition of specific parcels of land, several stakeholders raised issues that we believe merit consideration:

- Review surplus lands and accelerate the sale and development through RFP of surplus government land and surrounding land by provincially pre-zoning for density, affordable housing, and mixed or residential use.
- All future government land sales, whether commercial or residential, should have an affordable housing component of at least 20%.
- Purposefully upzone underdeveloped or underutilized Crown property (e.g., LCBO).
- Sell Crown land and reoccupy as a tenant in a higher density building or relocate services outside of major population centres where land is considerably less expensive.
- The policy priority of adding to the housing supply, including affordable units, should be reflected in the way surplus land is offered for sale, allowing bidders to structure their proposals accordingly.

APPENDIX D:

Surety Bonds

Moving to surety bonds would free up billions of dollars for building

When a development proposal goes ahead, the developer typically needs to make site improvements, such as installing common services. The development agreement details how the developer must perform to the municipality's satisfaction.

Up until the 1980s, it was common practice for Ontario municipalities to accept bonds as financial security for subdivision agreements and site plans. Today, however, they almost exclusively require letters of credit from a chartered bank. The problem with letters of credit is that developers are often required to collateralize the letter of credit dollar-for-dollar against the value of the municipal works they are performing.

Often this means developers can only afford to finance one or two housing projects at a time, constraining housing supply. The Ontario Home Builders' Association estimates that across Ontario, billions of dollars are tied up in collateral or borrowing capacity that could be used to advance more projects.

Modern "pay on demand surety bonds" are proven to provide the same benefits and security as a letter of credit, while not tying up private capital the way letters of credit do. Moving to this option would give municipalities across Ontario access to all the features of a letter of credit with the added benefit of professional underwriting, carried out by licensed bonding companies, ensuring that the developer is qualified to fulfill its obligations under the municipal agreement.

Most important from a municipal perspective, the financial obligation is secured. If a problem arises, the secure bond is fully payable by the bond company on demand. Surety companies, similar to banks, are regulated by Ontario's Office of the Superintendent of Financial Institutions to ensure they have sufficient funds in place to pay out bond claims.

More widespread use of this instrument could unlock billions of dollars of private sector financial liquidity that could be used to build new infrastructure and housing projects, provide for more units in each development and accelerate the delivery of housing of all types.

References

1. Ontario Housing Market Report
<https://wowa.ca/ontario-housing-market>
2. Global Property Guide
<https://www.globalpropertyguide.com/North-America/Canada/Price-History-Archive/canadian-housing-market-strong-127030>
3. National Household Survey Factsheet
<https://www.fin.gov.on.ca/en/economy/demographics/census/nhsh11-6.html#:~:text=Median%20After%20Tax%20Income%20of,and%20British%20Columbia%20at%20%2467%2C900>
4. CMHC
<https://www03.cmhc-schl.gc.ca/hmip-pimh/en/TableMapChart/>
5. The Globe And Mail
<https://www.theglobeandmail.com/business/article-black-canadians-have-some-of-the-lowest-home-ownership-rates-in-canada/>
6. Scotiabank
<https://www.scotiabank.com/ca/en/about/economics/economics-publications/post.other-publications.housing.housing-note.housing-note--may-12-2021-.html>
7. Scotiabank
<https://www.scotiabank.com/ca/en/about/economics/economics-publications/post.other-publications.housing.housing-note.housing-note--january-12-2022-.html>
8. Expert Market
<https://www.expertmarket.co.uk/vehicle-tracking/best-and-worst-cities-for-commuting>
9. Statista
<https://www.statista.com/statistics/198063/total-number-of-housing-starts-in-ontario-since-1995/>
10. Poltext
https://www.poltext.org/sites/poltext.org/files/discoursV2/DB/Ontario/ON_DB_1975_29_5.pdf
11. Toronto City Planning
<https://www.toronto.ca/legdocs/mmis/2021/ph/bgrd/backgroundfile-173165.pdf>
12. Federation of Rental-housing Providers of Ontario (FRPO)
<https://www.frpo.org/wp-content/uploads/2020/09/Urbanation-FRPO-Ontario-Rental-Market-Report-Summer-2020.pdf>
- 13a. Centre for Urban Research and Land Development at Ryerson University (CUR)
https://www.ryerson.ca/content/dam/centre-urban-research-land-development/pdfs/CUR_Pre-Zoning_Corridor_Lands_to_a_Higher_Density.pdf
- 13b. Ministry of Municipal Affairs and Housing
<https://www.ontario.ca/document/growth-plan-greater-golden-horseshoe/where-and-how-grow>
14. More Neighbours Toronto
<https://www.moreneighbours.ca/>
15. The World Bank
<https://www.doingbusiness.org/en/data/exploretopics/dealing-with-construction-permits>
16. The Building Industry and Land Development Association (BILD)
<https://bildgta.ca/Assets/BILD%20Municipal%20Benchmarking%20Study%20-%20FINAL%20-%20Sept%202020%20BILD.pdf>
- 16b. Centre for Urban Research and Land Development at Ryerson University (CUR)
https://www.ryerson.ca/content/dam/centre-urban-research-land-development/CUR_Accelerating_Housing_Supply_and_Affordability_by_Improving_the_Land-use_Planning_System_Nov_2021.pdf
17. Ontario Association of Architects
https://oaa.on.ca/OAA/Assets/Documents/Gov.%20Initiatives/p5727_-_site_plan_delay_study_-_oaa_site_plan_delay_study_update_-_july_....pdf
18. Tribunals Ontario 2019-20 Annual Report
https://olt.gov.on.ca/wp-content/uploads/2021/01/Tribunals_Ontario_2019-2020_Annual_Report_EN_v2.html
19. The Building Industry and Land Development Association (BILD)
<https://bildgta.ca/Assets/Bild/FINAL%20-%20BILD%20-%20Comparison%20of%20Government%20Charges%20in%20Canada%20and%20US%20-%20Sept%2013%202019.pdf>
20. The Building Industry and Land Development Association (BILD)
<https://bildgta.ca/Assets/FINAL%20GTA%20-%20Development%20Charges%20-%2009%202020.pdf>
21. Toronto Star
<https://www.thestar.com/life/homes/2018/09/01/where-did-the-money-go-parkland-dedication-fees-should-be-used-to-build-parks-in-gta.html>
22. The Building Industry and Land Development Association (BILD)
[https://bildgta.ca/Assets/misc/BILD%20-%20New%20Homeowner%20Money%20Report%20-%20Oct%2015%202021%20\(002\)_Redacted.pdf](https://bildgta.ca/Assets/misc/BILD%20-%20New%20Homeowner%20Money%20Report%20-%20Oct%2015%202021%20(002)_Redacted.pdf)
23. Urbanation Inc.
<https://www.urbanation.ca/news/336-gta-rental-construction-surged-2021-vacancy-fell>
24. Federation of Rental-housing Providers of Ontario (FRPO)
<https://www.frpo.org/lobby-view/cities-still-ripping-off-renters>
25. Edison Financial
<https://edisonfinancial.ca/millennial-home-ownership-canada/>
26. Government of Canada National Housing Strategy
<https://www.placetocallhome.ca/what-is-the-strategy>
27. CMHC
<https://www.cmhc-schl.gc.ca/en/media-newsroom/news-releases/2021/housing-accelerator-fund-rent-to-own-program>
28. Toronto Star
<https://www.thestar.com/news/gta/2022/01/19/ford-government-announces-45-million-to-cut-red-tape-and-speed-up-applications-for-new-home-construction.html>
29. Canadian Real Estate Wealth
<https://www.canadianrealestatemagazine.ca/news/federal-funds-must-flow-for-housing-programs-334810.aspx>
30. Centre for Urban Research and Land Development at Ryerson University (CUR)
https://www.ryerson.ca/content/dam/centre-urban-research-land-development/pdfs/CUR_Submission_Proposed_Land_Needs_Assessment_Methodology_A_Place_to_Grow_July_2020.pdf



Town of The Blue Mountains

32 Mill Street, Box 310
THORN BURY, ON N0H 2P0

<https://www.thebluemountains.ca>

Via Email (housingsupply@ontario.ca)

February 15, 2022

Hon. Steve Clark
Minister of Municipal Affairs & Housing
College Park 17th Floor, 777 Bay Street
Toronto, ON M7A2J3

**RE: Opportunities & Feedback to Increase the Supply & Affordability of Market Housing
Town of The Blue Mountains Submission**

Dear Minister Clark,

Thank you for your recent email correspondence to municipal Heads of Council on February 7, 2022 seeking further advice from municipalities regarding opportunities to increase the supply and affordability of market housing. Like many municipalities in Ontario, the Town of The Blue Mountains is experiencing significant growth, pressure to grow more, and market housing prices that have vastly outpaced the incomes of so many local residents.

We appreciate your willingness to ask tough questions regarding the current housing crisis and your openness to act swiftly on some of the answers you receive through your consultations. It should be noted that municipal staff and Councils would be better able to provide well-thought out, constructive comments and suggestions with additional time. It is concerning that some innovative thoughts, ideas, and potential needed changes to Ontario's Housing System may not be heard through an accelerated consultation period.

On behalf of the Town of The Blue Mountains, the following represents Town staff's suggested opportunities for the Province's consideration as well as comments pertaining to the Housing Task Force Report Recommendations:

General Comment – The Town supports the Province in setting a target for new dwellings to be built. Without a target, neither the Province, nor municipalities will know the magnitude of the goal or how each can do their part in achieving it.

General Comment – The Town supports a municipality's ability to deliver a range of housing options that both meet local context and serviceability, while pursuing achievement of provincial priorities, objectives, and policies. Definition of terms such as "missing middle" and "attainable" may assist municipalities in understanding and what we are collectively striving towards.

General Comment – The current Planning System in Ontario is multi-tiered, complex and lengthy. In rural and small urban communities, plans, policies, and bylaws can articulate a community’s vision of a sustainable yet prosperous future. However substantial amounts of information that guide development on the ground is left to landowners and applicants to provide for review. This “back-ending” of information to support development proposals results in time and money required for both preparation and review of those materials. The result: a land development process that is often consumed with ground-truthing, review, technical assessment, and professional debate. While detailed information is critical to good decision-making, the current reactive structure does not lend itself to accelerated delivery of market housing. Municipalities need to be equipped to identify and clearly delineate areas that are available for development at the Official Plan and Zoning Bylaw stage. Mandating the use of the Community Planning Permit System may assist in bringing clarity and expediency to the process.

Suggestion: Pursue Clarity & Predictability – A new Planning System in Ontario needs to be based on clarity and predictability. Properties that are designated and zoned for uses that are deemed appropriate through Official Plan and Zoning Bylaw processes should be able to realize the community’s vision without further draw-out processes. Similarly, community residents should have the confidence that lands that are designated and zoned for protection will stay that way until the next Official Plan Review and Zoning Bylaw Review without concern that technical evaluations will reveal opportunity for unexpected change.

Suggestion: Stable & Sufficient Resources to Plan Ahead – It is recommended that a portion of the Land Transfer Tax collected within a municipality be directed to fund municipal planning and development resources. This approach stabilizes funding for many smaller municipalities. This approach also ensures that municipalities with higher land sale volumes (a potential sign of growth) can benefit from that growth by investing in resources to manage it. Finally, this approach also lessens the burden of municipal planning resources on the tax levy, freeing up much needed tax income to be dedicated to other municipal services.

Suggestion: Non-primary dwelling surtax to fund Community Improvement Plans – Seasonal homes, second homes, vacation homes and short-term accommodation units make up a critical mass in the Provincial housing stock. Ontarians should always have the freedom to buy real estate. However, when not occupied as a principal residence by either the owner or a long-term tenant, this housing stock consumes land without helping satisfy the market’s demand for housing. It is recommended that the Province investigate a surtax or unit levy on dwellings that are not used as a principal residence by the owner or a long-term tenant. Legislation could be introduced to require the surtax revenues to support municipal Community Improvement Programs that support attainable housing.

Suggestion: Attainable Unit Density Offset – We recommend that the Province allow municipalities to require up to 10% of development proposals over 10 units to be attainable in exchange for a 10% increase in density. Effectively, bonus density can be provided for the attainable housing. This takes advantage of the critical mass/cost efficiency of a development that is already constructing market-priced dwellings.

Suggestion: Minimum Density Plans -- To help achieve a provincial goal of dwelling creation, each region and municipality must understand what their respective contribution of new dwellings needs to be in the next 10 years. We recommend that the Province work with planning authorities to identify what the regional and local municipal dwelling targets shall be. The minimum densities required to achieve these dwelling targets should be outlined in Minimum Density Plans for serviced settlement areas with no threat of appeal to the Ontario Land Tribunal. This will ensure the densities required to achieve dwelling targets are put into place in a timely manner and sites are pre-zoned for development.

Housing Task Force Report Recommendations 3 through 11 – Town staff generally support pursuit of “as-of-right” permissions. We support the Province furthering legislative change to permit two additional residential units on a lot, to a maximum of 3 units. However, we question the liveability of 4 units on a single residential lot. Issues related to amenity space, parking, and waste collection could be exacerbated, particularly in smaller communities with little to no access to transit or public parkland within walking distance. Also, we do not support Recommendation 11 in its entirety as it suggests supporting housing growth outside municipal boundaries and may lead to unnecessary sprawl and premature extension of costly municipal infrastructure.

Housing Task Force Report Recommendation 12 – We caution against a complete repeal or override of municipal documents that prioritize the preservation of physical character of neighbourhood. However, we acknowledge that character does not equate to “the same”. Municipalities that wish to address character should be required to develop community design standards how development should compliment existing character, albeit at a higher density.

Housing Task Force Report Recommendation 13 through 25 -- Blanket exemptions of developments <10 units may create unintended confusion regarding critical issues (i.e. infrastructure ownership, access, etc.) and may allow poor quality design. This concept should only be entertained if the Province identified strict requirements outlining the site level details that are typically dealt with through the site plan process. Also, we caution the Province in its consideration of restoring all rights of developers to appeals Official Plans and Municipal Comprehensive Reviews. This could result in additional appeals resulting in further time and money directed towards matters at the Tribunal rather than devoted to building communities.

We do not support automatic approvals of applications that exceed legislative timelines. Often lengthened timelines result from professional differences of opinion over policy interpretation or technical substance. Instead, we recommend the Province engage with professional associations involved in the development process (planners, engineers, etc.) to develop clear and comprehensive criteria for technical information associated with developments.

Thank you again for the opportunity to convey our suggestions and provide feedback. We look forward to further collaboration with the Province and remain available if you require additional information or clarity.

Sincerely,

The Town of The Blue Mountains



Nathan Westendorp, MCIP RPP
Director of Planning & Development Services

cc.	Council	Town of The Blue Mountains
	Shawn Everitt, CAO	Town of The Blue Mountains
	Randy Scherzer, Deputy CAO	County of Grey

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

Meeting Minutes

November 24, 2021

Present: Chair: Carman Kidd
Members: Dan Dawson; Florent Heroux; Suzanne Othmer

Regrets: Voula Zafiris

Also Present: Jennifer Pye, Planner and Secretary-Treasurer

Public: Jack and Shelley Antila, applicants A-2021-07 and B-2021-05
Connie Conlin

1. Opening of Meeting

Resolution No. 2021-27

Moved By: Florent Heroux
Seconded By: Suzanne Othmer

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

Carried

2. Adoption of Agenda

Resolution No. 2021-28

Moved By: Dan Dawson
Seconded By: Suzanne Othmer

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

Carried

3. Declaration of Pecuniary Interest

None

4. Adoption of Minutes

Resolution No. 2021-29

Moved By: Florent Heroux
Seconded By: Dan Dawson

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the August 25, 2021 Committee of Adjustment Meeting as printed.

Carried

5. Public Hearings

Chair Carman Kidd advised that this afternoon a public hearing is scheduled for one consent application and two minor variance applications.

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

5.1 Minor Variance Application A-2021-07 – Denise Cooke-Potts and Bruce Potts

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

Meeting Minutes

November 24, 2021

The Chair declared the public hearing for Minor Variance Application A-2021-07 to be open.

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

Subject land: 244 Broadwood Avenue; PLAN M34NB LOT 133 PCL 22623SST

Purpose of the application: The property owners are seeking relief from the minimum exterior side yard requirement in order to permit the construction of an 8.8m x 10.4m (29' x 34') addition on the north side of the existing single detached dwelling on the property. The front wall of the existing dwelling (along Davidson Street) encroaches into the required exterior side yard and the property owners are proposing to construct the addition with the same setback.

The following relief is being sought from the requirements of the City of Temiskaming Shores Zoning By-law 2017-154:

Provision	Zoning By-law	Subject Property
Section 6.4, Table 6.3 – Residential Zone Requirements – Medium Density Residential (R3) Zone – Minimum Exterior Side Yard	5m	1.6m

The subject property is designated Residential Neighbourhood in the City of Temiskaming Shores Official Plan and is zoned Medium Density Residential (R3) in the City of Temiskaming Shores Zoning By-law.

Statutory Public Notice: The application was received on October 13, 2021 and were circulated to City staff. Notice of the complete application and the public hearing was advertised in the Temiskaming Speaker beginning on November 10, 2021 in accordance with the statutory notice requirements of the Planning Act. Notice of the application was also mailed to property owners within 60m of the subject land.

Jennifer Pye reviewed the planning report and advised that the application is consistent with the Provincial Policy Statement (2020), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and City of Temiskaming Shores Zoning By-law, and recommended that the Committee approve the application.

The Committee discussed the proposed timeframe for the property owners to achieve compliance with the Zoning By-law for the “barbecue shed” and the “5 x 5 small storage shed” (as indicated on the application sketch). The Committee determined that allowing one year for compliance, from the approval of the application, was reasonable.

The Committee considered and adopted the following resolution:

Resolution No. 2021-30

Moved By: Dan Dawson

Seconded By: Florent Heroux

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2021-07 as submitted by Denise Cooke-Potts and Bruce Potts for the following lands: 244 Broadwood Avenue; PLAN M34NB LOT 133 PCL 22623SST;

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

Meeting Minutes

November 24, 2021

And whereas the applicant is requesting relief from the following provisions of the City of Temiskaming Shores Zoning By-law 2017-154:

- 1) Section 6.4, 6.4, Table 6.3 – Residential Zone Requirements – Medium Density Residential (R3) Zone – Minimum Exterior Side Yard is 5 metres. The applicant is requesting 1.6 metres.

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated November 19, 2021 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves Minor Variance Application A-2021-07.

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 6.4, Table 6.3 of Zoning By-law 2017-154 to allow a minimum exterior side yard of 1.6 metres.

Subject to the following conditions:

- 1) That this approval applies only to the addition as proposed in this application.
- 2) That upon granting the occupancy permit for the addition, the property owners shall remove the small storage shed (5' x 5' as indicated on the application sketch) within 60 days.
- 3) That upon granting the occupancy permit for the addition, the property owners shall reduce the size of the "barbecue shed" (as indicated on the application sketch) to ensure the maximum lot coverage provision of the Zoning By-law is not exceeded. The property owners shall also relocate the barbecue shed to ensure a 1.2m interior side yard is maintained.
- 4) Should the property owners not apply for a building permit within 2 years of approval of the application, the small storage shed (5' x 5' as indicated on the application sketch) shall be removed or relocated to ensure a 1.2m interior side yard, and 1.2m separation distance between buildings is maintained.
- 5) Should the property owners not apply for a building permit within 2 years of approval of the application, "barbecue shed" (as indicated on the application sketch) shall be reduced in size or a building permit obtained, and shall also be relocated to ensure a 1.2m interior side yard, and 1.2m separation distance between buildings is maintained.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the City of Temiskaming Shores Zoning By-law;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor

Carried

5.2 Consent Application B-2021-05 and Minor Variance Application A-2021-08 – Doupe Law Professional Corporation – Michael J. Doupe on behalf of Jack and Shelley Antila, 155 and 165 Melville Street

The Chair declared the public hearing for Consent Application B-2021-05 and Minor Variance Application A-2021-08 to be open.

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

Meeting Minutes

November 24, 2021

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

Subject land: 155 Melville Street; PLAN M79NB PT LOT 328 PCL 9435SST
165 Melville Street; PLAN M79NB PT LOT 325 PCL 14714SST

Purpose of the application: The owners purchased 165 Melville Street in 1992 and purchased 155 Melville Street in 2002. Both properties are comprised of parts of subdivision lots that are adjacent to each other, but are not whole lots. The owners intend to sell both properties, and upon legal review it was determined that approval of a consent application would be required. The owner will be selling 155 Melville Street first, and as such this portion of the property is the proposed severed portion, and 165 Melville Street is the proposed retained portion.

The properties would have merged on title when they were purchased in the same name in 2002, and given that the severance is required now, the applications must meet the current Planning policies. Upon review of the application it was determined that the following variances are required for the proposed severed property:

Provision	Zoning By-law	Proposed Severed Property
Section 6.4, Table 6.3 – Residential Zone Requirements – Low Density Residential (R2) Zone – Minimum Lot Frontage, Full Municipal Services	15 metres for a single detached dwelling	12 metres
Section 6.4, Table 6.3 – Residential Zone Requirements – Low Density Residential (R2) Zone – Minimum Interior Side Yard, Full Municipal Services	1.2 metres on one side, 3 metres on the other side	1.16 metres on the east side

The reduction to the minimum interior side yard requirement is to recognize an existing deck on the east side of the dwelling at 155 Melville Street. No additional construction is proposed as a result of the approval of either the consent or minor variance application.

Statutory Public Notice: The applications were received on November 1, 2021 and were circulated to City staff. Notice of the complete applications and the public hearing was advertised in the Temiskaming Speaker beginning on November 10, 2021 in accordance with the statutory notice requirements of the Planning Act. Notice of the applications was also mailed to property owners within 60m of the subject land.

Jennifer Pye reviewed the planning report and advised that the applications are consistent with the Provincial Policy Statement (2020), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and City of Temiskaming Shores Zoning By-law, and recommended that the Committee approve the applications.

Mr. Antila inquired if other undersized properties in the City were required to have approval from the Committee of Adjustment before they are transferred. Ms. Pye indicated that existing undersized properties are considered legal non-conforming under the provisions of the City of Temiskaming Shores Zoning By-law and approval from the Committee of Adjustment is not required to transfer legal non-conforming properties.

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

Meeting Minutes

November 24, 2021

The Committee considered and adopted the following resolutions:

Resolution No. 2021-31

Moved By: Florent Heroux

Seconded By: Suzanne Othmer

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2021-08 as submitted by Doupe Law Professional Corporation – Michael J. Doupe on behalf of Jack and Shelley Antila for the following lands: 155 Melville Street; PLAN M79NB PT LT 328 PCL 9435SST;

And whereas the applicant is requesting relief from the following provisions of the City of Temiskaming Shores Zoning By-law 2017-154:

- 2) Section 6.4, Table 6.3 – Residential Zone Requirements – Low Density Residential (R2) Zone – Minimum Lot Frontage, Full Municipal Services is 15 metres for a single detached dwelling. The applicant is requesting 12 metres.
- 3) Section 6.4, Table 6.3 – Residential Zone Requirements – Low Density Residential (R2) Zone – Minimum Interior Side Yard, Full Municipal Services is 1.2 metres on one side and 3 metres on the other side. The applicant is requesting 1.16 metres on the east side.

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated November 19, 2021 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves Minor Variance Application A-2021-08.

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 6.4, Table 6.3 of Zoning By-law 2017-154 to allow a minimum lot frontage of 12 metres.

That the Committee of Adjustment grant relief from Section 6.4, Table 6.3 of Zoning By-law 2017-154 to allow a minimum interior side yard of 1.16 metres.

Subject to the following conditions:

- 6) That the approval for the reduced interior side yard approval applies only to the deck on the east side of the existing dwelling.

For the following reasons:

In the opinion of the Committee:

5. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
6. The variance maintains the general intent and purpose of the City of Temiskaming Shores Zoning By-law;
7. The variance is desirable for the appropriate development or use of the land, building, or structure;
8. The variance is minor

Carried

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

Meeting Minutes

November 24, 2021

Resolution No. 2021-32

Moved By: Dan Dawson

Seconded By: Florent Heroux

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Consent Application B-2021-05 as submitted by Doupe Law Professional Corporation – Michael J. Doupe on behalf of Jack and Shelley Antila for the following lands: 155 Melville Street and 165 Melville Street; PLAN M79NB PT LT 328 PCL 9435SST and PLAN M79NB PT LT 325 PCL 1471SST;

And whereas the applicant is proposing to sever a 12 metre x 57.9 metre residential property from the east side to allow for the transfer of 155 Melville Street;

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the Planning Report dated November 19, 2021 and has considered the recommendations;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores approves Consent Application B-2021-05 subject to the following conditions:

- 1) The following documents shall be provided to the Secretary-Treasurer for the transaction described:
 - a) Two copies of the signed Acknowledgement and Direction;
 - b) The “Transfer in Preparation” and/or “Transfer Easement in Preparation”;
 - c) A Planning Act Certificate Schedule on which is set out the entire legal description of the parcel(s) in question. This Schedule must also contain the names of the parties indicated on Page 1 of the “Transfer in Preparation” and/or “Transfer Easement in Preparation”;

- 2) The applicant shall apply and be granted approval for a minor variance for relief from the requirements of the City of Temiskaming Shores Zoning By-law for the proposed severed property to recognize a reduced lot frontage and reduced interior side setback on the east side.

