



**The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, October 18, 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 – October 4, 2022

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

8. Question and Answer Period

9. Presentations / Delegations

10. Communications

- a) Reynald Rivard, Secretary, Timiskaming Municipal Association

Re: Resolution for Support from the Town of Latchford- Water Management Plan – Montreal River, 2022-09-27

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)** 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 Climate Change Committee meeting held on August 18, 2022;
- b) Minutes of the Temiskaming Shores Accessibility Advisory Committee held on September 21, 2022;
- c) Minutes of the Temiskaming Transit Committee held on September 28 and October 5, 2022; and
- d) Minutes of the Recreation Committee held on September 12, 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 Public Works Committee meeting held on September 22, 2022;
- b) Minutes of the Building Maintenance Committee meeting held on September 22, 2022
- c) Minutes of the Corporate Services Committee held on September 22, 2022;
- d) Minutes of the Protection to Persons and Property Committee meeting held on September 22, 2022; and
- e) Minutes of the Corporate Services Audit Committee meeting held on September 30, 2022

13. Reports by Members of Council

Temiskaming Transit Update: Councillor Mike McArthur, Chair of the Temiskaming Transit Committee

14. Notice of Motions

15. New Business

a) Memo No. CS-043-2022 – Deeming By-Law for Leveille – 864512 Uno Park Road

Draft Resolution

Moved by: Councillor
Seconded by: Councillor

Whereas the owner of 884512 Uno Park Road 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 M104NB BLK A LOTS 13 TO 15 PT LOTS 12 17 TO 20 PCL 22945 SST PCL 22946 SST 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 October 18, 2022 Regular Council meeting.

b) Administrative Report No. CS-042-2022 - Site Plan Agreement: Haileybury Schoolhouse Lofts

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-042-2022; and

That Council directs staff to prepare the necessary by-law to enter into a Site Plan Agreement with Haileybury School House Lofts for the property at 333 Rorke Avenue for consideration at the October 18, 2022 Regular Council meeting

c) Administrative Report No. PW-028-2022 – 2022-2023 Winter Operations Plan

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-028-2022;

That Council directs Staff to prepare the necessary by-law, for the implementation of the 2022 – 2023 Winter Operations Plan, for consideration at the October 18, 2022 Regular Council meeting and;

That Council directs the Manager of Transportation Services to advise staff in the Public Works Department, in writing, of the intent to commence the Winter Operations Schedule on or about Sunday, November 6th, 2022 and conclude on or about Friday, April 7th, 2023.

16. By-laws

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

By-law No. 2022-156 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 for 864512 Uno Park Road

By-law No. 2022-157 Being a by-law to authorize the execution of a Site Plan Control Agreement with Haileybury School House Lofts for 333 Rorke Avenue

By-law No. 2022-158 Being a by-law to adopt the 2022-2023 Winter Operations Plan for the City of Temiskaming Shores

be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

By-law No. 2022-156
By-law No. 2022-157; and
By-law No. 2022-158

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, November 1, 2022 at 6:00 p.m.
- b) Inaugural Meeting of Council – Monday, November 21, 2022 at 6:00 p.m.

18. **Question and Answer Period**

19. **Closed Session**

20. **Confirming By-law**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. **2022-159** being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **October 18, 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. **2022-159** 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, October 4, 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 Doug Jelly, Jesse Foley, Jeff Laferriere, Mike McArthur, and Danny Whalen

Present: Amy Vickery, City Manager
Kelly Conlin, Municipal Clerk
Shelly Zubyck, Director of Corporate Services
Steve Burnett, Manager of Environmental Services
Stephanie Leveille, Treasurer
Steve Acland, Auditor

Regrets: Councillor Patricia Hewitt

Media: 2

Members of the Public: 3

3. Review of Revisions or Deletions to Agenda

4. Approval of Agenda

Resolution No. 2022-396

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

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 15 – New Business, Item f) Administrative Report No. CS-039-2022 – Animal Control and Pound Services Update**; as son was a bidder for Animal Control and Pound Services in the City of Temiskaming Shores.

6. Review and adoption of Council Minutes

Resolution No. 2022-397

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

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

a) Regular Meeting of Council – September 20, 2022

Carried

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

None

8. **Question and Answer Period**

Jennifer MacKewn asked a question relating to agenda item: Memo No. 2022-042-CS; Appointment of By-Law Enforcement Officers for the purpose of enforcing the Animal Control and Pound Services contract. This memo is being presented in order to repeal Jennifer's appointment as a By-Law Officer for the purpose of Animal Control (By-Law 2019-106) and to appoint new By-Law Officers, under the direction of Animals First for the purpose of enforcing the Animal Control contract.

Jennifer informed Council that she was unaware of her appointment; up until she read that the appointment was being repealed. She asked Council how this could have occurred and would like someone to provide her with an explanation.

Mayor Kidd thanked Jennifer for her question and stated that staff would investigate and provide her with an explanation.

Jon Shymko stated that Council should be able to provide Jennifer with an explanation and the potential legal implications that may have occurred while she was unknowing an appointed Officer.

9. **Presentations / Delegations**

- a) 2021 Audited Financial Statements – Steve Acland, Kemp, Elliott and Blair, LLP and Stephanie Leveille, Treasurer

Resolution No. 2022-398

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt and approves the 2021 Consolidated Financial Statements for the City of Temiskaming Shores as prepared by the firm of Kemp, Elliott and Blair L.L.P. – Chartered Accountants; and

That Council directs the Treasurer to provide public notice that a copy of the 2021 Consolidated Financial Statements is available at City Hall and on the City's website in accordance with Section 295 of the Municipal Act, 2001.

Carried

10. Communications

- a) Sheila Olan-MacLean, President Ontario Coalition for Better Child Care

Re: Proclamation Request for the 22nd Annual Child Care Worker and Early Childhood Educator Appreciation Day, October 18, 2022

Reference: Proclamation presented under New Business

- b) Michelle Caron, Communications and Executive Coordinator, District of Timiskaming Social Services Administration Board

Re: 2022- Q2 – Quarterly Report

Reference: Received for Information

Resolution No. 2022-399

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

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

Carried

11. Committees of Council – Community and Regional

Resolution No. 2022-400

Moved by: Councillor Foley

Seconded by: Councillor McArthur

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

- a) Minutes of the Temiskaming Shores Library Board held on June 22, 2022.

Carried

12. Committees of Council – Internal Departments

None

13. Reports by Members of Council

Councillor Laferriere thanked the organizers of the walk for Murdered and Missing Indigenous Women walk that took place earlier that day.

Mayor Kidd commented on his participation in the 100th Great Fire Celebrations this past weekend.

Councillor Jelly commented on his participation at the hall dedication ceremony for the Lawrence “Bun” Eckensviller Community Hall.

14. Notice of Motions

None

15. New Business

a) Proclamation – Child Care Worker and Early Childhood Educator Appreciation Day

Resolution No. 2022-401

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

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

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

Whereas trained and knowledgeable Registered Early Childhood Educators and child care staff are the key to quality in early learning and child care programs; and

Whereas Registered Early Childhood Educators and child care workers will be vital to the success of the Canada-Wide Early Learning and Child Care system;

Now therefore be it resolved that October 18, 2022 be designated “Child Care Worker and Early Childhood Educator Appreciation Day” in recognition of the education, dedication and commitment of child care workers to children and their families and quality of life of the community.

Carried

b) **Proclamation – Fire Prevention Week 2022**

Resolution No. 2022-402

Moved by: Councillor Whalen

Seconded by: Councillor Foley

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

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

Whereas smoke alarms detect smoke well before you can, alerting you to danger in the event of fire in which you may have just seconds to escape safely; and

Whereas working smoke alarms save lives by providing early warning of fire so you and your family can safely escape; and

Whereas Temiskaming Shores residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond; and

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

Whereas Temiskaming Shores residents will make sure their smoke and carbon monoxide alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

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

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

Whereas the 2022 Fire Prevention Week theme, “Plan a Record-Breaking Escape,” effectively serves to remind us of the importance in planning and practicing a home fire escape plan and knowing two ways out in the case of an emergency.

Now therefore be it resolved that Council for the City of Temiskaming Shores does hereby proclaim October 9 to 15, 2022, as Fire Prevention Week, and urges all residents to “Plan a Record-Breaking Escape”; and

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

Carried

c) Resolution – Draven Alert System

Resolution No. 2022-403

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Whereas Council for the City of Temiskaming Shores received correspondence requesting changes to the Amber Alert System and creation of a new alert called the Draven Alert; and

Whereas the Ontario Amber Alert is a warning system that quickly alerts the public of a suspected abduction of children who are in imminent danger with the goal to broadcast as much information about the child, the abductor and suspect vehicles as quickly as possible so that the public can respond with any relevant information that might lead to the child's safe return; and

Whereas the recent tragic death of 11-year-old Draven Graham showed that the Amber Alert system is flawed when it comes to vulnerable children who can go missing but are not abducted; and

Whereas it is clear that there needs to be an addition to the alert system to allow for law enforcement to send out an alert for vulnerable children who go missing under circumstances that do not involve an abduction but are at serious risk of injury or death;

Now therefore be it resolved that Council for City of Temiskaming Shores request that the Minister of the Solicitor General and the Commissioner of the Ontario Provincial Police, as well as the Premier's Office, be requested to make the necessary changes to the Amber Alert System and create a new alert called the Draven Alert, which will protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing; and

Further that a copy of the resolution be forwarded to the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, MP Anthony Rota, and MPP John Vanthof.

Carried

d) Resolution – Mandatory Firefighter Certification

Resolution No. 2022-404

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Whereas municipal governments provide essential services to the residents and businesses in their communities; and

Whereas the introduction of new provincial policies and programs can have an impact on municipalities; and

Whereas municipal governments are generally supportive of efforts to modernize and enhance the volunteer and full-time fire services that serve Ontario communities; and

Whereas the Association of Municipalities of Ontario (AMO) believes in principle that fire certification is a step in the right direction, it has not endorsed the draft regulations regarding firefighter certification presented by the Province; and

Whereas municipalities and AMO are concerned the thirty-day consultation period was insufficient to fully understand the effects such regulations will have on municipal governments and their fire services; and

Whereas fire chiefs have advised that the Ontario firefighter certification process will create additional training and new costs pressures on fire services; and

Whereas AMO, on behalf of municipal governments, in a letter to Solicitor General Jones dated February 25, 2022, made numerous comments and requests to address the shortcomings in the draft regulations;

Now therefore be it resolved that the City of Temiskaming Shores does hereby support AMO's recommendations; and

Further that the City of Temiskaming Shores hereby calls on the Solicitor General of Ontario to work with AMO, municipal governments and fire chiefs across Ontario to address the concerns raised so that municipalities can continue to offer high quality services to their communities; and

Further that a copy of this Resolution be forwarded to the Association of Municipalities of Ontario and the Federation of Northern Ontario Municipalities.

Carried

e) Memo No. 042-2022-CS – Appointment of By-Law Enforcement Officers – Animal Control

Resolution No. 2022-405

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 042-2022-CS and;

That Council directs staff to prepare the necessary by-law to amend By-law No. 2019-106, to repeal the appointment for Jennifer MacKewn as a By-Law Enforcement Officer for the purpose of enforcing the Animal Control Contract.

Carried

The original resolution included the appointment of the following; however, Council made a motion to defer that portion until further information is available regarding the appointments:

Appointment of Wendy Venne, Sherry Villneff, Nancy Rourke and Claire Proctor for the purpose of enforcing the City's Animal Control by-law and Noise by-law as it relates to Animal Control and Pound Services for consideration at the October 4, 2022 Regular Council meeting.

MOTION TO DEFER

Resolution No. 2022-406

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores agrees to defer the Appointments requested as part of Memo No. 042-1011-CS – Appointment of By-Law Enforcement Officers – Animal Control to a future Council Regular meeting.

Carried

f) Administrative Report No. CS-039-2022: Animal Control and Pound Services Update

Mayor Kidd declared Conflict on Item f) New Business. In the absence of the designated Deputy Mayor Patricia Hewitt, Mayor Kidd appointed Councillor Foley as Presiding Officer for this portion of the meeting.

Resolution No. 2022-407

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. CS-039-2022 and;

That Council confirms the Animal Control and Pound Services Request for Proposal CS-RFP-003-2022 be deemed cancelled and void; and

That Council directs staff, under the direction of the City Manager, to review the level of service required by the City in consultation with an animal professional for the development of a new Request for Proposal and Animal Control By-Law for Council's consideration at a future meeting; and further

That Council agrees to have the Animal Control portfolio remain with the Protection to Persons and Property Committee for review prior to Council's consideration.

Carried

Mayor Kidd resumed Chair of the meeting.

g) Administrative Report No. CS-040-2022-Temagami Shared Services

Resolution No. 2022-408

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that Council of the City of Temiskaming Shores hereby acknowledges receipt of Administrative Report No. CS-040-2022; and

That Council hereby directs staff to prepare the necessary by-law to enter into a shared Services agreement with the Municipality of Temagami for Building Services for Council's consideration at the October 4, 2022 Regular Council meeting.

Carried

h) Administrative Report No. CS-041-2022-Temiskaming Festival of Music Lease Agreement

Resolution No. 2022-409

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-041-2022; and

That Council hereby directs staff to prepare the necessary by-law to enter into a lease agreement with the Temiskaming Festival of Music for \$100 per month (plus applicable taxes) for a three-year term, for consideration at the October 4, 2022 Regular Council meeting.

Carried

i) Memo No. 011-2022 PW – Event Road Closure Policy and Procedure

Resolution No. 2022-410

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No.011-2022-PW;

That Council directs staff to prepare the necessary by-law to adopt an Event Road Closure Policy for the City of Temiskaming Shores, for consideration at the October 4, 2022 Regular Council meeting.

Carried

j) Administrative Report No. PW-027-2022 – RFP Award – Haileybury Water Treatment Plant Filter Rehabilitation

Resolution No. 2022-411

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. PW-027-2022; and

That Council directs staff to reallocate \$ 100,000.00 from the Robert/Elm Pumping Station By-pass Installation Project to the Haileybury Water

Treatment Plant Filter Rehabilitation Project within the approved 2022 Environmental Capital Budget; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with Continental Carbon Group Inc. for the rehabilitation of one filter at the Haileybury Water Treatment Plant in the amount of \$ 360,820.00, plus applicable taxes, for consideration at the October 4, 2022 Regular Council meeting.

Carried

16. By-laws

Resolution No. 2022-412

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that:

By-law No. 2022-150 (as amended) Being a by-law to amend By-law No. 2019-106, repeal the appointment for Jennifer Mackewn as a By-Law Enforcement Officer for the purpose of enforcing the Animal Control By-Law

By-law No. 2022-151 Being a by-law to enter into an agreement with the Municipality of Temagami for Chief Building Official and Building Inspector Services

By-law No. 2022-152 Being a by-law to enter into a lease agreement with the Temiskaming Festival of Music for the rental of space at the Lawrence “Bun” Eckensviller Community Hall

By-law No. 2022-153 Being a by-law to adopt an Event Road Closure Policy for municipal road allowances and rights-of-way and public lands.

By-law No. 2022-154 Being a by-law to enter into an agreement with Continental Carbon Group Inc. for the Haileybury Water Treatment Plant Filter Rehabilitation

be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-413

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that:

By-law No. 2022-150

By-law No. 2022-151

By-law No. 2022-152

By-law No. 2022-153; and

By-law No. 2022-154

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, October 18, 2022 at 6:00 p.m.
- b) Regular Meeting – Tuesday, November 1, 2022 at 6:00 p.m.

18. Question and Answer Period

Miranda Marriott asked a Transit related question about a stop located on Grant Drive. This item was referred to the Transit Committee for further discussion

19. Closed Session

Resolution No. 2022-414

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

Be it resolved that Council agrees to convene in Closed Session at 7:15 p.m. to discuss the following matters:

- a) Adoption of the September 20, 2022 Closed Session Minutes;
- b) Under Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Transit update

- c) Under Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees

Carried

Resolution No. 2022-415

Moved by: Councillor Whalen

Seconded by: Councillor Jelly

Be it resolved that Council agrees to rise with report from Closed Session at 8:07 p.m.

Carried

Matters from Closed Session

Adoption of the September 20, 2022 Closed Session Minutes

Resolution No. 2022-416

Moved by: Councillor Foley

Seconded by: Councillor Laferriere

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

- a) Adoption of the September 20, 2022 Closed Session Minutes.

Carried

Under Section 239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Transit Negotiations

Council provided direction to staff

Under Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees

Council provided direction to staff

20. Confirming By-law

Resolution No. 2022-417

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No.2022-155 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **October 4, 2022** be hereby introduced and given first and second reading.

Carried

Resolution No. 2022-418

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. 2022-155 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2022-419

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council hereby adjourns its meeting at 8:08 p.m.

Carried

Mayor

Clerk

**TOWN OF LATCHFORD
RESOLUTION**

MOVED BY: J. Latchford

No.: 22/109

SECONDED BY: Mike Brooks

Date: September 27, 2022

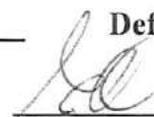
Whereas the Montreal River which flows through the District of Temiskaming has 9 different control dams located on it, Duncan Lake, Gowganda, Mistinikon, Indian Chute, Lady Evelyn, Latchford, Hound Chute, Ragged Chute and the Lower Notch with two being controlled by the Ministry of Natural Resources, Forestry and Northern Development (MNR/FND), five by OPG, one by Public Service and Procurement Canada and one by Trans Alta

And Whereas parameters of operation of these dams relating to seasonal water level requirements and other factors are established in a Water Management Plan (WMP) with a reporting system for issues of non-compliance being addressed at a Standing Advisory Committee (SAC) meeting which is convened at least three times a year

And Whereas the Montreal River Water Management Plan (MRWMP) has been approved but never implemented the Town of Latchford implores the MNR/FND to expedite the implementation of MRWMP and to create the necessary SAC prior to the year 2023.

And further, that this resolution be forwarded to the Temiskaming Municipal Association and MPP John Vanthof for their support.

Carried Amended Defeated


Signature of Presiding Officer

DIVISION VOTE

| FOR | AGAINST |
|-----|---------|
| | |
| | |
| | |
| | |

Declaration of Pecuniary Interest/Conflict of Interest

_____ declared interest, abstained from discussion and did not vote on the question.

Clerk-Treasurer

1. CALL TO ORDER

Meeting called to order at 2:31 P.M.

2. ROLL CALL

Public Appointees:

| | |
|----------|---|
| PRESENT: | Mayor Carman Kidd John Telfer, Interim City Manager Tammie Caldwell, Interim City Manager Abbigail Shillinglaw, Environmental & Sustainability Matt Bahm, Director of Recreation Maria McLean, Public Appointee Jamie Dabner, Public Appointee Rebecca Kidd, Deputy Clerk (Committee Secretary) Abby Shillinglaw, Environmental & Sustainability Paul Cobb, Public Appointee Councillor Mike McArthur |
| REGRETS: | Councillor Jesse Foley |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CCC-2022-018

Moved by: Mike McArthur

Be it resolved that:

The Climate Change Committee agenda for the August 18, 2022 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CCC-2022-019

Moved by: Maria Mclean

Be it resolved that:

The Climate Change Committee minutes for the July 12, 2022 meeting be approved as presented.

CARRIED

7. CORRESPONDENCE/PRESENTATION

None

8. UNFINISHED BUSINESS

a) GHG Emissions Inventory

Staff prepared a Greenhouse Gas Emissions Inventory Guide to explain the Partners for Climate Protection Program. The guide outlines the PCP program, the five milestones of the program (creating a baseline emissions inventory, setting reduction targets, developing a local climate action plan, implementing the plan, and monitoring reporting results). Staff gathered 2019 data from Hydro One and hope to receive data from Enbridge to compare energy consumption. Grant Fuels, Statistics Canada, Kalibrate Canada, and city managers were other resources used in gathering information. The PCP program requires specific criteria to be entered in order to calculate energy emissions. City buildings are the largest emitter sitting at 45.7%, followed by fleet at 44.2%. Electricity was the largest energy use by sources at 42%, but has the lowest emissions rate.

b) Climate Lens Update

Staff developed the Climate Lens Guide, which gives an overview of The Clean Air Partnership. This can be used as a regular reporting tool for all sectors to show the mitigation and adaptation components of projects. When planning, managers should have the climate lens in mind and answer 3 main questions: Will the project produce Greenhouse Gas Emissions? Will the project be affected by temperature? Will the project be affected by precipitation? Based on the answers to these questions, managers can clearly identify if the project is GHG intensive or at risk from climate change, or if the project leads to a reduction in greenhouse gasses. In the short-term (2021-2050) our local temperatures are predicted to increase by 5.2 C and in the long-term (2051-2080) our temperatures show to increase by 7.6 C. The Climate Atlas of Canada data shows “business-as-usual” and “worst-case” scenario data. Understanding this information is important in planning and preparing the City for the future hardships of climate change and how to appropriately prepare.

c) GHG Reduction Opportunities

Staff gathered data from other municipalities and highlighted various case studies. This guide sorts corporate and community action into buildings, transportation, land-use planning, and waste diversion. The committee discussed that green building standards should be a focus for the City and suggested some items that could be added to current policies. Incentives could be added for those who go above and beyond the minimum standards.

d) Energy Audit Report

An energy audit should be done in the City to collect accurate information on current energy consumption. The potential cost of the audit can range anywhere between .20-.50 cents per square foot of a building. This initial cost would be a benefit in the long-run, with an estimated 4.7 years payback time-frame. Staff provided an example of an energy audit that the Township of Chapleau participated in. Chapleau's Public Works Garage is comparable to Temiskaming Shores. After the energy audit, upgrades were made to Chapleau's buildings, which resulted in a 24.7% reduction in propane use and 31.1% decline in electricity use. Using Chapleau's data for comparison, Temiskaming Shores could see similar reductions of energy and electricity use, but conducting an audit on the city buildings would give staff more accurate data to work with.

9. NEW BUSINESS

e) Energy and Climate Change Intern

Staff applied for funding and an application is being sent to extend the Climate Change Intern position. Operational funding will continue to pay our current intern until the funding is approved. The City's current intern has accomplished a lot in a short timeframe, and this highlights the benefits of this position, and also what else still needs completed to make climate change a priority for the City.

10. MEETING SCHEDULE

- October 18, 2022 @ 2:30pm

11. ADJOURNMENT

Recommendation CCC-2022-020

Moved by: Councillor Mike McArthur

Be it resolved that:

The Climate Change Committee meeting is adjourned at 3:53 p.m.

CARRIED



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

September 21, 2022 – 10:00 A.M.

In-Person- New Liskeard Public Library

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

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

MINUTES

1. CALL TO ORDER

Meeting called to order at 10:05 A.M.

2. ROLL CALL

MEMBERS:

| | |
|----------|---|
| PRESENT: | Sherry Ward Janice Labonte Walter Humeniuk (Vice-Chair) Mayor Carman Kidd Josette Cote Councillor Mike McArthur Amy Vickery, City Manager Tammie Caldwell, Interim City Manager Rebecca Kirkey, Deputy Clerk (Committee Secretary) Mitch McCrank, Manager of Transportation Services |
| REGRETS: | Jennifer Pye, City Planner Kelly Conlin, Municipal Clerk George Depencier Nicki Duke |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF CONFLICT OF INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Moved by: Josette Cote

Seconded by: Mayor Carman Kidd

Be it resolved that:

The agenda for the September 21, 2022 meeting be approved as printed.

CARRIED

6. APPROVAL OF PREVIOUS MINUTES

Moved by: Councillor Mike McArthur

Seconded by: Janice Labonte

Be it resolved that:

The minutes for the June 15, 2022 TSAAC meeting be approved as printed.

CARRIED

7. CORRESPONDENCE/PRESENTATIONS

a) Don Shepherdson Arena Accessibility Update

Staff provided a written update to the Temiskaming Shores Accessibility Advisory Committee about the Don Shepherdson Arena renovations. The expected opening date is October 3rd. The new vestibule, flooring and washrooms are currently under renovations. HVAC upgrades will continue throughout October. There will be a long delay for aluminum front doors due to supply chain issues. The side door of the arena will be used in the meantime.

b) Accessible Parking Space Tour Update

The committee discussed findings from the accessible parking space tour that took place in the summer. Committee members Nicki Duke and Josette Cote, along with staff members, Jennifer Pye and Mitch McCrank toured the area in search of problematic parking spaces. There were some parking spots that will be moved and others that may be more difficult to relocate. These will need approval from council before moving and included in the City's traffic plan.

c) Presentation by Mich Verrier- Audio Description Device

Mich Verrier presented the committee with the benefits of an audio description device. This device will describe and narrate the visual elements of television shows, movies, and plays for the visually impaired. Mich had the committee members close their eyes and played a clip from the movie “Ambulance” to compare the difference with and without the audio description. The equipment would need to be purchased and the theatre could provide this service to the visually impaired. The committee agreed to support this idea, but the business would need to apply for funding to purchase the equipment. The committee discussed that a recommendation may be needed for submission with the application for funding.

8. NEW BUSINESS

9. SCHEDULING OF MEETINGS

The next regular TSAAC meeting is to be held on T.B.D.

10. ITEMS FOR FUTURE MEETINGS

Sacred Heart Building

11. ADJOURNMENT

Moved by: Councillor Mike McArthur

Seconded by: Josette Cote

Be it resolved that:

TSAAC adjourns at 11:10 A.M

CARRIED

1.0 CALL TO ORDER

The meeting was called to order at 9:22 a.m.

2.0 ROLL CALL

| | |
|----------|--|
| PRESENT: | Mayor Carman Kidd Amy Vickery, City Manager Mitch McCrank, Manager of Transportation Stephanie Leveille, Treasurer Councillor Pat Anderson, Town of Cobalt (via telephone) Steve Dalley, Town of Cobalt Treasurer (via telephone) Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | Mayor George Othmer, Town of Cobalt |

3.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

4.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Addition of Ratepayer Comment Form 7 b) and item 9 b) Financial Report

5.0 APPROVAL OF AGENDA

Recommendation TC-2022-031

Moved by: Councillor Pat Anderson

Be it resolved that:

The Temiskaming Transit Committee agenda for the September 28, 2022 meeting be approved as amended.

CARRIED

6.0 APPROVAL OF PREVIOUS MINUTES

Recommendation TC-2022-032

Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee previous meeting minutes of August 10 & 17, 2022 be adopted as presented.

CARRIED

7.0 CORRESPONDENCE/INTERNAL

a) Age Friendly Committee – Request for Free Transit on Oct 24th Elections Day

The Age Friendly Committee requested a quote to provide free transit services on October 24th for election day. The quote provided was \$1,957.38 and would allow everyone on election day to ride the bus for free, sponsored by the Age Friendly Committee.

Recommendation TC-2022-033

Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee hereby recommends supporting the Age Friendly Committee in providing free bus fares on October 24, 2022.

CARRIED

b) Ratepayer comment form

A Temiskaming Shores business owner has requested a bus stop near the Edgewater Motel. The committee discussed that there are stops located around this location, but nothing close to The Edgewater. Staff agreed to check the ridership at Cottage Road and gather further information from the business owner regarding the bus stop request.

8.0 UNFINISHED BUSINESS

a) Public Transit Policy

Staff are continuing to work on the public transit policy. An incident form will be developed and added to the transit policy. Once the draft is finalized, it will be presented to the committee and to council for approval.

9.0 NEW BUSINESS

a) Transit Update

There are four busses running and all busses have received or are receiving proper maintenance. The transmission on the one transit bus has been fixed.

b) Financial Report

The financial report was presented to the committee. Year to date total transit revenues were \$317,345 and expenses \$710,315. Cobalt's municipal subsidy was \$50,371 and Temiskaming Shores, \$342,599.

10.0 CLOSED SESSION

Recommendation TC-2022-033
Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee convene into Closed Session at 9:48 a.m to discuss the following matters:

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

CARRIED

Recommendation TC-2022-034
Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee rise with report at 10:22 a.m.

CARRIED

Recommendation TC-2022-035
Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee provided direction to staff to proceed with developing and releasing new RFP for Temiskaming Transit.

CARRIED

11.0 NEXT MEETING

The next meeting of the Transit Committee is scheduled for October 5 at 10:30 a.m.

12.0 ADJOURNMENT

Recommendation TC-2022-035
Moved by: Mayor Carman Kidd

Be it resolved that:

The Transit Committee meeting is adjourned at 10:24 a.m.

CARRIED

1.0 CALL TO ORDER

The meeting was called to order at 10:33 a.m.

2.0 ROLL CALL

| | |
|----------|---|
| PRESENT: | Mayor Carman Kidd Amy Vickery, City Manager Mitch McCrank, Manager of Transportation Councillor Mike McArthur (Chair) Stephanie Leveille, Treasurer Councillor Pat Anderson, Town of Cobalt (via telephone) Mayor George Othmer, Town of Cobalt Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | Steve Dalley, Town of Cobalt |

3.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

4.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

5.0 APPROVAL OF AGENDA

Recommendation TC-2022-045

Moved by: Mayor Carman Kidd

Be it resolved that:

The Temiskaming Transit Committee agenda for the October 5, 2022 meeting be approved as printed.

CARRIED

6.0 CORRESPONDENCE/INTERNAL

None

7.0 UNFINISHED BUSINESS

None

8.0 NEW BUSINESS

None

9.0 CLOSED SESSION

Recommendation TC-2022-046
Moved by: Mayor George Othmer

Be it resolved that:
The Temiskaming Transit Committee convene into Closed Session at 10:35 a.m.
to discuss the following matters:

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

CARRIED

Recommendation TC-2022-047
Moved by: Mayor George Othmer

Be it resolved that:
The Temiskaming Transit Committee rise with report at 11:11 a.m.

CARRIED

Recommendation TC-2022-048
Moved by: Mayor George Othmer

Be it resolved that:
The Temiskaming Transit Committee hereby recommends submitting a response letter to Stock Transportation indicating the acceptance of the end of the Transit Agreement Contract as of December 31, 2022.

CARRIED

10.0 NEXT MEETING

The next meeting of the Transit Committee is scheduled for November 10th at 9:00 a.m.

11.0 ADJOURNMENT

Recommendation TC-2022-049
Moved by: Mayor Carman Kidd

Be it resolved that:
The Transit Committee meeting is adjourned at 11:14 a.m.

CARRIED

1. CALL TO ORDER

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

2. ROLL CALL

| | |
|----------|--|
| PRESENT: | Mayor Carman Kidd (Chair) Matt Bahm, Director of Recreation Paul Allair, Manager of Parks & Facilities Richard Beauchamp, Public Appointee Chuck Durrant, Public Appointee Robert Ritchie, Public Appointee Rebecca Kirkey, Deputy Clerk (Committee Secretary) Danny Lavigne, Public Appointee Jeff Thompson, Manager of Programming Simone Holzamer, Public Appointee Tammie Caldwell, City Manager Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | Councillor Mike McArthur |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation RS-2022-032

Moved by: Danny Lavigne

Be it resolved that:

The Recreation Committee agenda for the September 12, 2022 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation RS-2022-033

Moved by: Robert Ritchie

Be it resolved that:

The Recreation Committee minutes of the August 8, 2022 meeting be approved as presented.

CARRIED

7. CORRESPONDENCE/PRESENTATIONS

a) Cubs request for video camera

The New Liskeard Cubs have requested a video camera for the New Liskeard Don Shepherdson Memorial Arena. The Cubs will look after purchasing the video camera for filming hockey games. Staff support this request and suggested installing the camera in an accessible area, away from the public.

Recommendation RS-2022-034

Moved by: Simone Holzamer

Be it resolved that:

The Recreation Committee hereby supports the New Liskeard Cubs' request to assist in installing a video camera at the New Liskeard Arena and if successful, recommend a video camera be installed at the Haileybury Arena in the future.

CARRIED

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

a) Amendments to Recreation Fees

Staff presented a report to the Recreation Committee outlining changes to some recreation fees. A seasonal tenting fee was added for Bucke Park, a 50% reduction in fees for the Bronze Cross and Bronze Medallion courses, and changes to the structure of insurance fees for rentals. Events that serve alcohol will have a \$250 flat fee added for the insurance portion of the rental. Staff also suggested reduced fees for swimming lessons at the Haileybury Beach.

Recommendation RS-2022-035

Moved by: Danny Lavigne

Be it resolved that:

The Recreation Committee hereby acknowledges receipt of the Administrative Report No. RS-018-2022 and recommends Council amend By-law No. 2012-039 (Departmental User Fees) by reducing the fees for aquatic leadership training programs, offering a discount for Haileybury Beach swimming lessons, as well as adding a seasonal tenting fee for Bucke Park Campground, and adding an insurance fee for the City's updated Facility Users Liability Insurance Program.

CARRIED

b) Amendments to Cancellation Policy

Staff explained the issues with the strict cancellation policy that is currently in place. Many people book swimming lessons and make changes within a day or two, which requires a lot of administrative work to issue the cancellation fees. The new cancellation policy proposed would allow for a 48-hour grace period to make changes to bookings.

Recommendation RS-2022-036

Moved by: Robert Ritchie

Be it resolved that:

The Recreation Committee hereby acknowledges receipt of the Administrative Report No. 012-2022-RS and recommends Council adopt the terms as set out in this report, amending By-law No. 2020-032 (Recreation Cancellation and Refund Policy), which would allow a 48-hour grace period for program registrations and cancellations.

CARRIED

c) Programming Update

There was a great turnout for the Melanie Ethier Tournament at the new basketball courts. The Pool Fitness Centre slide is locked right now due to mechanical issues and is scheduled to be fixed in November. Pickle Ball lessons were successful in June, but there was not enough interest to hold classes in September. Bowling is ongoing every 2nd and 4th Friday. June 14th was road safety day and over 120 participants attended. A two-week free Kids Cooking Camp was held in partnership with CSCT for kids aged 7-12. Registrations were full within a couple of hours and there was also a waitlist. The kids learned 3 recipes per day, were taught about fire safety in the kitchen, and transit training was included with a city bus ride. The kids also visited Open Studio Libre and the Art Gallery, parks, participated in drumming, painting, and yoga. The response from parents was very positive. Indoor walking has begun at Northern College. Swimming lesson registration opens on September 21.

d) Parks and Facilities Update

Baseball has ended for the season and levelling of the outfield has begun, which has not been done for some time. Staff poured four cement pads and have one more to complete. A new playground element was added at Dymond Park. Cubs played one game at the Shelley Herbert-Shea Memorial Arena in Haileybury with a very good crowd. Gas sales have increased at both the marinas.

e) Directors Update

The current insurance policy needs updated to account for the change in insurance providers. The New Liskeard Arena is still on track to open October 3, with an alternate entrance. The floor material is on site and should be installed this week. The Pool Fitness Centre will be completed later this month. The new RFP for the Rotary Splashpad will be released soon. City staff are leveling, aerating, and overseeding the ball diamonds to improve the turf on the fields.

10. NEXT MEETING

The next Recreation Committee Meetings will be scheduled as follows:

October 17, 2022 at 6:30 p.m.

11. ADJOURNMENT

Recommendation RS-2022-037

Moved by: Danny Lavigne

Be it resolved that:

The Recreation Committee meeting is adjourned at 7: 33 p.m.

CARRIED

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

2. ROLL CALL

| | |
|----------|--|
| PRESENT: | Councillor Doug Jelly (Chair) Councillor Danny Whalen Mayor Carman Kidd Darrell Phanuef, Environmental Superintendent Amy Vickery, City Manager Steve Burnett, Manager of Environmental Services Mitch McCrank, Manager of Transportation Services Jamie Sheppard, Transportation Superintendent Tammie Caldwell, Temp City Manger Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Add Public Works Update-9.b) & Ontario One Calls 9c)

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation PW-2022-045

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee agenda for the September 22, 2022 meeting be approved as amended.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2022-046

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee minutes for the August 11, 2022 meeting be adopted as presented.

CARRIED

7. PRESENTATIONS/CORRESPONDENCE (INTERNAL/EXTERNAL)

None

8. UNFINISHED BUSINESS

a) New Liskeard Landfill Expansion – Update

Pedersen Construction was awarded the contract for the New Liskeard Landfill Expansion. Staff will be meeting with Pedersen Construction on Monday to discuss the project. Staff have been communicating with Phippen Waste Management about the opening of the landfill and will be meeting with them in October for next steps.

b) ICI Water Meter Installation – Update

Neptune has started the installation on the second round of meters. Staff had predicted about 20 meters remaining at the last meeting, but 40 meters is a better estimate. Staff are meeting with Neptune next week to get an update on the installations and progress. 500 meters have been installed so far for a January 1st start date.

c) Event Road Closure Procedure

Staff are preparing an event road closure policy and hoping to finalize in the coming months and take to council for approval.

Recommendation PW-2022-047

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee hereby approve the Event Road Closure Procedure and recommend council approve this policy for implementation in 2023.

CARRIED

9. NEW BUSINESS

a) WTP Filter Rehabilitation

In 2021, staff applied for funding for valves and fittings to replace current filter infrastructure, but were denied. The filters still need to be replaced and a request for proposal closed for the replacement of one filter on September 8. There was one submission for this contract, which totaled \$376,000. This was over the approved budget, but staff negotiated a cost of \$360,000. \$100,000 of funds will be reallocated from another project to complete this project or pulled from reserves to cover the cost.

Recommendation PW-2022-048

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby recommends proceeding with the Water Treatment Plant Filter Rehabilitation project and suggest it be added to the Corporate Services Agenda for their approval.

CARRIED

b) Public Works Update

Staff will present the Winter Operations Plan to council at the next meeting. Miller Paving has completed paving to Morissette and almost to Elliot Street. There is still work to be done on shouldering. The Rorke pedestrian crossing is complete. An RFP is out for a transportation study and closes on October 6. The parking lot paving at the Pool Fitness Centre is complete, with the exception of line painting. The Grant drive extensions have received approvals from MTO. The STATO trail will be closing for the season soon. Staff reminded the committee that evaluations should be done on contractors as there have been issues with completing work in a timely manner and stricter timelines should be enforced.

c) Ontario One Calls

There will be a meeting on September 23 to discuss issues with the callouts. It was suggested a city employee could be trained to conduct locates instead of waiting weeks for a response from Ontario One and GTel. The City has been calling in emergency locates and paying more in order to get the work done.

10. CLOSED SESSION
None

11. NEXT MEETING

The next meeting for the Public Works Committee will be held on October 20, 2022 starting at 9:00 AM.

12. ADJOURNMENT

Recommendation PW-2022-049
Moved by: Councillor Danny Whalen

Be it resolved that:
The Public Works Committee meeting is adjourned at 9:44 a.m.

CARRIED

1.0 CALL TO ORDER

The meeting was called to order at 10:07a.m.

2.0 ROLL CALL

| | |
|----------|--|
| PRESENT: | Councillor Danny Whalen (Chair) Councillor Doug Jelly Mayor Carman Kidd Paul Allair, Superintendent of Parks & Facilities Amy Vickery, City Manager Matt Bahm, Director of Recreation Abbigail Shillinglaw, Environmental & Sustainability Tammie Caldwell, Temp City Manager Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | |

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-2022-025

Moved by: Councillor Doug Jelly

Be it resolved that:

The Building Maintenance Committee Meeting Agenda for the September 22, 2022 meeting be adopted as printed.

CARRIED

6.0 APPROVAL OF PREVIOUS MINUTES

Recommendation BM-2022-026

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee Meeting previous meeting minutes of August 11, 2022 be adopted as presented.

CARRIED

7.0 PRESENTATIONS/CORRESPONDENCE

a) Energy Cap Reporting – Abigail Shillinglaw

Abigail has been updating the current engineering software and inputting data to present various reports to the committee. Staff presented three different reports: a ranking report, a year to date and a current year vs. previous year. These three reports compare electricity with natural gas usage and cost for the City's buildings. The City has a higher natural gas usage, but pays more for electricity. The City should be moving towards using more electricity and less natural gas and small steps can be made such as better insulating and sealing the buildings. The cost of natural gas is going to increase significantly in the coming years. Some of the reports pull weather data, which makes for more accurate reporting.

8.0 UNFINISHED BUSINESS

a) Department Update

The hanging gas furnace has been replaced in the Gymnastics Club upstairs at the arena. The dehumidifier has been serviced at the Don Shepherdson Memorial Arena. Some trees have been trimmed around the Haileybury Arena, which were affecting the roof. The washrooms at the Haileybury Beach building will remain open until after the Great Fire Anniversary event. There was funding budgeted for the Little Claybelt, but after further inspection, the project will be changed to remove damaged windows next year and reside the building. Some windows in the building are not needed. An alternate interlocking brick solution is being discussed with a contractor for the project at City Hall. The underlay is in good shape and can be reused.

b) PFC Roof Replacement Progress Report

Progress on the PFC roof replacement is going well. It is mostly complete with some long runs of roofing to be done, which should go quickly. All materials are on site and the current insulation will be reused in the new roof.

c) DSMA Project Progress Report

October 3 will be the soft opening of the Don Shepherdson Memorial Arena. The facility will be open on a modified basis and the side entrance to the building will be used. The exhaust fans should arrive at the end of October and the roofing for the vestibule is in. The shop drawings for the aluminum doors for the front entrance are not completed yet. Staff

came up with other options so that the arena could still be opened on October 3. Another report will be provided next week. Staff will speak with the Gymnastics Club about sharing the side entrance to the arena.

9.0 NEW BUSINESS

a) Bucke Park Floor Replacement Quote

Flooring needs replaced at Bucke Park and it can be removed without interfering with the structure of the building. The kitchen will be removed and a costing for this project will need completed. The City's building inspector will issue a permit for this project. This could be done in 2023 or the fall of this year. There is additional funding that won't be used for the siding on the Claybelt Museum project that could be reallocated to the Bucke Park flooring project.

Recommendation BM-2022-027

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee recommends a request for proposal for the Bucke Park Flooring Replacement is released with a completion date of this year.

CARRIED

10.0 NEXT MEETING

The next meeting of the Building Maintenance Committee will be held on October 20, 2022 starting at 11:00 AM.

11.0 ADJOURNMENT

Recommendation BM-2022-028

Moved by: Mayor Carman Kidd

Be it resolved that:

The Building Maintenance Committee, be hereby adjourned at 11:01 a.m.

CARRIED

1. CALL TO ORDER

Meeting called to order at 11:57 am

2. ROLL CALL

| | |
|----------|---|
| PRESENT: | <p>Councillor Jeff Laferriere (Chair) Councillor Danny Whalen Mayor Carman Kidd Amy Vickery, City Manager Tammie Caldwell, Temp City Manager Steve Burnett, Environmental Services Shelly Zubycck, Director of Corporate Services Kelly Conlin, Municipal Clerk Stephanie Leveille, Municipal Treasurer Rebecca Kirkey, Deputy Clerk (Committee Secretary)</p> |
| REGRETS: | |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Remove item 9. b) and add 9. d) Temagami Shared services and add item 8. a) Northern Ontario Resource Development Support Fund

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2022-053

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the September 22, 2022 meeting be approved as amended.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2022-054

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee minutes of the August 11, 2022 meetings be approved

as presented.

CARRIED

7. CORRESPONDENCE/PRESENTATIONS

8. UNFINISHED BUSINESS

- a) Northern Ontario Resource Development Support Fund

Staff are looking into reallocating funds and hoping to reopen the application for the Golf Course Road Bridge.

9. NEW BUSINES

- a) Sale of Andrews Street (Ed Lavallee Request)

Ed Lavallee has requested to purchase the land that runs through two pieces of land he currently owns near King Street. He previously applied to purchase this, but his request was denied. The Public had concerns about the property standards, but staff members recently visited the site and these concerns were addressed. The former neighbour, adjacent to the property, has also moved and the current neighbour has no concerns with the sale of this property. The ONR will still need an easement for the property. The property owner is also responsible for purchasing a survey of the land.

Recommendation CS-2022-055

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee recommends the sale of land at Andrews Street to Ed Lavallee.

CARRIED

- b) Temagami Shared Services

The CBO Contract with Temagami Shared Services expires on October 31. Staff have Suggested a 6.8% increase in cost to the contract due to CPI increase. The new cost would be \$55,000 for Temagami.

Recommendation CS-2022-056

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby recommends the 6.8% increase proposed to be applied to the Temagami Shared Services Agreement.

c) Media Policy

Recent events have proved that the City needs a media policy in place. The policy should cover who is to respond to media. Staff will reach out to other municipalities to gather more information on their established practices and draft an appropriate policy.

d) WTP Filter Rehabilitation

A full rehabilitation of all filters is needed. \$300,000 was approved for one filter replacement, but since the approval, costs have increased. A submission of \$376, 180 was submitted for the filter rehabilitation contract and staff negotiated this price down to \$368, 000, which is still over budget. \$100,000 will need to be reallocated from another project to cover the cost.

Recommendation CS-2022-057

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby recommends the reallocation of \$100,000 to cover the overage amount for the Water Treatment Plant Filter Rehabilitation Project.

CARRIED

10. CLOSED SESSION

11. NEXT MEETING

The next Corporate Services Committee Meeting will be September 30, 2022 at 12 p.m.
Special meeting-Audit Review.

Regular meeting scheduled for October 20, 2022 at 12:00 p.m.

12. ADJOURNMENT

Recommendation CS-2022-058

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 12:26 p.m.

CARRIED

1. CALL TO ORDER

Meeting called to order at 12:57 p.m.

2. ROLL CALL

| | |
|----------|---|
| PRESENT: | Mayor Carman Kidd Councillor Doug Jelly Councillor Mike McArthur Amy Vickery, City Manager Tammie Caldwell, Interim City Manager Shelly Zubyck, Director of Corporate Services Steve Langford, Fire Chief Gabriel Tasse, By-Law Stephanie Leveille, Treasurer Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | Jennifer Pye, Municipal Planner |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Add 9 c) Temagami Shared Services

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

Mayor Kidd declared conflict of interest regarding item 10, Closed Session. His son has a RFP submission for the animal control contract.

5. APPROVAL OF AGENDA

Recommendation PPP-2022-025

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee agenda for the September 22, 2022 meeting be approved as amended.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2022-026

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee minutes of the August 11, 2022 meeting be adopted as presented.