Carried

6. New Business

None

7. Unfinished Business

None

8. Applications for Next Meeting

Next meeting: December 22, 2021

9. Adjournment

Resolution No. 2021-33

Moved By: Suzanne Othmer

Seconded By: Florent Heroux

Be it resolved that the Committee of Adjustment meeting be closed at 2:03 p.m.

Carried

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

Meeting Minutes

November 24, 2021

Carman Kidd
Chair

Jennifer Pye
Secretary-Treasurer

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

Meeting Minutes

January 26, 2022

Present: Chair: Carman Kidd
Members: Dan Dawson; Suzanne Othmer; Voula Zafiris

Regrets: Florent Heroux

Also Present: Jennifer Pye, Planner and Secretary-Treasurer

Public: Julie Wilkinson
Marc Ducharme, Applicant V-2022-01

1. Opening of Meeting

Resolution No. 2022-01

Moved By: Dan Dawson
Seconded By: Suzanne Othmer

Be it resolved that the Committee of Adjustment meeting be opened at 1:31 p.m.

Carried

2. Adoption of Agenda

Resolution No. 2022-02

Moved By: Suzanne Othmer
Seconded By: Dan Dawson

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

Carried

3. Declaration of Pecuniary Interest

None

4. Adoption of Minutes

Resolution No. 2022-03

Moved By: Dan Dawson
Seconded By: Suzanne Othmer

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves the minutes of the November 24, 2021 Committee of Adjustment Meeting as printed.

Carried

5. Public Hearings

Chair Carman Kidd advised that this afternoon a public hearing is scheduled for one minor variance application.

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

5.1 Minor Variance Application A-2021-09 – Greg and Cindy Cote

The Chair declared the public hearing for Minor Variance Application A-2021-09 to be open.

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

Meeting Minutes

January 26, 2022

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

Subject land: 383 Marcella Street; PLAN M13NB LOT 17 LOT 18 PCL 23004SST

Purpose of the application: The property owners are seeking relief from the minimum front yard requirement in order to permit the reconstruction of the existing deck on the front of the house, with the addition of a roof. Due to the overhand and gable end of the proposed roof, it will encroach further into the setback than the deck.

The following relief is being sought from the requirements of the City of Temiskaming Shores Zoning By-law:

Provision	Zoning By-law	Subject Property
Section 6.4, Table 6.3 – Residential Zone Requirements – Medium Density Residential (R3) Zone – Minimum Front Yard	6 metres	1.06m at deck level; 0.75m at gable roof eave

The subject property is designated Residential Neighbourhood in the City of Temiskaming Shores Official Plan and is zoned Medium Density Residential (R3) in the City of Temiskaming Shores Zoning By-law.

Statutory Public Notice: The application was received on December 16, 2021 and were circulated to City staff. Notice of the complete application and the public hearing was advertised in the Temiskaming Speaker beginning on January 12, 2022 in accordance with the statutory notice requirements of the Planning Act. Notice of the application was also mailed to property owners within 60m of the subject land.

Jennifer Pye reviewed the planning report and advised that the application is consistent with the Provincial Policy Statement (2020), and meets the general intent and purpose of the City of Temiskaming Shores Official Plan and City of Temiskaming Shores Zoning By-law, and recommended that the Committee approve the application.

Julie Wilkinson asked about the stormwater management for the proposed construction. Jennifer Pye indicated that one of the requirements of the Building Code is that water cannot impact adjacent properties and any concerns could be addressed through that process.

The Committee discussed the proposed construction.

The Committee considered and adopted the following resolution:

Resolution No. 2022-04

Moved By: Voula Zafiris

Seconded By: Dan Dawson

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered Minor Variance Application A-2021-09 as submitted by Greg and Cindy Cote for the following lands: 383 Marcella Street; PLAN M13NB BLK R LOT 17 LOT 18 PCL 23004SST;

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

Meeting Minutes

January 26, 2022

And whereas the applicant is requesting relief from the following provisions of the City of Temiskaming Shores Zoning By-law 2017-154:

- 1) Section 6.4, 6.4, Table 6.3 – Residential Zone Requirements – Medium Density Residential (R3) Zone – Minimum Front Yard is 6 metres. The applicant is requesting 1.06 metres at deck level and 0.75 metres at the gable roof eave.

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the planning report dated January 21, 2022 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves Minor Variance Application A-2021-09.

Further be it resolved that the following variance be granted:

That the Committee of Adjustment grant relief from Section 6.4, Table 6.3 of Zoning By-law 2017-154 to allow a minimum front yard of 1.06 metres at the deck level and 0.75 metres at the gable roof eave.

Subject to the following conditions:

- 1) That this approval applies only to the reconstruction of the front deck and a covering roof as proposed in this application.

For the following reasons:

In the opinion of the Committee:

1. The variance maintains the general intent and purpose of the City of Temiskaming Shores Official Plan;
2. The variance maintains the general intent and purpose of the City of Temiskaming Shores Zoning By-law;
3. The variance is desirable for the appropriate development or use of the land, building, or structure;
4. The variance is minor

Carried

6. New Business

6.1 Validation Certificate Request – Ducharme Law on behalf of Raymond Benoit and Ghislain Goudreault

The Chair asked the Planner, Jennifer Pye, to summarize the proposal and provide any additional information that may be relevant.

Subject land: PCL 1191 SEC SST; N1/2 LT 8 CON 4 BUCKE; PINs 61347-0029 and 61347-0379

Purpose of the application: The applicant is seeking a validation certificate from the City to correct a previous breach of the Planning Act requirements regarding transferring property where abutting lands are in the same ownership. The current property owners are in the process of selling the property and the breach was discovered through the title search.

The property is comprised of two Parcel Identification Numbers (PINs), one of which represents the main portion of property (61347-0229), the other represents a portion of “road allowance” abutting the property (61347-0379). These two PINs have historically been under the same ownership, however on June 2, 2015, a transfer of the main portion of property was registered with no simultaneous transfer of

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

Meeting Minutes

January 26, 2022

the road allowance PIN. As these PINs are abutting land, and Planning Act consent was not granted to permit the separate transfer of these two PINs, a breach of Section 50(3) of the Planning Act occurred. The breach means that the June 2, 2015 transfer had no effect, and any and all subsequent dealings with the land are also void.

In order to move forward with the current sale of the property the solicitors have obtained a vesting order, which orders the ownership of the property to be transferred to the names of the individuals who are supposed to currently have ownership of the property, however the vesting order cannot be registered on title until the initial Planning Act breach is dealt with.

Marc Ducharme provided additional information regarding the request.

The Committee discussed the request.

The Committee considered and adopted the following resolution:

Resolution No. 2022-05

Moved By: Voula Zafiris

Seconded By: Suzanne Othmer

Whereas the Committee of Adjustment for the City of Temiskaming Shores has considered the request for a Validation Certificate V-2022-01 as submitted by Marc Ducharme on behalf of Ghislain Goudreault and Raymond Benoit for the following lands: PCL 1191SST; N1/2 LT 8 CON 4 BUCKE;

And whereas the applicant is requesting approval of a Validation Certificate under Section 57 of the Planning Act in order to clear a previous breach of Section 50(3) of the Planning Act whereby PIN 61347-0229 was transferred separately from PIN 61347-0379, which represent abutting lands and must therefore be transacted together or have obtained consent from the Committee of Adjustment.

And whereas the Committee of Adjustment for the City of Temiskaming Shores has received the report dated January 21, 2022 and has considered the recommendations therein;

Be it resolved that the Committee of Adjustment for the City of Temiskaming Shores hereby approves Validation Certificate V-2022-01.

Subject to the following conditions:

- 1) That the applicant's solicitor provide an undertaking:
 - a) Agreeing to register the vesting order on title to both properties within 30 days of approval of the validation certificate;
 - b) Agreeing that both PINs will be registered in the same ownership.

Carried

7. Unfinished Business

None

8. Applications for Next Meeting

Next meeting: February 23, 2022

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

Meeting Minutes

January 26, 2022

9. Adjournment

Resolution No. 2022-06

Moved By: Dan Dawson

Seconded By: Voula Zafiris

Be it resolved that the Committee of Adjustment meeting be closed at 2:03 p.m.

Carried

Carman Kidd
Chair

Jennifer Pye
Secretary-Treasurer

1. CALL TO ORDER

Meeting called to order at 2:30 p.m.

2. ROLL CALL

PRESENT:	Mayor Carman Kidd Councillor Mike McArthur Councillor Jesse Foley Chris Oslund, City Manager Matt Bahm, Director of Recreation Paul Cobb, Public Appointee Maria McLean, Public Appointee Jamie Dabner, Public Appointee (left meeting at 3:00 p.m.) Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CCC-2022-004

Moved by: Councillor Mike McArthur

Be it resolved that:

The Climate Change Committee agenda for the February 8, 2022 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CCC-2022-005

Moved by: Jamie Dabner

Be it resolved that:

The Climate Change Committee minutes for the January 11, 2022 meeting be approved as presented.

CARRIED

7. CORRESPONDENCE/PRESENTATION

8. UNFINISHED BUSINESS

9. NEW BUSINESS

a) Summer Co-Op Student

The Committee was provided with information regarding the hiring of a summer student/co-op position. Staff is seeking direction from the Committee members concerning duties and tasks that could be assigned to this position. The consensus among the members was to start with emission data collection, public engagement, and outreach.

b) Draft Report for Council

The Committee was presented with a draft report that will be presented to Council for their consideration. The report outlined recommendations for revisions to the Terms of Reference for the Climate Change Committee and to direct staff to investigate funding options for a new staff member dedicated to duties relating to Climate Change such as the Greenhouse Gas Reduction plan.

Recommendation CCC-2022-006

Moved by: Maria McLean

Be it resolved that:

The Climate Change Committee hereby acknowledges receipt of the draft Climate Change Committee Recommendations report and hereby requests the addition of the implementation of Climate Lens being utilized by Council and staff in their reporting and decision making.

CARRIED

c) Future Planning

The Committee discussed what the next steps may be if Council approves the recommendations contained in the above noted report. Discussion items included Committee Structure, Community and Industry Appointees, presentations and meeting schedule.

10. NEXT MEETING

The next meeting for the Climate Change Committee will be on May 17, 2022 at 2:30 p.m.

11. ADJOURNMENT

Recommendation CCC-2022-007

Moved by: Councillor Mike McArthur

Be it resolved that:

The Climate Change Committee meeting is adjourned at 3:30 p.m.

CARRIED



MINUTES OF THE REGULAR MEETING OF THE BOARD

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

- Present: Doug Jelly, Derek Mundle, Jesse Foley, Airianna Leveille, Ian Macpherson, Sharon Gadoury-East, Clifford Fielder, Patrick Adams, Kelly Black – CAO (Chair)
- Staff: Steven Beaton – Acting Chief of EMS, Mark Stewart – Director of Client Services, Janice Loranger – Director of Finance, Rachel Levis – Director of Human Resources, Corey Mackler - IT Manager, Lyne Labelle – HS Manager, Velma Stanger – Recorder
- Absent: Pat Kiely (due to technical difficulties)
- Guests: Darlene Wroe - Speaker
-

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

1. Disclosure of Pecuniary Interest

Nil

2. Petitions and Delegations

Nil

3. 2022 Board Elections

In standing with the DSSAB Act annual election requirements, Kelly Black, Chief Administrative Officer, presided over the election.

3.1 Chair Nominations and Election

The first call for nominations of the Chair was called: **Derek Mundle** was nominated and accepted the nomination.

Resolution #2022-01

Moved by Sharon Gadoury-East and seconded by Doug Jelly

The second and third call for nominations of the Chair were called and no other nominations were made. Nominations were closed.

Nominations and Elections of Chair

That the nominations for the Chair be closed and that DEREK MUNDLE accepts the position of Chair of the District of Timiskaming Social Services Administration Board for the year 2022.

Resolution #2022-02

Moved by Cliff Fielder and seconded by Ian MacPherson

Carried.

3.2 Vice-Chair Nominations and Election

The first call for nominations of the Vice-Chair was called: **Ian MacPherson** was nominated. The nominee declined.

Resolution #2022-03

Moved by Patrick Adams and seconded by Jesse Foley

The second call for nominations of the Vice-Chair was called: **Jesse Foley** was nominated by **Jesse Foley** accepted the nomination.

Resolution #2022-03

Moved by Doug Jelly and seconded by Sharon Gadoury-East

The third call for nominations of the Vice-Chair was called and no other nominations were made.

That the nominations for the Vice-Chair be closed and that JESSE FOLEY accept the position of Chair of the District of Timiskaming Social Services Administration Board for the year 2022.

Resolution #2022-04

Moved by Ian MacPherson and seconded by Doug Jelly

Carried.

DEREK MUNDLE assumed the Chair position for the rest of the meeting.

3.3 HR Standing Committee and FLS Standing Committee

Members for sub-committees were selected.

Resolution #2022-05

Moved by Doug Jelly and seconded by Ian MacPherson

**THAT the following Board members be appointed to the following subcommittees:
Human Resources Standing Committee: Jesse Foley, Sharon Gadoury-East, and Patrick Adams
French Language Services Standing Committee: Airianna Leveille and Ian MacPherson**

Carried.

4.0 Acceptance/Additions to Agenda

Resolution #2022-06

Moved by Jesse Foley and seconded by Doug Jelly

THAT the agenda of the regular meeting of the Board held on January 19, 2022, be approved as Amended.

6.0 – Addition to Correspondence

7.5 - Item Withdrawn

Carried.

5.0 ADOPTION OF THE PREVIOUS MINUTES

Resolution #2022-07

Moved by Sharon Gadoury East and seconded by Patrick Adams

THAT the minutes of the regular meeting of the Board held on December 15, 2021, be approved as presented.

Carried.

6.0 CORRESPONDENCE

6.1 Addition

Resolution #2022-08

Moved by Doug Jelly and seconded by Ian MacPherson

THAT the Board receive the correspondence as presented for information. Support TMA regarding off grid villages in Timiskaming District.

Carried.

7.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

8.0 OTHER BUSINESS

8.1 2022 Budget and Apportionment

Janice Loranger, Director of Finance presented this item for Information.

Carried.

8.2 Board Members Expense Summary

Janice Loranger, Director of Finance, presented this item for approval.

Resolution #2022-09

Moved by Cliff Fielder and seconded by Arianna Leveille

THAT the Board Expenses be approved as presented

Carried.

8.3 Mileage Rate Increase

Janice Loranger, Director of Finance, presented this item for approval.

Resolution #2022-10

Moved by Ian MacPherson and seconded by Jesse Foley

THAT the Board approve a mileage rate of \$0.58 per Kilometre effective February 1st, 2022

Carried.

8.4 2021 Social Housing Write Offs

Lyne Labelle, SH Manager, presented this item for approval

Resolution #2022-11

Moved by Doug Jelly and seconded by Sharon Gadoury-East

THAT the Board approve to write off \$75,187.27 of uncollected rent and maintenance charges from former tenants for 2021 fiscal year

Carried.

8.5 2022 Mortgage Renewal – 165-175 and 180-190 Pollock Ave., Kirkland Lake

Lyne Labelle, SH Manager, presented this item for approval.

Resolution #2022-12

Moved by Patrick Adams and seconded by Cliff Fielder

THAT the Board approve the mortgage renewal effective March 1, 2022, for 165-175 and 180-190 Pollock Avenue, Kirkland Lake, Ontario with an interest rate of 2.24% as negotiated through the Ministry of Municipal Affairs and Housing

Carried.

8.6 RFP for North Office Renovation

Kelly Black, CAO, presented this item for approval.

Resolution #2022-13

Moved by Airianna Leveille and seconded by Ian MacPherson

THAT the Board award the Tender for the office renovations at 29 Duncan Avenue North, Kirkland Lake, ON to Jibb's Construction Services Ltd at a total cost of \$386,641 plus HST.

And,

THAT the Board approve a withdrawal from the Working Fund Reserve to cover the costs of the renovations to the North DTSSAB office in Kirkland Lake, ON. The final amount will be brought forward to Board by resolution at the time of completion of the project.

Carried.

8.7 Q4 Operational Review Report - 2021

Kelly Black, CAO, presented this item for information.

8.7 CAO Update

Kelly Black, CAO, presented this item for information.

9.0 IN-CAMERA SESSION

Resolution #2022-14

Moved by Jesse Foley and seconded by Doug Jelly

THAT the BOARD move into the in-camera session to discuss items on the agenda.

Carried.

10.0 RETURN TO REGULAR MEETING

Resolution #2022-15

Moved by Ian MacPherson and seconded by Doug Jelly

THAT the BOARD resolve to rise from the in-camera session and reconvene with the regular meeting of the Board with report at 7:37 pm.

Carried.

Resolution #2022-16

Moved by Sharon Gadoury-East and seconded by Jesse Foley

THAT the BOARD approve the direction given in-camera regarding item 8.5.1 under other business

Carried.

10.0 ADJOURNMENT / NEXT MEETING

Resolution #2022-17

Moved by Sharon Gadoury-East and seconded by Cliff Fielder

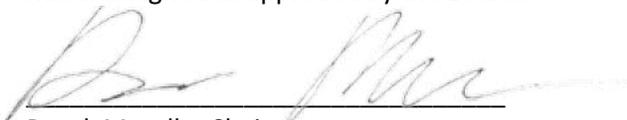
THAT the Board meeting be hereby adjourned at 7:40 PM

AND

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

Carried.

Minutes signed as approved by the Board:


Derek Mundle, Chair

February 16th, 2022

Date

Recorder: Velma Stanger



MINUTES OF THE SPECIAL MEETING OF THE BOARD

Held on Thursday, February 03, 2022 at 5:30 PM via Zoom Videoconference.

Present: Derek Mundle – Chair, Jesse Foley – Vice Chair, Doug Jelly, Airianna Leveille, Ian Macpherson, Sharon Gadoury-East, Clifford Fielder, Kelly Black – CAO (Chair)

Staff: Rachel Levis – Director of Human Resources, Kara McMillan - Recorder

Guests: None

Absent: Pat Kiely, Patrick Adams

The Special Meeting of the Board was called to order at 5:29 PM.

1.0 DISCLOSURE OF PECUNIARY INTEREST

Nil

2.0 PETITIONS AND DELEGATIONS

Nil

3.0 ACCEPTANCE/ADDITIONS TO THE AGENDA

Resolution #2022-18

Moved by Sharon Gadoury-East seconded by Ian McPherson

THAT the agenda of the special meeting of the Board held on February 3rd, 2022, be accepted as presented.

Carried.

4.0 IN-CAMERA SESSION

Resolution #2022-19

Moved by Doug Jelly and seconded by Airianna Leveille

THAT the Board move into the In-Camera Session to discuss one Human Resource item.

Carried.

5.0 RETURN TO REGULAR MEETING

Resolution #2022-20

Moved by Airianna Leveille and seconded by Ian Macpherson

THAT the Board resolve to rise from the in-camera session and reconvene with the regular meeting of the Board with report at 6:22 PM.

Carried.

Resolution #2022-21

Moved by Jesse Foley and Seconded by Sharon Gadoury-East

THAT the Board approve the direction given in-camera regarding item 4.3.3 under other business.

Carried.

6.0 OTHER BUSINESS

Nil

8.0 ADJOURNMENT/NEXT MEETING

Resolution #2022-22

Moved by Cliff Fielder and seconded by Doug Jelly

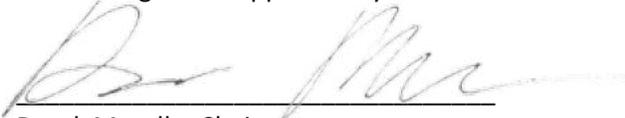
THAT the Board meeting be hereby adjourned at 6:24 PM.

AND

THAT the next meeting be held on February 16, 2022 or at the call of the Chair

Carried.

Minutes signed as approved by the Board:



Derek Mundle, Chair

February 16th, 2022

Date

Recorder: Kara McMillan

1.0 CALL TO ORDER

The meeting was called to order at 9:00 AM

2.0 ROLL CALL

PRESENT:	Councillor Mike McArthur (Chair) Mayor George Othmer, Town of Cobalt Councillor Pat Anderson, Town of Cobalt Mayor Carman Kidd Christopher Oslund, City Manager Mitch McCrank, Manager of Transportation Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	

3.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE
None

4.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

- f) CPI Increase – Transit Contract
- g) Ridership – Stat Holiday

5.0 APPROVAL OF AGENDA

Recommendation TC-2022-001

Moved by: Councillor Patricia Anderson

Be it resolved that:

The Temiskaming Transit Committee agenda for the January 31, 2022 meeting be approved as amended.

Carried

6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation TC-2022-002

Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee minutes for the November 29, 2021 meetings be adopted as printed.

Carried

7.0 CORRESPONDENCE/INTERNAL

a) Provincial Gas Tax Program – 2021-2022

Reference: Received for information/discussion

Temiskaming Transit's gas tax allocation for 2021-2022 is \$136,956, which is based on annual ridership. Staff noted that in general, gas tax revenues were down across the province, however our allocation is similar to previous years.

8.0 UNFINISHED BUSINESS

a) “My-Ride” – Bus Tracking

The development of the bus tracking website is on-going.

9.0 NEW BUSINESS

a) Financial Update (November 2021)

Staff provided the Committee with an overview of the Transit financials. Overall, as expected, revenues are down. Fortunately, the Safe Re-start funding has offset a large portion of the lost revenues. The buses also continue to have issues with maintenance.

b) Transit Shelter Request – New Liskeard Library (via Temiskaming Shores Accessibility Advisory Committee)

The Committee was presented with a request for consideration from the Temiskaming Shores Accessibility Advisory Committee for the installation of a transit shelter at the Temiskaming Shores Library – New Liskeard Branch on Whitewood Avenue. Staff noted this item is not included in the budget, however there would be funds available to cover the cost. The Committee agreed it is an ideal location for a transit shelter due to its proximity to both the library and the grocery store.

Recommendation TC-2022-003

Moved by: Mayor George Othmer

Be it resolved that:

The Temiskaming Transit Committee hereby supports the installation of a transit shelter on the south side of Whitewood Avenue, across from the Temiskaming Shores Library – New Liskeard branch.

Carried

c) Transit Advertising Update

Staff provided the Committee with an update regarding a recent increase in sales for transit advertising for both the buses and shelters.

d) New Transit Bus

The new transit bus arrived in January and will be added to the fleet once all the required parts for the communication system arrive and are installed.

e) Pinky's Variety Cobalt – Ticket Sales

Staff received a request from a newly opened variety store, Pinky's Variety, in Cobalt, who would like sell transit tickets at their location.

Recommendation TC-2022-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee hereby approves the request from Pinky's Variety for the sale of transit tickets.

Carried

f) CPI Increase – Transit Contract

The Committee was informed of a CPI increase within the contract with Stock Transportation for 2022.

g) Statutory Holiday – Transit Service

Staff informed the Committee of the positive feedback received regarding transit service being offered on Statutory Holidays. Ridership numbers will be shared once available.

10.0 NEXT MEETING

The next meeting of the Transit Committee is scheduled for March 28, 2022 at 9:00 AM.



11.0 ADJOURNMENT

Recommendation TC-2022-005

Moved by: Councillor Patricia Anderson

Be it resolved that:

The Transit Committee meeting is adjourned at 9:37 a.m.

Carried

1.0 CALL TO ORDER

The meeting was called to order at 10:52 a.m.

2.0 ROLL CALL

PRESENT:	Councillor Danny Whalen (Chair) Mayor Carman Kidd Councillor Doug Jelly Christopher Oslund, City Manager Matt Bahm, Director of Recreation Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	Paul Allair, Superintendent of Parks and Facilities

3.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5.0 ADOPTION OF AGENDA

Recommendation BM-2022-005

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the February 16, 2022 meeting be adopted as printed.

CARRIED

6.0 APPROVAL OF PREVIOUS MINUTES

Recommendation BM-2022-006

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Committee Meeting previous meeting minutes of January 19, 2022 be adopted as presented.

CARRIED

7.0 PRESENTATIONS/CORRESPONDENCE

8.0 UNFINISHED BUSINESS

a) New Liskeard Marina Update – Draft Geotechnical RFP

Staff presented a draft RFP for Geotechnical services at this location, Bay Street and the Wabi River area. Once results are known, staff will report back to the Committee.

b) Haileybury Medical Centre – North stairway

The stairway replacement project is now complete.

9.0 NEW BUSINESS

a) Building Maintenance Department Update

Staff provided the Committee with an update regarding current operations and projects underway within the Building Maintenance Department such as the new Haileybury Fire Station, Rotary Club Splash Pad, accessible upgrades at the Don Shepherdson Memorial Arena and the Pool Fitness Centre roof replacement.