CARRIED

7. PRESENTATIONS/CORRESPONDENCE

None

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

a) Fire Activity Report

There have been 9 calls and 38 inspections over the past month. CJTT chats are ongoing and a demonstration was done for Keepers of the Circle. There was a theft from the new fire hall and a spontaneous combustion at the landfill site.

b) Harris Fire Protection Agreement

The Fire Protection Agreement with Harris Township needs to be renewed. There are 2-3 calls per year on average and a few inspections. It was suggested that the increased fee for the contract should be equal to the CPI increase.

Recommendation PPP-2022-027

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protections of Persons and Property Committee recommend renewing a five-year Fire Protection Agreement with Harris Township and propose an increase that matches CPI.

CARRIED

c) Temagami Shared Services

The CBO contract with Temagami expired on October 31. In 2021, Temiskaming Shores received \$52,000 for the shared services and staff are proposing a 6.8% increase for 2022, for a total fee of \$55,500.

Recommendation PPP-2022-028

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protections of Persons and Property Committee recommend renewing the CBO contract with Temagami Shared Services and increasing the amount to \$55,500.

CARRIED

Mayor Kidd disclosed his conflict and left the meeting. Councillor Mike McArthur chaired the remainder of the meeting. Steve Langford also left the meeting.

d) Animal Control Update

Letters were hand-delivered to both proponents of CS-RFP-003-2022 requesting consent for a review of their submissions. As both parties did not consent, another RFP will need to be developed and released. Staff reported non-compliance with the level of service in accordance with the agreement with the City (By-law-089). Reporting has not been accurate or on time. Performance has been an issue in collecting stray animals and selling pet tags. A pound activity report for August has not been submitted, which was due on September 15.

Another RFP for Animal Control and Pound Services should be developed and released to determine the exact level of service needed in the City. Staff suggested consulting with Dr. Ing, a local veterinarian, on how to properly design the RFP. There have been issues in the past with running an animal pound and animal shelter as one. Diseases can be easily spread from strays to pets and this needs to be avoided. The City needs an animal pound, not a shelter. It was recommended that CS-RFP-003-2022 be cancelled, a new RFP developed and reviewed by an animal professional, then presented to Council for their review and approval.

Recommendation TC-2022-029

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protections of Persons and Property Committee hereby recommends that Council cancel the Animal Control and Pound Services (CS-RFP-003-2022), review the level of service required by the City, in consultation with an animal professional, and develop a new RFP for Council's review and approval.

CARRIED

10. CLOSED SESSION

Recommendation PPP-2022-030

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protections of Persons and Property convene into Closed Session at 1:10 p.m. to discuss the following matters:

-Under Section 239 (k) of the Municipal Act; a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on

behalf of the municipality or local board –Memo to Council-Animal Control Officers

Recommendation PPP-2022-031

Moved by: Doug Jelly

Be it resolved that:

The Protection to Persons and Property rise with report at 1:59 p.m.

CARRIED

Recommendation PPP-2022-032

Moved by: Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee recommend that the following individuals proposed by Animals First be presented to Council for their approval and appointment:

- Wendy Venne
- Sherry Villneff
- Nancy Rourke
- Claire Proctor

CARRIED

11. NEXT MEETING

The next Protection to Persons and Property Committee meeting is scheduled for October 20, 2022 at 1:00 p.m.

12. ADJOURNMENT

Recommendation PPP-2022-033

Moved by: Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 2:03 p.m.

CARRIED

1. CALL TO ORDER

Meeting called to order at 12:00 P.M.

2. ROLL CALL

| | |
|----------|--|
| PRESENT: | Councillor Jeff Laferriere (Chair) Councillor Danny Whalen Mayor Carman Kidd Amy Vickery, City Manager Stephanie Leveille, Municipal Treasurer Steve Acland, Kemp Elliott & Blair Rebecca Kirkey, Deputy Clerk (Committee Secretary) |
| REGRETS: | Kelly Conlin, Municipal Clerk Shelly Zubyck, Director of Corporate Services |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2022-059

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the September 30, 2022 Audit Review Committee special meeting be approved as printed.

CARRIED

6. CORRESPONDENCE/PRESENTATIONS

a) Audit Review-Steve Acland

Steve Acland from Kemp, Elliot & Blair presented the draft year end December 31, 2021 Audit Review to the Corporate Services Committee. The City has had a higher cash flow due to investing. The revenue and expenses are in line with what was budgeted. There was a small increase in surplus due to the sale of the Haileybury Library. There has been more revenue from building permits than in 2020. Staff discussed the financials and

suggested re-investing some cash into GICs. The committee suggested developing an investment policy with reporting obligations and various comfort levels on investments to allow the treasurer a better opportunity to move money around. There were no legal claims against the City to report and overall, the review showed amounts were on track with the budget.

7. UNFINISHED BUSINESS

None

8. NEW BUSINES

None

9. CLOSED SESSION

10. NEXT MEETING

The next Corporate Services Committee Meeting will be October 20, 2022 at 12:00 p.m.

11. ADJOURNMENT

Recommendation CS-2022-060

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 12:36 p.m.

CARRIED



October 18, 2022

Temiskaming Transit, representing the City of Temiskaming Shores and the Town of Cobalt, have been well served for many years by Stock Transportation. The current Transit Agreement is set to expire December 31, 2022.

An extension to the current contract was not achievable and notice of non-renewal was received in September. The Transit Committee, over the spring and summer months has reviewed, deliberated at length, and ultimately resolved, to draft a Request for Proposal for Transit Service with an improved scope of services.

The upcoming municipal election made it challenging to engage in negotiations with the legislative restrictions placed on the municipal councils of both the City of Temiskaming Shores and the Town of Cobalt.

Transit service is vital to our communities and the municipalities invite interested proponents to submit a proposal. It is the Municipalities hope that all available transportation companies show interest in the Request for Proposal and supply options for a new Transit Agreement based on the requirements set out in the Request for Proposal.

Currently, there is no expected interruptions in service and operations remain status quo.

Mike McArthur
Chair, Temiskaming Transit Committee

Memo

To: Mayor and Council
From: Jennifer Pye, Planner
Date: October 12, 2022
Subject: Deeming By-law for Leveille – 864512 Uno Park Road; PLAN M104NB BLK A LOTS 13 TO 15 PT LOTS 12 17 TO 20 PCL 22945 SST PCL 22946 SST
Attachments: Appendix 01: Deeming By-law Application Form
Appendix 02: Draft Deeming By-law (**Please refer to By-law No. 2022-156**)

Mayor and Council:

Luc Leveille has submitted a request for a deeming by-law for his property located at 864512 Uno Park Road in Dymond. Mr. Leveille has also submitted an application for a building permit to construct a new machinery and agricultural product storage building on the property, which could not be built within the required setbacks in the proposed location on the property. The original lots were created by a plan of subdivision that was registered in 1908, and the area has since developed in a primarily agricultural landscape characterized by larger agricultural landholdings, and the lots included in this parcel are 48'10" x 150', with Block A measuring 165'9" x 264'. The lots are included under the same roll number.

The subject property is designated Prime Agricultural Land in the City of Temiskaming Shores Official Plan and is zoned Prime Agriculture (A1) in the City of Temiskaming Shores Zoning By-law.

If the Deeming By-law is passed it will be registered on title at the owner'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 Zubycyk
Director of Corporate
Services

Amy Vickery
City Manager



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

**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.: | <u>D-2022-10</u> |
| Date Received: | <u>October 12, 2022</u> |
| Roll No.: | 5418- <u>020-001-173.00</u> |

1. Owner Information

Name of Owner: Luc Leveille
[Redacted]
[Redacted] 10001 10th Ave [Redacted]
[Redacted] [Redacted] [Redacted]

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: _____
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 <u>864512 Uno Park Rd</u> |
| Legal Description (concession and lot numbers, reference plan and lot/part numbers) |

b. Date the property/properties were acquired by the current owner: July 5, 2022

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:

| |
|-------------------------------------|
| <u>construction of new building</u> |
|-------------------------------------|

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: Bill Ramsey

Name of Firm: Ramsey Law office

Mailing Address: 18 Armstrong St New Liskeard

Email Address: ramsaylaw@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, _____ are the registered owners of the subject land and I/we hereby authorize _____ 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: _____ 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.

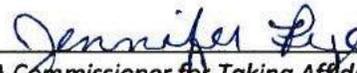
I, Luc Leveille of the township of Hudson
in the district of Temiskaming make oath and say
(or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true and I make this solemn declaration conscientiously 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 Temiskaming
this 12th day of October, 2022



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: Site Plan Agreement: Haileybury
School House Lofts, 333 Rorke
Avenue

Report No.: CS-042-2022

Agenda Date: October 18, 2022

Attachments

Appendix 01: Draft Site Plan Agreement (**Please refer to By-Law 2022-157**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-042-2022; and
2. That Council directs staff to prepare the necessary by-law to enter into a Site Plan Agreement with Haileybury School House Lofts for the property at 333 Rorke Avenue, for consideration at the October 18, 2022 Regular Council meeting.

Background

On December 19, 2020, Council passed By-law 2020-124 rezoning the property at 333 Rorke Avenue to High Density Residential Exception 19 (R4-19) to permit the redevelopment of the property into a multi-unit residential building with associated on-site amenities, and to approve existing and proposed variations from the requirements of the City's Zoning By-law. In early 2021 draft site plans were submitted for City review. As a result of the early review, additional variances were sought in July of 2021 and granted by the City's Committee of Adjustment. These variances included an encroachment into the exterior side yard on the south side of the building to allow for the "squaring-off" of the southeast corner, and the encroachment of the parking area into the required parking setback on the north side of the property.

The existing building on the property, the former Haileybury Public School, is to remain and will be renovated to accommodate 49 residential units. An addition is proposed on the southeast corner of the building that would increase an existing single-storey area to match the height of the main part of the building.

The property is designated Residential Neighbourhood in the City of Temiskaming Shores Official Plan and is zoned High Density Residential Exception 19 (R4-19) in the City of Temiskaming Shores Zoning By-law.

Analysis

Through review of the initial site plan submission, the Manager of Environmental Services requested an Engineer's report demonstrating the adequacy of the existing water and sanitary services to support the number of units proposed, as well a stormwater management review. City staff worked with the applicant to ensure the necessary information was received to support the development, and the final report was received on September 12, 2022. Staff have reviewed and accepted the report.

The application was circulated to the Temiskaming Shores Accessibility Advisory Committee (TSAAC) for review. The Committee had no concerns with the proposed development and passed the following resolution:

Moved by: Mayor Carman Kidd
Seconded by: Josette Cote

Be it resolved that:

The TSAAC Committee hereby approved building plans at 333 Rorke Avenue and recommends proceeding with the next steps for the building to be completed.

Based on estimates provided by the owner's engineer, security in the amount of \$95,911.98 for the on-site works (10% of the on-site works cost estimate), and \$172,968.15 for the off-site works (100% of the off-site works cost estimate), for a total of \$268,880.13, will be required to be posted with the City prior to the issuance of a building permit. The security ensures that the on-site and off-site works are completed in accordance with the approved site plan and agreement, and give the City a deposite from which to draw in case the work is not completed as proposed and approved.

Staff recommends that Council adopt a by-law to enter into a Site Plan Agreement with Haileybury School House Lofts for the property at 333 Rorke Avenue. The agreement will be registered on title to the property at the applicant's expense.

Relevant Policy / Legislation / City By-Law

- City of Temiskaming Shores Zoning By-law 2017-154
- Site Plan Control By-law 2018-097

Consultation / Communication

- Consultation with City staff as necessary
- Consultation with the applicant and consultants
- Per Section 41 of the Planning Act, public notification/circulation is not required for Site Plan Agreements.

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"

"Original signed by"

"Original signed by"

Jennifer Pye, MCIP,
 RPP
 Planner

Shelly Zubyck
 Director of Corporate
 Services

Amy Vickery
 City Manager

Subject: 2022-2023 Winter Operations Plan **Report No.:** PW-028-2022
Agenda Date: October 18, 2022

Attachments

Appendix 01: 2022-2023 Winter Operations Plan (**Please refer to By-Law 2022-158**)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-028-2022;
2. That Council directs Staff to prepare the necessary by-law, for the implementation of the 2022 – 2023 Winter Operations Plan, for consideration at the October 18, 2022 Regular Council meeting and;
3. That Council directs the Manager of Transportation Services to advise staff in the Public Works Department, in writing, of the intent to commence the Winter Operations Schedule on or about Sunday, November 6th, 2022 and conclude on or about Friday, April 7th, 2023.

Background

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

Typically, the Winter Schedule commences on or about November 1 and ends on or about April 15 which coincides with the pay periods each year. This year afternoon patrolling will commence on or before November 7 with the full schedule starting on Sunday November 6th. During this period, the Department will have 24 hour per day coverage with arrangements for re-scheduling staff as the need arises.

Analysis

Every winter season brings new, unique and unpredictable conditions and circumstances that the Public Works Department is tasked with dealing with. Over the past several winters, conditions have varied from relatively mild to extremely cold and from light snowfalls to extended periods of heavy snowfall. The changing events are handled to the standards and service level residents have come to expect. The Public Works department does their very best to stay on schedule and make sure everyone using our roads and sidewalks are able to safely. From time to time, there may be a break in schedule due to higher priority events, but residents are asked to be patient with our crews as we tackle all events and know that we will get there.

Currently, the Department is not at full staff compliment. We have currently available one Temporary position, 1 Water/Sewer Maintenance position and two team members on leave. We will once again utilize the services of a temporary seasonal patrol person. The Public Works staff will continue to operate as four groups or “teams” of five members comprised of one Heavy Equipment Operator / Crew Leader, a Water / Sewer Operator and three Equipment Operators. This arrangement has worked very well to address most situations. As well there will once again be a “Patrol Person” assigned to the 3:00 p.m. to 11:30 p.m. afternoon shift for consistent patrol purposes. A “seasonal employee” will once again be the dedicated Patrol Person scheduled from Monday to Friday for the afternoon shift. The crews have also been rotated to ensure that the same people are not working the same timeframe as last year. (Christmas etc.)

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

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

As each year brings about new challenges and personnel, this current Winter Operations plan was updated accordingly to meet the many changes seen over the years to better represent the actual services the City provides.

Changes that have occurred from previous plans include:

- The City, with council’s direction, will no longer support the Agreement with the Ministry of Transportation to exchange the maintenance of Hwy 11B from south limit of the City (Mileage 104) to the Cobalt Bridge and the Mowat Landing Road from Hwy 11 to Firstbrook Line. The MTO is well aware of this expired agreement.
- Update to Sidewalk Haileybury map to better represent actual plow routes

- Update to 4x4 routes which are now handled by Leisure Services
- Update to Maps to incorporate new and old City buildings
- Update to the scheduled Water/Sewer coverage on weekends

Important to note and close off:

- It is acknowledged that conditions may occur which temporarily prevent achieving the levels of service as detailed in the Winter Operations Plan. In such cases, attempts will be made to keep Class 2 & 3 roads as clear as possible by utilizing all maintenance equipment at maximum efficiency.
- Winter operations will continue until the prescribed level of service is achieved where conditions permit. Should conditions not permit accomplishment of the prescribed level of service, operations shall continue as required to maintain as good a driving service as possible.

Relevant Policy / Legislation / City By-Law

- Reg. 239/02 *Minimum Maintenance Standards for Municipal Highways*, (as amended by O Reg. 366/18 on May 2, 2018)
- By-Law 2008-069 (By-Law to Regulate Traffic and Parking of Vehicles)
- Annual Operations Budget

Asset Management Plan Reference

Asset Management Strategy – Operations & Maintenance Activities – Roadway Network

Consultation / Communication

- Consultation with the City Manager, Manager of Environmental Services, Transportation Superintendent and relevant City Staff.

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

The schedule has been updated slightly to continue to provide staff with an opportunity for a better work-life balance as well as opportunity to enhance their skills using a variety of equipment and at a wide array of tasks through training and experience.

Climate Considerations

Climate Lens has been complete. Based on the results there are no expectations for increased GHG emissions, increased temperature, or increased precipitation based on this contract. No substitutes were identified as this contract satisfies the requirements of Ontario Regulations and Minimum Maintenance Standards.

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

Amy Vickery
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2022-156

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 864512 Uno Park Road - Roll No. 54-18-020-001-173.00

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. 043-2022-CS at the October 18, 2022 Regular Council meeting and directed staff to prepare the necessary by-law to deem PLAN M104NB BLK A LOTS 13 TO 15 PT LOTS 12 17 TO 20 PCL 22945 SST PCL 22946 SST to no longer be lots on a plan of subdivision for consideration at the October 18, 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:
3. PLAN M104NB BLK A LOTS 13 TO 15 PT LOTS 12 17 TO 20 PCL 22945 SST PCL 22946 SST
4. 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.
5. 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.
6. 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.

7. That the Mayor and Clerk are authorized to sign all necessary documents in connection with this by-law.
8. 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.
9. That the passing of this by-law shall be subject to the provisions of the Planning Act.
10. 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 18th day of October, 2022.

Mayor

Clerk

Schedule “A”

City of Temiskaming Shores – PLAN M104NB BLK A LOTS 13 TO 15 PT LOTS 12 17
TO 20 PCL 22945 SST PCL 22946 SST



The Corporation of the City of Temiskaming Shores

By-law No. 2022-157

Being a by-law to authorize the execution of a Site Plan Control Agreement with Haileybury School House Lofts for 333 Rorke Avenue Roll No. 5418-030-004-211.00

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

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

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

And whereas Section 41 of the Planning Act, R.S.O. 1990 c.P.13, as amended, enables the Municipality to establish a Site Plan Control Area;

And whereas the Council of the Corporation of the City of Temiskaming Shores passed By-law No. 2018-097 designating the City of Temiskaming Shores as Site Plan Control Areas;

And whereas Council considered Administrative Report No. CS-042-2022 at the October 18, 2022 Regular Council meeting and directed staff to prepare the necessary by-law to enter into a Site Plan Agreement with Haileybury School House Lofts for consideration during the by-law portion of the October 18, 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. The Mayor and Clerk are hereby authorized to enter into a Site Plan Control Agreement with Haileybury School House Lofts, a copy of which is attached hereto as Schedule "A" and forming part of the by-law; and
2. That a Notice of Agreement be registered at the Land Titles Office in Haileybury to register Schedule "A" to this by-law; and
3. That this by-law takes effect on the day of its final passing; and
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, 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 18th day of October, 2022.

Mayor

Clerk



Schedule "A" to
By-law No. 2022-157
Site Plan Control Agreement
(333 Rorke Avenue)

**To view the Appendices of the Site Plan Control Agreement, please
contact the Planning Department.**

This agreement, made in triplicate, this 18 day of October, 2022.

Between:

The Corporation of the City of Temiskaming Shores
325 Farr Drive, P.O. Box 2050, Haileybury, ON P0J 1K0
(hereinafter called the “**City**”)

And:

Haileybury School House Lofts
95 Simpson Ave, Toronto, ON M4K 1A1
(hereinafter called the “**Owner**”)

Whereas the City of Temiskaming Shores enacted Site Plan Control Area By-law No. 2018-097 pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the “**Act**”);

And Whereas By-law No. 2018-097 also sets out policies for site plan control assurances;

And Whereas by an application dated on or about September 15th, 2021, the Owner applied to the City for site plan approval in respect of its development described in Schedule “A”;

And Whereas the Owner owns the property described as 333 Rorke Avenue, PLAN M73NB LOTS 336 TO 357 PCL 18550SST;

Now Therefore in consideration of the mutual covenants contained herein, the parties covenant and agree as follows:

Conditions for Site Plan Control Agreement

This Agreement shall apply to the Lands, and to the development and redevelopment of the Lands.

The Owner covenants and agrees:

1. That no development or redevelopment will proceed on the Lands except in accordance with the Plans approved by the City pursuant to Section 41 of the Planning Act R.S.O. 1990, c.P.13, and more specifically identified in Appendix 1 to 5 inclusive attached hereto (collectively, the “**Plans**”);
2. That the proposed buildings, structures and other works shown on the Plans with respect to the Lands shall be completed in conformity with the Plans;
3. To carry out all works in such a manner as to prevent erosion of earth, debris and

-
- other material from being washed or carried in any manner onto any road or road allowance whether opened or unopened or onto the property of any other person or persons;
4. To provide and construct all stormwater management works and drainage of the Lands to the satisfaction of the City acting reasonably, as shown on the Plans; and further agrees to maintain same on the Lands, to the satisfaction of the City;
 5. To construct an entrance/exit in the locations as shown on the Plans to the satisfaction of the City;
 6. To provide such pavement markings, sidewalks, paving, curb cuts, and to landscape the Lands as shown on the Plans and further agrees to maintain same to the satisfaction of the City;
 7. That prior to the work commencing, arrangements for the necessary permits and approvals must be made with the City's Public Works Department and Building Department;
 8. That all required work on the property in respect to municipal water and sanitary sewer must be carried out in accordance with City specifications, by a contractor approved by the City, acting reasonably, at the expense of the Owner;
 9. That the Owner's engineer shall conduct testing of water and sanitary sewer services and confirm in writing to the Manager of Environmental Services that testing has been completed to the satisfaction of the City;
 10. That upon completion of installation and construction of all of the services, works and facilities, the Owner shall supply the City with a certificate from the Owner's engineer verifying that the services, works and facilities were installed and constructed in accordance with the approved plans and specifications.
 11. That all entrances, exits and fire routes surrounding the building shall, at all times, be kept clean and clear of snow or debris to the satisfaction of the City acting reasonably, failing which the City shall notify the Owner in writing by registered mail and allow the Owner two (2) business days from receipt of the written notice to perform the required work. If the Owner does not complete the required work within two (2) business days the City shall have the right to enter upon the parking areas, undertake the clearing and removal of snow or debris on all entrances, exits and fire routes and recover from the Owner all reasonable costs, by action or in like manner as municipal taxes (post project completion) that are overdue and payable.
 12. That all conditions as set out in this agreement and as shown on the Plans inclusive, shall be completed within one (1) year of the issuance of an Occupancy Permit. That all work shown on the Plans that is legislated by Ontario Building Code shall be completed prior to the issuance of an Occupancy Permit.

13. That all conditions as set out in the agreement and as shown on the Plans inclusive, shall be completed within five (5) years of the issuance of any building permit. All work shown on the Plans that is legislated by the Ontario Building Code shall be completed prior to the issuance of an Occupancy Permit.
14. That prior to receiving a building permit, the Owner will deposit with the City, the sum of \$95,911.98 in Canadian Dollars by way of cash, certified cheque, or irrevocable Letter of Credit to ensure the satisfactory performance of all work to be done on the subject lands, and \$172,968.15 to ensure the satisfactory performance of all work to be done on City-owned lands, to ensure fulfilment of all terms and conditions of this Agreement.
 - (a) The Letter of Credit must be arranged such that draws may be made by the City, if necessary, in accordance with the terms and conditions of this Agreement.
 - (b) Upon completion of all works and services required by this Agreement to the satisfaction of the City acting reasonably, the City shall return any deposit to the then owner of the property.
 - (i) Partial release of any deposit may be considered by the City in accordance with Section 10.6 of By-law 2018-097
 - (c) Should the owner fail to comply with the terms and conditions of this agreement the City may undertake the required work. Should the owner fail to pay the City forthwith upon demand, the City shall apply all or such portion of the deposit as may be required towards the cost.
 - (i) Should the cost exceed the amount of the deposit, the City will invoice the Owner for the additional amount.
15. That the Owner will indemnify the City and each of its officers, servants, and agents from all loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of the execution, non-execution or imperfect execution of any of the work hereinbefore mentioned to be performed by the Owner or its contractors, officers, servants or agents or of the supply or non-supply of material therefore to be supplied by the Owner or its contractors, officers, servants or agents, provided such loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings arise by reason of negligence on the part of the Owner or its contractors, officers, servants or agents.
16. That the Owner shall not hold the City responsible for any and all costs related to the provision of revised site plans.
17. That the Owner consents to the registration of this Agreement against the Lands by way of "Notice of Agreement" and understands that the said Notice of

Agreement shall remain on title to the Lands in perpetuity or until mutual consent of the Owner and the City to remove the Notice of Agreement from title.

18. That the Owner understands and agrees that it shall be responsible for all fees incurred in the registration of this Agreement against the title to the Lands and for all registration fees incurred in the registration of any subsequent amendment or deletion of the Agreement from title and for any approvals or consents required to register this Agreement.
19. The Owner shall arrange for and shall be responsible for all fees incurred in the registration of postponements of all debentures, charges, mortgages, or other similar documents registered prior to the registration of this Agreement.
20. That the Owner understands and agrees that any modifications to the site, additional structures, building additions and/or new buildings on the Lands shall require an amendment to this Agreement, if deemed by the City to be of a magnitude to warrant such an amendment.
21. The following Appendices are attached to this agreement:

Appendix 1 – Drawing Name: SITE PLAN; Drawing No: A100; No. 22; Date: MAY 17, 2022; Issued/Revision: RE-ISSUED FOR BUILDING PERMIT (22); By: RP

Appendix 2 – Drawing Name: SITE TYPICAL DETAILS; Drawing No: A101; No. 10; Date: DEC. 15, 2021; Issued/Revision: ISSUED FOR SITE PLAN APPROVAL (20); By: RP

Appendix 3 – Drawing Name: ELEVATIONS; Drawing No: A300; No. 13; Date: DEC. 15, 2021; Issued/Revision: ISSUED FOR SITE PLAN APPROVAL (20); By: RP

Appendix 4 – Drawing Name: ELEVATIONS; Drawing No: A301; No. 15; Date: DEC. 15, 2021; Issued/Revision: ISSUED FOR SITE PLAN APPROVAL (20); By: RP

Appendix 5 – Drawing Name: ELEVATIONS; Drawing No: A302; No. 12; Date: DEC. 15, 2021; Issued/Revision: ISSUED FOR SITE PLAN APPROVAL (20); By: RP

Appendix 6 – Drawing Name: ELEVATIONS; Drawing No: A303; No. 13; Date: DEC. 15, 2021; Issued/Revision: ISSUED FOR SITE PLAN APPROVAL (20); By: RP

Appendix 7 – Site Servicing Report Building Development 333 Rorke Avenue Haileybury, Ontario; Prepared by: Shaba Testing Services Ltd.; December 2021; Revision-00; D. Elliott Peng.

- Appendix 8 – 333 Rorke Ave, Haileybury – Proposed Water Supply; September 8, 2022; Prepared by: Steve Saxton, P.Eng. Sr. Civil Engineer, Associate; Reviewed by: Mark Buchanan, P.Eng. Sr. Civil Engineer, Associate
- Appendix 9 – SITE GRADING PLAN; SHEET No. 4; No.1 DATE 10/04/22 REVISION Changes to Water Service Layout; Added 150mm^Ø Fire Water Service, 100mm^Ø Domestic Service BY JM
- Appendix 10 – SITE SERVICING PLAN (WEST); SHEET No 7; No. 1 DATE 10/04/22 REVISION Changes to Water Service Layout; Added 150mm^Ø Fire Water Service, 100mm^Ø Domestic Service BY JM
- Appendix 11 – SITE SERVICING PLAN (EAST); SHEET No 8; No. 1 DATE 10/04/22 REVISION Changes to Water Service Layout; Added 150mm^Ø Fire Water Service, 100mm^Ø Domestic Service BY JM
- Appendix 12 – STANDARD DRAWING DETAILS; SHEET No 10; No. 1 DATE 10/04/22 REVISION Changes to Water Service Layout; Added 150mm^Ø Fire Water Service, 100mm^Ø Domestic Service BY JM
- Appendix 13 – TYPICAL SECTIONS & DETAILS; SHEET No 11; No. 1 DATE 10/04/22 REVISION Changes to Water Service Layout; Added 150mm^Ø Fire Water Service, 100mm^Ø Domestic Service BY JM

This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

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)

Haileybury School House Lofts

Signature
Name: _____
Title: _____

Witness - Signature
Print Name: _____
Title: _____

Municipal Seal)

**Corporation of the City of
Temiskaming Shores**

Mayor – Carman Kidd

Clerk – Kelly Conlin

The Corporation of the City of Temiskaming Shores

By-law No. 2022-158

**Being a by-law to adopt the 2022-2023 Winter
Operations Plan for the City of Temiskaming Shores**

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

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

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

Whereas Council considered Administrative Report PW-028-2022 at the October 18, 2022 Regular Council meeting and directed staff to finalize the 2022-2023 Winter Operations Plan and directed staff to prepare the necessary by-law for consideration at the October 18, 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 hereby adopts the 2022-2023 Winter Operations Plan for the City of Temiskaming Shores, attached hereto as Schedule "A" and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this 18th day of October, 2022.

Mayor

Clerk



City of Temiskaming Shores

Public Works Department Operations Division

Winter Operations Plan 2022 – 2023

Right-of Way Roadways, Sidewalks and City-owned Lands

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Purpose

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

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

1.0 Objective

The objective of the **2022 - 2023 Winter Operations Plan** is to define standards to be maintained and procedures to be followed, to reduce the hazards resulting from winter snow and ice, in order to maintain the City's roadways, sidewalks and lands in a safe condition.

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

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

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

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

2.0 Policy Statement

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

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

3.0 Responsibilities

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

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

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

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

4.0 Winter Maintenance Program

4.1.0 The System Maintained

The major activities related to winter maintenance are:

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

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

| | |
|-----------------------|---------------|
| Paved Roads | 209.2 lane km |
| Surface Treated Roads | 35.1 lane km |
| Unpaved Roads | 172.2 lane km |
| Sidewalks | 40.3 km* |
| Paths and Trails | 9 km |

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

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

Classification of Highways

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

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

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

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

| | Paved (L Km.) | | Surface Treated (L Km.) | | Unpaved (L Km.) | |
|---------|---------------|-------|-------------------------|-------|-----------------|-------|
| | Rural | Urban | Rural | Urban | Rural | Urban |
| Class 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Class 2 | 11.9 | 28.67 | 0 | 0 | 0 | 0 |
| Class 3 | 12.12 | 7.13 | 3.22 | 0 | 0 | 0 |
| Class 4 | 6.87 | 50.71 | 10.45 | 1.91 | 0 | 0 |
| Class 5 | 4.29 | 77.54 | 0 | 11.14 | 40.9 | 11.34 |
| Class 6 | 1.01 | 7.67 | 7.7 | 0.6 | 107.71 | 13.14 |

4.2.0 Level of Service

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

Patrolling

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

Patrolling Frequency

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

Weather monitoring

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

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

Snow accumulation, roadways

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

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

Snow Accumulation - Roadways

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

Snow accumulation, significant weather event

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

to do so.

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

Ice formation on roadways and icy roadways

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

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

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

Ice Formation Prevention

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

Treatment of Icy Roadways

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

Icy roadways, significant weather event

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

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

Snow accumulation on sidewalks

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

Snow accumulation on sidewalks, significant weather event

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

Ice formation on sidewalks and icy sidewalks

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

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

Icy sidewalks, significant weather event

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

Winter sidewalk patrol

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

Closure of a highway

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

Declaration of significant weather event

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

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

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

4.3.0 Winter Maintenance Season

The winter maintenance season within which the Corporation of the City of Temiskaming Shores will perform winter highway maintenance commences on or about November 1, 2022, and is completed on or about April 15, 2023.

4.4.0 Winter Preparations

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

4.4.1 Prior to the Winter Season

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

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

5. Confirm that all guiderail, catch basin, hazard and fire hydrant markers, if any, are in place. Any missing markers will be replaced prior to the winter session.

4.4.2 One Month Prior to the Winter Season

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

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

4.4.3 Two Weeks Prior to the Winter Season

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

1. If required, begin regularly scheduled night patrol of representative roads that are maintenance Class 2 and 3 roads, as deemed necessary.
2. Review and discuss the winter shift schedule in accordance with the municipality's collective agreement, if any.
2. Have the required complement of the fleet ready to respond to a winter event.
3. Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4 Start of the Winter Season

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

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

4.5.0 Winter Patrol

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

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

4.6.0 Operations

4.6.1 Staffing and Hours of Work

Four (4) regular crews for Public Works staff will be scheduled during the "Winter Operations Season" on a rotating basis. The winter maintenance season will commence on or about November 1st and finish on or about April 15th of each year. The start and finish dates of the winter maintenance season may be adjusted by management due to weather conditions.

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

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

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

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

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

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

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

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

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

4.6.1.1 Minimum Crew Size

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

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

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

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

4.6.1.2 Contracts

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

- Snow Removal and Hauling Operations

4.6.2 Winter Materials used Annually

Materials Used Annually

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

| | | |
|------|-----------|-----------|
| 2015 | \$146,758 | \$73,012 |
| 2016 | \$203,737 | \$79,914 |
| 2017 | \$178,245 | \$81,785 |
| 2018 | \$238,672 | \$84,050 |
| 2019 | \$193,915 | \$143,808 |
| 2021 | \$151,390 | \$58,770 |

4.6.3 Application Rates

4.6.3.1 Winter Sand

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

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

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

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

4.6.3.2 Salt

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

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

The City of Temiskaming Shores policy is to apply salt for Winter Control Services at an application rate of 131 kg / 2-lane km. This rate of salt application is consistent with the lower end of the 130 to 170 kg / 2-lane km recommended by the Ministry of Transportation.

The greatest majority of salt applied to city roads is done on the secondary highways and high traffic roads, which are mostly included in Route "I". The City's vehicle does not have electronic controls and therefore salt is applied through a manual setting based on operator experience.

4.6.4 Equipment – Winter Maintenance Fleet

The Public Works Department will continuously identify and assess new and innovative technologies to improve snow removal efficiency and significantly reduce the amount of road salts being applied to the roads.

New equipment purchases should investigate innovative practices and demonstrate the City's commitment to the safety of road users and the protection of the environment. Through product innovation, operators can continue making consistent decisions to achieve desired objectives.

The following table provides a list of municipal equipment used in the plowing and sanding operations for the city.

Winter Equipment Inventory

| Unit | Year | Make | Model | Box Type | Spreader Type | Route |
|------|------|---------------|-------|----------|---------------|-------------------------|
| 23 | 2014 | International | 7600 | U Body | Electronic | C - Hlby-Country |
| 24 | 2018 | Freightliner | 114SD | U Body | Electronic | H – Dymond East |
| 25 | 2016 | Freightliner | 108SD | U Body | Electronic | Sander-South |
| 26 | 2018 | Freightliner | 114SD | U Body | Electronic | G - Dymond West |
| 27 | 2016 | Freightliner | 108SD | U Body | Electronic | Sander-North |
| 31 | 2019 | International | HV613 | U Body | Electronic | I - Highway |

| | | | | | | |
|------|--------|------------|-------|--------|------------|----------------|
| 40 | 2016 | Trackless | MT6 | Hopper | Electronic | Sidewalk South |
| 41 | 2018 | Trackless | MT7 | Hopper | Electronic | Spare |
| 42 | 2009 | Trackless | MT6 | Hopper | Electronic | Sidewalk North |
| 43R | Rental | | | N/A | N/A | A -Hlby-South |
| 45 | 2011 | John Deere | 772GP | N/A | N/A | F - NL-North |
| 52 R | Rental | | | N/A | N/A | E - NL-Center |
| 61 R | Rental | | | N/A | N/A | D – NL - South |
| 63 | 2012 | John Deere | 772G | N/A | N/A | B – Hlby North |

4.6.5 Yard Facilities

Winter Material Storage Capacities

| Site | Rock Salt (t) | Winter Sand (t) | Covered Area |
|--------------|---------------|-----------------|--------------|
| New Liskeard | 250 | 5000 | No |
| Dymond | Nil | 1000 | Yes |
| Haileybury | 450 | 3000/2000 | Yes / No |

City staff is based primarily out of the main complex yard based at 200 Lakeshore Road, New Liskeard to provide Winter Maintenance Services. The north section, formerly known as Dymond may be dispatched from the Dymond Yard located at 181 Drive-in Theatre Road. The middle section, formerly known as New Liskeard is serviced out of the New Liskeard Yard located at 200 Lakeshore Road. The southern section, formerly known as Haileybury may be dispatched out of the Haileybury Yard located at 500 Broadway Street and a materials storage yard located on View Street.

The Superintendents will endeavor to schedule the next shifts work assignments by 2:30 pm each day. Workers are responsible to travel to their assigned work start locations. If a change occurs in a worker's assigned start location and the worker is not given advance notice and reports for work at the main complex yard, transportation to the new work start location will be provided from the main complex yard.

Evening Patrols (3:00 p.m. to 11:30 p.m.) commence at the New Liskeard Yard in November and service the entire city's transportation network. City staff is called in to perform work on an as-required basis until the end

of April. The day shift is from 6:30 am to 3:00 pm and the night shift is from 11:00 pm to 7:30 am. In the event of a major storm requiring continuous equipment operations, equipment operators from the day shift may be re-scheduled. The evening shift may require additional help to ensure the safety of the transportation network.

4.6.6 Roadway De-Icing and Sanding

Roadway de-icing and/or sanding needs initiate the winter maintenance operations when the first effects of a storm are felt in order to provide traction for traffic until the depth of snow has reached the operations start trigger, at which time plowing operations typically commence.

Road Supervisors are allowed some latitude regarding frequency and timing of salt and grit applications. Application rates have been harmonized across the City. These settings were established through past practices within our urban environment.

Salt placement will be on the crown or high side of the driving surface where there is a good cross fall allowing traffic to distribute the resulting brine over the road.

There are some road authorities that are beginning to use liquid de-icing chemicals in addition to solid salt. Literature and practice show that salt performance can be improved with liquids. However, one must be cautious when introducing such techniques. To date, established city practices do not include straight liquid chemical techniques.

The City of Temiskaming Shores present guideline is to apply a solid de-icer once snow starts to accumulate or "stick" on arterial roads. Timely application of chemicals is critical to preventing snow from sticking to roads. Without the timely application of chemicals, snow could easily bond to roads and, in turn, become difficult to plow, potentially causing road hazards. As snow accumulates, it is plowed to maintain safe driving conditions.

During and upon completion of winter maintenance operations, a daily log is maintained and updated, indicating roadway winter maintenance activities carried out.

4.6.7 Snow Plowing

Plowing and de-icing/sanding continue, with respect to each class of roadway, in accordance with its classification and level of service standard. The plowing route maps included in the appendices identify the roadways to be cleared and the classification of each roadway section.

During the regular Monday to Friday, day or night shifts, winter maintenance procedures will be initiated by the Road Superintendent or his alternate based on existing and forecasted weather and road conditions. Monitoring of weather forecasts, patrol reports and other information, as may be available, may allow preparations for winter maintenance operations to be initiated prior to the beginning of an actual event.

During the evening shift, night shift, weekend shifts or on a statutory holiday, winter maintenance procedures will be initiated by the Patrol Person or Heavy Equipment Operator/Crew Leader designated. The designated Patrol Person or Heavy Equipment Operator/Crew Leader will be responsible for roadway patrol to inform him of changing road and weather conditions and he will make the appropriate call to the Superintendent or his approved alternate, to arrange for additional manpower, operators or equipment as required.

4.6.8 Snow Removal and Disposal

As a result of snow plowing operations, snow accumulates at the side of roads as windrows or mounds. The City starts snow removal operations when these windrows reach volumes that create a nuisance or hazard to pedestrians and motorists and to maintain capacity for subsequent snowfalls.

The objective is to commence removal operations in **Priority 1** locations as soon as practicable after becoming aware that the snow bank accumulation is greater than **60 cm** and **120 cm** in **Priority 2** locations.

Experience over the years has shown that the City has the capability and capacity to remove and dispose of 2700 cubic meters of snow per night shift. One average snowstorm requires three-night shifts to complete all required removal work in approved designated areas.

Snow removal involves the use of in-house snow blowers, front-end loaders, motor graders and city owned dump trucks as well as contracted dump trucks.

List of Snow Storage Areas

| Site | Location | Area | Volume |
|------|--------------------------------|--------------|--------|
| 1 | Shepherdson Road / Bolger | New Liskeard | 71,000 |
| 2 | Craven Drive * | New Liskeard | 34,000 |
| 3 | Birch Drive Ravine | New Liskeard | 3,900 |
| 4 | Bay Street off Lakeshore Road | New Liskeard | 25,000 |
| 5 | Montgomery Street off Melville | New Liskeard | 9,700 |
| 6 | Montgomery Street off Melville | New Liskeard | 4,500 |
| 7 | Dawson Point Road at McKelvie | New Liskeard | 44,000 |

| | | | |
|----|-------------------------------------|--------------|--------|
| 8 | Haliburton Street West Ravine | New Liskeard | 700 |
| 9 | Pine Street Ravine | New Liskeard | 900 |
| 10 | Laurette Street North | Dymond | 10,000 |
| 11 | Behind Quality Inn off Raymond | Dymond | 14,600 |
| 12 | Morrissette Drive East | Haileybury | 47,000 |
| 13 | Lakeview Street off Park | Haileybury | 25,500 |
| 14 | Birch Street at Groom | Haileybury | 6,000 |
| 15 | Station Street at Groom | Haileybury | 5,600 |
| 16 | Meridian Avenue near Medical Centre | Haileybury | 12,900 |

Note: New Liskeard has a maximum capacity of 192,700 cubic meters, Dymond has 24,600 cubic meters and Haileybury has 97,000 cubic meters. The total available storage area for the City is 323,000 cubic meters.

4.6.8.1 City By-laws and Ordinances

There are two bylaws used extensively by the Public Works Department during winter maintenance operations; Traffic By-law and Snow Disposal By-law, excerpts are included in Appendix “F”.

4.6.9 Sidewalk Service Standards

Sidewalks are classified in accordance with the associated pedestrian traffic and proximity to schools, seniors’ buildings, downtown business areas and high-volume roadways.

The objective is to make the sidewalk as safe as possible, to be reached as soon as possible, after a storm has ended, and normally within (24) hours. The trigger to start plowing operations is 10 cm snow accumulation.

The objective is to treat the icy sidewalk as soon as practicable after becoming aware that the sidewalk is icy, and is accordance with the standard.

There are two maps included in the Appendix “B” that specify which sidewalks have been approved for winter maintenance. Those not shown as being maintained are considered to be closed for the period covered by the Winter Operations Plan.

4.6.10 Parking Lot Service Standards

Parking lots/laneways are classified in accordance with the associated vehicular traffic and proximity to downtown business areas and municipal buildings.

The objective is to make the parking lot as safe as possible, to be reached as soon as possible, after a storm has ended, and normally within (48)

hours. Staff priority will be given to plowing and sanding/salting roadways and sidewalks.

The objective is to treat the icy parking lots/laneways as soon as practicable after becoming aware that the parking lot/laneway is icy, and normally within (16) hours.

There are three maps included in the Appendix "C" that specify which parking lots/laneways have been approved for winter maintenance.

4.6.11 Vulnerable Areas

Currently the salt vulnerable areas within the City of Temiskaming Shores have been identified as:

- The Wabi River particularly at low flow (flows in the Wabi River are controlled by the South Temiskaming Dam and impacts from the discharge of salt laden run off could be more pronounced during these periods);
- Lake Temiskaming
- Moose Creek
- South Wabi Creek
- Mill Creek
- Dickson Creek
- Areas associated with groundwater recharge zones or shallow water table, with medium to high permeability soils; and
- Salt vulnerable vegetation along roadways.

Reducing salt-laden runoff to these areas will be the result of successfully implementing the 4-R's of Salt Management: right material, right amount, right time, right place.

4.6.12 Weather Monitoring

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

In order to determine an effective winter event response and allocate the appropriate resources the Corporation of the City of Temiskaming Shores supplements road patrol information with weather information from various sources which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities and MTO contractors.
- Monitoring websites www.theweathernetwork.com
- Staff monitoring pavement temperatures by means of on-board infrared thermometers which are mounted on the patrol and other trucks, and;
- Local Radio Station - CJTT FM 104.5

4.6.13 Communications

All Public Works Department winter maintenance vehicles are equipped with high band radios capable of transmitting and receiving on the following frequencies: transmitting – 170.490 and receiving – 165.885 mhz. Each vehicle is assigned a unique call number and can communicate with other city Public Works vehicles, the Superintendents and the Public Works Clerk located at the Operation Division yard at 200 Lakeshore Road.

Reporting hazards and accidents to the Police, Fire or Ambulance Services can be accomplished through the Public Works Clerk.

The City provides a call service which serves as the main hub for in/outgoing calls from staff, emergency services and the general public

The Call Service:

- Can be reached by calling (705) 647-6220 during business hours
- Can be reached by calling (705) 648-5575 after business hours
- Typical call timings (during winter season) are 24 hours. (Transferred to Patrol Persons Cellular Phone after Regular Hours)
- Is in operation (during winter season) 7 days a week.
- Municipality communicates important information to the public via:
 - CJTT 104.5 FM Radio
 - City Website - www.temiskamingshores.ca
 - Public Works Facebook Page

4.6.14 Call Out Procedures

Operational decisions will be made by the Superintendent of Transportation Services or his/her designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Supervisor or Patrol Person to respond to a winter event is warranted. It is vital therefore that the Supervisor or Patrol Person records the prevalent conditions and relevant information when he/she makes a decision.

The Patrol Person shall inform the Supervisor of changing of road and weather conditions observed in the field. When a winter event response is required the Supervisor or his/her designate will contact the Crew Leader by radio or cellular phone. The Supervisor or his/her designate will contact staff as per the shift schedule and direction given by the Supervisor or his/her designate. In the absence of the Superintendent, the Superintendent of Environmental Services, Manager of Environmental Services or the Manager of Transportation Services shall be his/her designate and initiate a call out in response to a winter event.