10.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be held on March 23, 2022, starting at 10:30 AM.

11.0 ADJOURNMENT

Recommendation BM-2022-007

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee, be hereby adjourned at 11:20 a.m.

CARRIED

1. CALL TO ORDER

Meeting called to order at 12:00 p.m.

2. ROLL CALL

PRESENT:	Councillor Jeff Laferriere (Chair) Mayor Carman Kidd Councillor Danny Whalen Christopher Oslund, City Manager Shelly Zubyck, Director of Corporate Services Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2022-007

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the February 11, 2022 meeting be approved as printed.

CARRIED

6. NEW BUSINESS

a) Backhoe Loader Opportunity

Staff reviewed a presentation outlining the reasoning for the purchase of the backhoe loader and the justification for sole sourcing the purchase.

Recommendation CS-2022-008

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby supports the purchase of a new CASE Backhoe Loader; and further recommends that Council consider waiving the requirements of the Procurement Policy for this purchase.

CARRIED

7. ADJOURNMENT

Recommendation CS-2022-009

Moved by:

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 12:20 p.m.

CARRIED

1. CALL TO ORDER

Meeting called to order at 12:00 p.m.

2. ROLL CALL

PRESENT:	Councillor Jeff Laferriere (Chair) Mayor Carman Kidd Councillor Danny Whalen Christopher Oslund, City Manager Shelly Zubyck, Director of Corporate Services Matt Bahm, Director of Recreation (Bucke Park Agreement) Mitch McCrank, Manager of Transportation Services (Closed Session) Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2022-010

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee agenda for the February 16, 2022 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2022-011

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee minutes of the January 19, 2022 meetings be approved as presented.

CARRIED

7. CORRESPONDENCE/PRESENTATIONS

8. UNFINISHED BUSINESS

9. NEW BUSINESS

a) Bucke Park Operator Agreement – Sole Source (Director of Recreation)

Staff presented a draft report and sole source justification for the Bucke Park Operator Agreement.

Recommendation CS-2022-012

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee hereby supports the sole source justification and further recommends that Council consider approving the one-year extension of the Bucke Park Operator's Agreement.

CARRIED

b) Alternative Voting – RFP Results

Staff presented a draft report for the Alternative Voting for the 2022 Municipal Election.

Recommendation CS-2022-013

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby recommends that Council consider entering into an agreement with Intelivote Systems Inc. for the supply of internet and telephone voting system for the 2022 Municipal Election.

CARRIED

10. CLOSED SESSION

Recommendation CS-2022-014

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee convene into Closed Session at 12:18 p.m. to discuss the following matters:

- Under Section 239 (d) of the Municipal Act; Labour Relations (Public Works)
- Under Section 239 (d) of the Municipal Act; Labour Relations (Corporate Services)

CARRIED

Recommendation CS-2022-015

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee rise without report at 12:47 p.m.

CARRIED

11. NEXT MEETING

The next Corporate Services Committee Meeting will be March 23, 2022 at 12:00 p.m.

12. ADJOURNMENT

Recommendation CS-2022-016

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned 12:48 p.m.

CARRIED

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m.

2. ROLL CALL

PRESENT:	Councillor Doug Jelly (Chair) Mayor Carman Kidd Chris Oslund, City Manager Steve Burnett, Manager of Environmental Services Mitch McCrank, Manager of Transportation Services Darrell Phaneuf, Environmental Superintendent Jamie Sheppard, Transportation Superintendent Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	Councillor Danny Whalen

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation PW-2022-006

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for the February 10, 2022 Special meeting be approved as printed.

Carried

6. PRESENTATIONS/CORRESPONDENCE (INTERNAL/EXTERNAL)

None

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

a) Backhoe Loader Opportunity

Staff reviewed a presentation outlining the reasoning for the purchase of the backhoe loader and the justification for sole sourcing the purchase.

Recommendation PW-2022-007

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports the purchase of a new CASE Backhoe Loader; and further recommends that the Corporate Services Committee hereby consider the request to purchase.

CARRIED

b) Equipment Procurement Policy

The Committee discussed the current purchasing options contained in the City's Procurement Policy. Staff will investigate amendments that could be made to the policy to permit the purchasing of used equipment, whether that be via online sales or auctions. On-going.

9. ADJOURNMENT

Recommendation PW-2022-008

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee meeting is adjourned at 1:43 p.m.

CARRIED

1. CALL TO ORDER

The meeting was called to order 8:31 a.m.

2. ROLL CALL

PRESENT:	Councillor Doug Jelly (Chair) Mayor Carman Kidd Councillor Danny Whalen Chris Oslund, City Manager Mitch McCrank, Manager of Transportation Services Jamie Sheppard, Transportation Superintendent Darrell Phanuef, Environmental Superintendent Kelly Conlin, Deputy Clerk (Committee Secretary)
REGRETS:	Steve Burnett, Manager of Environmental Services

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

New Business:

- c) Rivard Court
- d) Laneway behind former Giant Tiger

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation PW-2022-009

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee agenda for the February 16, 2022 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2022-010

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee minutes for the January 19, 2022 regular meeting be adopted as presented.

CARRIED

7. PRESENTATIONS/CORRESPONDENCE (INTERNAL/EXTERNAL)

a) Asset Management Update – Jeremie Latour

The Committee was provided with an update on Phase 1 of the Asset Management Plan. Jeremie Latour highlighted what has changed from the last update and will make minor updates to the plan using the most up to date data available from 2021 and the most recent census data.

Recommendation PW-2022-011

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends the Phase 1 – Asset Management Plan with minor updates be presented at the March 15, 2022 Regular Council meeting.

CARRIED

8. UNFINISHED BUSINESS

a) New Liskeard Landfill Expansion

Staff recently met with EXP who was awarded the tender for the New Liskeard Landfill Expansion. On-going.

9. NEW BUSINESS

a) Potential Sale of Land – Bay Street

Staff informed the Committee of a potential land sale on Bay St., which currently serves as a snow dump area during Winter Operations. There is interest in this property for a housing development. As a next step, a geotechnical study will be undertaken on this piece of land as well as, several others along the New Liskeard waterfront area. On-going.

b) Public Works – Department Update

The Committee was provided with an update regarding current operations within the Public Works Department. Staff also provided an update on current projects being tendered, and upcoming projects such as the Radley Hill Railway project, scheduling of annual bridge inspections and fleet procurement.

c) Rivard Court

Staff brought forward concerns regarding snow removal issues and potential issues with spring run-off in this area. The Committee directed staff to contact the developers, Rivard Brothers to discuss the issues and review the Development Agreement associated with this area prior to the final assumption of the roadway.

10. CLOSED SESSION

Recommendation PW-2022-012

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee convene into Closed Session at 10:12 a.m. to discuss the following matters:

- Under Section 239 (d) of the Municipal Act; Labour Relations

CARRIED

Recommendation PW-2022-013

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee rise without report at 10:48 a.m.

CARRIED

11. NEXT MEETING

The next meeting for the Public Works Committee will be held on March 23, 2022, starting at 9:00 AM.

12. ADJOURNMENT

Recommendation PW-2022-014

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee meeting is adjourned at 10:49 a.m.,

CARRIED



CAPITAL FINANCIAL REPORT

For the Month of February 2022

GENERAL CAPITAL
Revenues & Expenditures
as at February 28, 2022

	Project	2022				G	Y	R
		Actual	Budget	Variance				
REVENUES								
	Transfer from Operations		1,022,097	(1,022,097)				
	Transfer from Reserves		6,711,308	(6,711,308)				
	Borrowing		3,118,334	(3,118,334)				
	Provincial Funding		869,390	(869,390)				
	Federal Gas Tax		629,229	(629,229)				
	Efficiency Funding		143,747	(143,747)				
	Ontario Community Infrastructure Fund (OCIF)		810,881	(810,881)				
	Enabling Accessibility Funding		100,000	(100,000)				
	Provincial Gas Tax		110,550	(110,550)				
	Investing in Canada Infrastructure Program (ICIP)		224,450	(224,450)				
	Transport Canada		527,848	(527,848)				
	Ontario Trillium Fund		500,000	(500,000)				
	Partnerships / Donations / Funding - Splashpad	500	108,486	(107,986)				
TOTAL REVENUES		\$ 500	\$ 14,876,320	\$ (14,875,820)				
EXPENSES								
					% Completion			
Corporate Services:	Cemetery Zero Turn Mower		20,000	(20,000)	10%	X		
	Grant Drain		150,000	(150,000)	0%			
	Peters Road Drain		150,000	(150,000)	0%			
Fire:	Fire Alarm Station 2		8,000	(8,000)	10%	X		
	Irwin Fill Station 3		23,000	(23,000)	25%	X		
Public Works:	2022 Roads Program		3,000,000	(3,000,000)	5%	X		
	Grant Drive Ext. Construction	992	1,600,000	(1,599,008)	15%	X		
	West Road Culvert Relining		100,000	(100,000)	0%			
	Radley Hill - Road Upgrades		659,810	(659,810)	5%	X		
	Pedestrian Cross Walk		100,000	(100,000)	0%			
Solid Waste:	Landfill Expansion	2,050	3,000,000	(2,997,950)	15%	X		
Property Mtnce:	Haileybury Fire Station (carryover)		2,200,000	(2,200,000)	30%	X		
	NL Arena Accessibility Project		1,000,000	(1,000,000)	15%	X		
	PFC Upgrades (floor & water softener)		70,000	(70,000)	25%	X		
	Spurline Accessibility Upgrades		30,000	(30,000)	15%	X		
	Dymond Salt Shed Roof Repair		20,000	(20,000)	0%			
	PFC Roof Replacement		800,000	(800,000)	10%	X		
Fleet:	Small Fleet Replacement (carryover)	36,567	101,710	(65,143)	45%	X		
	Tri Axle Dump Truck (carryover)		215,700	(215,700)	95%	X		
	Fire Rescue (carryover)		430,100	(430,100)	75%	X		
	Dump Truck (box replacement)		25,000	(25,000)	0%			
	Backhoe		200,000	(200,000)	90%	X		
Transit:	Transit Bus	336,296	335,000	1,296	95%	X		
Recreation:	Air Runner Treadmill	5,806	7,000	(1,194)	50%	X		
	Haileybury Arena Chiller		100,000	(100,000)	50%	X		
	Splash Pad (carryover)		200,000	(200,000)	75%	X		
	Olympia Replacement (Electric)		170,000	(170,000)	30%	X		
	PFC Floor Machine	6,112	6,000	112	100%	X		
	Lawnmower Replacement		20,000	(20,000)	75%	X		
	Spurline Parking Lot Paving		115,000	(115,000)	0%			
	Utility Terrain Vehicle		20,000	(20,000)	0%			
TOTAL EXPENSES		\$ 387,823	\$ 14,876,320	\$ (14,488,497)				
SURPLUS / (DEFICIT)		\$ (387,323)	\$ -	\$ (387,323)				

ENVIRONMENTAL CAPITAL
Revenues & Expenditures
as at February 28, 2022

	2022		
	Actual	Budget	Variance
REVENUES			
Transfer from Operations	-	815,000	(815,000)
Borrowing	-	600,000	(600,000)
TOTAL REVENUES	\$ -	\$ 1,415,000	\$ (1,415,000)
EXPENSES			
ICI Water Meter Program	-	600,000	(600,000)
Hlby WTP Filter Replacement	-	300,000	(300,000)
Hlby WWP Rehabilitation	-	185,000	(185,000)
Robert/Elm PS - By-pass Installation	-	250,000	(250,000)
Farr Drive Pump Repairs*	-	80,000	(80,000)
TOTAL EXPENSES	\$ -	\$ 1,415,000	\$ (1,415,000)

% Completion	G	Y	R
50%	x		
0%			
0%			
0%			
50%	x		



TREASURER'S STATEMENT OF REMUNERATION - 2021

CITY OF TEMISKAMING SHORES

NAME	POSITION	REMUNERATION	OVERHEAD	CONFERENCE/ TRAVEL	TOTAL
Kidd, Carman	Mayor	\$ 30,500.08	\$ 2,740.92	\$ 574.52	\$ 33,815.52
Foley, Jesse	Councillor	\$ 13,999.96	\$ 1,154.92	\$ -	\$ 15,154.88
Hewitt, Patricia	Councillor	\$ 13,999.96	\$ 1,154.92	\$ -	\$ 15,154.88
Jelly, Doug	Councillor	\$ 13,999.96	\$ 582.66	\$ -	\$ 14,582.62
Laferriere, Jeff	Councillor	\$ 13,999.96	\$ 1,154.92	\$ -	\$ 15,154.88
McArthur, Mike	Councillor	\$ 15,399.96	\$ 640.93	\$ -	\$ 16,040.89
Whalen, Danny	Councillor	\$ 14,799.96	\$ 1,227.93	\$ -	\$ 16,027.89
		\$ 116,699.84	\$ 8,657.20	\$ 574.52	\$ 125,931.56

TIMISKAMING HEALTH UNIT

NAME	POSITION	REMUNERATION	TRAVEL	TOTAL
Kidd, Carman	Mayor	\$ 3,560.00	\$ -	\$ 3,560.00
Foley, Jesse	Councillor	\$ 720.00	\$ -	\$ 720.00
McArthur, Mike	Councillor	\$ 860.00	\$ -	\$ 860.00
		\$ 5,140.00	\$ -	\$ 5,140.00

DISTRICT TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD

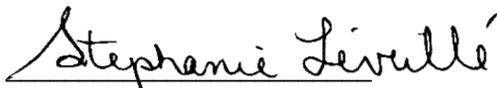
NAME	POSITION	REMUNERATION	TRAVEL	TOTAL
Foley, Jesse	Councillor	\$ 750.00	\$ -	\$ 750.00
Hewitt, Patricia	Councillor	\$ 2,250.00	\$ 41.40	\$ 2,291.40
Jelly, Doug	Councillor	\$ 5,100.00	\$ 188.60	\$ 5,288.60
		\$ 8,100.00	\$ 230.00	\$ 8,330.00

POLICE SERVICES BOARD

NAME	POSITION	REMUNERATION	OVERHEAD	CONFERENCE/ TRAVEL	TOTAL
Jelly, Doug	Councillor	\$ -	\$ -	\$ -	\$ -
Whalen, Danny	Councillor	\$ -	\$ -	\$ -	\$ -
Chartrand, Monique	Appointee	\$ 1,600.00	\$ 115.25	\$ -	\$ 1,715.25
Davis, Jeffrey	Appointee	\$ 700.00	\$ 66.24	\$ -	\$ 766.24
Twarowski, Tyler	Appointee	\$ 700.00	\$ 66.24	\$ -	\$ 766.24
		\$ 3,000.00	\$ 247.73	\$ -	\$ 3,247.73

OTHER BOARDS

NAME	Board	REMUNERATION	EXPENSES	TOTAL
Whalen, Danny	FONOM	\$ 8,925.00	\$ 3,128.06	\$ 12,053.06
Whalen, Danny	AMO	\$ -	\$ -	\$ -



Stephanie Leveille
Treasurer

March 9, 2022

Memo

To: Mayor and Council
From: Jennifer Pye, Planner
Date: March 15, 2022
Subject: Deeming By-law for Paquette – 712 Rorke Avenue; PLAN M54NB
 LOT 99 PCL 2240SST
Attachments: Appendix 01: Deeming By-law Application Form
 Appendix 02: Draft Deeming By-law (**Please refer to By-law No. 2022-049**)

Mayor and Council:

Daniel Paquette has submitted a request for a deeming by-law for his property located at 712 Rorke Avenue in Haileybury. The purpose of this application is to allow the existing lot at 712 Rorke Avenue to merge with the severed portion of property from a consent to sever application that was approved in 2021. The purpose of the severance application was a lot addition to the applicant’s property to accommodate a driveway for his home. The severance application was conditionally approved by the Committee of Adjustment on May 26, 2021. One of the conditions of approval was that a deeming by-law be obtained for 712 Rorke Avenue so that the 25’ severed property merges with the applicant’s property.

The subject property is designated Residential Neighbourhood in the City of Temiskaming Shores Official Plan and is zoned Medium Density Residential (R3) in the City of Temiskaming Shores Zoning By-law.

If the Deeming By-law is passed it will be registered on title at the applicant’s expense. It is recommended that Council pass the deeming by-law.

Prepared by:

Reviewed by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Jennifer Pye, MCIP,
 RPP
 Planner

Shelly Zubyck
 Director of Corporate
 Services

Christopher W. Oslund
 City Manager

**Application for Deeming By-law
Under Section 50(4) of the Planning Act**

Approval authority:
Council of the City of Temiskaming Shores

Fee: \$200 + 13% HST
= \$226.00
+ legal and land titles fees required to register by-law
(billed directly from solicitor)

Office Use Only

File No.: D-2022-04
Date Received: March 9, 2022
Roll No.: 5418-030-001-095.00

1. Owner Information

Name of Owner: CHANTAL - PELLERIN
Mailing Address: _____
Email Address: _____ Phone: _____

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: DANIEL - PAGUETTE
Mailing Address: _____
Email Address: _____ Phone: _____

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

Owner Applicant/Agent

4. Property Information

a. Location of the subject land:

Dymond New Liskeard Haileybury

Municipal Address

712 RORKE AVE, P.O. Box 193 Haileybury, ONTARIO

Legal Description (concession and lot numbers, reference plan and lot/part numbers)

Lot # 98 PCL 2240 SST LOT 98 M54 NB

b. Date the property/properties were acquired by the current owner: Closed on November 3/2017

c. Are there any easements or restrictive covenants affecting the property/properties?

Yes No

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

5. Reason a deeming by-law is required:

Condition of severance approval
RA

6. Registration of By-law

If approved the deeming by-law must be registered on title to the property/properties to which it applies. The City will send the approved by-law directly to the lawyer of the applicant's choosing to ensure registration. The applicant is responsible for all fees associated with the registration of the by-law.

Name of Lawyer: _____

Name of Firm: RAMSAY LAW OFFICE

Mailing Address: 18 ARMSTRONG STREET N, Box 160 New Liskeard ON P0J 1P0

Email Address: WWW.RAMSAYLAW.CA Phone: 705-647-4010

7. 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, Chantal Bellorin are the registered owners of the subject land and I/we hereby authorize Danici Paquette 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: 2021 0122 Signature of Owner: 

Date: _____ Signature of Owner: _____

8. 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

9. 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

10. Declaration of Applicant

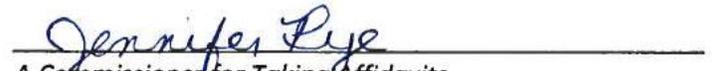
- ✓ If the application is being submitted by the property owner and there is more than one registered owner, each owner must complete a separate declaration.
- ✓ If the application is being submitted by the property owner and the owner is a firm or corporation the person signing this declaration shall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

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

Sworn (or declared) before me

at the City of Temiskaming Shores
in the District of Timiskaming
this 7th day of May, 2021


Signature of Applicant


A Commissioner for Taking Affidavits
Jennifer Lynn Pye, a Commissioner, etc.,
Province of Ontario, for the Corporation of the
City of Temiskaming Shores
Expires June 26, 2024.

Subject: Part Lot Control Exemption:
2373775 Ontario Inc

Report No.: CS-012-2022

Agenda Date: March 15, 2022

Attachments

Appendix 01: Draft by-law to remove part lot control (**Please refer to By-law No. 2022-050**)

Appendix 02: Registered Plan 54R-6262

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-012-2022; and
2. That Council directs staff to prepare the necessary by-law to grant an exemption to the part-lot control provisions of the Planning Act on the lands described as: Part of PIN 61339-0756, Part of Block C Plan M79NB, Parts 1, 2, 3, 4, Plan 54R-6262; and Part of PIN 61339-0735, Part of Block C Plan M79NB, Parts 5, 6, 7, 8, Plan 54R-6262; Temiskaming Shores; District of Timiskaming; for consideration at the March 15, 2022 Regular Council meeting.

Background

An application for part lot control exemption was submitted by 2373775 Ontario Inc. on February 28, 2022. The subject properties are located in the Rivard Court development, with one of the properties being located between Lakeshore Road and Rivard Court and the other between Rivard Court and Lake Temiskaming. The properties have the municipal addresses 103, 105, 110, and 112 Rivard Court.

Section 50(5) of the Planning Act provides that part of a lot or block on a registered plan of subdivision cannot be transferred where the same entity owns adjacent lands, without the approval of the Municipality. Section 50(7) of the Planning Act, however, allows a municipality to pass by-laws granting exemptions from the provisions of Section 50(5) for all or any part of a registered plan of subdivision. The by-law allows the conveyance of a portion of a lot or block within a registered plan of subdivision without approval of the Committee of Adjustment. Granting an exemption from part lot control does not require notification or a public meeting and does not allow for an appeal process.

A part lot control exemption is commonly used for further dividing semi-detached and townhouse developments once the structures are built to properly locate the lot line along the common centre wall.

Analysis

The applicants are in the process of constructing semi-detached dwellings on the subject properties, with work having begun in the 2021 construction season. The property located between Lakeshore Road and Rivard Court is zoned Medium Density Residential (R3), and the property between Rivard Court and Lake Temiskaming is zoned Medium Density Residential Exception 18 (R3-18) in the City of Temiskaming Shores Zoning By-law. The R3-18 zone applies a minimum setback of 20 metres from the high-water mark of Lake Temiskaming. Semi-detached dwellings are permitted uses in both the R3 and R3-18 Zones.

The units located between Rivard Court and Lake Temiskaming are nearing completion, while the foundation has been constructed on the property located between Lakeshore Road and Rivard Court, in preparation for the 2022 construction season.

As one building is nearing completion, and the construction of the other building is proposed to take place in 2022, it is recommended that the part lot control exemption be granted for a period ending on December 31, 2022. If necessary, Council can approve an extension to the timeline prior to the lapsing date.

Based on the above information, it is recommended that Council pass a by-law granting part lot control exemption for the lands described as: Part of PIN 61339-0756, Part of Block C Plan M79NB, Parts 1, 2, 3, 4, Plan 54R-6262; and Part of PIN 61339-0735, Part of Block C Plan M79NB, Parts 5, 6, 7, 8, Plan 54R-6262; Temiskaming Shores; District of Timiskaming.

Relevant Policy / Legislation / City By-Law

- City of Temiskaming Shores Zoning By-law 2017-154 and By-law 2018-154
- By-law 2019-041 – Development Agreement with 2373775 Ontario Inc

Consultation / Communication

- None

Financial / Staffing Implications

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

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

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

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed 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"
 Christopher W. Oslund
 City Manager

PLAN OF SURVEY OF
PART OF BLOCK 'C'
REGISTERED PLAN M-79 NB
CITY OF TEMISKAMING SHORES
DISTRICT OF TEMISKAMING

SCALE 1 : 400 METRES
0 2 4 8 10 15 20

SURVEYORS ON SITE INC.

THE INTENDED PLOT SIZE OF THIS PLAN IS 609mm BK WIDTH BY 457mm BK HEIGHT WHEN PLOTTED AT A SCALE OF 1:400 METRES.

NOTES

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

DISTANCES ON THIS PLAN ARE HORIZONTAL GROUND DISTANCES AND CAN BE CONVERTED TO CURVE DISTANCES BY MULTIPLYING BY THE AVERAGE COMBINED SCALE FACTOR OF 0.99968019

BEARINGS ARE UTM GRID, AND ARE DERIVED FROM SCPs. COSMIC MONUMENTS H0019740135 & H004019801501 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (61° WEST LONGITUDE) NAD83(CRS)S(2010.0)

LEGEND

- MONUMENT PLANTED
- MONUMENT FOUND
- SMB STANDARD IRON BAR
- SB SHORT STANDARD IRON BAR
- IB IRON BAR
- M MEASURED
- WT WITNESS
- PI PLAN 54R-6121
- SOS SURVEYORS ON SITE INC.