Call-out Chart

| Forecast | Call-out Response | | | |
|-----------------------------------|---|---|--|---|
| | Class 2 | Class 3 | Class 4 | Class 5 |
| Storm Severity Less than 10 cm | Call-out plow operations near end of storm or when 5 cm of snowfall has accumulated If roads become slippery combination sander unit shall apply salt and/or sand as road temperature dictates. | Call-out plow operations near end of storm or when 8 cm of snowfall has accumulated and maintain collector routes with plow / spreader combination unit. No call-out of sander unless roads become slippery | Call-out plow operations near end of storm only if 8 cm of snow fall has accumulated and maintain collector routes with plow / spreader combination unit. No call-out of sander unless roads become slippery | Call-out plow operations near end of storm only if 10 cm of snowfall has accumulated No call-out of sander unless roads become slippery |
| More than 10 cm | Call-out plow operations when 5 cm of snow has accumulated. If roads become slippery combination sander unit shall apply salt and/or sand as road temperature dictates. | Call-out plow operations when 8 cm of snow has accumulated. Re-schedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery | Call-out plow operations when 8 cm of snow has accumulated. Re-schedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery | Call-out plow/spreader truck when 10 cm of snow has accumulated. Reschedule a full plow call-out shift for the next morning. No call-out of sander unless roads become slippery |
| Sleet and freezing rain | Call-out combination plow/sander units if road conditions permit | Call-out sander if road conditions permit | Call-out sander if road conditions permit | Call-out sander if road conditions permit |

4.6.15 Road Closure Procedure

In the event a specific road must be closed due to a severe winter storm, appropriate signs will be placed to close the road. Rb-92 Road Closed Signs on portable stands, TC-54 flexible drums and barricades will be available at the New Liskeard Main Complex.

Upon receiving a request from the Ontario Provincial Police or the Manager of Transportation Services to close a road to traffic, the Supervisor or his/her designate will organize manpower and equipment to place the signs and barricades. The Supervisor or his/her designate will contact the Works Clerk and request that a media release (Appendix E) be sent to the local news and radio stations advising of the road closure.

Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Supervisor or his/her designate will advise the Ontario Provincial Police and the Manager of Transportation Services of the situation and arrange to send the media release.

4.7.0 Decommissioning Winter Operations

After the winter season (identified in 4.3.0) expires Corporation of the City of Temiskaming Shores undertakes the following tasks to decommission winter operations.

4.7.1 Two Weeks After the Winter Season Ends

Two weeks after the winter season ends;

1. Cease regularly scheduled winter night patrols;
2. Continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight winter event is probable.
3. Decommission 50 % of the fleet.

4.7.2 One Month After the Winter Season Ends

One month after the winter season ends;

1. Cease all winter highway maintenance operations
2. Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.8.0 Training

The Corporation of the City of Temiskaming Shores will maintain a comprehensive winter maintenance training program that demonstrates the purpose and value of new and existing procedures and ensure that personnel are competent to carry out their duties.

All Public Works Department staff directly involved in winter maintenance will be required to participate in courses to provide assurance of the competency level for all operators.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

4.9.0 Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

The Public Works Department will maintain an annual log that contains total quantities of sand and salt usage along with weather data reports. Shift reports shall comprise of the following:

The date will be recorded as Day/Month/Year. It will be written in a numerical format (dd/mm/yy). The time shall be documented using the 24-hour clock format, and will be notarized (print and sign name) by the person(s) completing the report.

- (a) Areas maintained;
- (b) Material used (sand and/or salt);

- (c) Quantities of material used;
- (d) Shift hours; and
- (e) Pavement and air temperature

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

Records will be completed daily and forwarded to the Works Clerk upon completion, for retention.

5.0 Plan Improvement

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt. Over the next ten years the Corporation of the City of Temiskaming Shores plans to undertake the improvements as listed in Table 1. This list will be reviewed and updated annually.

6.0 Monitoring and Updating

The purpose of monitoring and updating is to provide a basis for continuous improvement of the winter operations plan and the winter maintenance policies, practices and procedures of the Corporation of the City of Temiskaming Shores.

At the end of the winter season, as identified in 4.3.0, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Corporation of the City of Temiskaming Shores shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of 2015/16 will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual cm of snow accumulation from the benchmark year

- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
- % change (+/-) in the total number of days with freezing rain from the benchmark year
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
- % change (+/-) in the total number of spot winter event response from the benchmark year

Monitoring the salt used:

- % change (+/-) in the total number of winter event hours from the benchmark year
- % change (+/-) in the total tonnes of salt purchased annually from the benchmark year
- % of applications where discharge rates exceeded
- % change (+/-) in the total tonnes of salt applied annually per system km per winter event

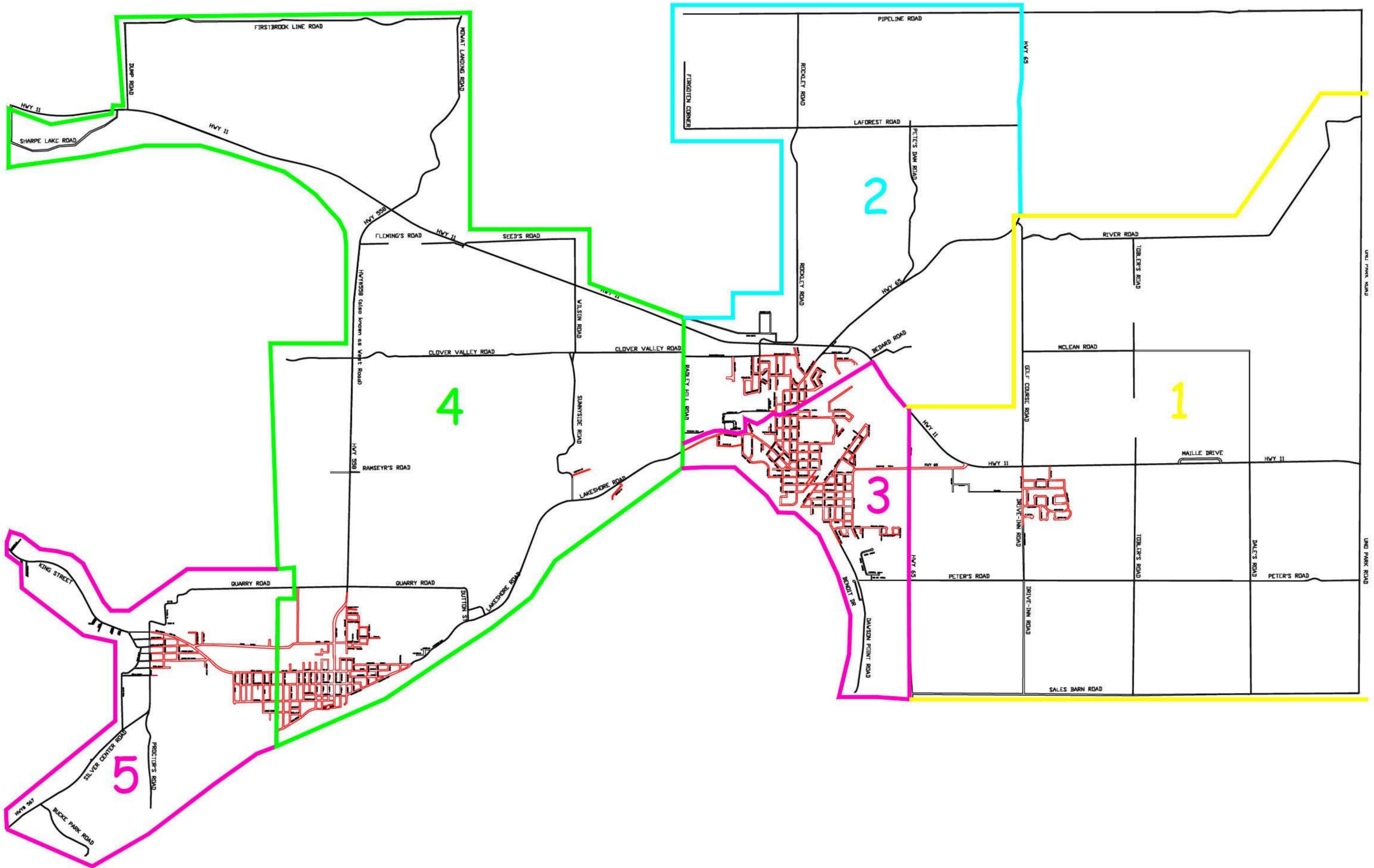
Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that meet or exceed the level of service policy from the benchmark year
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year

7.0 Notes

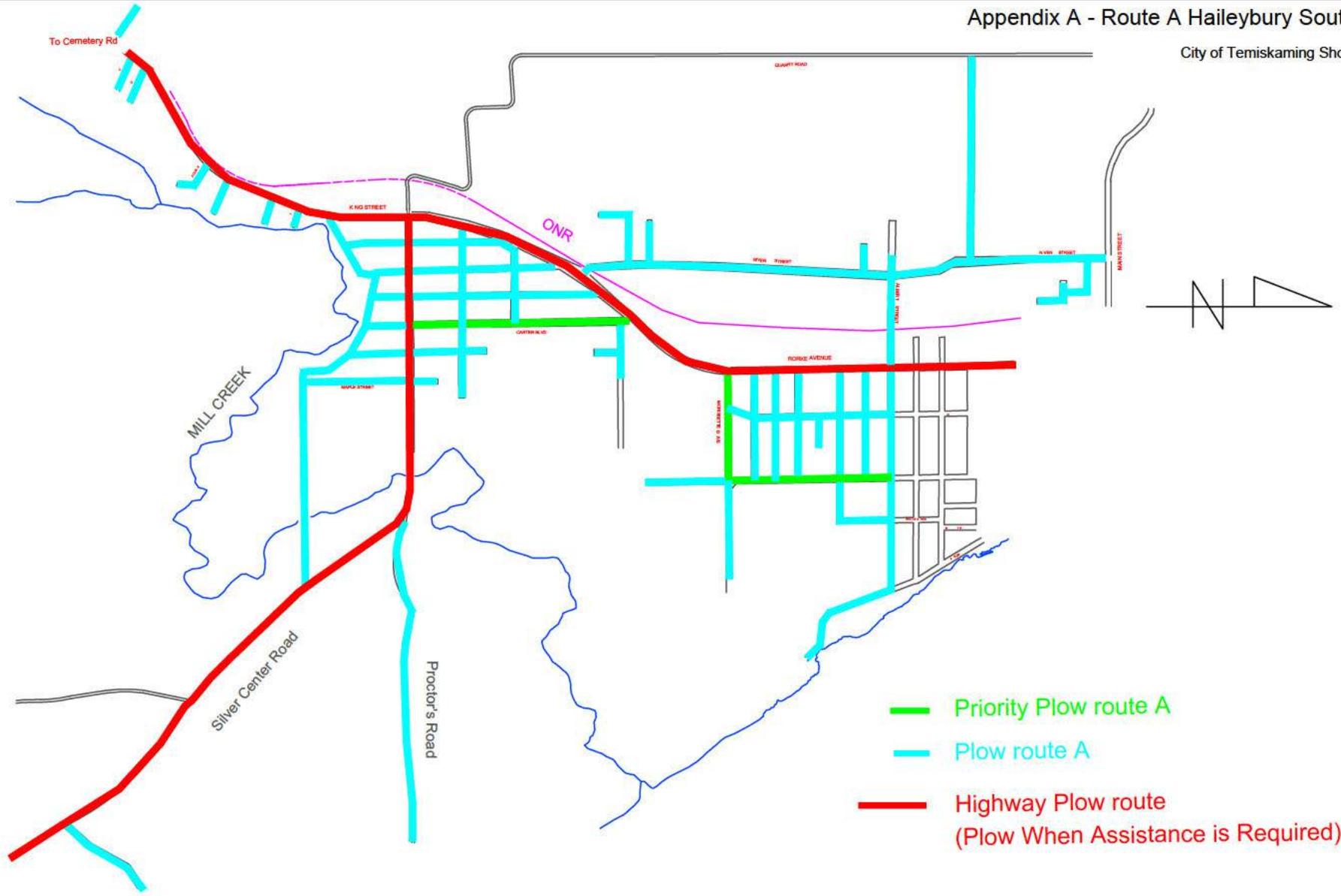
- It is acknowledged that conditions may occur which temporarily prevent achieving the levels of service as detailed in this document. In such cases, attempts will be made to keep Class 2 & 3 roads as clear as possible by utilizing all maintenance equipment at maximum efficiency.
- Winter operations will continue until the prescribed level of service is achieved where conditions permit. Should conditions not permit accomplishment of the prescribed level of service, operations shall continue as required to maintain as good a driving service as possible.
- The order of priority for winter maintenance operations during a storm is Class 2 through Class 6 roads and Priority 1 then Priority 2 sidewalks. Sidewalks will be plowed at the same time as roads if and whenever possible.

Appendix A – Plow Routes



Appendix A - Route A Haileybury South

City of Temiskaming Shores



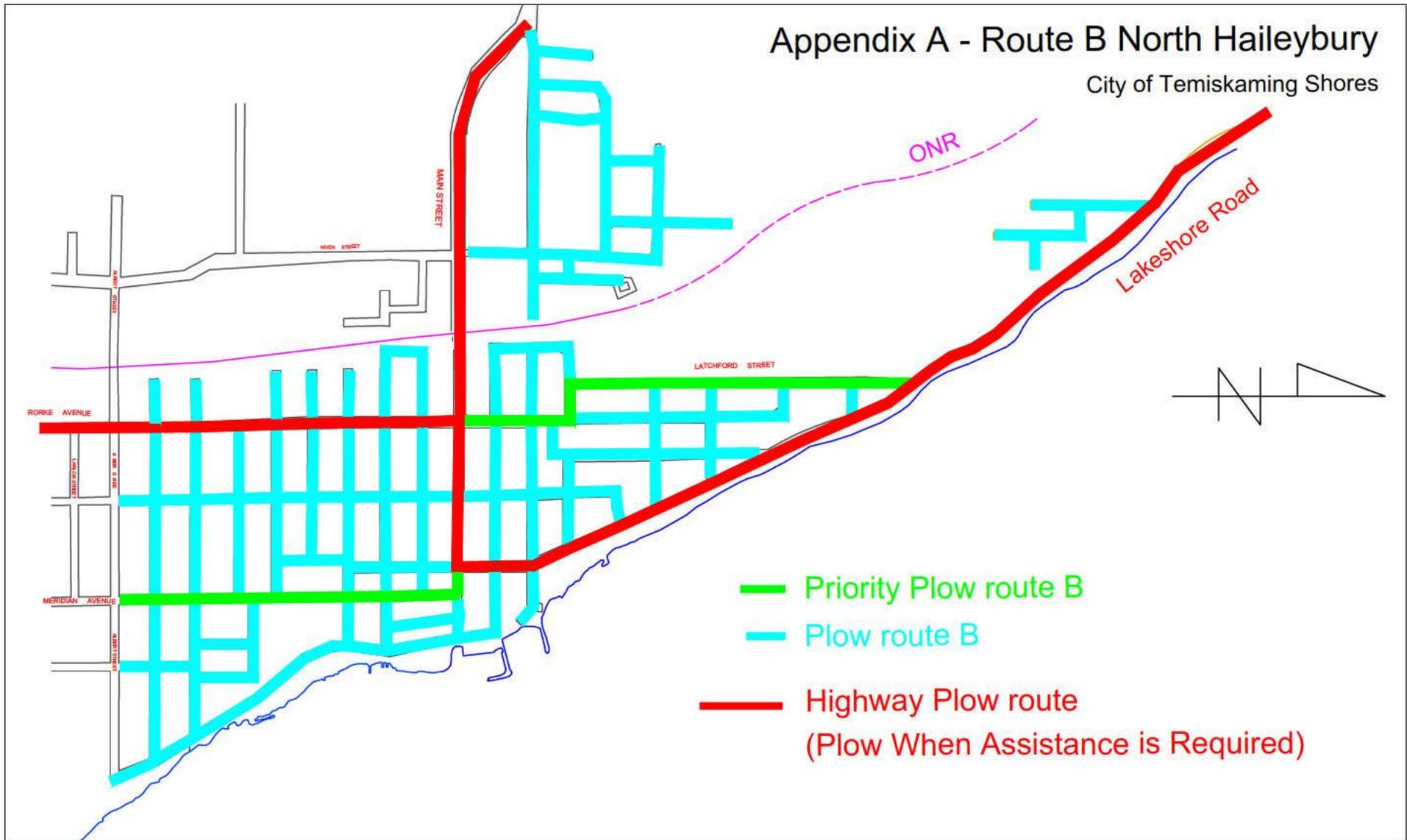
Priority Plow route A

Plow route A

Highway Plow route
(Plow When Assistance is Required)

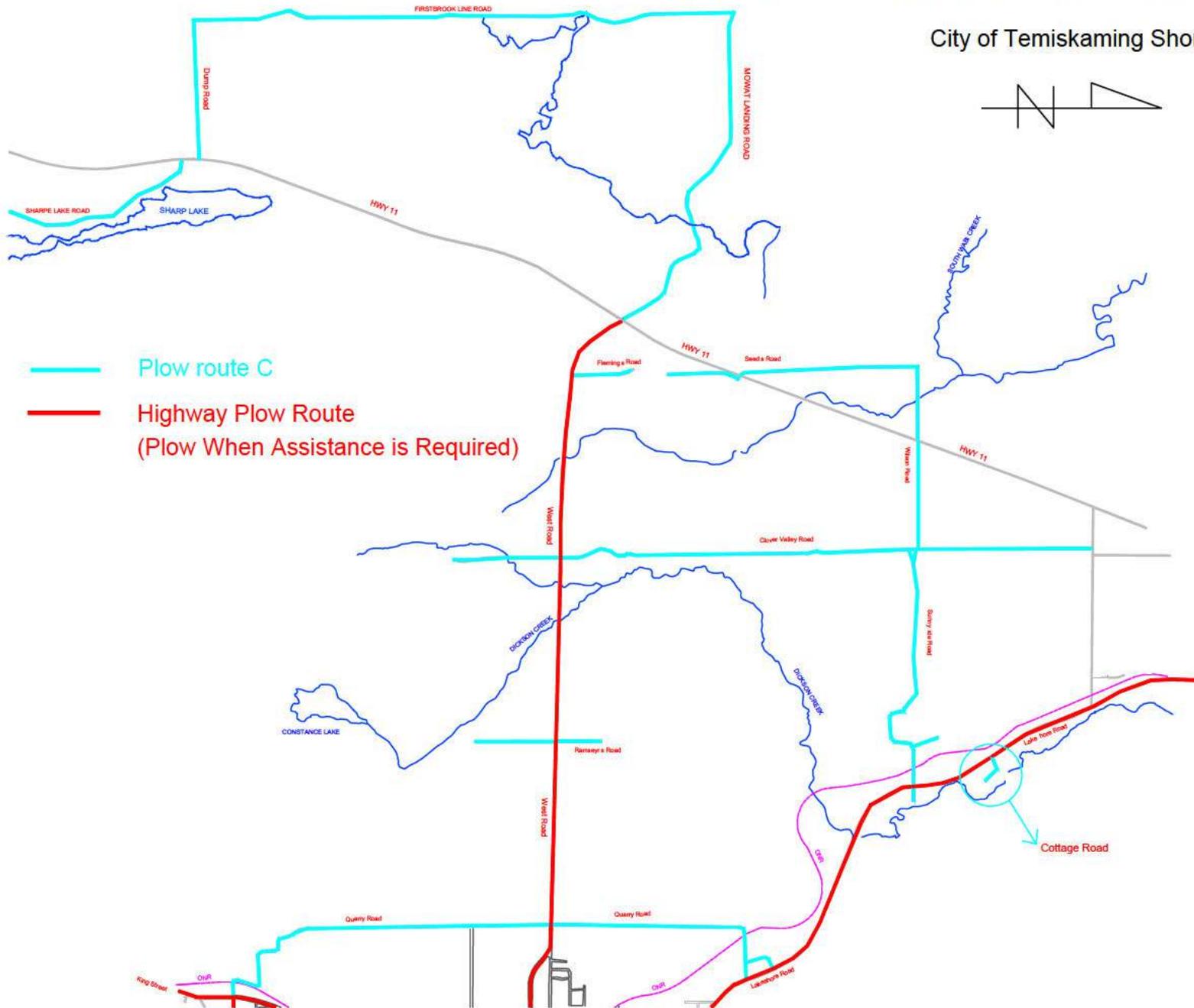
Appendix A - Route B North Haileybury

City of Temiskaming Shores



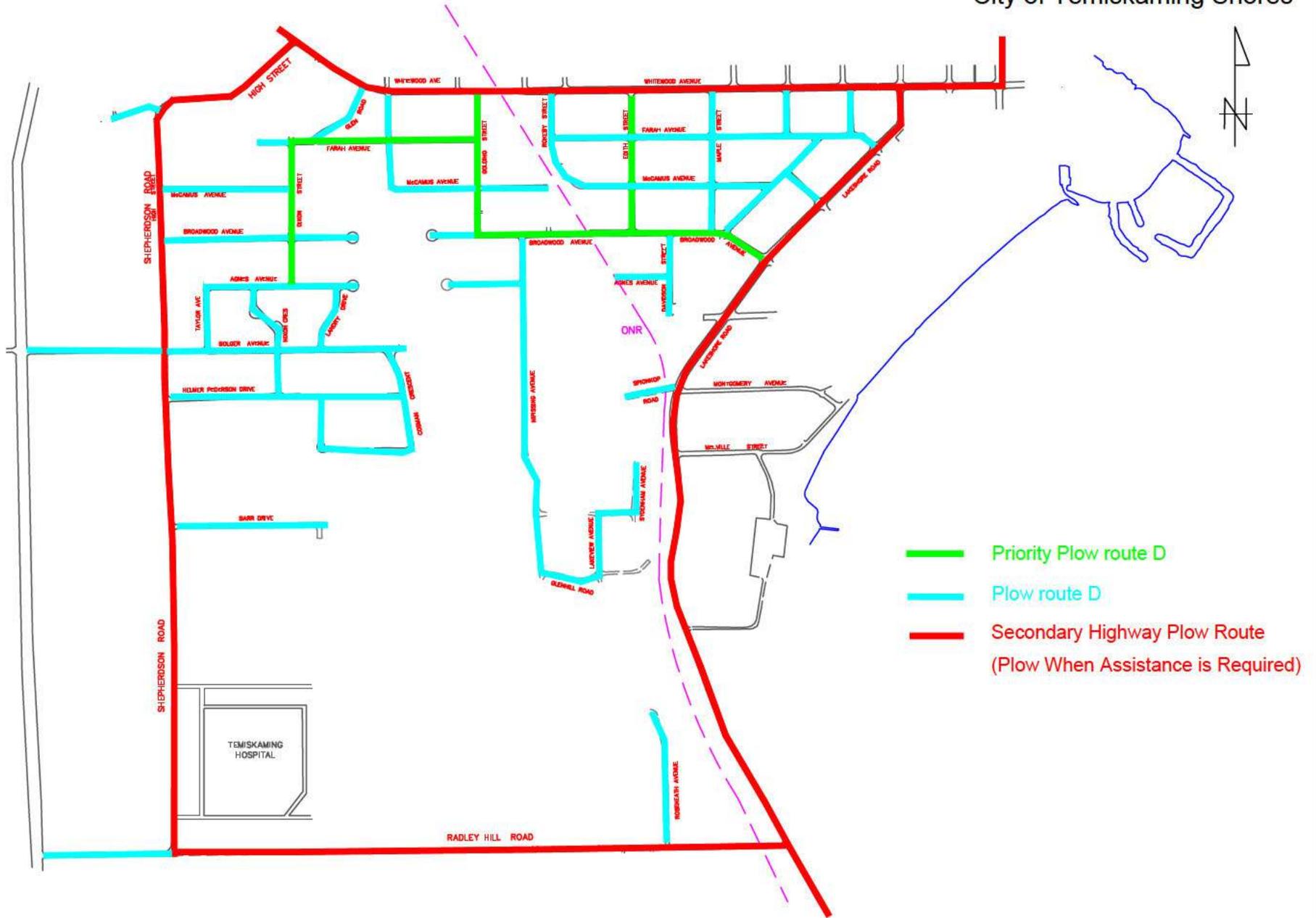
Appendix A - Route C West Haileybury

City of Temiskaming Shores



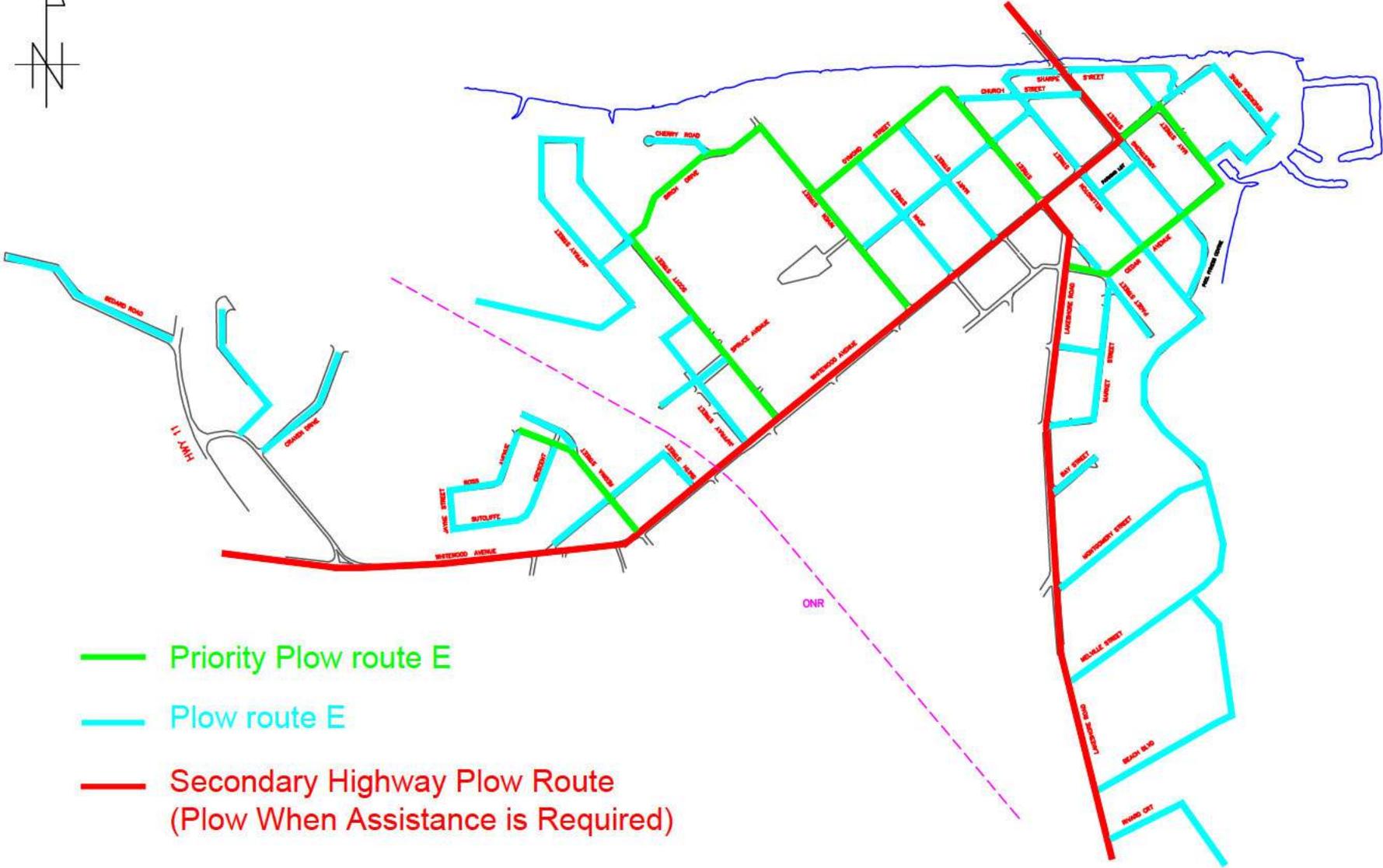
-  Plow route C
-  Highway Plow Route
(Plow When Assistance is Required)

Appendix A - Route D South New Liskeard City of Temiskaming Shores



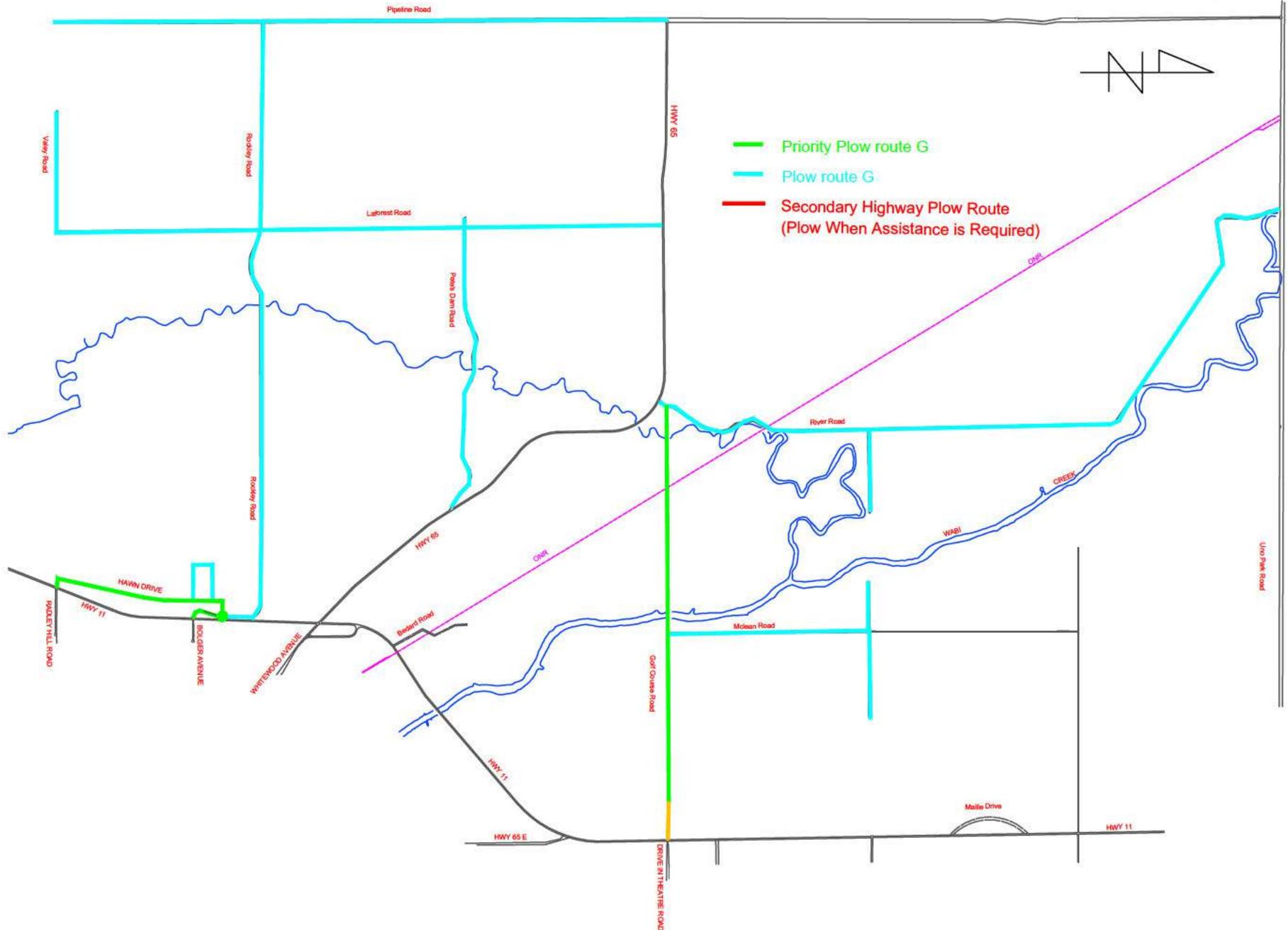
-  Priority Plow route D
-  Plow route D
-  Secondary Highway Plow Route
(Plow When Assistance is Required)

Appendix A - Route E Central New Liskeard
City of Temiskaming Shores



Appendix A - Route G West Dymond

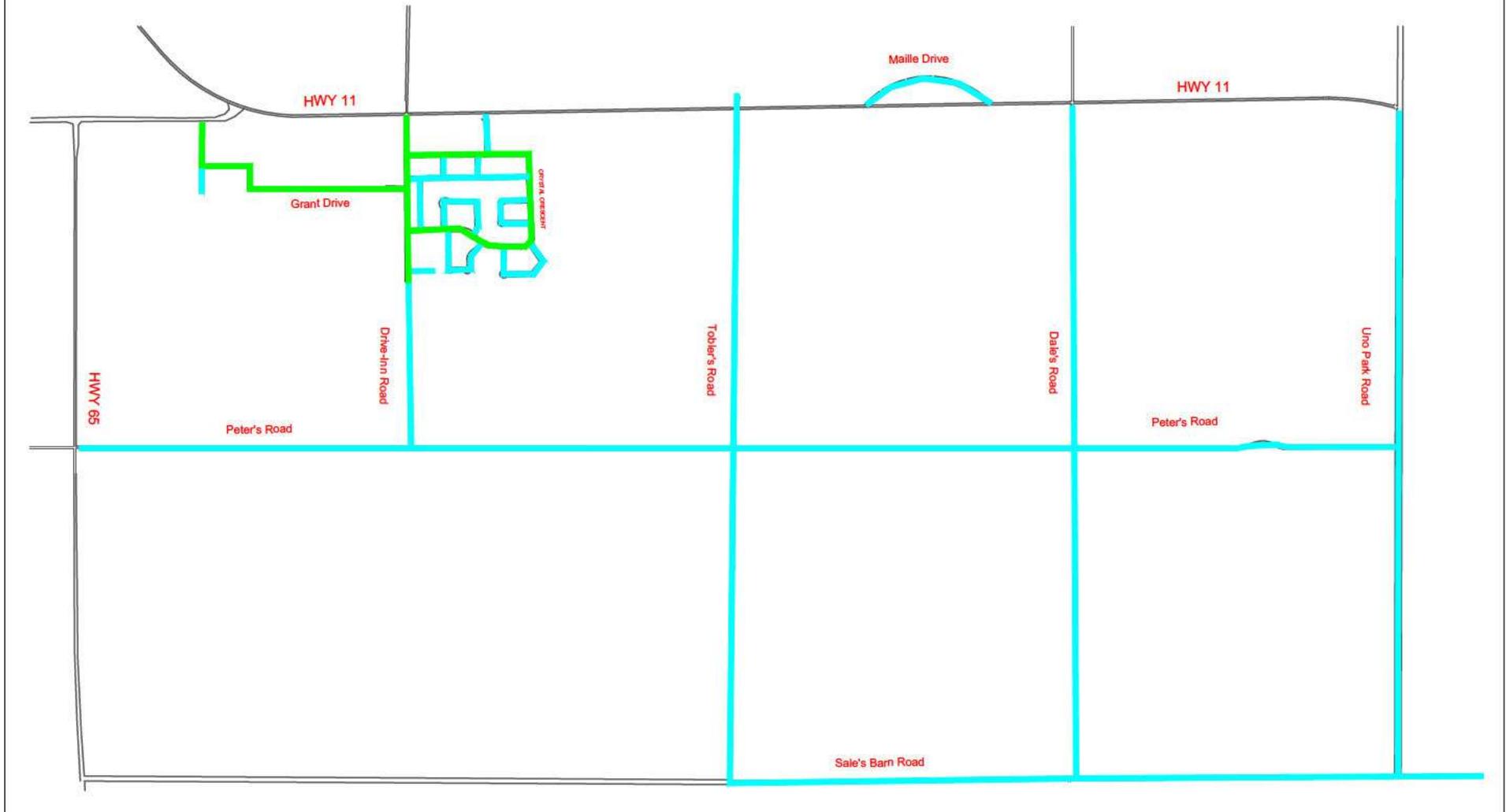
City of Temiskaming Shores



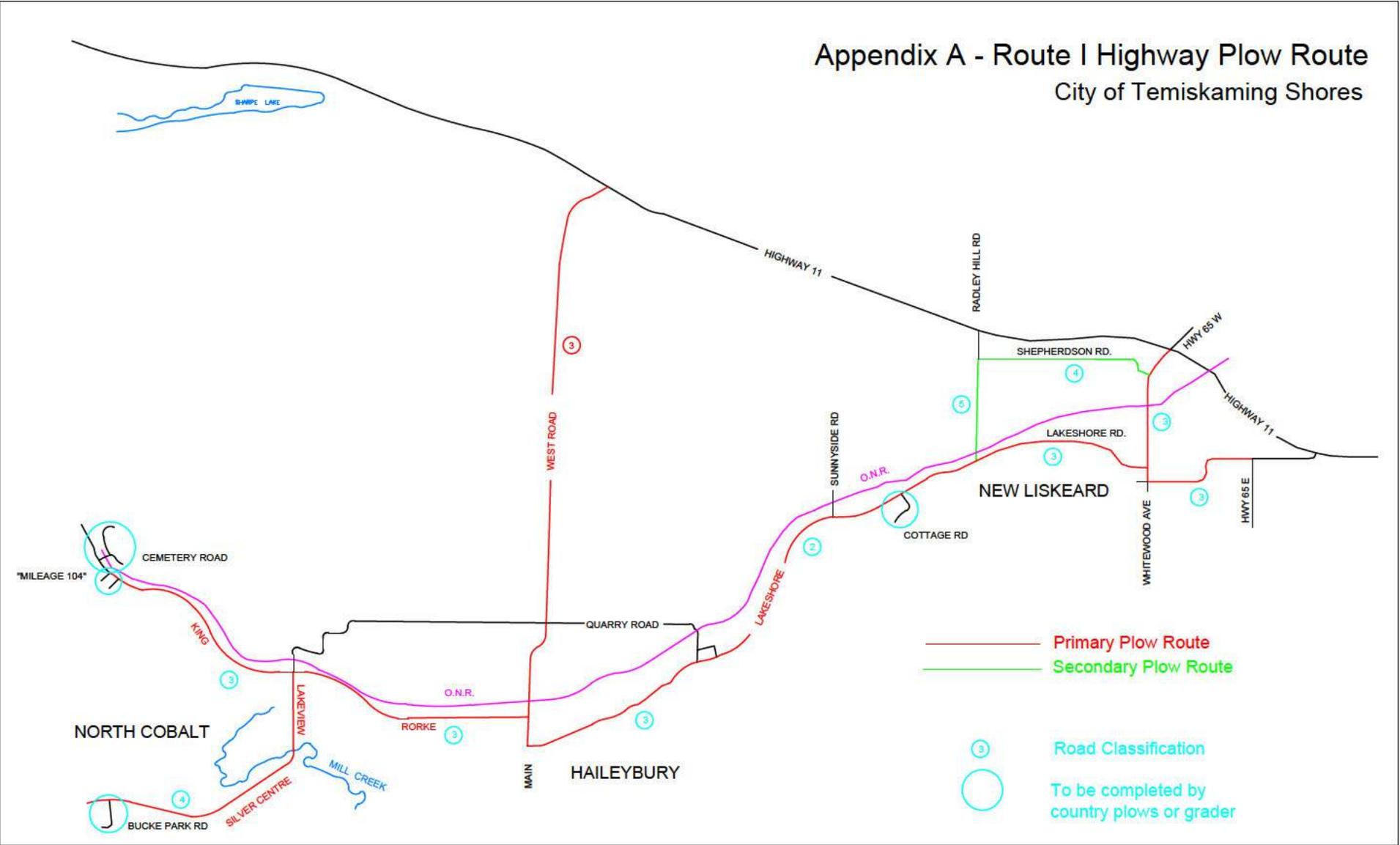
Appendix A - Route H East Dymond

City of Temiskaming Shores

- Priority Plow route H
- Plow route H



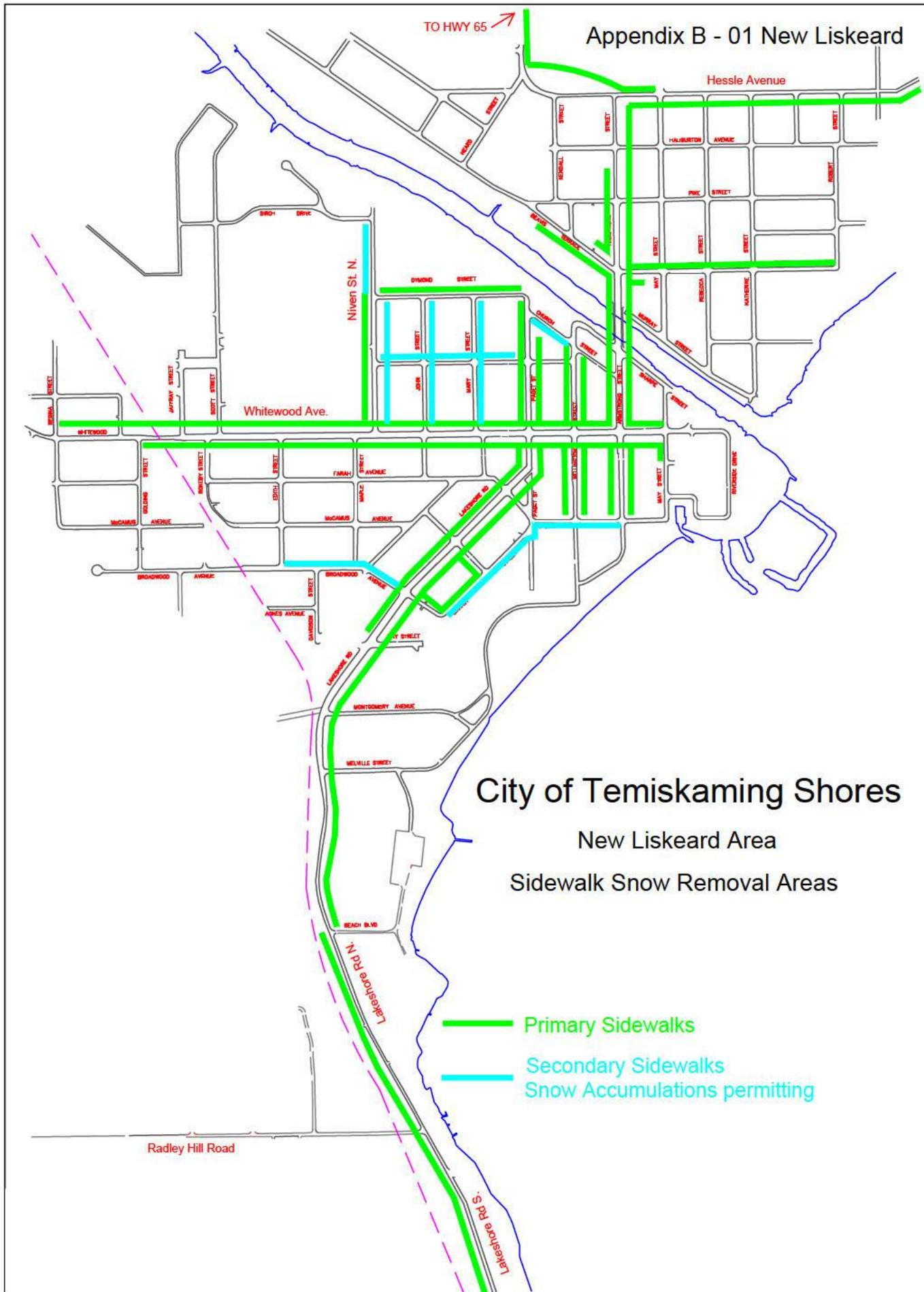
Appendix A - Route I Highway Plow Route City of Temiskaming Shores



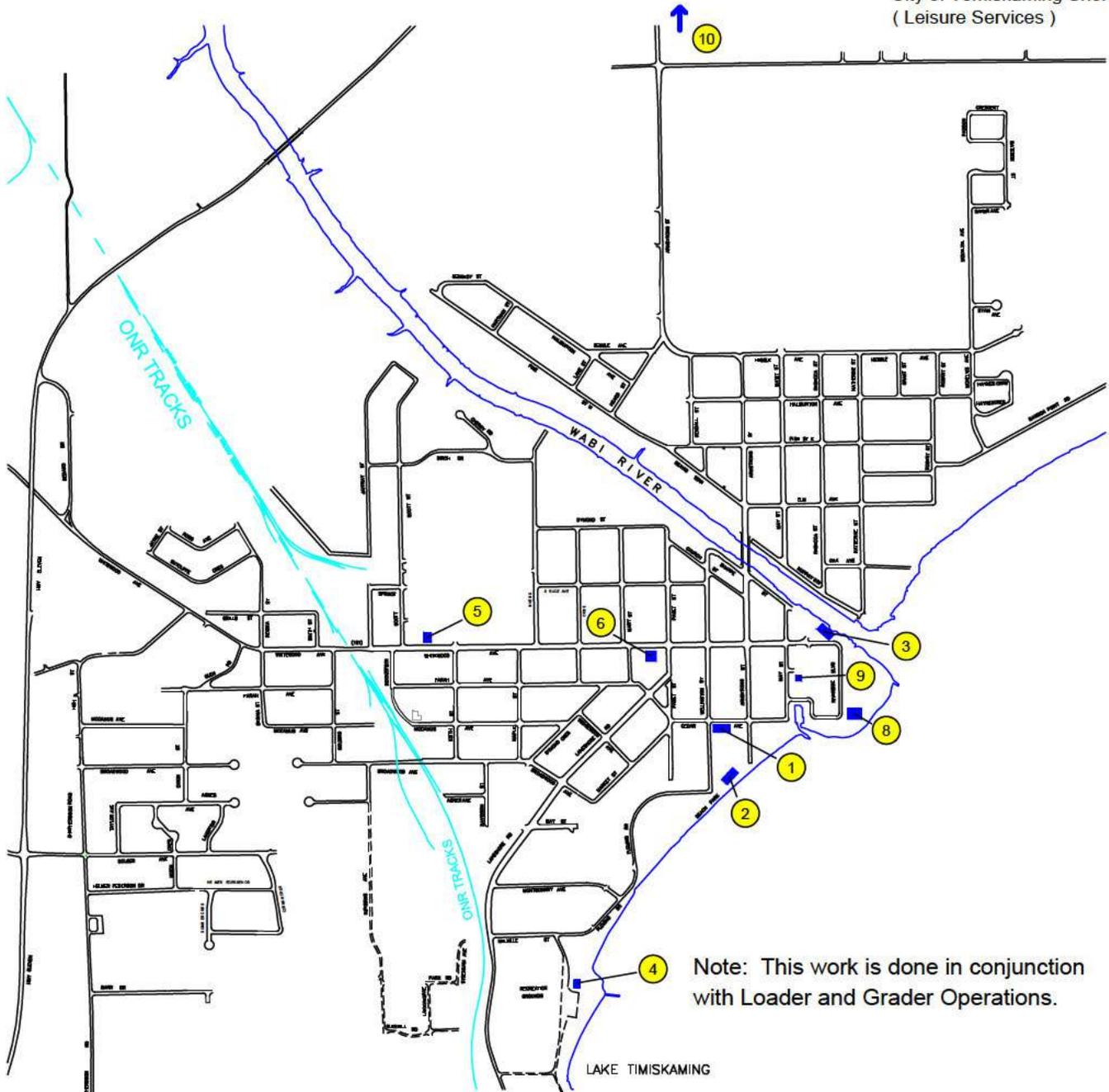
- Primary Plow Route
- Secondary Plow Route
- ③ Road Classification
- ⊘ To be completed by country plows or grader