SCHEDULE				
PART	BLOCK	PLAN	PIN	AREA (m ²)
1				561.080
2				531.118
3			PART OF PIN 61339-0756 (LT)	758.357
4	PART OF BLOCK 'C'	REGISTERED PLAN M-79 NB		840.900
5				372.70±
6			ALL OF PIN 61339-0735 (LT)	216.00±
7				438.10±
8				174.30±

PARTS 1 TO 4 (INCLUSIVE) COMPRISE PART OF PIN 61339-0756 (LT)
PARTS 5 TO 8 (INCLUSIVE) COMPRISE ALL OF PIN 61339-0735 (LT)
PARTS 6 & 8 ARE SUBJECT TO FLOODING AS DESCRIBED IN LT 61457

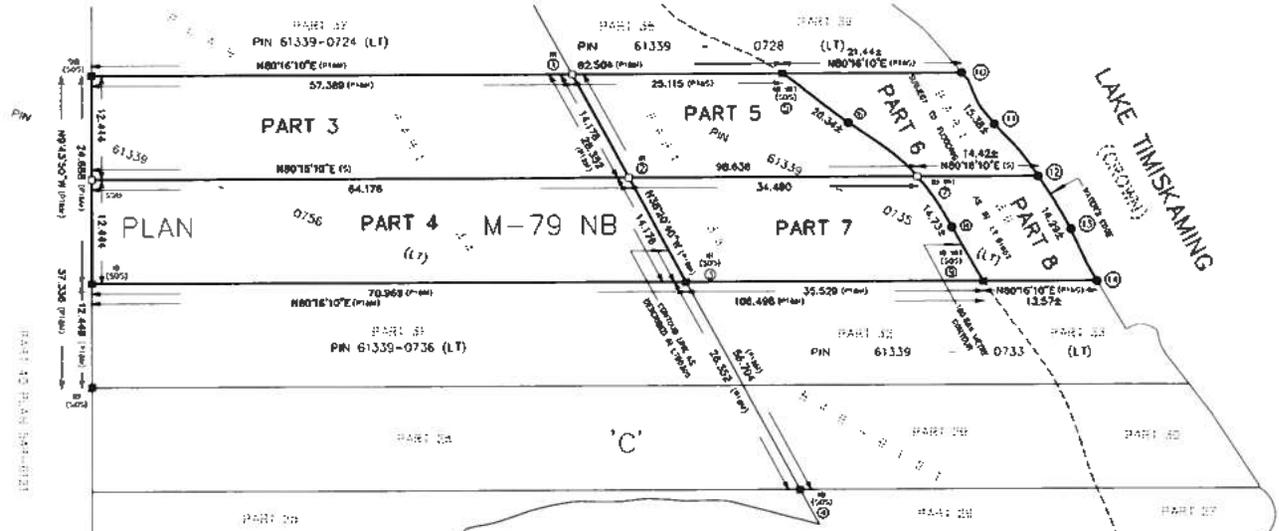
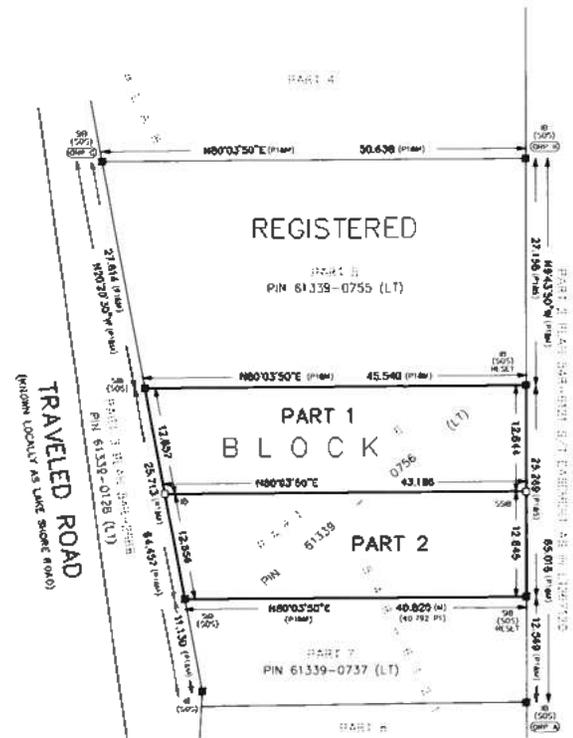
PLAN 54R-6262

Received and deposited

February 25th, 2022

Mons Jaige

Representative for the
Land Registrar for the
Land Titles Division of
Temiskaming (No.54)



COORDINATE TABLE		
CONTOUR AS DESCRIBED BY L190305		
POINT ID	NORTHING	EASTING
①	5261282.34	599537.06
②	5261271.45	599546.44
③	5261260.33	599555.22
④	5261248.09	599572.82

COORDINATE TABLE		
190 644 METRE DCDV28 CONTOUR		
POINT ID	NORTHING	EASTING
⑤	5261266.78	599562.41
⑥	5261262.24	599571.18
⑦	5261277.28	599580.39
⑧	5261272.09	599585.41
⑨	5261264.34	599590.25

COORDINATE TABLE		
WATER'S EDGE		
POINT ID	NORTHING	EASTING
⑩	5261290.41	599583.54
⑪	5261284.92	599588.45
⑫	5261279.72	599594.60
⑬	5261274.21	599599.40
⑭	5261268.63	599603.62

INTEGRATION COORDINATE TABLES		
SPECIFIED CONTROL POINTS (SCPs)		
MONUMENT	NORTHING	EASTING
00819740135	5261369.86	599036.73
01019801501	5267341.13	599712.54

UTM ZONE 17, NAD83(CRS)S(2010.0)		
OBSERVED REFERENCE POINTS (ORPs) ARE DERIVED FROM RTK MEASUREMENTS ON SCPS AND ARE REFERRED TO UTM ZONE 17, NAD83(CRS)S(2010.0)		
POINT ID	NORTHING	EASTING
ORP A	5261195.77	599473.92
ORP B	5261258.83	599462.96
ORP C	5261251.07	599413.10

COORDINATES SHOWN HEREON HAVE A RELATIVE ACCURACY TO MEET THE REQUIREMENTS OF AN URBAN AREA AT A 95% CONFIDENCE LEVEL AS PER SEC 14(2) OF OREG 216/10 UNDER THE SURVEYS ACT NAD83(CRS)S(2010.0)

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

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM

2. THE SURVEY WAS COMPLETED ON THE 9th DAY OF DECEMBER, 2021

JANUARY 24, 2022

Mons Jaige
RYAN W. SECUN
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-20076



50 WHITEWOOD AVENUE
NEW LISKEARD, ONTARIO
P0J 1P0
705-622-0872
www.surveyorsonsite.com

Subject: 2021 Annual Building and Statistics Report **Report No.:** CS-013-2022

Agenda Date: March 15, 2022

Attachments

- Appendix 01:** 2021 Annual Report – Building Permit Fees
Appendix 02: Building Code Act Prescribed Report Content

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-013-2022; and
2. That Council directs staff to post the 2021 Annual Report - Building Permit Fees on the City's website, and to make the report available to persons or organizations in accordance with the Ontario Building Code Act.

Background

Section 7(1) of the Building Code Act (BCA) authorizes the Council of a municipality to pass by-laws to prescribe classes of permits, provide for applications for permits and require applications to be accompanied by such plans, specifications, documents and other information as is prescribed, and require the payment of fees on applications for the issuance of permits, and prescribe the amounts of the fees.

Section 7(2) of the BCA prescribes that the total amount of fees authorized in such by-law must not exceed the anticipated costs to the City to administer and enforce the BCA.

Section 7(4) of the BCA further requires that every 12 months, the City shall prepare a report that contains such information as may be prescribed, about the fees authorized in the by-law, and the costs of the City to administer and enforce the BCA. Appendix 02 to this report lists the information which is prescribed in the Ontario Building Code (OBC) to be included in the annual report. Section 7(4) also requires that the Annual Building Report be made available to the public.

The Annual Report – Building Permit Fees provides information to Council and the public regarding the revenues received from Building Permit Fees and the direct and indirect costs for administering and enforcing the Building Code Act.

Analysis

The following table is a summary of the figures included in the 2021 Annual Report – Building Permit Fees which is attached as Appendix 01:

Revenues Collected =	\$426,521.31
Direct Costs =	(\$266,362.54)
Indirect Costs =	(\$35,132.54)
Excess =	\$125,026.23

Permit Fees are collected under the authority of the Building By-law 2013-052 and include fees for construction, demolition, change of use permits. The total Building permit fees collected in 2020 was **\$426,521.31**

Direct Costs are costs for the operation of the Building Department with respect to the processing of permit applications, the review of building plans, conducting inspections and enforcement duties under the authority of the BCA/OBC. The figure provided includes a percentage of wages and benefits for the Director, CBO, Building Inspector, Planner and the Administrative Assistant; as well as, costs of providing training for staff to meet the qualification requirements prescribed by the BCA. **The total direct costs are \$266,362.54.**

Indirect Costs are the Building Department’s share of overhead such as: office supplies, postage and courier service, telephone, IT support, CGIS service contract, payroll services, and office expenses. Indirect costs also include the Building Department’s share of capital asset costs of vehicles and their operation expenses. **The total indirect costs are \$35,132.54.**

Cost Stabilization Reserve Fund - As revenue exceeds operating costs a Cost Stabilization Reserve Fund has been established at \$125,026.23.

Financial / Staffing Implications

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

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

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

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

"Original signed by"

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

Corporation of the City of Temiskaming Shores

Annual Report – Building Permit Fees

Total Permit Fees (Revenues) collected for the period January 1, 2021 to December 31, 2021 under By-law No 2013-052 of the City of Temiskaming Shores.

Total Permit Fees = **\$426,521.31**

Direct Costs are deemed to include costs related to wages, benefits and the training of staff of the Building Department for processing of building permit applications, the review of building plans, conducting inspections and building related enforcement duties for the period January 1, 2021 to December 31, 2021.

Direct Costs = **\$266,362.54**

Indirect Costs are deemed to include the costs of overhead and support services related to the operation of the Building Department and include costs of office space and fleet as well as their depreciation for the period January 1, 2020 to December 31, 2020.

Indirect Costs = **\$35,132.54**

Cost Stabilization Reserve Fund includes all revenues exceeding costs from previous years which are held in reserve to offset costs in future years.

Cost Stabilization Reserve Fund = **\$ 125,026.23**

Note: As the Total Permit Fees for the period January 1, 2021 to December 31, 2021 exceed the Direct and Indirect Costs for the same time period, \$125,026.23 has been transferred to the Cost Stabilization Fund for 2021.

BCA/OBC Prescribed Report Content

Building Code Act, 1992
ONTARIO REGULATION 332/12
BUILDING CODE
Division C Part 1

1.9.1.1. Annual Report

- (1) *The report referred to in subsection 7 (4) of the Act shall contain the following information in respect of fees authorized under clause 7 (1) (c) of the Act:*
 - (a) *total fees collected in the 12-month period ending no earlier than three months before the release of the report,*
 - (b) *the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),*
 - (c) *a break-down of the costs described in Clause (b) into at least the following categories:*
 - (i) *direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and*
 - (ii) *indirect costs of administration and enforcement of the Act, including support and overhead costs, and*
 - (d) *if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).*
- (2) *The principal authority shall give notice of the preparation of a report under subsection 7 (4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.*

Of special note: As revenues cannot be forecasted with any certainty, and often vary substantially from year to year, the BCA/OBC does allow municipalities to establish a cost stabilization reserve fund in which permit fees in excess of operating costs must be held. Those reserve funds may then only be used to offset costs of BCA/OBC administration / enforcement in future years. Should revenues continue to exceed costs, it is the intent being that the permit fee structure would then be revised accordingly.

As permit fees have yet to exceed operating costs, it has not been necessary in the past to establish such a reserve fund in Temiskaming Shores.

Memo

To: Mayor and Council
From: Mitch McCrank, Manager of Transportation Services
Date: March 15, 2022
Subject: Dissolution of Winter Maintenance Agreement, MTO (Highway 11B) – Temiskaming Shores (Mowat Landing Road)
Attachments: Appendix 01: By-law No. 2017-086 and By-law No. 2018-086

Mayor and Council:

The City of Temiskaming Shores and the Ministry of Transportation (MTO) have had a reciprocal agreement in place since 2017 for the winter maintenance of road sections under the care of each road authority that may be carried out by the other party.

As defined in By-Law 2018-086, the City shall maintain a 1.0 kilometre section of Hwy 11B immediately north of the ONR Bridge at Cobalt to the south limit of the City of Temiskaming Shores. This section is considered a Class 3 Maintenance Class. The MTO shall maintain a 3.2 kilometre section of the former Hwy 558 (known locally as Mowat Landing Road) between Hwy 11 and Pipeline Road. This section is considered a Class 5 Maintenance Class.

The term of the Agreement is from September 22nd, 2018 to June 15th, 2022.

In consultation with the City Manager, Director of Corporate Services, Transportation Superintendent, Public Works Staff and Charles Painter of PM Law, The City of Temiskaming Shores will not be extending or renewing the agreement with the MTO for future Winter seasons.

A number of factors go into making this decision, including:

- Unfair maintenance class standards.
- Probability of Motor Vehicle Incidents
- Topography and Alignment of roads
- Provincial Highway versus Country Road



A letter notifying the MTO about this conclusion has been sent to the Area Engineer and Maintenance Staff at the North Bay MTO office.

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Mitch McCrank
Manager of Transportation Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2017-046

Being a by-law to enter into a Winter Maintenance Agreement with the Province of Ontario (Ministry of Transportation Ontario) – Highway 11B (Coleman Twp.) and Mowat Landing Road

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

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

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

And whereas under Section 22 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may provide a system that it would otherwise not have power to provide outside its boundaries in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

And whereas Council considered Memo No. 003-2017-PW at the March 21, 2017 Regular Council meeting of Council and directed staff to prepare the necessary by-law to enter into a Winter Maintenance Agreement with the Ministry of Transportation Ontario for consideration at the March 21, 2017 Regular Council meeting;

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

1. That the Mayor and Clerk be hereby authorized to enter into an agreement with the Province of Ontario (Ministry of Transportation Ontario) for Winter Maintenance Services, copy of which attached hereto as Schedule "A" and forming a part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law where such modifications or corrections do not alter the intent of the by-law.

Read first, second and third time and finally passed this 21st day of March, 2017.

Mayor – Carman Kidd

Clerk – David B. Treen

This Agreement for winter maintenance services made this 21st day of March, 2017.

Between:

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Transportation,**
(Hereinafter called the "Ministry"),

And:

The Corporation of the Municipality of Temiskaming Shores
(Hereinafter called the "Municipality").

Whereas the highway commonly known as Highway 11B (collectively referred to as, "Road") located within the Twp. of Coleman and described in Schedule "A" attached hereto and forming part of this Agreement is presently a highway under the jurisdiction and control of the Ministry;

And whereas the Municipality has offered to carry out winter maintenance services on the Road;

And whereas the Ministry has agreed to accept the Municipality's offer upon the mutually agreed upon terms and conditions as set out herein.

Now therefore this Agreement witnesses that in consideration of the covenants and premises in this Agreement and for other good and valuable consideration (the receipt and sufficient of which are hereby acknowledged), the Ministry and the Municipality agree as follows:

1. In this Agreement,
 - (a) "Area Engineer" means the Ministry's Area Contracts Engineer for the New Liskeard Area.
2. The Municipality agrees to provide winter maintenance services on the Road in accordance with this Agreement from the execution of this Agreement until this Agreement is terminated or the earlier termination of this Agreement by either party upon 60 days prior written notice or on such other date as the Parties may agree in writing.
3. The Municipality shall carry out the winter maintenance services described in Schedule "A" at the level of service specified therein, both of which may from time to time be amended by the parties or which may be amended upon the direction of the Area Engineer.
4. The Municipality shall supply all necessary labour, materials and equipment required to carry out such winter maintenance services in accordance with the Ministry's winter maintenance standards.

5. In lieu of monetary compensation, the Ministry agrees to undertake the winter maintenance on a section of the Municipality's Road known as Mowat's Landing Road (Highway 558) for approximately 3.1 km from Highway 11 to Pipeline Road (start of Highway 558) in accordance with Appendix 01.
6. The Municipality shall keep separate and detailed records of the material usage (i.e. salt and sand) for winter maintenance services pursuant to this Agreement and make these records available for examination by the Ministry upon request for a 24-month period from the termination date of this Agreement.
7. The Municipality will report the work completed for winter maintenance services to the Area Engineer in a manner consistent with the Ministry's maintenance management system that the Ministry shall explain to the Municipality prior to and at the time of the execution of this Agreement.
8. For greater clarity, the Municipality understands and agrees that the maintenance management system includes performance measures and outcome targets in respect of winter maintenance services that are specifically set out in the Ministry's Performance Requirement 2002 – Winter Maintenance ("Winter Maintenance Standards"). The Municipality acknowledges that it has been given a copy of the Winter Maintenance Standards and that these standards shall be incorporated into this Agreement by this reference.
9. The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2017, and terminating on April 22, 2018.
10. The winter maintenance season designated by the Area Engineer shall commence for the term of this Agreement on September 22 and terminate on April 22.
11. The Ministry may audit the Municipality for its performance of the Winter Maintenance Standards.
12. The Municipality shall indemnify and save harmless the Minister from any losses, costs, damages, suits, or expenses arising out of or connected with the performance of the winter maintenance services contemplated by this Agreement and attributable to the negligence of the Municipality or any person for whom the Municipality is responsible at law.
13. The Municipality shall maintain, in full force and effect, adequate liability insurance at all times throughout the term of this Agreement and such insurance shall include the following:
 - (a) commercial general liability insurance with limits of not less than \$5,000,000.00 (five million dollars) inclusive per occurrence against the risk of injury, loss or damage to the person(s) or property of others;
 - (b) road liability insurance; and,

- (c) automobile liability insurance for both owned and non-owned vehicles with limits of not less than \$5,000,000.00 (five million dollars) inclusive per occurrence for bodily injury, death and damage to property.
14. All insurance policies shall include:
- (a) Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation as an additional insured, but only in respect of services performed under this Agreement on behalf of the Ministry;
 - (b) the policy of general liability insurance shall contain a cross liability clause endorsement; and,
 - (c) the Municipality shall provide the Area Engineer with proof of insurance upon request.
15. The Municipality shall incorporate in its contract(s), if any, for the hired equipment or any other contract(s) to perform the winter maintenance services, which shall operate or work on the Roads, under the supervision of the Municipality during the term of this Agreement, the requirement that the contractor indemnify the Ministry and the Municipality to at least the same extent or better as provided by the Municipality to the Ministry pursuant to this Agreement. As well, the Municipality shall be responsible for calling out such contractor(s) and for making payment directly thereto and resolving any and all liens in respect of such services.
16. Any notice or other written communication intended for the Ministry shall be effectively given if sent by ordinary mail or other appropriate means of delivery to the Area Engineer at 437 McKeown Avenue, North Bay, Ont. P1B 9E4
17. Any notice or other written communication intended for the Municipality shall be effectively given and sent by ordinary mail or other appropriate means of delivery to the Municipality of Temiskaming Shores, at 325 Farr Drive Haileybury, Ontario, P0J 1K0
18. The Municipality covenants that it has the statutory authority to enter into this Agreement and warrants that it has done all acts necessary to authorize it to do so.
19. The Ministry or the Municipality shall have the right to terminate this Agreement by giving sixty (60) days prior written notice to the other party.

In witness whereof the Minister of Transportation by delegation has hereunto set his hand and seal and the Municipality has caused its corporate seal to be affixed hereto attested by the hands of its Mayor and Clerk.

Signed and Sealed at Temiskaming Shores, this 21st day of March, 2017.

**The Corporation of the Municipality of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – David B. Treen

Signed at North Bay, this _____ day of _____, 2017.

**Her Majesty the Queen in right of Ontario as
represented by the Minister of Transportation**

Area Engineer

Appendix 01 – Winter and Summer Maintenance Services

For greater clarity in this Schedule and the Agreement, Highway 11B and Mowat's Landing Road are described as follows:

Road Name	Road Limits	Maintenance Class
Highway 11B	From ONR overpass bridge to Temiskaming Shores south limit	3
Mowat's Landing Road	From Highway 11 westerly to Pipeline road (beginning of Highway 558)	5

Winter Maintenance Services

The Municipality hereby agrees to provide such winter maintenance services for the Roads described herein such that it meets or exceeds the following levels of service:

Highway 11B shall be serviced at a Class 3 service level minimum, such level of service to achieve bare pavement within 24 hours after the end of the winter storm event and be maintained until conditions permit baring the pavement to full width during the term of this Agreement.

Mowat's Landing Road shall be serviced at a Class 5 service level minimum, such level of service to achieve snow pack conditions within 24 hours after the end of the winter storm event during the term of this Agreement.

For greater clarity,

1. Snow clearing shall include:
 - (a) plowing;
 - (b) winging back;
 - (c) snow removal;
2. Sanding shall include:
 - (a) spreading of sand on road surfaces;
 - (b) stockpiling;
 - (c) loading.
3. Salting shall include:
 - (a) spreading of salt on pavements;
 - (b) stockpiling; and
 - (c) loading.

In addition to the above, the Municipality shall perform such other winter maintenance services as may be agreed upon by the Parties from time to time.

The Corporation of the City of Temiskaming Shores
By-law No. 2018-086

**Being a by-law to amend By-law No. 2017-046 being a
by-law to enter into a Winter Maintenance Agreement
with the Province of Ontario (Ministry of Transportation
Ontario) – Highway 11B (Coleman Twp.) and Mowat
Landing Road**

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

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

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

And whereas under Section 22 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may provide a system that it would otherwise not have power to provide outside its boundaries in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

And whereas Council considered Memo No. 020-2018-CS at the May 15, 2018 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-law No. 2017-046 being a Winter Maintenance Agreement with the Ministry of Transportation Ontario to extend the agreement until April 2022 for consideration at the May 15, 2018 Regular Council meeting;

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

1. That Article 9 of Schedule "A" to By-law No. 2017-046 be deleted and replaced with the following:

The Municipality shall carry out the winter maintenance services for the term of this Agreement commencing September 22, 2018, and terminating on June 15, 2022.

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

Read first, second and third time and finally passed this 15th, day of May, 2018.

Mayor – Carman Kidd

Clerk – David B. Treen

Subject: Tender Award – Liquid Calcium

Report No.: PW-007-2022

Agenda Date: March 15, 2022

Attachments

Appendix 01: Bid Results Summary

Appendix 02: Draft Agreement (**Please refer to By-law No. 2022-051**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-007-2022; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of liquid calcium in the amount of \$53,430.00, plus applicable taxes, for consideration at the March 15, 2022 Regular Council meeting.

Background

In conjunction with and on behalf of several South Temiskaming municipalities, the City of Temiskaming Shores co-operatively procures the services of qualified contractors for the supply and application of liquid dust suppressant at various locations within the City.

The work shall consist generally of supplying and applying liquid calcium chloride or approved alternative for the purpose of suppressing dust on granular roadway surfaces, as directed by the Superintendent of Transportation or designate.

Two bids were received in response to PWO-RFT-001-2022 which had a closing date of Tuesday March 1st, 2022. Submission Results are shown in Appendix 01.

Analysis

Both bidders have successfully completed similar projects in the past for the City of Temiskaming Shores and have the ability to successfully complete this work as per the tender documents. The results of which are summarized in the following table.

Bidder	Unit Price	Tender Amount	HST	Total
Pollard Distribution	.3425	\$53,430.00	\$6,945.90	\$60,375.90
Da-Lee Dust	.375	\$58,500.00	\$7,605.00	\$66,105.00

In the end, Pollard is the recommended contractor as they presented the best price.

Relevant Policy / Legislation / City By-Law

- 2022 Public Works Operating Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with City Manager and Superintendent of Transportation 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

The subtotal price of Pollard’s submitted tender is slightly over the allotted budget amount based on the estimated quantities. Only Litres that are applied will be paid for. In previous years, such as 2020 and 2021, we have been well under the budgeted amount.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council’s consideration by:

“Original signed by”

“Original signed by”

Mitch McCrank, CET
 Manager of Transportation Services

Christopher W. Oslund
 City Manager

Document Title: PWO-RFT-001-2022 "Liquid Calcium Chloride"

Closing Date: Tuesday, March 1, 2022

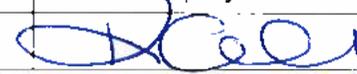
Closing Time: 2:00 p.m.

Department: Public Works

Opening Time: 2:45 p.m.