Appendix B – Sidewalk Routes

Appendix B - 01 New Liskeard



Appendix C – Lots & Lanes



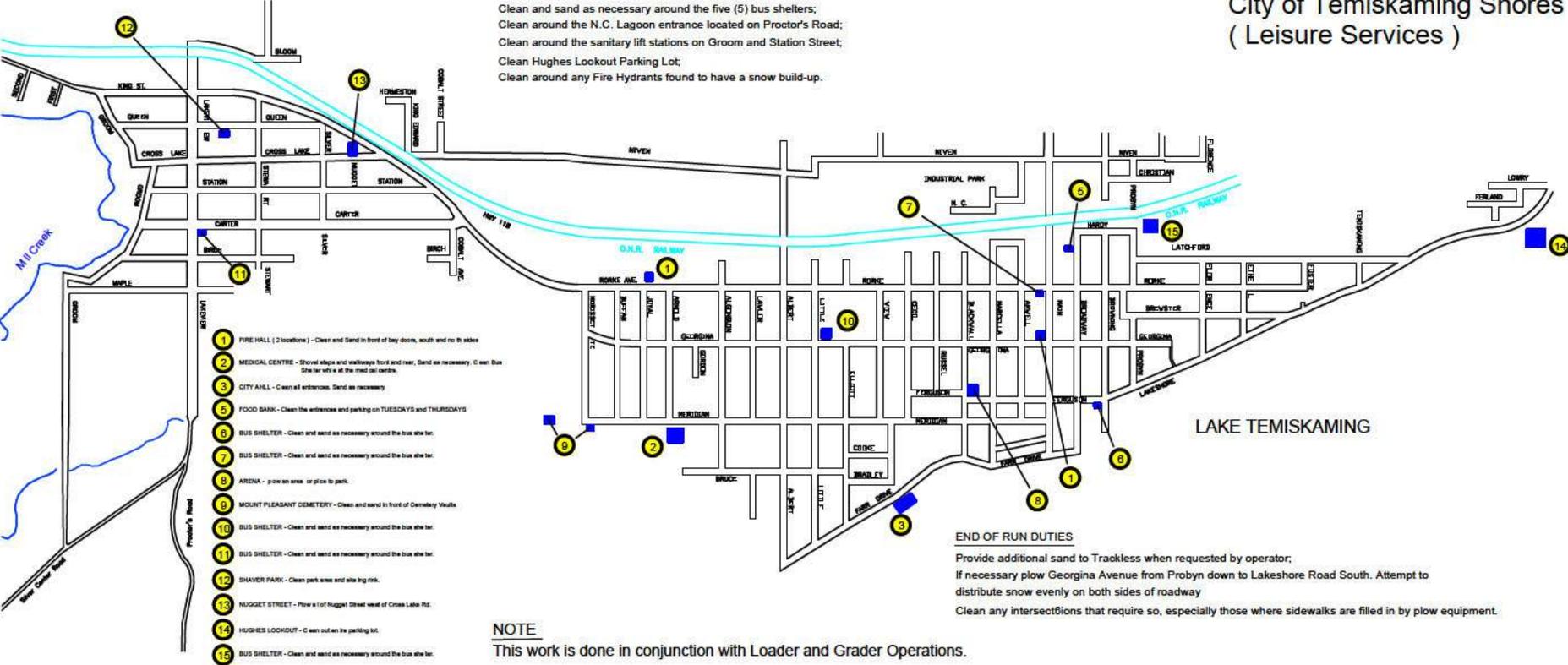
Note: This work is done in conjunction with Loader and Grader Operations.

- 1 ARENA - Clean front doors and all exits, sand or salt if needed.
- 2 POOL FITNESS - Clean front steps and all exits from back deck over to Roosters, sand or salt front steps.
- 3 RIVERSIDE PLACE - Clean front of entire length of building, all exists and turn around. Sand or salt if needed.
- 4 PLAYSHOP - Portable Bldg. - Clean all exists, sand or salt if needed.
- 5 LIBRARY - Clean all exists, sand or sal if needed.
- 6 COMMUNITY HALL - Clean all exits and fire routes, boiler room and Cancer Care door at south end, Legion sidewalk on east side, sand or salt if needed.
- 8 NL MARINA - Clean front doors and parking lot. Sand and salt as needed.
- 9 LIONS CLUB SHED - Clean in front of 12' doors.
- 10 DYMOND - Drive In Theatre Rd
 COMMUNITY HALL / FIRE HALL - Clean all exits, sand or salt if needed.

Appendix C - 03 Haileybury 4 x 4 Plow Truck City of Temiskaming Shores (Leisure Services)

AREAS THAT CAN BE DONE A DAY OR TWO FOLLOWING A STORM

- Clean and sand as necessary around the five (5) bus shelters;
- Clean around the N.C. Lagoon entrance located on Proctor's Road;
- Clean around the sanitary lift stations on Groom and Station Street;
- Clean Hughes Lookout Parking Lot;
- Clean around any Fire Hydrants found to have a snow build-up.



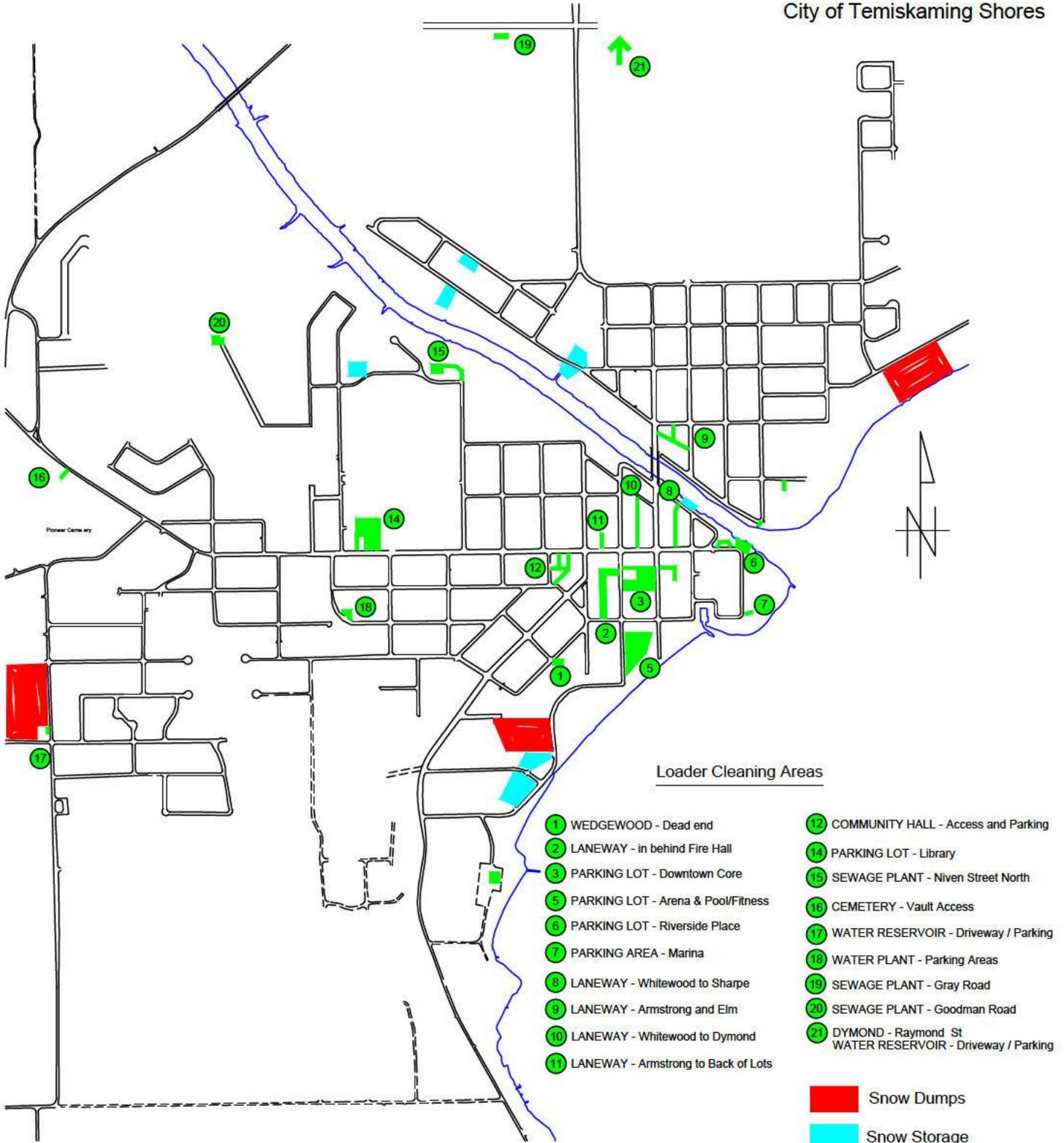
- 1 FIRE HALL (2 locations) - Clean and Sand in front of bay doors, south and north sides
- 2 MEDICAL CENTRE - Shovel steps and walkways front and rear, Sand as necessary. Clean bus shelter with all the medical centre.
- 3 CITY HALL - Clean all entrances, Sand as necessary
- 4 FOOD BANK - Clean the entrance and parking on TUESDAYS and THURSDAYS
- 5 BUS SHELTER - Clean and sand as necessary around the bus shelter
- 6 BUS SHELTER - Clean and sand as necessary around the bus shelter
- 7 ARENA - plow an area or place to park.
- 8 MOUNT PLEASANT CEMETERY - Clean and sand in front of Cemetery Vault.
- 9 BUS SHELTER - Clean and sand as necessary around the bus shelter
- 10 BUS SHELTER - Clean and sand as necessary around the bus shelter
- 11 SHAVEN PARK - Clean park area and site ing risk.
- 12 HUGHES LOOKOUT - Clean and sand as necessary around the bus shelter
- 13 BUS SHELTER - Clean and sand as necessary around the bus shelter

END OF RUN DUTIES
Provide additional sand to Trackless when requested by operator;
If necessary plow Georgina Avenue from Probyn down to Lakeshore Road South. Attempt to distribute snow evenly on both sides of roadway
Clean any intersections that require so, especially those where sidewalks are filled in by plow equipment.

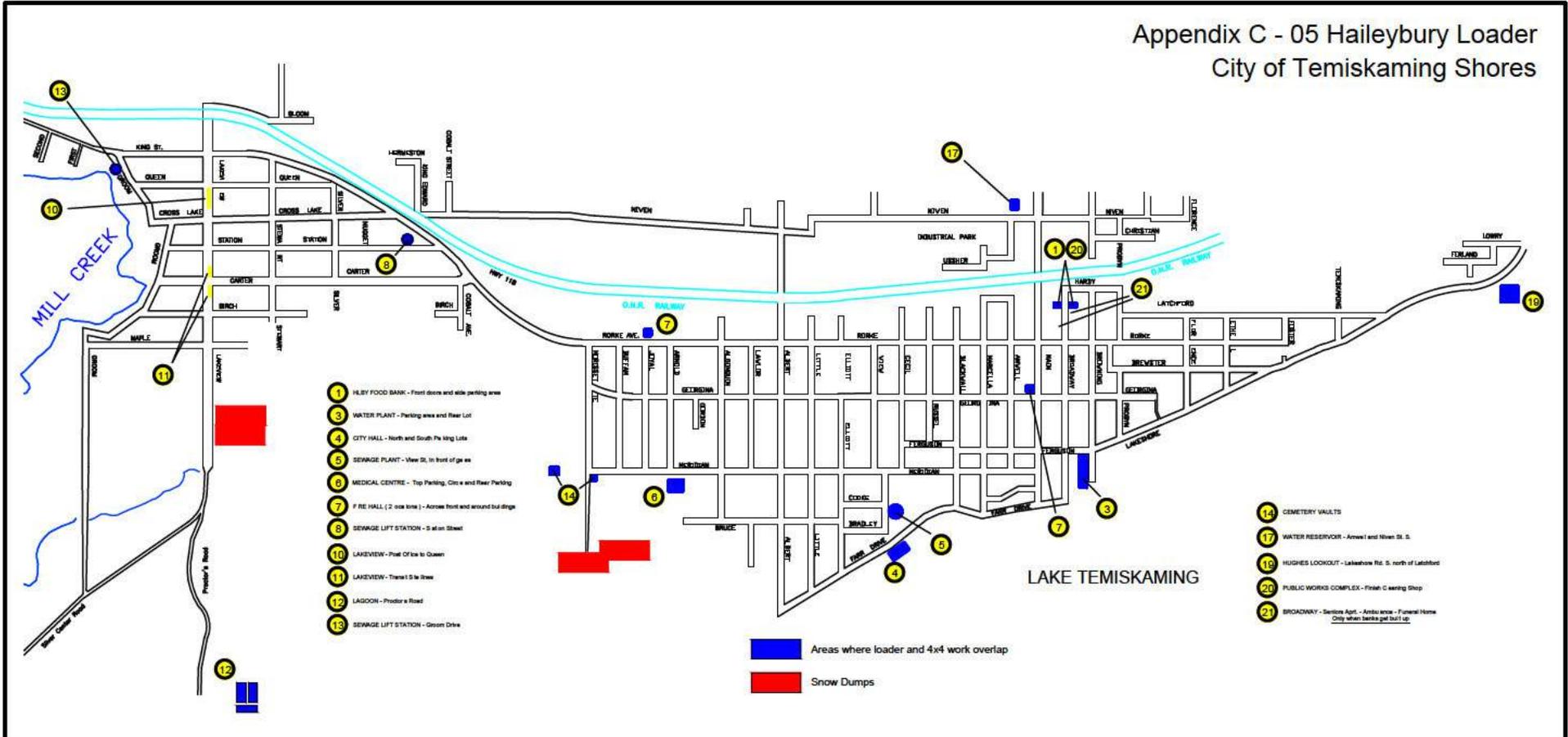
NOTE
This work is done in conjunction with Loader and Grader Operations.

Appendix C - 04 New Liskeard Loader / Snow Dumps

City of Temiskaming Shores

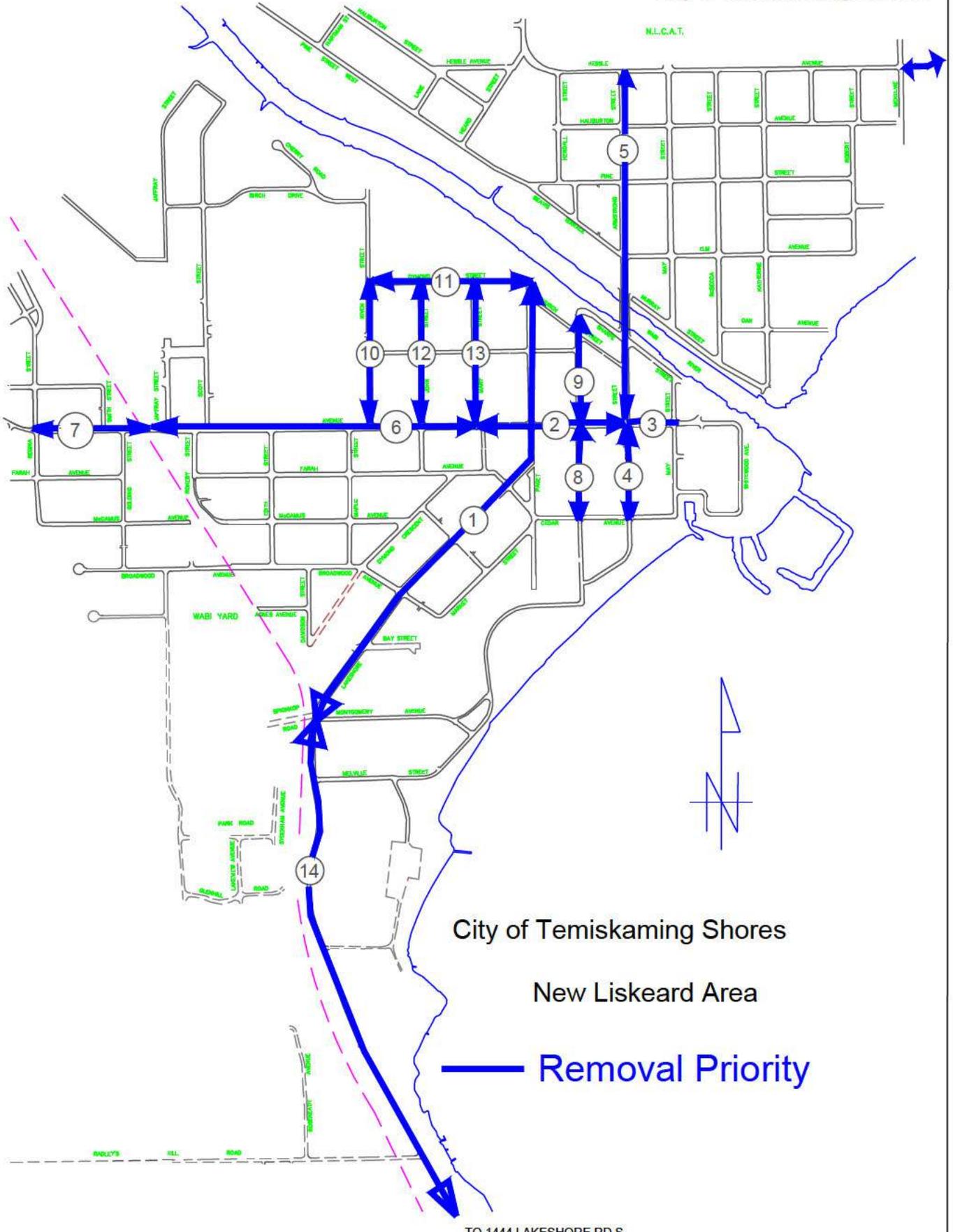


Appendix C - 05 Haileybury Loader City of Temiskaming Shores



Appendix D – Snow Removal

Appendix D - 01 New Liskeard Snow Removal Program
City of Temiskaming Shores



City of Temiskaming Shores

New Liskeard Area

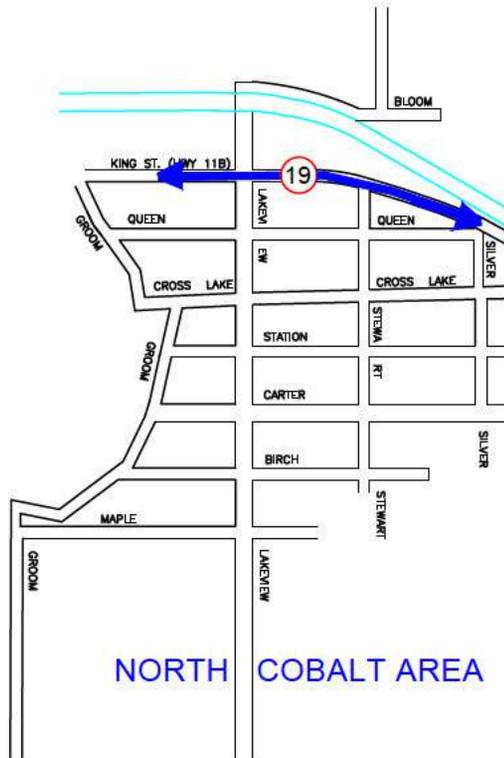
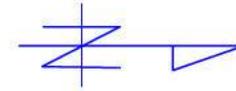
— Removal Priority

TO 1444 LAKESHORE RD S

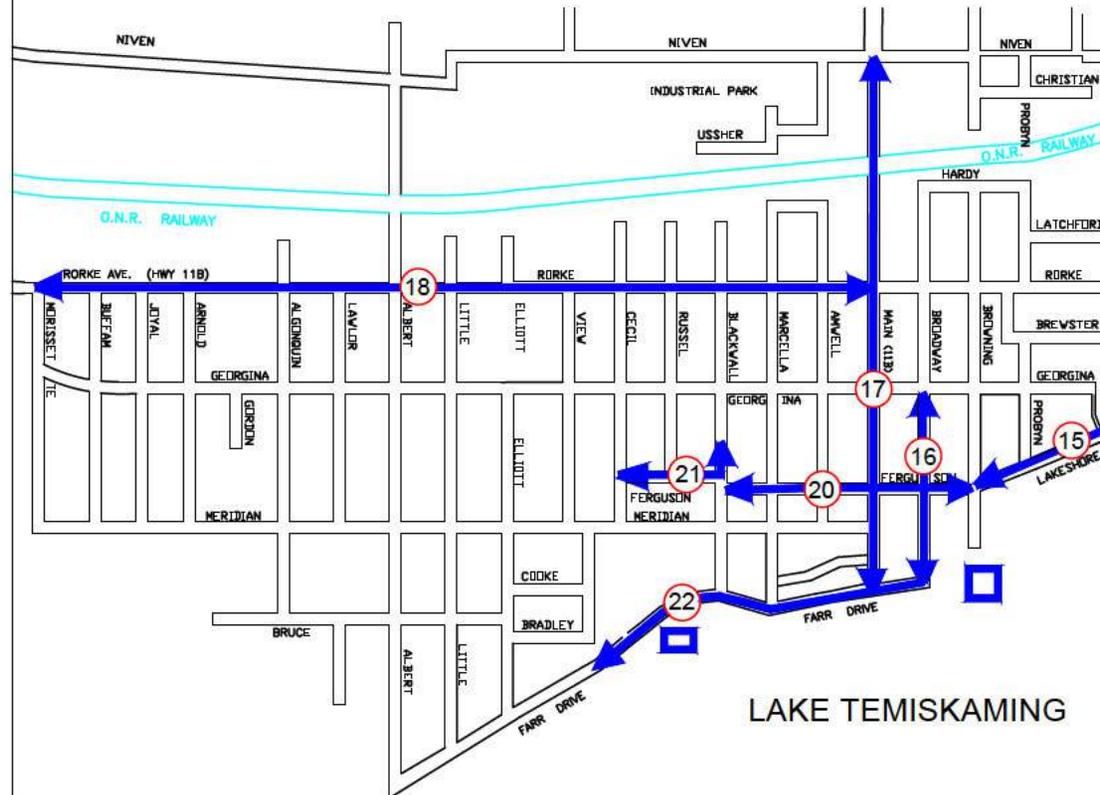
Appendix D - 02 Haileybury Snow Removal Program
City of Temiskaming Shores