Attendees via teleconference: 705-672-2733 Ext. 774

City of Temiskaming Shores:

Logan Belanger, Clerk	Kelly Conlin, Deputy Clerk	Mitch McCrank Manager of Transportation Services
		via teleconference

Others (teleconference):

Kevin, Pollard Dist.		
----------------------	--	--

Submission Pricing

Bidder: *Pollard Distribution Inc.*

Location	Unit Price	Total w HST
Harley (78,000 L):	.3425	30,187.95
Evanturel (26,000):	.3425	10,062.65
Kerns (78,000):	.3425	30,187.95
Chamberlain (52,000):	.3425	20,125.30
Hudson (78,000):	.3425	30,187.95
Temiskaming Shores (156,000):	.3425	60,375.90
Hilliard (26,000):	.3425	10,062.65
Brethour (52,000):	.3425	20,125.30
Casey (28,000):	.3425	10,836.70
Armstrong (78,000):	.3425	30,187.95
Charlton - Dack (52,000):	.3425	20,125.30
Harris (26,000):	.3425	10,062.65
Temagami (78,000):	.3425	30,187.95

Bidder: *Da-lee Dust Control Ltd.*

Location	Unit Price	Total w HST
Harley (78,000):	.375	33,052.50
Evanturel (26,000):	.375	11,017.50
Kerns (78,000):	.375	33,052.50
Chamberlain (52,000):	.375	22,035.00
Hudson (78,000):	.375	33,052.50
Temiskaming Shores (156,000):	.375	66,105.00
Hilliard (26,000):	.375	11,017.50
Brethour (52,000):	.375	22,035.00
Casey (28,000):	.375	11,865.00
Armstrong (78,000):	.375	33,052.50
Charlton - Dack (52,000):	.375	22,035.00
Harris (26,000):	.375	11,017.50
Temagami (78,000):	.375	33,052.50

Bidder: N/A

Location	Unit Price	Total w HST
Harley (78,000 L):		
Evanturel (26,000):		
Kerns (78,000):		
Chamberlain (52,000):		
Hudson (78,000):		
Temiskaming Shores (156,000):		
Hilliard (26,000):		
Brethour (52,000):		
Casey (28,000):		
Armstrong (78,000):		
Charlton - Dack (52,000):		
Harris (26,000):		
Temagami (78,000):		

Bidder: N/A

Location	Unit Price	Total w HST
Harley (78,000):		
Evanturel (26,000):		
Kerns (78,000):		
Chamberlain (52,000):		
Hudson (78,000):		
Temiskaming Shores (156,000):		
Hilliard (26,000):		
Brethour (52,000):		
Casey (28,000):		
Armstrong (78,000):		
Charlton - Dack (52,000):		
Harris (26,000):		
Temagami (78,000):		

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: Tender Award – Line Painting

Report No.: PW-008-2022

Agenda Date: March 15, 2022

Attachments

Appendix 01: Bid Results Summary

Appendix 02: Draft Agreement (**Please refer to By-law No. 2022-052**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-008-2022; and
2. That Council directs Staff to prepare the necessary by-law to enter into an agreement with Miller Maintenance (A Division of Miller Paving Limited), for the award of the 2022 Centre and Edge Line Painting Services Contract, at a unit cost of \$0.39 per linear metre of line marking plus applicable taxes, for consideration at the March 15, 2022 Regular Council Meeting.

Background

Each year the City of Temiskaming Shores procures the services of a qualified contractor for the supply and application of Roadway Centre and/or Edge Line Painting services at various locations within the City of Temiskaming Shores.

The work consists generally of retracing existing pavement markings comprised of centre line (yellow) and edge line (white) markings.

The Tender documents were prepared and Tender PWO-RFT-002-2022 was distributed to previous and known potential bidders and advertised on the City's web site, with a closing date on March 1st, 2022.

Analysis

Two (2) submissions were received by the closing date. The results of which are summarized in the following table.

Bidder	Tender Amount	HST	Total
Midwestern Line Striping	\$37,765.00	\$4,909.45	\$42,674.45
Miller Maintenance	\$35,490.00	\$4,613.70	\$40,103.70

Miller Maintenance has successfully completed similar projects for Temiskaming Shores and throughout Ontario 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).

The tendered amount remains within the approved and allotted budget for roadway maintenance.

Relevant Policy / Legislation / City By-Law

- 2022 Public Works Operating Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with City Manager and Superintendent of Transportation 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

A total of \$70,000 was included in the 2022 Budget for Line Painting and Asphalt Markings. This contract would total \$35,490.00, excluding HST, given the tendered unit prices and quantities provided to the contractor.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Mitch McCrank, CET
Manager of Transportation Services

Christopher W. Oslund
City Manager

Document Title: **PWO-RFT-002-2022 "Roadway Line Painting"**

Closing Date: **Tuesday, March 1, 2022**

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

Department: **Public Works**

Opening Time: **3:15 p.m.**

Attendees via teleconference: **705-672-2733 Ext. 774**

City of Temiskaming Shores:

Logan Belanger, Clerk 	Kelly Conlin, Deputy Clerk 	Mitch McCrank Manager of Transportation Services <i>Via teleconference</i>
---	--	--

Others (teleconference):

<i>Greg, Miller mte.</i>		
--------------------------	--	--

Submission Pricing

Bidder: *Mid-Western Line Striping*
conc.

Description	Price per LM	Total
Yellow Centre Lines (50,000 linear meters):	<i>0.415</i>	<i>\$20,750.00</i>
White Edge Line (41,000 linear meters):	<i>0.415</i>	<i>\$17,015.00</i>
	Subtotal	<i>37,765.00</i>
	HST	<i>4,909.45</i>
	Total	<i>42,674.45</i>

Bidder: *Miller Maintenance*
Div. Miller Paving.

Description	Price per LM	Total
Yellow Centre Lines (50,000 linear meters):	<i>0.39</i>	<i>\$19,500.00</i>
White Edge Line (41,000 linear meters):	<i>0.39</i>	<i>\$15,990.00</i>
	Subtotal	<i>35,490.00</i>
	HST	<i>4,613.70</i>
	Total	<i>40,103.70</i>

Bidder: *N/A*

Description	Price per LM	Total
Yellow Centre Lines (50,000 linear meters):		
White Edge Line (41,000 linear meters):		
	Subtotal	
	HST	
	Total	

Bidder: *N/A*

Description	Price per LM	Total
Yellow Centre Lines (50,000 linear meters):		
White Edge Line (41,000 linear meters):		
	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: Tender Award – 2022 Asphalt
Patching

Report No.: PW-009-2022

Agenda Date: March 15, 2022

Attachments

Appendix 01: Bid Results Summary

Appendix 02: Draft Agreement (**Please refer to By-law No. 2022-053**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-009-2022; and
2. That Council directs Staff to prepare the necessary by-law to enter into an Agreement with Miller Paving Ltd. for the award of the 2022 Asphalt Patching contract at a unit cost of \$59.50 per square metre for 50 mm thickness and a unit cost of \$107.10 per square metre for 90 mm thickness, plus applicable taxes, for consideration at the March 15, 2022 Regular Council Meeting.

Background

Each year the City of Temiskaming Shores procures the services of qualified contractors for the provision of asphalt patching services at various locations within the City of Temiskaming Shores.

The work consists generally of the supply of all materials as per specifications, labour and equipment for the successful installation of asphalt patches within the City boundaries as directed by the Superintendent of Transportation or designate. It is understood that the Contractor shall have sufficient knowledge and expertise in the asphalt repair process and shall have the ability to administrate the project as well as operate all equipment.

The Request for Tender documents were prepared and PWO-RFT-003-2022 was distributed to previous and known potential bidders with closing date of March 4, 2022.

Analysis

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

Bidder	Unit Cost 50 mm Thickness	Unit Cost 90 mm Thickness
Miller Paving Limited	\$59.50	\$107.10

Miller Paving Limited has successfully completed similar projects in Temiskaming Shores and have demonstrated the ability and expertise to successfully complete this work as intended. Between 2014 & 2021 Miller Paving has been the successful Contractor on this project.

The tender was analysed for errors and/or omissions and it was found to be correct and complete. The process for obtaining competitive pricing was consistent with the City's Procurement Policy (By-Law 2017-015) and although only one bid was received, it is deemed to be accepted as per 10.8 item ii) of the policy.

Relevant Policy / Legislation / City By-Law

- 2022 Public Works Operating Budget
- By-Law No. 2017-015, Procurement Policy

Consultation / Communication

- Consultation with City Manager and Superintendent of Transportation 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

The 2022 Budget includes allocated funds within the Environmental and Transportation Operating Budgets to address asphalt repairs due to water and sewer ruptures as well as surface failures and will be distributed as applicable.

It is recommended that the award of this work be based on unit costs and that the work will be charged to the appropriate accounts within the operations budget.\

The tender results are **13% higher** than the rates paid last year (2021).

Staffing implications related to this matter are limited to normal administrative functions and duties as well as verifying field measurements.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for Council's consideration by:

“Original signed by”

“Original signed by”

Mitch McCrank, CET
Manager of Transportation Services

Christopher W. Oslund
City Manager

Document Title: PWO-RFT-003-2022 "Asphalt Patching Services"

Closing Date: **Friday, March 4, 2022**

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

Department: **Public Works**

Opening Time: **2:30 p.m.**

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

City of Temiskaming Shores:

Logan Belanger, Clerk	Kelly Conlin, Deputy Clerk	Mitch McCrank Manager of Transportation Services
		

Others (teleconference):

<i>Demora</i>	<i>Miller Paving</i>	
---------------	----------------------	--

Submission Pricing

Bidder: *Miller Paving Ltd.*

Patching (50 mm):	<i>178,500.00</i>
Patching (90 mm):	<i>187,425.00</i>
Sub-Total:	<i>365,925.00</i>
HST:	<i>47,570.25</i>
Total:	<i>413,495.00</i>

Bidder:

Patching (50 mm):	
Patching (90 mm):	
Sub-Total:	
HST:	
Total:	

Bidder:

Patching (50 mm):	
Patching (90 mm):	
Sub-Total:	
HST:	
Total:	

Bidder:

Patching (50 mm):	
Patching (90 mm):	
Sub-Total:	
HST:	
Total:	

Bidder:

Patching (50 mm):	
Patching (90 mm):	
Sub-Total:	
HST:	
Total:	

Bidder:

Patching (50 mm):	
Patching (90 mm):	
Sub-Total:	
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.

Memo

To: Mayor and Council
From: Mathew Bahm, Director of Recreation
Date: March 15, 2022
Subject: Government of Canada – Active Transportation Fund
Attachments: Applicant Guide

Mayor and Council:

In support of Canada's National Active Transportation Strategy, Infrastructure Canada is now accepting applications to the first-ever Active Transportation Fund. This federal grant is providing funding to support capital and planning projects related to active travel.

Capital projects can receive funding up to 60% of the total project costs with stacking allowed for the remaining 40%. Planning projects can receive 100% funding up to a total of \$50,000.

With the recently completed Active Transportation Plan (ATP), the City is ready to improve active travel infrastructure within the community. Coupled with planned resurfacing for 2022, city staff are eyeing two potential projects to apply for.

The first proposal is to expand the proposed paving of Rorke and King Street from Morrisette Drive to the southern City boundary to include 1.5m paved shoulders on each side of the road. This would provide a cycling space on each side of this corridor as indicated in the ATP. These bicycle lanes would expand our cycling network by 7.8 lane km, improve cyclist safety and increase the longevity of the new roadway surface. The estimated cost of this additional paving is \$245,000 with up to 60% being funded by the Active Transportation Fund.

This is the best value project for the City to apply for at this time. With roadwork already scheduled to take place on this section of roadway, the city would be saving mobilization costs while also receiving 60% of the added costs funded by the federal government. City costs would be covered by accrued savings or other grant opportunities.

The alternative project for submission is an expansion of the upcoming traffic study already approved by Council. Staff could expand the scope of this study to save the mobilization costs of the consultant and request that they also provide design recommendations for proposed active travel infrastructure along Rorke Ave, Main Street, Ferguson Street and Lakeshore Rd in Haileybury as well as Lakeshore Rd in New Liskeard. There are several active transportation improvements recommended in the



ATP that need some design work completed before being implemented. The estimated cost of this project would be \$50,000 with the entire amount being funded by the Active Transportation Fund.

Prepared by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Christopher W. Oslund
City Manager



ACTIVE TRANSPORTATION FUND

APPLICANT GUIDE

Version 9

INFC

ATF-FTA@infc.gc.ca

This publication is available upon request in accessible formats.

Contact: Communications Branch

Infrastructure Canada 180 Kent Street, Suite 1100

Ottawa, Ontario K1P 0B6

National information line on infrastructure: 613-948-1148

Toll free number: 1-877-250-7154

TTY: 1-800-465-7735

Email: info@infc.gc.ca

This publication is available at <https://www.infrastructure.gc.ca/trans/active-strat-actif-eng.html>.

Permission to Reproduce

Except as otherwise specifically noted, the information in this publication may be reproduced, in part or in whole and by any means, without charge or further permission from Infrastructure Canada, provided that due diligence is exercised in ensuring the accuracy of the information reproduced; that Infrastructure Canada is identified as the source institution; and that the reproduction is not represented as an official version of the information reproduced, nor as having been made in affiliation with, or with the endorsement of, Infrastructure Canada.

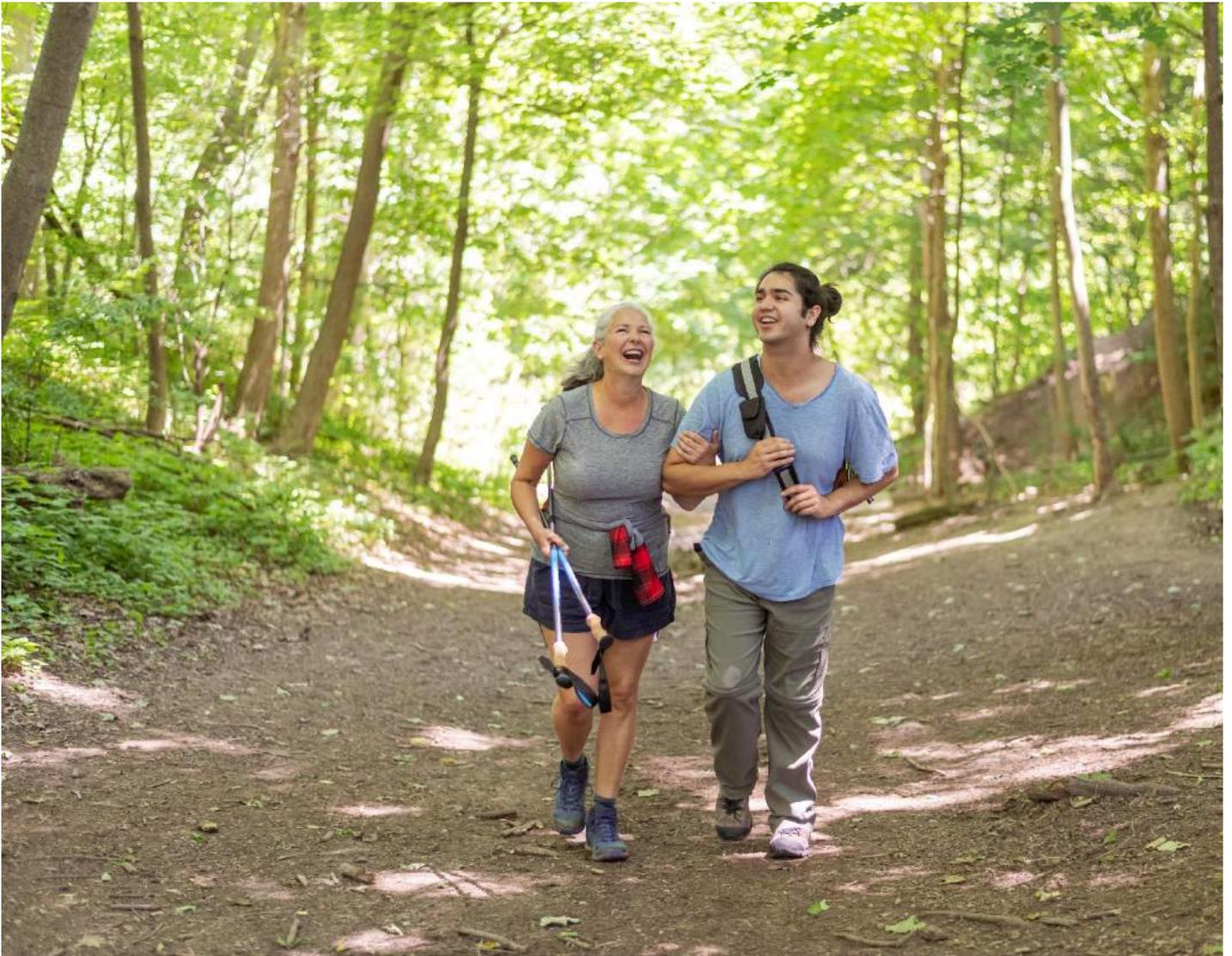
For permission to reproduce the information in this publication for commercial redistribution, please email info@infc.gc.ca.

© Her Majesty the Queen in Right of Canada, as represented by the Minister of the Office of Infrastructure of Canada, 2021.

Cat. No.T94-26/2021E-PDF

ISSN 978-0-660-39813-6

Aussi disponible en français sous le titre Fonds pour le transport actif - guide du demandeur



ACTIVE TRANSPORTATION FUND at a glance

Active transportation provides tangible benefits to communities, shortening commute times for families, creating good middle-class jobs, growing the economy, promoting healthier lifestyles, cutting air and noise pollution, and reducing greenhouse gas emissions. Active transportation will support the economic recovery from the COVID-19 pandemic and contribute to long-term, sustainable, inclusive economic growth, while setting the foundation for achieving a more inclusive Canada and net-zero climate emissions by 2050.

The Active Transportation Fund will provide \$400 million over five years to support the expansion and enhancement of active transportation infrastructure and a modal shift away from cars and toward active transportation. The Fund will also support the goals of Canada's Strengthened Climate Plan.



TABLE OF CONTENTS

1. What is the Objective of the Active Transportation Fund?	5
2. Projects Eligible for Funding	5
2.1 Planning and Design Projects (Grant Program)	5
2.2 Capital Projects (Contribution Program)	6
3. Eligible Recipients	6
4. Application Process	7
4.1 How do I apply?	7
4.2 What is the intake process?	8
4.3 How will applications be evaluated?	9
4.3.1 Planning and Design Projects	9
4.3.2 Capital Projects	9
4.4 Application Requirements	9
5. Environmental Assessment and Duty to Consult	10
5.1 Environmental Assessment	10
5.2 Duty to Consult	10
6. Additional Information	10
6.1 Maximum Program Contributions.....	10
6.1.1 Planning and Design Projects	10
6.1.2 Capital Projects	11
6.2 Eligible Expenditures	11
6.3 Reporting and Audit Requirements.....	13
6.4 Privacy Notice Statement and Confidentiality	13

THE ACTIVE TRANSPORTATION FUND

1. What is the Objective of the Active Transportation Fund?

On February 10, 2021, the Prime Minister, Minister of Infrastructure and Communities, and Minister of Environment and Climate Change announced \$5.9 billion in new funding for public transit and active transportation over 5 years, beginning in 2021-22, with a permanent annual envelope of \$3B ongoing beginning in 2026-27.

This funding included the creation of an Active Transportation Fund (the Fund), a \$400 million, 5-year investment to fund projects that expand and enhance active transportation networks in communities of all types and sizes, and support [Canada's National Active Transportation Strategy](#).

Active transportation refers to the movement of people or goods powered by human activity. Active transportation includes walking, cycling and the use of human-powered or hybrid mobility aids such as wheelchairs, scooters, e-bikes, rollerblades, snowshoes and cross-country skis, and more.

The objective of the Fund is to increase the total amount, usage, and quality of active transportation infrastructure throughout Canada. The Fund will support capital and planning projects that encourage a modal shift away from cars and improve the safety and security of Canadians.

In advancing this objective, the Fund will also support the goals of the Strengthened Climate Plan and improve the resilience of communities. In recognition that almost every journey begins and ends with a form of active transportation, the Fund will seek to enhance the impact of other modes of transit by supporting first-and-last kilometre connections to existing and planned infrastructure.

2. Projects Eligible for Funding

There are two streams of projects eligible for funding: capital projects and planning projects.

The maximum amount payable for a **planning project** will not exceed \$50,000.

2.1 Planning and Design Projects (Grant Program)

Planning and design projects refer to the development or enhancement of formal active transportation strategic planning documents or stakeholder engagement. This could entail the development of an Active Transportation Strategy, that could support the National Active Transportation Strategy, or the development of an active transportation component which can be added to other planning documents, such as Official Community Plans, Sustainability Plans, and Transportation Plans. Eligible projects include:

- Research, including case studies, data collection initiatives, mapping of walkability and bikeability, community audits/assessments;
- Public and/or stakeholder engagement and outreach, education programs;
- Policy development, including drafting objectives/actions for inclusion in community land use and/or transportation plans;
- Feasibility studies, business cases, and detailed costing estimates relating to the design of a project or program;

- Projects which support the implementation of Canada’s national active transportation strategy, such as events raising awareness and encouraging adoption of active transportation.

2.2 Capital Projects (Contribution Program)

Capital projects refer to new infrastructure construction, enhancement of existing infrastructure, and fixed design and safety features that encourage increased active transportation. Eligible capital projects include:

- Building or enhancing infrastructure for active transportation, such as multi-use paths, sidewalks, footbridges, separated bicycle lanes, and connections to other roadways (this could include nature trails and other infrastructure which could support recreation, so long as this infrastructure can be demonstrated to reflect evaluation criteria);
- Enhancing active transportation infrastructure, including design considerations in which there may be no net gain in kilometers of infrastructure, but quality improvements that support greater usage;
- Building or enhancing design features and facilities which promote active transportation, such as storage facilities, lighting, greenery, shade, and benches;
- Building or enhancing safety features which promote active transportation, such as crosswalks, medians, speed bumps, and wayfinding signage.

Ineligible projects include:

- Proposals to build or enhance infrastructure for which the primary users would be passenger and commercial vehicles;
- The purchase of non-fixed, removable assets, such as bikes for bike share systems (non-removable infrastructure in such systems may be eligible).

If you would like to confirm whether your project is eligible for the Fund, please contact the Fund team at: ATF-FTA@infc.gc.ca.

3. Eligible Recipients

An applicant must be a legal entity capable of entering into legally binding agreements. To be considered an eligible recipient, applicants must fit within one of the following categories:

- A municipal, local or regional government established by or under provincial or territorial statute.
- A provincial or territorial government.
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
 - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy);
 - A provincial or territorial organization that delivers municipal services (e.g. public utilities, community health services, economic development bodies); and
 - Any other form of local governance that exists outside of the municipality description (e.g. local service districts; public-private partnership boards that manage community facilities).
- Not-for-profit organizations*.

Eligible Indigenous Recipients include:

- Indigenous Governing Body:

- A band council within the meaning of Section 2 of the Indian Act;
- A First Nation, Inuit or Métis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
- A First Nation, Inuit or Métis government that are established by or under legislation whether federal or provincial that incorporates a governance structure.
- A federally or provincially incorporated not-for-profit organization whose mandate is to improve Indigenous outcomes, organizations serving Indigenous communities living in urban centers and First Nations living off reserve; and
- Indigenous development corporations.
 - Indigenous development corporations are normally set up by an Indigenous community/organization/government. These corporations constitute the business/economic arm of Indigenous communities /governments and typically count the members of the community as their shareholders. Their primary role is to develop the economic activity of the Indigenous community that established them. Indigenous development corporations generally fall under two categories: for-profit and not-for-profit. The for-profit model however is unique in that profits are then re-invested in the community.

Note:

*Not-for-profit organizations are eligible to receive funding when an application to lead a project on behalf of an ultimate eligible recipient (any of the above) is submitted. The not-for-profit organization must provide a letter of support confirming the partnership authority of the ultimate eligible recipient.

Applications which support activities that connect multiple administrative regions are eligible, so long as an initial recipient is identified by the proponent(s) in the application.

Provincial and territorial governments may apply directly to the Fund, so long as their jurisdictional funding under the Investing in Canada Infrastructure Program – Public Transit Infrastructure Stream (ICIP-PTIS), the COVID-19 Community Resilience Stream, and the Rural and Northern Communities Stream, has been fully allocated where applicable. Provincial and Territorial governments may make an application on behalf of municipal governments. When making an application on behalf of municipal governments, the requirement to have allocated relevant ICIP funding may be waived.

Canada may enter into agreements with eligible recipients as direct recipients, who will directly undertake eligible projects. Canada may also enter into agreements with the above recipients as initial recipients, who will further distribute funding to the above ultimate recipients.

Ineligible recipients include:

- Individuals; private citizens;
- For-profit entities (with the exception of Indigenous for-profit entities); and
- Federal entities, including federal Crown corporations.

If you would like to confirm your eligibility status, please contact the ATF team at: ATF-FTA@infc.gc.ca.

4. Application Process

4.1 How do I apply?

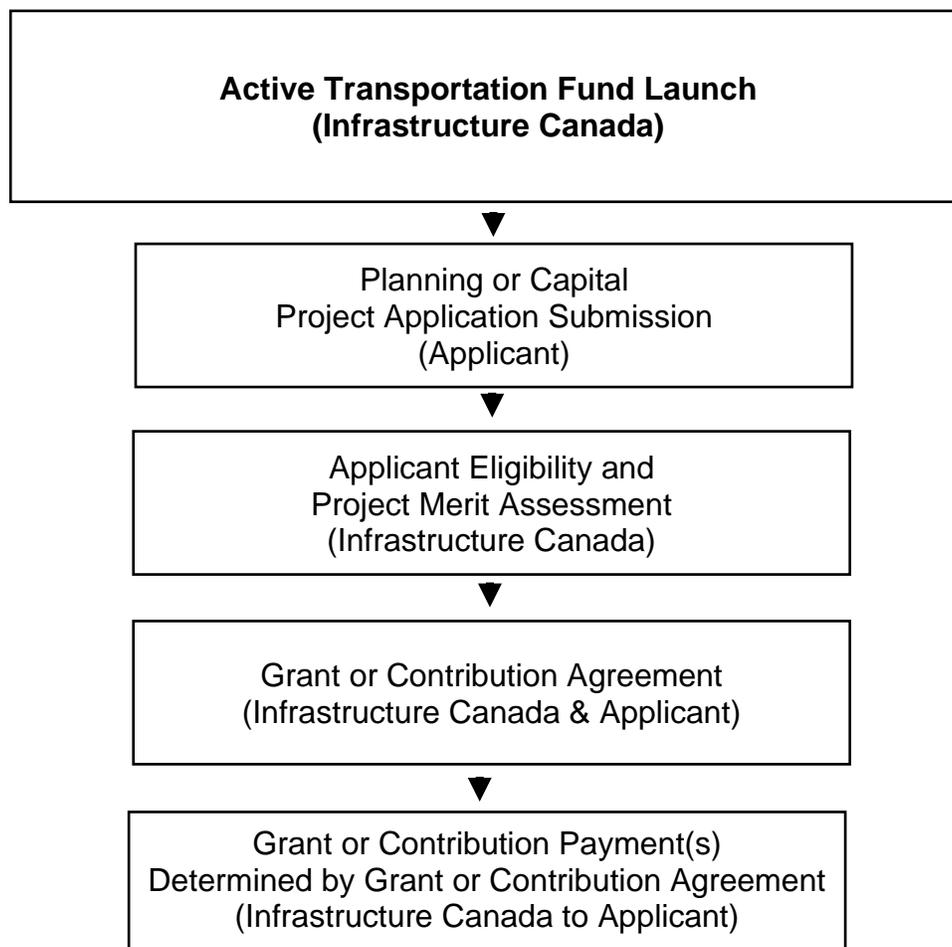
Applications will be accepted through Infrastructure Canada's online and accessible application portal (link to be released at a later date). If you are unable to apply through the portal, please contact the Fund team at: ATF-FTA@infc.gc.ca.

4.2 What is the intake process?

Applications will be accepted through a combination of timed intakes (i.e., with an open and close date), and rolling intakes with continuous assessment. Projects from Indigenous applicants will be accepted through rolling intakes and continuous assessment.

Project selection will be merit-based; final project selection will be undertaken with a view to balancing funding support by taking into consideration such factors as regional distribution, the type of project, and equitable access.

Once the project intake launches, applicants are invited to submit a planning and design or capital project application. The final selection decision will remain at the sole discretion of the Minister of Infrastructure and Communities. Successful applicants will be notified if their project is approved and applicants will later be asked to sign a contribution agreement (in the case of a capital project) or a grant agreement (in the case of a planning project).



4.3 How will applications be evaluated?

Applications will be evaluated based on the information provided and how it addresses the various elements below.

4.3.1 Planning and Design Projects

Need	There is a high need for the project, to help vulnerable communities and address structural inequities, given the demographics and/or current state of active transportation. The project will promote and/or raise awareness or will allow for a subsequent active transportation capital project.
Scope	The project supports and integrates transportation or land use planning, active transportation planning, and/or identifies shovel-worthy projects for future development.
Viability	The project has significant community support, and the project's proposed activities will be completed within 24 months.

4.3.2 Capital Projects

Improved Community Connectivity and Accessibility	The project strategically improves active transportation connectivity and enhances accessibility within and/or to other communities, particularly for vulnerable populations.
Economic Benefits	The project provides economic value to the community through increased construction, tourism and/or active transportation access to business districts.
Environmental and Climate Benefits	The project results in environmental benefits, such as GHG reductions, land use intensification, protection of green spaces, and/or the use of green technologies.
Improved User Mobility and supports a Safe and Secure Environment	The project provides enhancements in non-automotive mobility and contains measures to ensure a safe and a secure environment, including for vulnerable populations.
Project Viability	The project is part of an active transportation strategy, has significant community support, and planning work is in an advanced state (e.g. design, permits, matching funds secured).

4.4 Application Requirements

Applicants will need to submit a comprehensive project proposal for their project to be considered for funding under the Fund. Proposals should address the questions (not an exhaustive list) below:

Description of the Project	What is the project about? What will the funding be used for? Where and when will it be implemented?
Objectives of the Project	What are the proposed outputs (what will be produced)?
Benefits of the Project	What are the proposed outcomes, be they economic, environmental, social? Who will benefit?
Workplan and Budget	What are the forecasted/actual construction start and end dates? What are the estimated eligible costs, sources of funding, amounts?

5. Environmental Assessment and Duty to Consult

5.1 Environmental Assessment

Depending on where the project is located, an environmental impact assessment may be required prior to undertaking certain activities. Applicants are responsible for providing information to determine whether their project may require an environmental impact assessment under the federal *Impact Assessment Act (IAA)*, Modern Treaties or Northern Regimes. If applicants are unsure of their legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the Impact Assessment Agency of Canada's (IAAC's) [website](#) for the basics of the federal IAA requirements. Under the IAA, projects may be designated (s. 8) or may be subject to requirements if they are on federal lands (s.82). Environmental assessment requirements must be met for the project to proceed.

5.2 Duty to Consult

Infrastructure Canada has an obligation to determine whether or not the project requires consultation with Indigenous groups based on the information provided by the Applicant. INFC may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Aboriginal and/or Treaty rights. These rights include, but are not limited to, the right to hunt, fish, trap and harvest. INFC will assess potential impacts of projects on these constitutionally protected rights, and ensure that those affected Indigenous communities are notified, consulted and, where required, accommodated. Costs associated with engagement and consultation are eligible expenditures and applicants should plan to include these costs in their project estimates.

While the duty to consult with Indigenous Peoples is an obligation that rests with the Crown, INFC will expect funding applicants to carry out certain procedural aspects of consultation on a proposed project, where appropriate. These could include, but are not limited to, providing notification letters and organizing consultation sessions with Indigenous communities that will be affected by the proposed project. More information on Infrastructure Canada's duty to consult requirements is available at [Infrastructure Canada Consultation with Indigenous Peoples](#).

6. Additional Information

6.1 Maximum Program Contributions

The Fund includes a minimum funding-floor set-aside of 10% of total funds for Indigenous recipients. Considerations will be given to ensuring a distinctions-based distribution through the project assessment process. Moreover, 3% of the Fund has been notionally allocated for planning projects.

6.1.1 Planning and Design Projects

Planning projects will be funded **up to 100%**. Note that the maximum amount payable for a **planning project** will not exceed \$50,000.

6.1.2 Capital Projects

Active Transportation Fund Component	Maximum Program Contribution (up to)	Maximum Federal Contributions from all sources (up to)	Total Canadian (i.e. federal, provincial, territorial, and municipal) Government stacking (up to)
Municipal activities located in Provinces	60%	60%	100%
Municipal activities located in Territories	75%	75%	100%
Activities located in Indigenous communities	100%	100%	100%
Activities located in Provinces where the focus is a provincial asset	40%	40%	100%
Applicant is eligible not-for-profit organization applying on behalf of an eligible applicant	60% in provinces 75% in territories 100% in Indigenous communities	60% in provinces 75% in territories 100% in Indigenous communities	100%

6.2 Eligible Expenditures

Eligible expenditures are those considered to be direct and necessary for the successful implementation of an eligible project and excluding those explicitly identified in the Ineligible Costs section below.

Eligible capital expenditures can include construction of cycling or walking paths; the development of a plan or design for an active transportation capital project; and engagement or outreach activities that support the goals of the National Active Transportation Strategy.

Non-capital eligible expenditures can include:

- Expenditures directly associated with joint federal communication activities and with federal project signage;
- Costs/expenditures incurred for consultation or engagement with Indigenous groups on the project. These costs are retroactively eligible dating back to one year prior to the submission of the application for funding. These costs can include legal fees of the Indigenous groups, as part of overall consultation capacity funding, if they are incurred by an Indigenous group who is not a Recipient or an Ultimate Recipient of the given project, are reasonable, as determined by Canada, support consultation efforts, activities or tools and are not used to fund litigation against the Crown;
- Expenditures incurred for accommodation of adverse impacts on Aboriginal and Treaty rights;

- Incremental expenditures directly related to meeting specific program requirements, such as climate change and resiliency assessments, as well as creating community employment benefit plans;
- The incremental costs of the eligible recipients' employees may be included as an eligible expenditure provided that the use of employees or equipment pertains solely to the implementation of the project, and:
 - There is a lack of private sector capacity to undertake the work; or
 - The work involves proprietary or specialized infrastructure or equipment that requires specific knowledge or skill of the recipient's employees; or
 - A collective agreement requires the recipient to use their own unionized employees for certain project work.
- Costs associated with project monitors or independent certifiers.

Project expenditures and contracts will only be eligible as of project funding approval, except for expenditures associated with Climate Lens assessments and Indigenous consultation which are eligible before project funding approval. Costs can only be reimbursed if and when project funding is approved, the Contribution Agreement is signed, and conditions outlined in the Contribution Agreement are met.

Ineligible expenditures include:

- Expenditures already covered through another funding program, fund, or strategy;
- Expenditures incurred before project funding approval and any and all expenditures related to agreements and contracts signed prior to project funding approval, except those specified as eligible expenditures;
- Expenditures related to purchasing land, buildings and associated real estate and other fees;
- Expenditures related to cost overruns or incurred for cancelled projects;
- Furnishings and non-fixed assets which are not essential for the operation of the asset/project;
- General repairs and maintenance of a project and related structures, unless they are part of a larger capital project;
- Services on works normally provided by an eligible recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- Taxes for which the eligible recipient is eligible for a tax rebate and all other costs eligible for rebates;
- On-going operations, maintenance and/or electricity and fuel costs associated with the operations of capital assets;
- Legal fees, except those specified as eligible expenditures;
- Financing, interest, and taxes;
- Leasing land, buildings, equipment and other facilities except for equipment other than equipment directly related to the construction of the project, real estate fees and related costs;
- Provincial sales tax and Goods and Services tax/HST, for which the recipient is eligible for a rebate, and any other costs eligible for rebates;
- Expenditures related to any good and services which are received through donation or in-kind contribution;
- Employee costs, with the exception of incremental costs which pertain solely to the implementation of the project, specified as eligible expenditures;
- Maintenance expenditures incurred as part of regular operations; and
- Purchase or maintenance of fossil-fuel emitting buses.

6.3 Reporting and Audit Requirements

Infrastructure Canada will utilize a risk-based approach to reporting, with detailed reporting requirements outlined in grant or contribution agreements, as applicable.

Recipients of funding for capital projects will be required to provide progress reports to Infrastructure Canada in accordance with the contribution agreement. Recipients of planning grants would be required to submit a narrative report on their activities at upon the completion of their planning strategy.

6.4 Privacy Notice Statement and Confidentiality

The information you provide as part of the funding process is collected under the authority of the [Order in Council P.C. 2004-0325](#) for the purpose of administering the program. It may be used to evaluate, select and review applications under the program, monitor the progress of approved projects, and to coordinate administrative decisions with respective federal departments, provincial and or municipal counterparts/partners. Information may be shared with other federal government institutions, for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government institutions' programs, and confirming past federal funding sought by an applicant. Infrastructure Canada may also disclose the information to external experts (e.g., scientific, technical, financial, marketing or commercialization) hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting Infrastructure Canada with project review and evaluation and/or determining eligibility under other federal government programs. General information about approved projects including the name of the successful applicant, date of approval, the funding amount, project description and the location is [proactively disclosed to the public](#) once a funding agreement is signed. Other possible uses and sharing of personal information are described in the Grants and Contributions Initiatives personal information bank. Failure to provide this information, and to consent to the collection, use and disclosure of this information, may result in the application not being further considered, and a delay in assessing your application for funding. You have the right to the correction of, access to, and protection of your personal information under the *Privacy Act* and to file a complaint with the Privacy Commissioner of Canada over Infrastructure Canada's handling of your information as set out under the *Privacy Act*.

By submitting your application, you agree to the collection, use and disclosure of this information as outlined above.

Questions?

Any questions? If you have any questions about the Active Transportation Fund that were not answered by this guide, please contact the ATF team at: ATF-FTA@inf.gc.ca.

Subject: Ice Resurfacer RFP Award

Report No.: RS-007-2022

Agenda Date: March 15, 2022

Attachments

Appendix 01: Bid Results

Appendix 02: RS-RFP-001-2022 Scoring Summary

Appendix 03: Draft Agreement (**Please refer to By-law No. 2022-054**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-007-2022; and
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with Resurface Corp. for the provision of one (1) Electric Ice Resurfacer in the amount of \$162,300, plus applicable taxes, for consideration at the March 15, 2022 Regular Council meeting.

Background

The City's arenas and outdoor rinks operate several ice resurfacers to perform ice upkeep and maintenance which are crucial for safe use of the ice surfaces. Downtime has an immediate and costly effect on programming which makes it imperative that the ice resurfacers are kept current and reliable.

As part of regular lifecycle replacement, City of Temiskaming Shores Recreation Staff proposed the replacement of the Olympia ice resurfacer at the Don Shepherdson Memorial Arena as part of the 2022 capital budget. The current resurfacer is over 10 years old and will require significant maintenance to continue meeting operational needs of the department.

Due to the increasing costs of fossil fuels and increased maintenance costs associated with fossil fuel powered vehicles, staff recommended to council that an electric resurfacer be purchased.

Lithium-ion batteries provide a zero emissions alternative to other equipment, improving air quality to create a safe and healthy environment for staff and patrons. Many large

fleets across Canada are making the switch to electric machines based on the proven benefits and a commitment to sustainability.

Council approved the resurfacer replacement project as part of the 2022 municipal capital budget with a budgeted amount of \$170,000.

Request for proposal RFP-001-2022 Ice Resurfacer Replacement was released on the City's website and BidDingo on January 25, 2022.

Analysis

Three submissions were received in response to RS-RFP-001-2022 by the closing date of February 22, 2022 at 2:00pm.

The submissions received are listed below and summarized in Appendix 01:

Engo Equipment - \$147,777

Zamboni Company Ltd. - \$133,290

Resurface Corp. - \$141,500

The submissions were reviewed and evaluated in accordance to the requirements of the RFP and deliverables to be provided by the submitters.

City staff completed scoring of the project as follows (Appendix 02):

Bidder	Score
Resurface Corp	91
Engo Equipment	84
Zamboni Company Ltd.	84

While Zamboni Company submitted the lowest bid for the proposal, staff noted that the submission was for a 400 series model which is quite a bit smaller than the machines that Engo and Resurface submitted. Further, Zamboni did not meet minimum requirements for sizing of water tanks, did not have the option to install stainless steel water tanks and did not have the option for a driver's seat safety switch.

Due to these reasons, staff are recommending to award the RFP to Resurface Corp. who met or exceeded every requirement within the RFP.

Of the two provisional equipment items not standard on the machine, staff are recommending including both in the purchase.

The Laser Ice-Levelling system will ensure ice is perfectly smooth no matter who the operator is resulting in lower electricity costs due to consistent ice thickness. It will also provide another layer of protection from liability concerns due to thin ice.

Staff are proposing that the current resurfacers be moved to the Dymond outdoor rink once the City accepts delivery of the new machine. The estimated trade-in cost is less than \$10,000 and, while tired, the current machine is well suited to be used outdoors.

Relevant Policy / Legislation / City By-Law

- 2022 Municipal Capital Budget
- [By-Law No. 2017-015, Procurement Policy](#)

Consultation / Communication

- Consultation with City Manager throughout the project

Financial / Staffing Implications

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

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

During the 2022 capital budget deliberation process, Council approved a budget of \$170,000 to complete this project. In addition to the cost of the purchase from Resurface, there is an additional cost to install the charge station at the Don Shepherdson Memorial Arena estimated to be \$2,000.

Alternatives

Council could direct staff to cancel RS-RFP-001-2022.

Submission

Prepared by:

Reviewed and submitted for Council's
consideration by:

Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Christopher W. Oslund
City Manager

Document Title: **RS-RFP-001-2022 "Supply of One (1) Electric Ice Resurfer"**

Closing Date: **Tuesday, February 22, 2022**

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

Department: **Recreation**

Opening Time: **2:30 p.m.**

Attendees via teleconference: 705-672-2733 Ext. 774

City of Temiskaming Shores:

Logan Belanger, Municipal Clerk 	Kelly Conlin Deputy Clerk 	Mathew Bahm Director of Recreation <i>via teleconference</i>
--	--	--

Others (teleconference):

<i>Kathy, Resurface</i>		

Submission Pricing

Bidder: *Enco Equipment Sales* **Bidder:**

Description	Amount
Lump Sum Price including delivery and all desired specifications (without HST)	\$ <i>17,777.00</i>

Description	Amount
Lump Sum Price including delivery and all desired specifications (without HST)	\$

Bidder: *Zamboni Company Ltd.*

Description	Amount
Lump Sum Price including delivery and all desired specifications (without HST)	\$ <i>133,290.00</i>

Bidder:

Description	Amount
Lump Sum Price including delivery and all desired specifications (without HST)	\$

Bidder: *Resurface Corp.*

Description	Amount
Lump Sum Price including delivery and all desired specifications (without HST)	\$ <i>141,500.00</i>

Bidder:

Description	Amount
Lump Sum Price including delivery and all desired specifications (without HST)	\$

Note: Since this is a Request for Proposal all submissions are required to be evaluated based on a set of pre-determined evaluation criteria. All offered prices are offers only and subject to scrutiny. All proponents whether successful or not will be notified of results, in writing at a later date.

Request for Proposal Evaluation

RS-RFP-001-2022

Category	Submission Scores			Points Assigned
	Zamboni	Olympia	Engo	
Qualifications, Expertise and Performance on Similar Purchases				
Demonstrated qualifications and expertise in the provision of ice resurfacers to Ontario municipalities.	20	20	20	20
Product Adherence to Required and Requested Specifications				
Evaluation will be scored based upon number of desired specifications met and the estimated ability of each specification to meet the needs of the City of Temiskaming Shores.	16	29	28	30
Warranty, Service and Maintenance				
Evaluation will be based upon the length, scope and flexibility of the warranty offered. Submitted service information will be scored based upon proximity, cost and reliability.	18	18	18	20
Estimated Fees and Disbursements				
Cost estimates are evaluated for completeness and lowest is scored 30 points, next 24 points, next 18 points, etc. If more than 5 proposals, then only 5 lowest Bids are to receive points, and the remaining higher prices will be given 3 points. Prices within a small differential will be scored as equal.	30	24	18	30
Summary (Totals):	84	91	84	100

Scored by: MATT BAHM + PAUL ALLAR

Reviewed and Approved by: MATT BAHM
[Signature]

Dated: March 2, 2022

The Corporation of The City of Temiskaming Shores
By-Law No. 2022-048
Being a By-Law to Appoint a Deputy Treasurer
for the City of Temiskaming Shores

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

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

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

Whereas under Section 286 (2) of the Municipal Act, 2001, S.O. 2001 provides that a municipality may appoint Deputy Treasurers who have all of the powers and duties of the Treasurer; and

Whereas Deputy Treasurer, Julie Gregoire's last day with the City of Temiskaming Shores was on February 28, 2022; and

Whereas at the March 1, 2022 Regular meeting, Council adopted Resolution No. 2022-091 to appoint Shelly Zubyck as Deputy Treasurer for the City of Temiskaming Shores effective immediately, and directed staff to prepare the necessary by-law to confirm the Deputy Treasurer appointment, and to repeal By-law No. 2020-072, for consideration at the March 15, 2022 Regular Council Meeting; and

Whereas Council deems it necessary to appoint Shelly Zubyck as Deputy Treasurer for The Corporation of the City of Temiskaming Shores.

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

- 1) That Shelly Zubyck be hereby appointed as Deputy Treasurer for The Corporation of the City of Temiskaming Shores effective March 1, 2022.
- 2) That By-law No. 2020-072 being a by-law to appoint Julie Gregoire as Deputy Treasurer for the City of Temiskaming Shores is hereby repealed effective end of business on February 28, 2022.

- 3) That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk

The Corporation of the City of Temiskaming Shores

By-law No. 2022-049

Being a by-law to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed as not a registered plan of subdivision 712 Rorke Avenue (Roll No. 54-18-030-001-095.00)

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

Whereas Council considered Memo No. 010-2022-CS at the March 15, 2022 Regular Council meeting and directed staff to prepare the necessary by-law to deem PLAN M54NB LOT 99 PCL 2240SST, to no longer be a lot on a plan of subdivision for consideration at the March 15, 2022 Regular Council meeting.

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

1. That the lands hereinafter described shall be deemed not to be a lot or block on a Registered Plan of Subdivision for the purposes of Section 50(4) of the Planning Act R.S.O. 1990, c.P.13, as amended and as generally illustrated on Schedule "A" attached hereto and forming part of this by-law.
2. That the lands are described as:
 - PLAN M54NB LOT 99 PCL 2240SST;
3. That in accordance with Section 50(28) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a certified copy or duplicate of this by-law shall be registered by the Clerk of the Corporation of the City of Temiskaming Shores at the Land Registry Office in Haileybury, Ontario.
4. That in accordance with Section 50(29) of the Planning Act, R.S.O. 1990, c.P.13, as amended, Council shall give notice of the passing of the by-law within 30 days of the passing to the owner of land to which the by-law applies.
5. That in accordance with Section 50(30) of the Planning Act R.S.O. 1990, c.P.13, as amended, Council shall hear in person or by an agent any person to whom a notice was sent, who within twenty days of the mailing of the notice gives notice to the Clerk of The Corporation of the City of Temiskaming Shores that the person desires to make representations respecting the amendment or repeal of the by-law.
6. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.

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

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk

Schedule “A”

City of Temiskaming Shores – PLAN M54NB LOT 99 PCL 2240SST



The Corporation of The City of Temiskaming Shores
By-law No. 2022-050
Being a By-law to remove part lot control from Part of Block
C, Plan M79NB, Temiskaming Shores
Roll No. 5418-010-008-077.15 and 077.04

Whereas under Section 50(7) of the Planning Act, R.S.O. 1990, c.P.13, as amended the Council of a municipality may by by-law provide that part-lot control does not apply to lands within a registered plan of subdivision or parts of them as are designated in the by-law; and

Whereas 2373775 Ontario Inc. has submitted an application to the Corporation of the City of Temiskaming Shores to remove part-lot control for a temporary period of time so as to permit the transfer of properties; and

Whereas Council considered Administrative Report No. CS-012-2022 at the March 15, 2022 Regular Council meeting, and directed staff to prepare the necessary by-law to remove part lot control for consideration at the March 15, 2022 Regular Council meeting.

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

1. Section 50(5) of the Planning Act does not apply to Part of PIN 61339-0756, Part of Block C Plan M79NB, Parts 1, 2, 3, 4, Plan 54R-6262; and Part of PIN 61339-0735, Part of Block C Plan M79NB, Parts 5, 6, 7, 8, Plan 54R-6262; Temiskaming Shores; District of Timiskaming.
2. The descriptions of the resulting lots are:
 - a) 103 Rivard Court – Pt Block C Plan M79NB Dymond, Parts 3, 5 and 6 Plan 54R6262 S/T LT61457; TEMISKAMING SHORES; DISTRICT OF TIMISKAMING
 - b) 105 Rivard Court – Pt Block C Plan M79NB Dymond, Parts 4, 7 and 8 Plan 54R6262 S/T LT61457; TEMISKAMING SHORES; DISTRICT OF TIMISKAMING
 - c) 110 Rivard Court – Pt Block C Plan M79NB Dymond, Part 1 54R6262 TEMISKAMING SHORES; DISTRICT OF TIMISKAMING
 - d) 112 Rivard Court – Pt Block C Plan M79NB Dymond, Part 2 54R6262 TEMISKAMING SHORES; DISTRICT OF TIMISKAMING
3. Pursuant to Section 50(7.3) of the Planning Act, this By-law shall expire on December 31, 2022 unless it shall have prior to that date been repealed or extended by the Council of the Corporation of the City of Temiskaming Shores.

4. This By-law shall not become effective until a certified copy of duplicate of the By-law has been registered in the proper Land Registry Office.
5. That this by-law shall come into force and take effect upon the enactment thereof.
6. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the By-law and schedule as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk

The Corporation of the City of Temiskaming Shores

By-law No. 2022-051

Being a by-law to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of Liquid Calcium Chloride in the City of Temiskaming Shores

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

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

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

Whereas Council considered Administrative Report No. PW-007-2022 at the March 15, 2022 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Pollard Distribution Inc. for the supply and application of liquid calcium for consideration at the March 15, 2022 Regular Council meeting.

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

1. That Council authorizes the entering into an agreement with Pollard Distribution Inc. for the supply, delivery and application of liquid calcium in the amount of \$53,430.00, plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk



Schedule “A” to

By-law 2022-051

Agreement between

The Corporation of the City of Temiskaming Shores

and

Pollard Distribution Inc.

for the Supply and Delivery of Liquid Calcium

This agreement made this 15th day of March, 2022.

Between:

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

And:

Pollard Distribution Inc.
(hereinafter called “the Contractor”)

Witnesseth:

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

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**The Corporation of the City of Temiskaming Shores
Liquid Calcium Chloride
Tender No. PWO-RFT-001-2022**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement, attached hereto as Appendix 01; and
- c) Complete, as certified by the Manager of Transportation Services, all the work within the earliest possible time frame in 2022, weather permitting.

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **Fifty-Three Thousand, Four-Hundred and Thirty Dollars and Zero Cents (\$53,430.00), plus applicable taxes**, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

The Contractor:

Pollard Distribution Inc.
P.O. Box 280
Harrow, Ontario
N0R 1G0

The Owner:

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

The Manager of Transportation Services:

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

Remainder of page left blank intentionally

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

Signed and Sealed in)
the presence of)

Pollard Distribution Inc.

President – Kevin Pollard

Municipal Seal)

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

Mayor – Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2022-051

Form of Agreement

**City of Temiskaming Shores
PWO-RFT-001-2022
Liquid Calcium Chloride**

Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Tender.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Tender.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Section 1

Location	Quantity L	Unit Price	Sub Total	H.S.T.	Total, \$
F.O.B. Delivered and applied to various locations Township of Harley	78,000	\$.3425	\$ 26715. ⁰⁰	\$ 3472. ⁹⁵	\$ 30,187. ⁹⁵
F.O.B. Delivered and applied to various locations Township of Evanturel	26,000	\$.3425	\$ 8905. ⁰⁰	\$ 1157. ⁶⁵	\$ 10062. ⁶⁵
F.O.B. Delivered and applied to various locations Township of Kerns	78,000	\$.3425	\$ 26715. ⁰⁰	\$ 3472. ⁹⁵	\$ 30,187. ⁹⁵
F.O.B. Delivered and applied to various locations, Township of Chamberlain	52,000	\$.3425	\$ 17810. ⁰⁰	\$ 6760 2315. ³⁰	\$ 20125. ³⁰
F.O.B. Delivered and applied to various locations, Township of Hudson	78,000	\$.3425	\$ 26715. ⁰⁰	\$ 3472. ⁹⁵	\$ 30,187. ⁹⁵
F.O.B. Delivered and applied to various locations City of Temiskaming Shores	156,000	\$.3425	\$ 53430. ⁰⁰	\$ 20280 6945. ⁹⁰	\$ 60375. ⁹⁰
F.O.B. Delivered and applied to various locations, Township of Hilliard	26,000	\$.3425	\$ 8905. ⁰⁰	\$ 1157. ⁶⁵	\$ 10062. ⁶⁵
F.O.B. Delivered and applied to various locations, Brethour Twp.	52,000	\$.3425	\$ 17810. ⁰⁰	\$ 2315. ³⁰	\$ 20125. ³⁰
F.O.B. Delivered and applied to various locations Township of Casey	28,000	\$.3425	\$ 9590. ⁰⁰	\$ 1246. ⁷⁰	\$ 10836. ⁷⁰
Form 1 to be submitted					

F.O.B. Delivered and applied to various locations Township of Armstrong	78,000	\$.3425	\$ 26715. ⁰⁰	\$ 3472. ⁹⁵	\$ 30187. ⁸⁵
F.O.B. Delivered and applied to various locations Township of Charlton - Dack	52,000	\$.3425	\$ 17,900. ⁰⁰	\$ 2315. ³⁰	\$ 20125. ³⁰
F.O.B. Delivered and Applied to various locations Township of Harris	26,000	\$.3425	\$ 8905. ⁰⁰	\$ 1157. ⁶⁵	\$ 10062. ⁶⁵
F.O.B. Delivered and applied to various locations within the boundaries of the Township of Temagami	78,000	\$.3425	\$ 26715. ⁰⁰	\$ 3472. ⁹⁵	\$ 30187. ⁸⁵

I/We POLLARD DISTRIBUTION INC. ((Registered Company Name/Individuals Name) offer to supply the requirements stated within.

I/We hold the prices valid for 30 (thirty) days from submission date.

The specifications have been read over and agreed to this 22nd day of FEBRUARY 2022.

Company Name <u>POLLARD DISTRIBUTION INC.</u>	Contact name (please print) <u>KEVIN POLLARD</u>
Title <u>PRESIDENT</u>	Mailing Address <u>Box 280 HARROW, ONTARIO N0R1G0</u>
Telephone [REDACTED] <u>(519) OR 738-2213</u>	Fax <u>519-88-2214</u>
Cell Phone (if possible) [REDACTED]	Email [REDACTED]

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER ∅ in preparing my/our Tender.

Bidder's Authorized Official: KEVIN POLLARD
 Title: PRESIDENT
 Authorizing Signature: [Signature]
 Date: FEBRUARY 22, 2022.

Form 2 to be submitted

**City of Temiskaming Shores
PWO-RFT-001-2022
Liquid Calcium Chloride**

Non-Collusion Affidavit

I/We POLLARD DISTRIBUTION INC. the undersigned am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such bid.

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

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

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

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

Dated at: HARROW this 22ND day of FEBRUARY, 2022.

Bidder's Authorized Official: KEVIN POLLARD

Title: PRESIDENT

Authorizing Signature: 

Date: FEBRUARY 22, 2022

Form 3 to be submitted

**City of Temiskaming Shores
PWO-RFT-001-2022
Liquid Calcium Chloride**

Conflict of Interest Declaration

Please check appropriate response:

I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Tender submission or performing/providing the Goods/Services required by the Agreement.

The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Tender submission or the contractual obligations under the Agreement.

List Situations:

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

Dated at: HARROW this 22ND day of FEBRUARY, 2022.

Signature: 

Bidder's Authorized Official: KEVIN POULIN

Title: PRESIDENT

Company Name: POULIN DISTRIBUTION INC.

Form 4 to be submitted

**City of Temiskaming Shores
PWO-RFT-001-2022
Liquid Calcium Chloride**

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance
Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: KEVIN POLLARA Company Name: POLLARA DISTRIBUTION INC.

Phone Number: 519-738-2213 Email:  com

I, KEVIN POLLARA, declare that I, or my company, are **in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

OR

I, _____, declare that I, or my company, are **NOT in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

Form 5 to be submitted

The Corporation of the City of Temiskaming Shores

By-law No. 2022-052

**Being a by-law to enter into an agreement with Miller Maintenance,
A Division of Miller Paving Limited for the provision of Roadway
Centre and Edge Line Painting Services**

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

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

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

Whereas Council considered Administrative Report No. PW-008-2022 at the March 15, 2022 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Miller Maintenance, A Division of Miller Paving Limited. for Roadway Centre and Edge Line Painting Services for consideration at the March 15, 2022 Regular Council meeting.

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

1. That Council authorizes the entering into an agreement with Miller Maintenance, A Division of Miller Paving Limited for roadway centre and edge line painting services at the unit cost of \$0.39 per linear meter plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th day of March 2022.

Mayor

Clerk



Schedule “A” to

By-law 2022-052

Agreement between

The Corporation of the City of Temiskaming Shores

and

Miller Maintenance, A Division of Miller Paving Limited

for the Centre and Edge Line Painting Services

This agreement made this 15th day of March, 2022.

Between:

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

And:

Miller Maintenance, A Division of Miller Paving Limited
(hereinafter called “the Contractor”)

Witnesseth:

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

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Tender Documents entitled:

**The Corporation of City of Temiskaming Shores
Roadway Line Painting
Tender No. PWO-RFT-002-2022**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement, attached hereto as Appendix 01; and
- c) Complete, as certified by the Manager of Transportation Services all the work within 90 calendar days from receiving a signed order; but no later than July 1st, 2022, weather permitting.
- d) The time limits referred to in this Agreement may be abridged or extended by mutual agreement by both Parties.

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid at a unit rate of **\$0.39/linear meter** of line paint plus applicable taxes, subject to additions and deductions as provided in the Contract Documents attached hereto as Appendix 01.

- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such Invoice.

ARTICLE III:

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

The Contractor:

Miller Maintenance, A Division of Miller Paving Limited
581494 Grey Road 25
Chesley, ON
N0G 1L0

The Owner:

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

The Manager of Transportation Services:

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

Remainder of Page left blank intentionally



Appendix 01 to
Schedule "A" to

By-law No. 2022-052

Form of Agreement

**City of Temiskaming Shores
PWO-RFT-002-2022
Roadway Line Painting**

Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Tender.

I/We, the undersigned, have carefully examined the attached documents and conditions of the Tender. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Tender.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Section 1

ITEM	QUANTITY	DESCRIPTION	QUOTED BID PRICE PER LM	TOTAL
1	50,000 linear meters	50,000 linear metres commencing at north boundary limits of Temiskaming Shores and ending at southern boundary limit shall be pre-marked and painted in yellow centre line.	\$0.39	\$ 19,500.00
2	41,000 linear meters	41,000 linear metres commencing at north boundary limits of Temiskaming Shores and ending at southern boundary limit shall be pre-marked and painted in white edge line.	\$0.39	\$ 15,990.00
			SUB TOTAL	\$ 35,490.00
			H.S.T.	\$ 4,613.70
			TOTAL	\$ 40,103.70

Final payment will be made for actual linear meters applied and further proven by a calibrated measuring device provided by the Contractor and incorporated into the zone striper equipment and forming part of the operation process.

Form 1 to be submitted

City of Temiskaming Shores

Roadway Line Painting

PWO-RFT-002-2022

I/We Miller Maintenance, A Division of Miller Paving Limitd ((Registered Company Name/Individuals Name) offer to supply the requirements stated within

the corresponding total cost of \$ 40,103.70 Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required services / equipment within 90 calendar days from receiving a signed order. (Weather permitting)

The specifications have been read over and agreed to this 1st day of March 2022.

Company Name Miller Maintenance, A Division of Miller Paving Limitd	Contact name (please print) Greg Johnston
Title Operations Manager	Mailing Address 581494 Grey Road 25, Chesley, ON, N0G 1L0
Telephone 519-363-7337	Fax N/A
Cell Phone (if possible) [REDACTED]	Email [REDACTED]

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER N/A in preparing my/our Tender.

Bidder's Authorized Official: Doug Wipperman

Title: Vice President, Miller Maintenance

Authorizing Signature:

DocuSigned by:



F435387EC9774B7

Date:

March 1, 2022

Form 2 to be submitted

City of Temiskaming Shores
PWO-RFT-002-2022
Roadway Line Painting

Non-Collusion Affidavit

I/ We Miller Maintenance, A Division of Miller Paving Limitd the undersigned am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such bid.

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

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

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

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

Dated at: _____ this _____ day of _____, 2022.

Bidder's Authorized Official:	Doug Wipperman
Title:	Vice President, Miller Maintenance
Authorizing Signature:	
Date:	March 1, 2022

Form 3 to be submitted

**City of Temiskaming Shores
PWO-RFT-002-2022
Roadway Line Painting**

Conflict of Interest Declaration

Please check appropriate response:

I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Tender submission or performing/providing the Goods/Services required by the Agreement.

The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Tender submission or the contractual obligations under the Agreement.

List Situations:

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

01/03/2022

Dated at: London, Ontario this _____ day of _____, 2022.

Signature:

DocuSigned by:

F195887E09774D7...

Bidder's Authorized Official:

Doug Wipperman

Title:

Vice President, Miller Maintenance

Company Name:

Miller Maintenance, A Division of Miller Paving Limitd

Form 4 to be submitted

**City of Temiskaming Shores
PWO-RFT-002-2022
Roadway Line Painting**

Schedule "A" - List of Proposed Sub-contractors

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Tender must be included in the Tender documents submitted.

Name	Address	WSIB Certificate Number (copy attached)
Own Forces		

I / We verify that the information provided above is accurate and that the individuals are qualified, experienced operators capable of completing the work outlined in this Tender document.

Signed by Company Official

Doug Wipperman

Printed

DocuSigned by:



F1435387EC977487...

Signed

Form 5 to be submitted

**City of Temiskaming Shores
PWO-RFT-002-2022
Roadway Line Painting**

**Schedule "B" Accessibility for Ontarians with Disabilities Act, 2005
Compliance Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: Doug Wipperman Company Name: Miller Maintenance, A Division of Miller Paving Limitd

Phone Number: 519-281-4484 Email: [REDACTED]

DocuSigned by:

F433307EC977487...

I, Doug Wipperman, **declare that I, or my company, are in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

OR

I, _____, declare that I, or my company, are **NOT in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

Form 6 to be submitted

The Corporation of the City of Temiskaming Shores

By-law No. 2022-053

Being a by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for Asphalt Patching Services at various locations within the City of Temiskaming Shores

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

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

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

Whereas Council considered Administrative Report No. PW-009-2022 at the March 15, 2022 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Miller Paving Limited for the supply of labour, equipment and material for asphalt patching services for consideration at the March 15, 2022 Regular meeting of Council.

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

1. That Council authorizes the entering into an agreement with Miller Paving Limited for the supply of labour, equipment and material for asphalt patching services at various locations in the City of Temiskaming Shores, at a unit cost of \$59.50 per square metre for 50 mm thickness and \$107.10 per square metre for 90 mm thickness plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk



Schedule “A” to

By-law 2022-053

Agreement between

The Corporation of the City of Temiskaming Shores

and

Miller Paving Limited

for the Supply of Asphalt Patching Services

This agreement made this 15th day of March 2022.

Between:

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

and

Miller Paving Limited
(hereinafter called "the Contractor")

Witnesseth:

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

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**The Corporation of the City of Temiskaming Shores
Asphalt Patching Services
Tender No. PWO-RFT-003-2022**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement attached hereto as Appendix 01; and
- c) Complete, as certified by the Manager of Transportation Services, all the work by **November 1, 2022.**

Article II:

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid at the unit price of **\$59.50 per square meter for 50 mm thickness and \$107.10 per square meter for 90 mm thickness** plus applicable taxes, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

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

The Contractor:

Miller Paving Limited
P.O. Box 248
New Liskeard, ON
P0J 1P0

The Owner:

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

The Manager of Transportation Services:

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

Remainder of this page left blank intentionally

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

Signed and Sealed in
the presence of)

Miller Paving Limited

Britt Herd – Senior Manager, Estimating and Contracts

Municipal Seal)

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

Mayor – Carman Kidd

Clerk – Logan Belanger



Appendix 01 to

Schedule "A" to

By-law No. 2022-053

Form of Agreement

**City of Temiskaming Shores
PWO-RFT-003-2022
Asphalt Patching Services**

Form of Tender

Each FORM OF TENDER should contain the legal name under which the Bidder carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Tender.

I/We, the undersigned, have carefully examined the Provisions, Plans, Specifications and OPS General Conditions of Contract referred to in the schedule of provisions. The Contractor understands and accepts the said work must be completed in strict accordance with Provisions, Plans, Specifications and General Conditions and, for the prices set forth in the Quotation, hereby offer to furnish all machinery tools, apparatus and other means of construction, furnish all material, except as otherwise specified in the contract. All prices shall be inclusive of all costs such as but not limited to the cost of the goods/ services, overhead and profit, shipping and any other costs but net of taxes. Taxes on the total costs should be shown separately.

NOTE: All portions of "Form of Tender" must be accurately and completely filled out.

Item	Description	Estimated Quantity for Bidding Purposes	Quoted price per square meter (m2)	Total Price
1	Preparation of base, supply and placement of Hot Mix Asphalt materials as described within. The City shall pay for depths of 50 mm thickness only.	Approx. 3,000 m ² - various locations	\$59.50	\$178,500.00
2	Preparation of base, supply and placement of Hot Mix Asphalt materials as described within. The City shall pay for depths of 90 mm thickness only.	Approximately 1,750 m ² - various locations	\$107.10	\$187,425.00
SUB-TOTAL:				\$365,925.00
HST:				\$47,570.25
TOTAL				\$413,495.25

Form 1 to be submitted

I/We Miller Paving Limited offer to supply the requirements stated within.

the corresponding total cost of \$ 413,495.25 Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

The specifications have been read over and agreed to this 4th day of March 2022

Company Name Miller Paving Limited	Contact name (please print) Britt Herd
Mailing Address PO Box 248 New Liskeard, ON	Title Senior Manager, Estimating and Contracts
Postal Code P0J 1P0	Authorizing signature  "I have the authority to bind the company/corporation/partnership."
Telephone (705) 647 4331	Fax (705) 647 3611
Cell Phone if required 	Email 

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER N/A in preparing my/our Tender.

Bidder's Authorized Official: Britt Herd

Title: Senior Manager, Estimating and Contracts

Authorizing Signature: 

Date: 03/04/2022

Form 2 to be submitted

**City of Temiskaming Shores
PWO-RFT-003-2022
Asphalt Patching Services**

Non-Collusion Affidavit

I/We Miller Paving Limited the undersigned am fully informed respecting the preparation and contents of the attached Tender and of all pertinent circumstances respecting such bid.

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

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

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

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

Dated at: Temiskaming Shores this 4th day of March, 2022.

Signed: 

Title: Britt Herd, Senior Manager - Estimating and Contracts

Company Name: Miller Paving Limited

Form 3 to be submitted

**City of Temiskaming Shores
PWO-RFT-003-2022
Asphalt Patching Services**

Conflict of Interest Declaration

Please check appropriate response:

I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Tender submission or performing/providing the Goods/Services required by the Agreement.

The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Tender submission or the contractual obligations under the Agreement.

List Situations:

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

Dated at: Temiskaming Shores this 4th day of March, 2022.

Signature: 

Bidder's Authorized Official: Britt Herd

Title: Senior Manager, Estimating and Contracts

Company Name: Miller Paving Limited

Form 4 to be submitted

**City of Temiskaming Shores
PWO-RFT-003-2022
Asphalt Patching Services**

Schedule "A" - List of Proposed Sub-contractors

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Tender must be included in the Tender documents submitted.

Name	Address	WSIB Certificate Number (copy attached)
	OWN FORCES	

I / We verify that the information provided above is accurate and that the individuals are qualified, experienced operators capable of completing the work outlined in this Tender document.

Signed by Company Official

Britt Herd _____



Printed

Signed

Form 5 to be submitted

**City of Temiskaming Shores
PWO-RFT-003-2022
Asphalt Patching Services**

**Schedule “B” - Accessibility for Ontarians with Disabilities Act, 2005
Compliance Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: Britt Herd Company Name: Miller Paving Limited

Phone Number: (705) 647 4331 Email: [REDACTED]

I, Britt Herd, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

OR

I, _____, declare that I, or my company, are **NOT** in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

Form 6 to be submitted

The Corporation of the City of Temiskaming Shores

By-law No. 2022-054

Being a by-law to enter into an agreement with Resurface Corp. for the supply and delivery of one (1) electric ice resurfacer for the Don Shepherdson Memorial Arena

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

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

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

Whereas Council considered Administrative Report No. RS-007-2022 at the March 15, 2022 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Resurface Corp. for the supply and delivery of one (1) electric ice resurfacer for the Don Shepherdson Memorial Arena, at a cost of \$162,300 plus applicable taxes, for consideration at the March 15, 2022 Regular Council meeting.

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

1. That Council authorizes the entering into an agreement with Resurface Corp. for the supply and delivery of one (1) electric ice resurfacer for the Don Shepherdson Memorial Arena, at a cost of \$162,300 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk



Schedule “A” to

By-law 2022-054

Agreement between

The Corporation of the City of Temiskaming Shores

And

Resurfice Corp.

supply and delivery of one (1) electric ice resurfacer for the Don
Shepherdson Memorial Arena

This agreement made this 15th day of March 2022.

Between:

The Corporation of the City of Temiskaming Shores

(hereinafter called “the Owner”)

and

Resurface Corp.

(hereinafter called “the Supplier”)

Witnesseth:

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

Article I:

The Supplier will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**The Corporation of the City of Temiskaming Shores
Supply of One (1) Electric Ice Resurfacers
Request for Proposal No. RS-RFP-001-2022**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement attached hereto Appendix 01; and
- c) Delivery of Equipment within 12 months from the date of order.

Article II:

The Owner will:

- a) Pay the Supplier in lawful money of Canada for the material and services aforesaid **One-Hundred and Sixty-Two Thousand, Three-Hundred Dollars and Zero Cents (\$162,300.00)**, plus applicable taxes.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

All communications in writing between the parties, or between them and the Manager shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure

or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Supplier:

Resurface Corp.
25 Oriole Parkway East
Elmira, Ontario
N3B 3A9

The Owner:

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

The Director:

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

Remainder of Page left blank intentionally



Appendix 01 to
Schedule "A" to

By-law No. 2022-054

Form of Agreement



Discover a whole new Ontario • Découvrez un tout nouvel Ontario

City of Temiskaming Shores
Request for Proposal
RS-RFP-001-2022
Supply of One (1) Electric Ice Resurfacer

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

COVID-19 Statement

The health and safety of our residents, employees, visitors and service providers is our highest priority. By responding to this RFP, Bidders undertake to follow the provincial and/or municipal requirements (including physical distancing, use of personal protective equipment, etc.) that may prevail while performing within the scope of this Proposal.

1. Objective

The City of Temiskaming Shores invites submissions from qualified bidders for the supply and delivery of one (1) new electric ice resurfacer for the Don Shepherdson Memorial Arena.

2. Background

Located at the head of Lake Temiskaming, Temiskaming Shores is located in North-eastern Ontario, near the Quebec border. Temiskaming Shores has a population of approximately 9,920, according to the 2016 census. The City of Temiskaming Shores is governed by a seven-member Council comprised of 6 Councillors and 1 Mayor. The City also has various Committees of Council, with members appointed by Council.

3. Definitions

- 3.1 **City:** means the Corporation of the City of Temiskaming Shores.
- 3.2 **Proponent(s)/ Bidder(s):** means all persons, partnerships or corporations who respond to the RFP and includes their heirs, successors and permitted assigns.
- 3.3 **Request for Proposal;** means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.
- 3.4 **Successful Proponent/ Bidder:** means the Proponent/Bidder whose RFP submission is/are accepted to who has/have agreed to supply the goods and/or services, as outlined herein.

4. Submission

Submissions must be in a **.pdf format** and submitted electronically to:

tenders@temiskamingshores.ca

Subject Line: RS-RFP-001-2022 “Supply of One (1) Electric Ice Resurfacer”

Addressed to: Logan Belanger, Clerk

Proponents will receive an automatic email response to indicate that the submission has been received, and to contact the Municipal Clerk for submission opening details. Contact the Clerk at 705-672-3363 ext. 4136 or at clerk@temiskamingshores.ca, should the Proponent not receive an email from the tenders@temiskamingshores.ca email account.

The closing date for the submission of Proposals will be at **2:00 p.m. local time on February 22, 2022.**

- late Proposals will not be accepted;
- Proposals by fax will not be accepted;
- Proposals by mail will not be accepted;
- Partial Proposals are not accepted;
- The City reserves the right to accept or reject any or all Proposals;
- The lowest priced Proposal will not necessarily be accepted;
- The City reserves the right to request clarification or supplementary information concerning a Proposal from any Proponent;
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Proposals that are acceptable to both parties will be binding;
- The City reserves the right to confirm with the Proponent, a third party or references (whether provided in the Proposal or not), confirmation of any information provided by the Proponent in their Proposal.
- The Proposals shall be valid for 60 (days) days from submission date.

The Form of Proposal must be signed in the space provided on the form, with the signature of the Bidder or responsible official of the firm bidding. If a joint Bid is submitted, it must be signed and addressed on behalf of both of the Bidders. Any alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Proposal by the City.

Line items and total contract price must be clearly indicated. The Bid must not be restricted by a statement added to the Proposal form or by a covering letter, or by alterations to the Proposal form, as supplied by the City of Temiskaming Shores unless otherwise provided herein.

H.S.T. Tax will be applicable to the supply of labour and equipment.

The City will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the City exercising its rights reserved in this Section or otherwise expressed or implied in this RFP.

5. Questions

Any questions with respect to the specifications are to be directed to:

Mathew Bahm

Director of Recreation

City of Temiskaming Shores

325 Farr Drive

Temiskaming Shores, ON P0J 1K0

Phone: 705) 672-3363 ext. 4106

Email: mbahm@temiskamingshores.ca

It will be the Proponent's responsibility to clarify any details in question not mentioned in this Proposal before presenting the submission. Questions relating to this proposal must be received by **Friday February 11, 2022, 4:00p.m. local time.**

To ensure fairness to all Proponents, any and all questions that require clarification or that may materially alter this RFP document will be responded to and shared with other Proponents via an addendum, as described herein. Questions received after this date and time will not receive a response. Proponents are notified that any errors or omissions in the proposal may render the proposal invalid.

6. RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the City reserves the right to modify any or all dates at its sole discretion:

Release of RFP:	Monday January 25, 2022
Deadline for Submitting Questions:	Friday February 11, 2022
Deadline for Responding to Questions:	Tuesday February 15, 2022
RFP Proposal Submission deadline:	Tuesday February 22, 2022
Final Selection and Notification:	Wednesday March 2, 2022

7. Specifications

The City desires to purchase one (1) new electric ice resurfacer for the Don Shepherdson Memorial Arena located at 75 Wellington St. S. in New Liskeard Ontario.

The specifications required under this RFP are attached as Appendix 01, and the bidder, by submitting a proposal, undertakes to provide the vehicle for the price quoted and as specified. Submissions should indicate if the proposed vehicle complies, does not comply or exceeds the attached desired specifications. Detailed specifications sheets, including warranty information, must be included with each submission.

The successful proponent shall include the estimated delivery cost to the address above as part of the submitted bid price.

8. Proposal Evaluation

Proposals will be evaluated on the basis of the information provided by the Proponent; additional clarification may be requested if necessary. The City is not obliged to seek clarification of any aspect of a proposal.

Representatives from the City will evaluate each of the Proposals received in accordance with the evaluation criteria as set out below. The City of Temiskaming Shores reserves the right in its evaluation of the proposal to consider all pertinent criteria whether or not such criteria are contained in the Request for Proposal. The City reserves the right to enter into further discussions in order to obtain information that will allow them to reach a decision with a Proponent, and to waive irregularities and omissions if, in doing so, the best interest of the Municipalities respectively will be served.

The evaluation criteria will be as follows:

CITY PROPOSAL EVALUATION CRITERIA	Points Assigned
Qualifications, Expertise and Performance on Similar Purchases	20
Demonstrated qualifications and expertise in the provision of ice resurfacers to Ontario municipalities.	
Product Adherence to Required and Requested Specifications	30
Evaluation will be scored based upon number of desired specifications met and the estimated ability of each specification to meet the needs of the City of Temiskaming Shores.	
Warranty, Service and Maintenance	20
Evaluation will be based upon the length, scope and flexibility of the warranty offered. Submitted service information will be scored based upon proximity, cost and reliability.	
Estimated Fees and Disbursements	30
Cost estimates are evaluated for completeness and lowest is scored 30 points, next 24 points, next 18 points, etc. If more than 5 proposals, then only 5 lowest Bids are to receive points, and the remaining higher prices will be given 3 points. Prices within a small differential will be scored as equal.	
Total:	100

9. Goods, Materials and Equipment Suitable for Use

The Bidder warrants that any goods, materials, articles or equipment to be supplied under or pursuant to any official order or Agreement based on this RFP, that is or are to be made or used for a particular purpose, will be fit and suitable for that purpose.

The Successful Bidder may be required to provide written documentation that all materials or equipment offered in a Bidder's Proposal meet all applicable Municipal, Provincial and Federal Government standards, legislation and laws.

10. Amendments

The City at its discretion reserves the right to revise this RFP up to the final date for the deadline for receipt of proposals. The City will issue changes to the RFP Documents by addendum only. No other statement, whether oral or written, made by the City will amend the RFP Documents. The City will make every effort to issue all addenda no later than the seventh (7th) day prior to the closing date. If an addendum is issued within seven days of the closing date, the bid submission date will be moved accordingly.

The Proponent shall not rely on any information or instructions from the City or a City representative except the RFP Documents, and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the City. The Proponent shall acknowledge receipt of all addenda on the Form of Proposal. Failure to complete the acknowledgement may result in rejection of the proposal.

The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that the addenda shall be posted on www.temiskamingshores.ca and it is the sole responsibility of the proponent to check this web site for said addenda. The City reserves the right to withdraw or cancel this Request for Proposal without notice.

11. Proposal Withdrawal or Amendment

Proponents may amend or withdraw their proposal, provided such withdrawal or amendment is received prior to the closing deadline. A Bidder who has already submitted a Proposal may submit a further Proposal at any time up to the official closing time; the last Proposal received shall supersede and invalidate all Proposals previously submitted by the Bidder for this RFP. A bid may be withdrawn at any time up to the official closing time by letter on original letterhead bearing the same signature as in the bid submission.

12. Right to Accept or Reject Submissions

The City does not bind itself to accept any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The City reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFP or in such respondent's proposal.

The City reserves the right to:

1. Accept or reject any or all of the proposals;
2. If only one proposal is received, elect to reject it;
3. Reject as informal any proposal that is received late or is incomplete or otherwise fails to comply with the requirements of the RFP;
4. Elect not to proceed with the projects as it so determines in its sole and absolute discretion; and/ or
5. To waive irregularities and formalities at its sole and absolute discretion.

13. Solicitation

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the City with respect to the RFP, whether before or after submission of the proposal, the City shall be entitled to reject or not accept the RFP submission.

14. Subcontracting

The Proponent acknowledges that in any potential agreement with the City, no subcontracting or assignment of rights and obligations of the Proponent will be permitted without the written consent

of the City, which consent shall not be unreasonably withheld. At all times throughout the term of a potential agreement, including any renewals, the City shall communicate and respond directly with the Proponent.

15. Independent Contractor Status of Proponent; Declaration of Conflicts

The Proponent fully acknowledges that in providing a Proposal, it provides such as an independent contractor and for the sole purpose of potentially providing services and/or goods to the City. The Proponent's attention is drawn to the provisions of the Occupational Health & Safety Act 2010.

Neither the Proponent nor any of its personnel are engaged as an employee, servant or agent of the City. Any potential conflicts of interest in which a Proponent may have with the City or any employee of the City will be identified and described in detail in the proposal of each proponent (Conflict of Interest Declaration).

16. AODA Compliance

The Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

17. Freedom of Information

Upon submission, all proposals become the property of the City and will not be returned to the proponents. Proponents must be aware that the City is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The City may, at any time, make public the names and bid prices of all respondents. Proposals will be held in confidence by the City, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

Any proprietary or confidential information contained in the proposal should be clearly identified.

18. Nature of Request for Proposal

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

19. Preparation of Proposals

All costs and expenses incurred by the Proponent relating to its Proposal will be borne by the Proponent. The City is not liable to pay for such costs and expenses, or to reimburse or to

compensate the Proponent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

20. Finalizing Terms

This RFP will not constitute a binding agreement, but will only form the basis for the finalization of the terms upon which the City and the Successful Proponent will enter into the contract documentation, and does not mean that the Successful Proponent's proposal is necessarily totally acceptable in the form submitted. After the selection of the Successful Proponent's proposal, the City has the right to negotiate with the Successful Proponent and, as part of that process, to negotiate changes, amendments or modifications to the Successful Proponent's proposal without offering the other proponents, the right to amend their proposals.

21. Commitment to Negotiate

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

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

22. Agreement

A written agreement, prepared by the City shall be executed by the City and the Successful Proponent if the terms are mutually agreeable to all Parties. There is no guarantee that City Council will enter into any Agreement.

Any agreement resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

23. Performance

Any undue delays in the execution of the work and/or costs incurred by the City due to inefficiencies in performance on behalf of the Successful Proponent shall be deemed to be the responsibility of that Proponent and as such, any and all costs, as deemed appropriate and reasonable compensation for the City, will be assessed to the Successful Proponent.

24. Conflict Resolution

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- 1) That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfil its obligations; and that each will cooperate in the common endeavour of the contract;

- 2) Both parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Successful Proponent's representative and the City or representative by means of discussions built around mutual understanding and respect;
- 3) Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator;
- 4) Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration;
- 5) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the City or the Successful Proponent;
- 6) The award of the arbitrator shall be final and binding upon the parties;
- 7) The provisions of the Arbitration Act, 1991 S.O. 1991, Chapter 17 shall apply.

25. Cancellation

Nothing herein shall be construed as giving the Proponent the right to carry out the terms and requirements of the tasks contemplated under this RFP or the Agreement beyond the time when such services become unsatisfactory to the City. In the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed, or the services are for any reason terminated, stopped or discontinued because of the inability of the Proponent to serve under this Agreement, the Proponent shall be paid only goods and/or services which shall have been satisfactorily completed at the time of termination.

Should the City or the Successful Proponent wish to terminate the Agreement, he/she shall provide written notice of the termination not less than 90 days from the date of termination. Failure to maintain the required documentation during the term of the Agreement may result in suspension of the work activities and/or cancellation of the contract.

26. Indemnification

The Successful Proponent shall indemnify and hold harmless the City, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Successful Proponent, or its officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the City are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Successful Proponent.

27. Unenforceable Provisions

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

28. Force Majeure

It is understood and agreed that the Successful Proponent shall not be held liable for any losses resulting if the fulfillment of the terms of the Agreement shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of the Successful Proponent and which by the exercise of reasonable diligence, the Successful Proponent is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the Successful Proponent agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

29. Errors & Omissions

It is understood, acknowledged and agreed that while this Proposal includes specific requirements and specifications, and while the City has used considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the City to be comprehensive or exhaustive. Nothing in the proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the proposal. There will be no consideration of any claim, after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by the Proposal and/or Agreement.

**City of Temiskaming Shores
RS-RFP-001-2022
Supply of One (1) Electric Ice Resurfacer
Form of Proposal**

Proponent's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I, Resurface Corp./Kathy Freeborn
(Registered Company Name/Individuals Name)

Of, 25 Oriole Parkway East, Elmira, Ontario, N3B 3A9
(Registered Address and Postal Code)

Phone Number: (519) 669-1694 Email: [REDACTED]

We/I hereby offer to enter into an agreement for the goods, as required in accordance to the Proposal for a price of (must be CDN funds and without HST):

Lump Sum Price including delivery and all desired specifications as outlined in Appendix A:	\$ 141,500.00
--	----------------------

Provisional Equipment

(provide the cost of the following items. If replacing a standard feature show difference in cost):

Provisional Equipment: Four (4) Extra Blades \$ 388.75 ea (4included)

Provisional Equipment: Stainless Steel Flood Water Tank \$ Included

Provisional Equipment: Stainless Steel Wash Tank \$ Included

Provisional Equipment: Laser Ice-Leveling System (including transmitter and staff training) \$ 16,800.00

Provisional Equipment: Driver's Seat Safety Switch \$ Included

Provisional Equipment: Side Snow Tank Dump \$ 4,000.00

Provisional Equipment: Flood and Wash Water Sight Gauges \$ Included

Estimated Delivery Date: 12 months from date of order

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER none in preparing my/our proposal.

Bidder's Authorized Official: Kathy Freeborn
Title: Chief Financail Officer
Signature: *Kathy Freeborn*
Date: February 21, 2022

Form 1 to be submitted.

**City of Temiskaming Shores
RS-RFP-001-2022
Supply of One (1) Electric Ice Resurfacer**

Non-Collusion Affidavit

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

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

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

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

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

Dated at: Elmira, Ontario this 21 day of February, 2022.

Bidder's Authorized Official: Kathy Freeborn

Title: Chief Financail Officer

Signature: Kathy Freeborn

Date: February 21, 2022

Form 2 to be submitted.

City of Temiskaming Shores
RS-RFP-001-2022
Supply of One (1) Electric Ice Resurfacer

Appendix 01:

Fill out and submit the chart below with all applicable information required for City staff to accurately score the RFP. All items in sections 1.0 to 6.0 shall be included in the bid price on form 1. Where a specification in sections 1.0 to 6.0 cannot be wholly met please ensure detailed information is provided. All provisional items within section 7.0 shall be priced individually on form 1. Please use the provided item numbering to add additional information beyond the space provided in the comments/notes section (if necessary).

Description of Ice Resurfacer	
Manufacturer	Resurfice Corp.
Model	Millennium E
Production Year	2023
Weight Empty	4,799 kgs
Weight Loaded	5,830 kgs
Length	411.48 cm
Width	223.52 cm (Side dump width-hopper opened 510 cm)
Height	195.58 cm
Maximum Height with Hopper Raised	360.68 cm
Maximum Height with Hopper Raised (Side Dump)	284 cm
Expected Delivery Date	12 months from date of order

Mandatory Specifications

It is the intent of the specifications to clearly describe the build details for one (1) new self-propelled, battery-operated four-wheel drive Ice Resurfacer and that the unit shall be designed so the following can be achieved as a one-person operation:

- Plane the ice
- Sweep and clean close to the boards
- Pick up and store snow
- Wash and squeegee ice
- Distribute water for freezing a sheet of ice
- Dump snow from storage tank

	Desired Specifications	Y/N	Comments/Notes
1.0	Drivetrain, Batteries and Chassis		
1.1	Four-wheel drive with front steering	Y	Full time all wheel drive
1.2	Electronic drive controls with full diagnostic capabilities and dash display including state-of-charge indicator	Y	
1.3	Lithium-Ion battery powered electric drive motor	Y	
1.4	Batteries to have a minimum of 5-year/2000-cycle warranty	Y	5 year battery warranty or 3000 cycles
1.5	Supply battery charger with base price (installation by others): - Battery make, type, rating and voltage - Charger make, model and voltage - Specify duration for a full battery charge	Y	Green Cube Lithium Iron Phosphate battery pack Maintenance free, 315 Ah, 80V Bassi Labs, LI-C2O-C5-0L-01, 600V 3ph 30amp Approximatley 2 hours
1.6	Battery charger to be capable to opportunity charge	Y	
1.7	Vehicle speed control operated by foot pedal	Y	
1.8	Brakes on all four wheels including a parking brake	Y	
1.9	Unit is to be equipped with a power steering system	Y	
1.10	Five wheels (four plus one spare), each mounted with radial studded tires	Y	
1.11	The unit must be equipped with an audible back-up alarm and rotating beacon light	Y	
1.12	The unit is to be equipped with headlights, tail lights, brake lights and snow bin light.	Y	
1.13	The operator's seat is to have a high quality, durable, adjustable, high back complete with armrests and seatbelt.	Y	

1.14	The unit is to be equipped and fitted with approved handles and slip- resistant steps for safe entering and exiting of the machine	Y	
1.15	Entire unit to be painted a single tone colour, TBD.	Y	
2.0	Ice Resurfacer		
2.1	Conditioner is to be easily removable from the chassis with quick disconnect fittings to be used for all hydraulic hoses and must be adjustable from driver's position	Y	
2.2	Ice making water tank for restoring the ice surface shall have a minimum capacity of 700L and be rust resistant. Tank shall have an access.	Y	836 L Stainless Steel
2.3	An additional 200L rust resistant water tank will be provided for washing the ice surface. This tank will have a valve to transfer water to the main tank	Y	204.5 L Stainless Steel
2.4	A wash water system with water pump and squeegee shall be installed on the machine to wash the ice or remove excess water, as ice conditions require	Y	
2.5	Front guide wheel to be installed, made of a non-marking material	Y	
2.6	Snow hopper to be not less than 2.8 cubic meter volumetric capacity hydraulically dumped to the front. Corrosion resistant lining required	Y	2.91 m3 Plastic bin liner
2.7	Board brush to be hydraulically operated or by electric motor	Y	Hydraulically operated
3.0	Warranty		
3.1	Provide details concerning the applicable machine warranty. State standard applicable warranty and terms on machine - Attach a copy of the actual warranty document to be delivered with each unit - Provide detailed information as to battery warranty		2 years full warranty covers all parts labour and mileage if warranty work can not be completed on site a loaner will be provided at no charge until repairs are completed Warranty does not include normal wear and tear

4.0	Training		
4.1	Provide training to CoTS operators and mechanical staff in the factory prescribed maintenance, diagnostics and repair procedures. Training to be carried out by the factory or factory certified personnel. All costs for training and associated to training are to be the responsibility of the successful bidder	Y	
5.0	Manuals/Keys		
5.1	The following manuals are to be made available to the CoTS: - Two (2) set of each of operators, maintenance, parts and overhaul/service manuals. - Three (3) sets of keys including fobs if required.	Y	
6.0	Parts and Service		
6.1	Provide the location of the nearest service centre		25 Oriole Parkway East, Elmira, Ontario, N3B 3A9
6.2	State labour rates for in-house and on-site work at time of submission		\$125.00/hr

7.0	Provisional Items		
7.1	Four (4) Extra Blades	Y	4 included with purchase
7.2	Stainless Steel Flood Water Tank	Y	Included in price
7.3	Stainless Steel Wash Water Tank	Y	Included in price
7.4	Laser Ice-Leveling System (including transmitter and staff training)	Y	
7.5	Driver's Seat Safety Switch	Y	Included in price
7.6	Side Snow Tank Dump	Y	
7.7	Flood and Wash Water Sight Gauges	Y	In dash LED lights to indicate water levels



Resurfice Corp.
25 Oriole Parkway East
Elmira, Ontario, Canada
N3B 3A9
Tel: 519-669-1694
Fax: 519-669-8896

LIMITED OLYMPIA Millennium E WARRANTY

Thank you for your recent purchase of your OLYMPIA Millennium E ice resurfacing machine.

The components in your OLYMPIA Millennium E ice resurfacing machine are warranted against defects in material and workmanship by Resurfice Corp. for two full years from the date of delivery. During the warranty period, Resurfice Corp. will repair and replace, at no charge, products or parts of products that are defective because of improper material and workmanship, under normal use and maintenance. Transportation and labour charges to install replacement parts are included in this warranty. Resurfice Corp. will also provide a replacement machine on loan free of charge if the machine needs to be returned to the factory for repairs.

The batteries for your OLYMPIA Millennium E ice resurfacing machine come from Energysys. They have a five year – 100% warranty plus an additional one year prorated warranty.

This warranty does not cover any problem that is caused by conditions, malfunctions or damage that does not result from defects in material and workmanship. In particular, repairs and service adjustments that are necessary as a result of negligence, misuse, collision, alteration or lack of reasonable and proper maintenance are not covered by this warranty. A failure to follow all maintenance and other instructions in the Owner's Manual may void the warranty.

No warranty on this machine will be honoured by Resurfice Corp. other than stated above. In no circumstance will Resurfice Corp. be responsible or liable for any indirect, incidental, consequential or special damages (including lost profits) of any form incurred by any person, whether or not foreseeable, including without limitation, loss of time and revenue, inconvenience, loss of use of the machine and any other matters not specifically or expressly covered under this warranty.

ALL WARRANTY REPAIRS MUST FIRST BE AUTHORIZED BY RESURFICE CORP.

To obtain warranty service, you must first contact Resurfice Corp. so we can determine the problem and the most appropriate solution. All inquiries in relation to warranty service should be directed to: Resurfice Corp. (519) 669-1694

Kathy Freeborn

Resurfice Corp.

Olympia – when your ice needs a Smooth Clean Shave



MILLENNIUM 3

Detailed Specifications and Features

www.resurfi.com

Specifications and Benefits

The OLYMPIA Millennium E machine is a battery powered ice resurfer that utilizes AC Traction motors (one per wheel), AC motors for the horizontal and vertical augers. These systems are augmented by hydraulics for the steering, bin cover, bin cylinders, sled cylinders, board brush and automatic snow breaker.

The reliance on electric motors for the primary machine functions ensures the unit is the most efficient in terms of energy consumption.

These machines include several key features that minimize cost and improve efficiency including;

- 84" wide conditioner to minimize laps required to complete a resurface
- Automatic Water Fill of wash water and flood water to minimize waste (and cost)
- Speed Related Water to improve consistency of flooding and control of water usage
- Integrated safety systems to ensure water pumps do not run dry—minimizing replacement
- On-board diagnostics to assist with maintaining operational status
- Quick removal blower head minimizes downtime in the event of an auger jam
- Fully reversible augers, both vertical and horizontal

The overall engineering and manufacturing of these machines make them the workhorse of battery powered ice resurfacers at a competitive price.



Battery Options

There are 3 battery options available for the Millennium E ice resurfer. Each option offers reliable power but each presents unique features and benefits.

Option #1

Square Tube Lead Acid Batteries

The standard Millennium E battery option uses Energys Ironclad Superhog batteries. The unique square tube technology offers up to 84% more positive plate surface area vs round tubular and flat-plate batteries. More surface area means more power.

These Flooded Lead Acid batteries offer 770-amp hours of capacity at 80 volts. Combined with the carefully selected charger they can provide full day operation on a single charge.

The typical service life for these batteries is 8 years.

The warranty for these batteries is 5 full year plus 1 year prorated.

CHARGER

The NexSys charger system provide operational flexibility and charging features to ensure optimum battery life. The charger is Wi-iQ® battery monitoring device enabled to provide battery type, voltage and capacity data to the charger. The Wi-iQ device features temperature management, the charger will automatically compensate for temperature.

Automatic bypass of faulted module—continues charging process for uninterrupted operations

Up to 94% efficiency for maximum performance and energy savings.

INCLUDES WI-IQ SYSTEM

Battery charging and discharging practices have a direct impact on the battery capacity and battery change frequency so the OLYMPIA Millennium E includes the WI-IQ Battery Monitoring device. This tool monitors key battery operating data:

- Amp hours charged/discharged
- Temperature levels
- Voltage levels
- Electrolyte levels
- As well as a multitude of other battery parameters to assist in getting the most out of the batteries

The data can be reviewed to ensure proper battery maintenance procedures are in place and followed.

EQUALIZATION CHARGING

To maximize battery life and maintain proper capacity it is necessary to perform equalization charges. The charger is programmed to perform an equalization charge once per week.

An equalizing charge is nothing more than a deliberate overcharge to remove sulfate crystals that build up on the plates over time. Left unchecked, sulfation can reduce the overall capacity of the battery and render the battery unserviceable in extreme cases. An equalizing charge also reverses acid stratification, a condition where acid concentration is greater at the bottom of the battery than at the top.

AUTOMATIC WATERING CART

The OLYMPIA Millennium E package includes The Stealth Watering System. It is the best battery watering system on the market for the application. It makes battery watering safe, easy and affordable and incorporates many unique features that make it the best in its class and the most convenient to install. It fills an industrial battery in one tenth the time of hand watering, which means that these systems typically pay for themselves in under a year. The system also improves safety since it prevents exposure to electrolyte while filing.

It is a sturdy 10 US gallons (37.9 liters) high density polyethylene tank is designed to work with the Stealth Watering System™ and easily transports water to your batteries. Fill the tank from your distilled water source (or RO treated water). This sturdy DC powered watering cart handles like a hand cart. The 12-volt sealed battery can be charged from any AC outlet. Simply connect to the Stealth Watering System™ and turn on the switch. A flow indicator will tell you when all of the Stealth valves have shut off and it is time to disconnect.

WARRANTY FOR SUPERHOG BATTERIES

The components in your OLYMPIA ice resurfacing machine are warranted against defects in material and workmanship by Resurface Corp. for two full years from the date of delivery. Batteries are warranted for 5 years complete plus 1 year prorated—please see the Energys Warranty document provided.

Option #2 Sealed Maintenance Free

Utilizing Thin Plate Pure Lead technology these batteries provide cost-effective power suitable for motive power cycling application such as ice resurfacing. The Millennium E uses 660amp hour Nexsys batteries providing all the power needed for general ice resurfacing and heavy ice maintenance.

The major advantage of this approach is the batteries are virtually maintenance free—no watering system is required. No special venting is required for the charging room.

The technology used in these batteries allows for rapid opportunity charging (assuming the correct Nexsys charger is used). All day performance with minimal maintenance, like an LI battery.

The same Wi-IQ system is employed with these batteries to provide real time feedback for charging and performance.

WARRANTY FOR THE NEXSYS BATTERIES

The Nexsys 2V warranty is 3 + 1 Year Prorate.

Option #3 Lithium Iron Phosphate

Utilization of Lithium Iron Phosphate battery technology is increasing as costing of the technology has decreased, now making it an affordable option.

The OLYMPIA Li battery offers 315-amp hours of capacity or 54% of the Lead Acid system. Typically, Li capacity will match that of traditional Lead Acid at 70% so the Li package will not provide a full day of operation on a single charge. It will be necessary to charge after resurfacing throughout the day.

The major advantage of this approach is the batteries are maintenance free—no watering system is required and no special venting is required for the charging room.

The technology used in these batteries allows for rapid opportunity charging.

WARRANTY FOR THE LI BATTERIES

The Li Battery comes with a 5 year or 3000 cycle warranty (whichever comes first).

Machine Warranty

OLYMPIA Millennium E machines come with a two-year warranty. During the warranty period, Resurfiice Corp. will repair and replace, at no charge, products or parts of products that are defective because of improper material and workmanship, under normal use and maintenance. Transportation and labour charges to install replacement parts are included in this warranty. Resurfiice Corp. will also provide a replacement machine on loan free of charge if the machine needs to be returned to the factory for repairs (Ontario customers only).

This warranty does not cover any problem that is caused by conditions, malfunctions or damage that does not result from defects in material and workmanship. In particular, repairs and service adjustments that are necessary as a result of negligence, misuse, collision, alteration or lack of reasonable and proper maintenance are not covered by this warranty. A failure to follow all maintenance and other instructions in the Owner's Manual may void the warranty.

No warranty on this machine will be honored by Resurfiice Corp. other than stated above. In no circumstance will Resurfiice Corp. be responsible or liable for any indirect, incidental, consequential or special damages (including lost profits) of any form incurred by any person, whether or not foreseeable, including without limitation, loss of time and revenue, inconvenience, loss of use of the machine and any other matters not specifically or expressly covered under this warranty.



What Every Ice Resurfiicer Should Be

Contact OLYMPIA today:

519-669-1694

info@resurfiice.com

www.resurfiice.com

The Corporation of the City of Temiskaming Shores

By-law No. 2022-055

Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on March 15, 2022

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

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

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

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

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

1. That the actions of the Council at its Regular meeting held on **March 15, 2022**, with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

Read a first, second and third time and finally passed this 15th day of March, 2022.

Mayor

Clerk