REMOVAL PRIORITY

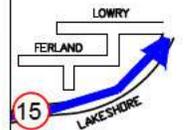
HAILEYBURY AREA



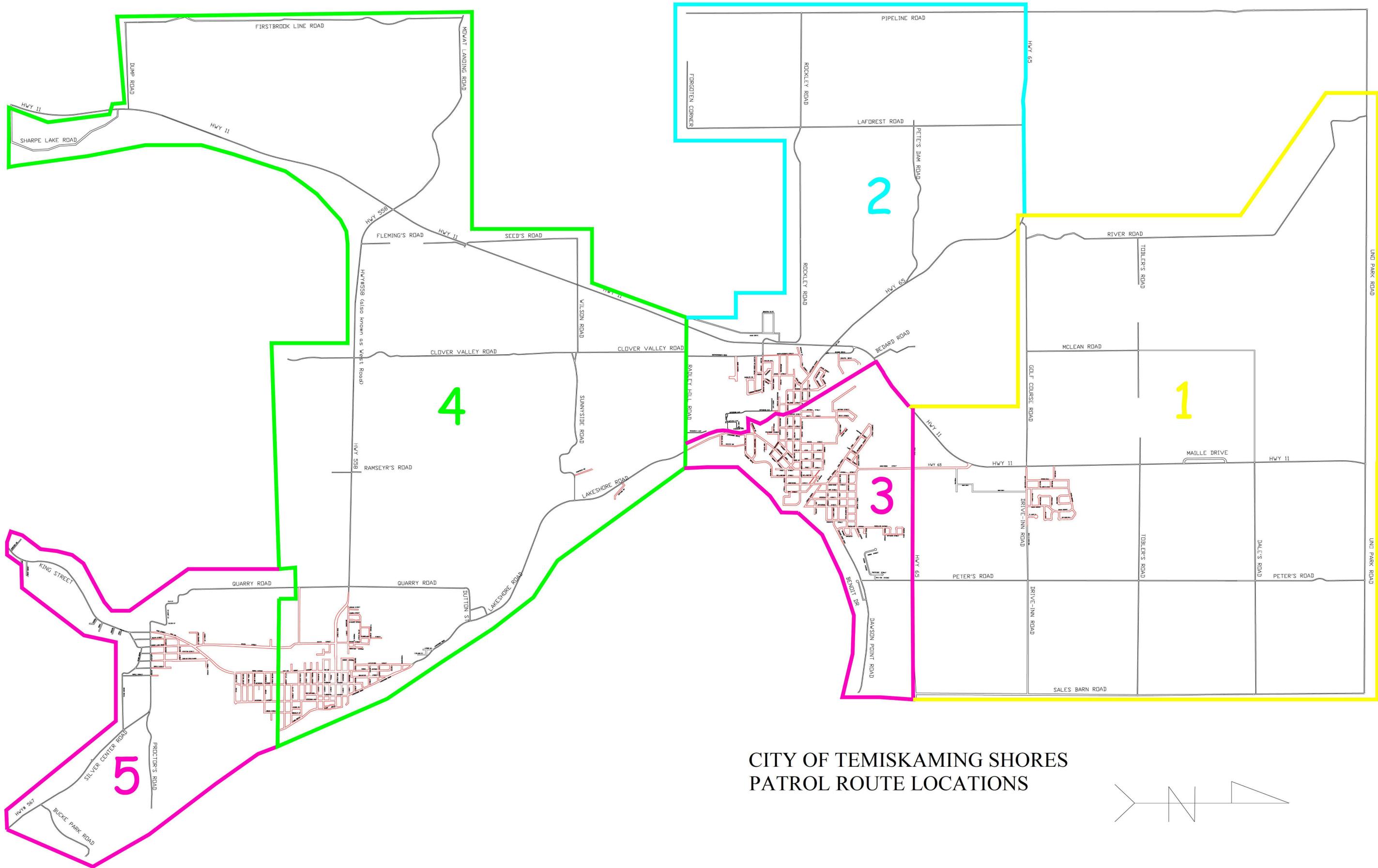
NORTH COBALT AREA



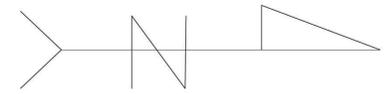
LAKE TEMISKAMING



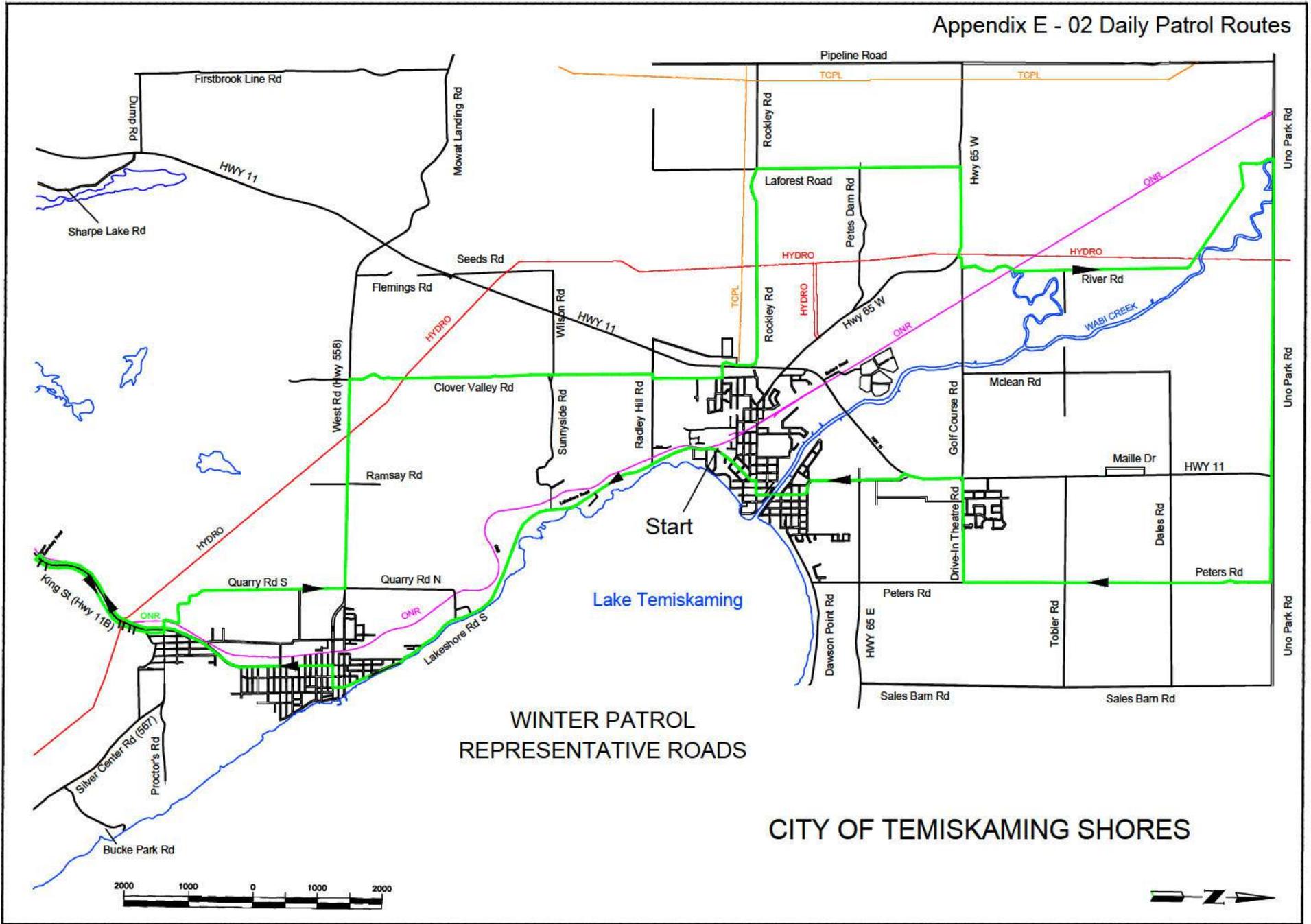
Appendix E – Patrols



CITY OF TEMISKAMING SHORES
PATROL ROUTE LOCATIONS

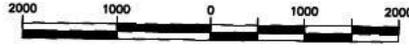


Appendix E - 02 Daily Patrol Routes



WINTER PATROL
REPRESENTATIVE ROADS

CITY OF TEMISKAMING SHORES





Work Order Request

City of Temiskaming Shores
Public Works Department
325 Farr Drive – City Hall
P.O. Box 2050
Haileybury, ON P0J 1K0

Work Order No.: **WO-2022 - _____**

To: _____

From: _____

Date: _____

Description of Work Requested

| How Identified: | Date: | Time: |
|-----------------|-------|-------|
| | | |

Special Considerations

Signature: _____

Deadline for completion: _____

Description of Work Performed

| | | |
|-----------------------|------------|---|
| Repairs Performed by: | | <input type="checkbox"/> As Noted Above |
| | | <input type="checkbox"/> As Described Below |
| | | |
| Supervisor (print): | Signature: | Completion Date: |



Media Release - Road Closed

Date: _____ Time: _____

For Immediate Release

Due to a severe winter storm Ontario Provincial Police advise that the following roads in Corporation of the City of Temiskaming Shores are impassable due to drifting and blowing snow and have been closed to traffic.

| Road Name | From | To |
|-----------|------|----|
| | | |
| | | |
| | | |
| | | |
| | | |

The Ontario Provincial Police advise that these roads will remain closed until the storm subsides and driving conditions improve.

For further Information, contact the City of Temiskaming Shores Public Works Department at 705-647-6220.

Appendix F – By-laws



**EXCERPT FROM BY-LAW 2008-069
BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING
OF VEHICLES IN THE CITY OF TEMISKAMING SHORES**

SECTION 5.9 OF SCHEDULE "A" TO BY-LAW NO. 2008-069

Prohibition - Overnight Parking - Offence

No person shall stop, stand or park a vehicle on any street or City owned parking lot between the hours of 12:00 a.m. to 7:00 a.m. during the period of November 1st in one year to March 31st of the next year.

Certified true copy

David Treen
Municipal Clerk

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES

BY-LAW NO. 2009-159

**BEING A BY-LAW TO REGULATE THE REMOVAL AND RELOCATION OF SNOW
WITHIN THE CITY OF TEMISKAMING SHORES**

WHEREAS the Council of the Corporation of the City of Temiskaming Shores deems it necessary and expedient to pass a By-law to regulate the removal and relocation of snow within the City of Temiskaming Shores;

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

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

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

AND WHEREAS Section 10(2) 6 of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes Council to pass bylaws respecting the health, safety and well-being of persons;

AND WHEREAS Section 27 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws with respect to highways over which it has jurisdiction;

AND WHEREAS Section 128 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may prohibit with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Section 425(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

AND WHEREAS Section 429(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Act ;

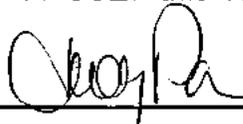
AND WHEREAS Section 446(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that if a municipality has the authority under any Act or under a by-law under any Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

AND WHEREAS Section 446(3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may recover costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

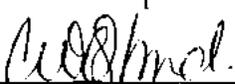
NOW THEREFORE the Council of the Corporation of the City of Temiskaming Shores hereby enacts as follows:

1. That Council adopts a by-law to regulate the removal and relocation of snow within the City identified as Schedule "A", attached hereto and forming part of this by-law;
2. That all by-laws respecting the removal, relocation and disposal of snow enacted by the former Town of Haileybury (more specifically By-law 94-6), the former Town of New Liskeard (more specifically By-law 1319), the former Township of Dymond (more specifically By-law 1355) and amendments thereto, are hereby repealed.
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.
4. That this By-Law shall come into force and take effect on the date of its final passing.

Read a **FIRST, SECOND** and **THIRD TIME** and **FINALLY PASSED** this 15th day of December, 2009.



Mayor



Clerk

CORPORATION OF THE CITY OF TEMISKAMING SHORES

SCHEDULE "A" TO BY-LAW NO. 2009-159

**BEING A BY-LAW TO REGULATE REMOVAL AND RELOCATION OF SNOW IN THE
CITY OF TEMISKAMING SHORES**

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**PART 1
GENERAL PROVISIONS**

SECTION

1.1 Short Title

This By-Law shall be cited as the "Snow Removal By-law".

1.2 Scope

The provisions of this By-law shall apply to all property within the geographic limits of the City of Temiskaming Shores, except where otherwise provided.

1.3 Enforcement

This By-law shall be enforced by a *By-law Enforcement Officer* or a *Police Officer*.

1.4 Conflicts with other by-law

Where a provision of this By-law conflicts with a provision of another by-law in force in the City of Temiskaming Shores, the provisions that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental well-being of the *municipality*, shall prevail to the extent of the conflict.

**PART 2
DEFINITIONS**

Definitions of words, phrases and terms used in this By-law that are not included in the list of definitions in this section shall have the meanings which are commonly assigned to them in the context in which they are used in this By-law.

The words, phrases and terms defined in this section have the following meaning for the purposes of this By-law.

SECTION

2.1 "By-law Enforcement Officer" means the *person* or *persons* duly appointed by *Council* as Municipal Law Enforcement Officers for the purpose of enforcing regulatory by-laws of the *City*.

2.2 "City" means the Corporation of the City of Temiskaming Shores.

2.3 "City Property" means any land situated within the City which is owned by the City or controlled by the City by lease or otherwise.

2.4 "Council" means the *Municipal Council* of the *City* of Temiskaming Shores.

2.5 "Municipality" means the land within the geographic limit of the City of Temiskaming Shores.

2.6 "Person" means an individual, firm or corporation.

SECTION

- 2.7** "Police Officer" means a member of the Ontario Provincial Police service.
- 2.8** "Private Property" means property which is privately owned and is not *City* property.
- 2.9** "Provincial Offences Act" means the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 2.10** "Sidewalk" means any municipal walkway, or that portion of a *street* between *curb* lines or the lateral lines of a roadway, and the adjacent property line, primarily intended for use by *pedestrians*.
- 2.11** "Street" means a common and public highway, *street*, *roadway*, *crescent*, *avenue*, *parkway*, *driveway*, *square*, *place*, *bridge*, *viaduct*, *trestle* or other such place designated and intended for, or used by the general public for the passage or *parking* of *vehicles* and includes the area of land between the lateral property lines thereof.

PART 3 REGULATIONS

SECTION

- 3.1** **Deposit of Snow**
No *person* shall deposit, or cause to be deposited, any snow, ice, or other debris, on any *City property* or *street* from off of his or her property or any other *private property*.
- 3.2** **Re-Deposit of Snow**
- 3.2.1** No *person* shall move snow within a *street* or allow snow to be moved from one side of the cleared portion of the *street* intended for vehicular and pedestrian traffic, to the other side of the *street*.
- 3.2.2** No *person* shall relocate snow within a *street* or allow snow to be relocated in such a manner as to encroach on the cleared portion of the *street* intended for vehicular and pedestrian traffic.
- 3.2.3** No *person* shall relocate snow within a *street* or allow snow to be relocated in such a manner as to obstruct the normal visibility or the safe movement of vehicular and pedestrian traffic on the *street*.

**PART 4
PENALTIES**

SECTION

- 4.1** Any *person* who contravenes, suffers or permits any act or thing to be done in contravention of, or neglects to do or refrains from doing anything required to be done pursuant to any provisions of this By-law or any permit or order issued pursuant thereto, commits an offence and except where specifically provided in Appendix "1", shall be liable to a fine not exceeding \$5,000.00.

Where an offence is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

**PART 5
VALIDITY**

SECTION

5.1 **Validity of By-law**

If any section, clause, or provision of this By-law, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not effect the validity of the By-law as a whole or any part thereof, other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
Appendix "1" OF Schedule "A"
TO BY-LAW NO. 2009-159

SET FINES FOR BY-LAW NO. 2009-159

| Item | COLUMN 1 Short form wording | COLUMN 2 Offence creating provision or Defining offence | COLUMN 3 Set fine |
|-------------|--|--|------------------------------|
| 1 | Deposit snow on <i>City property</i> . | Section 3.1 | \$100.00 |
| 2 | Re-Deposit snow from one side of <i>street</i> to the other. | Section 3.2.1 | \$100.00 |
| 3 | Re-Deposit snow to cleared portion of <i>street</i> . | Section 3.2.2 | \$100.00 |
| 4 | Re-Deposit snow so as to obstruct visibility. | Section 3.2.3 | \$100.00 |

Note: The general penalty provision for the offences listed above is Schedule A section 4.1 of By-law No. 2009-159, a certified copy of which has been filed.

Appendix G – Winter Parking Notice

NOTICE – OVERNIGHT PARKING

Effective November 7, 2022 to March 31, 2023

By-law 2008-069 prohibits the parking of vehicles on municipal streets or City-owned parking lots between the hours of
12:00 a.m. to 7:00 a.m.

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363

NOTICE – OVERNIGHT PARKING

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12:00 a.m. to 7:00 a.m.

Thank you for your cooperation.

For further information contact the By-law Officer at (705) 672-3363.

Appendix H –
Minimum Maintenance Standards

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02
MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the [e-Laws currency date](#).

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

| Column 1 Average Daily Traffic (number of motor vehicles) | Column 2 91 - 100 km/h speed limit | Column 3 81 - 90 km/h speed limit | Column 4 71 - 80 km/h speed limit | Column 5 61 - 70 km/h speed limit | Column 6 51 - 60 km/h speed limit | Column 7 41 - 50 km/h speed limit | Column 8 1 - 40 km/h speed limit |
|--|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| 53,000 or more | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 23,000 - 52,999 | 1 | 1 | 1 | 2 | 2 | 2 | 2 |
| 15,000 - 22,999 | 1 | 1 | 2 | 2 | 2 | 3 | 3 |
| 12,000 - 14,999 | 1 | 1 | 2 | 2 | 2 | 3 | 3 |
| 10,000 - 11,999 | 1 | 1 | 2 | 2 | 3 | 3 | 3 |
| 8,000 - 9,999 | 1 | 1 | 2 | 3 | 3 | 3 | 3 |
| 6,000 - 7,999 | 1 | 2 | 2 | 3 | 3 | 4 | 4 |
| 5,000 - 5,999 | 1 | 2 | 2 | 3 | 3 | 4 | 4 |
| 4,000 - 4,999 | 1 | 2 | 3 | 3 | 3 | 4 | 4 |
| 3,000 - 3,999 | 1 | 2 | 3 | 3 | 3 | 4 | 4 |
| 2,000 - 2,999 | 1 | 2 | 3 | 3 | 4 | 5 | 5 |
| 1,000 - 1,999 | 1 | 3 | 3 | 3 | 4 | 5 | 5 |
| 500 - 999 | 1 | 3 | 4 | 4 | 4 | 5 | 5 |
| 200 - 499 | 1 | 3 | 4 | 4 | 5 | 5 | 6 |
| 50 - 199 | 1 | 3 | 4 | 5 | 5 | 6 | 6 |
| 0 - 49 | 1 | 3 | 6 | 6 | 6 | 6 | 6 |

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

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

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
 - (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
 - (a) plowing the roadway;

- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

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

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

| Column 1 Class of Highway or Adjacent Highway | Column 2 Depth | Column 3 Time |
|---|-------------------|------------------|
| 1 | 2.5 cm | 8 hours |
| 2 | 5 cm | 12 hours |
| 3 | 8 cm | 24 hours |
| 4 | 8 cm | 24 hours |
| 5 | 10 cm | 24 hours |

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- 1. Monitor the weather in accordance with section 3.1.
- 2. Patrol in accordance with section 3.
- 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

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

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

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

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHOLES ON PAVED SURFACE OF ROADWAY

| Class of Highway | Surface Area | Depth | Time |
|------------------|----------------------|-------|---------|
| 1 | 600 cm ² | 8 cm | 4 days |
| 2 | 800 cm ² | 8 cm | 4 days |
| 3 | 1000 cm ² | 8 cm | 7 days |
| 4 | 1000 cm ² | 8 cm | 14 days |
| 5 | 1000 cm ² | 8 cm | 30 days |

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

| Class of Highway | Surface Area | Depth | Time |
|------------------|----------------------|-------|---------|
| 3 | 1500 cm ² | 8 cm | 7 days |
| 4 | 1500 cm ² | 10 cm | 14 days |
| 5 | 1500 cm ² | 12 cm | 30 days |

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

| Class of Highway | Surface Area | Depth | Time |
|------------------|----------------------|-------|---------|
| 1 | 1500 cm ² | 8 cm | 7 days |
| 2 | 1500 cm ² | 8 cm | 7 days |
| 3 | 1500 cm ² | 8 cm | 14 days |
| 4 | 1500 cm ² | 10 cm | 30 days |
| 5 | 1500 cm ² | 12 cm | 60 days |

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

| Class of Highway | Time |
|------------------|---------|
| 1 | 4 days |
| 2 | 4 days |
| 3 | 7 days |
| 4 | 14 days |
| 5 | 30 days |

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

| Column 1 Class of Highway | Column 2 Time |
|------------------------------|------------------|
| 1 | 30 days |
| 2 | 30 days |
| 3 | 60 days |
| 4 | 180 days |
| 5 | 180 days |

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

- (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and
- (b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

- (a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;
- (b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;
- (c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;
- (d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

- (a) a lamp, and
- (b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

| Class of Highway | Time |
|------------------|---------|
| 1 | 7 days |
| 2 | 7 days |
| 3 | 14 days |
| 4 | 14 days |
| 5 | 14 days |

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

| Class of Highway | Time |
|------------------|---------|
| 1 | 7 days |
| 2 | 14 days |

| | |
|---|---------|
| 3 | 21 days |
| 4 | 30 days |
| 5 | 30 days |

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

| Class of Highway | Surface Area | Depth | Time |
|------------------|-----------------------|-------|--------|
| 1 | 600 cm ² | 8 cm | 4 days |
| 2 | 800 cm ² | 8 cm | 4 days |
| 3 | 1,000 cm ² | 8 cm | 7 days |
| 4 | 1,000 cm ² | 8 cm | 7 days |
| 5 | 1,000 cm ² | 8 cm | 7 days |

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

| Class of Highway | Height | Time |
|------------------|--------|---------|
| 1 | 5 cm | 2 days |
| 2 | 5 cm | 2 days |
| 3 | 5 cm | 7 days |
| 4 | 5 cm | 21 days |
| 5 | 5 cm | 21 days |

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

- (a) when a municipality passes a by-law to close the highway or part of the highway; and
- (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

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

- 1. By posting a notice on the municipality's website.
- 2. By making an announcement on a social media platform, such as Facebook or Twitter.
- 3. By sending a press release or similar communication to internet, newspaper, radio or television media.
- 4. By notification through the municipality's police service.
- 5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION**Review**

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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Appendix I – Training Records



Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by the Corporation of the City of Temiskaming Shores Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name (Print)_____

Employee Signature_____

Date_____

Trainer Signature_____

Supervisor Signature_____



Record of Training – Patrol Person

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations - Night Patroller Training as required by the Corporation of the City of Temiskaming Shores Winter Operations Plan.

The Winter Operations - Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Schedules
- Record Keeping
- Health and Safety
- Level of Service - policies, practices and procedures
- Identification of Plow Routes - including variations for year to year and issues identified along the route
- De-icing chemicals - usage, application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name (Print)_____

Employee Signature_____

Date of Training_____

Trainer Signature_____

Supervisor Signature_____

Appendix J – Call-out Charts

Call-out Chart “ROADS”

| FORECAST | CALL-OUT RESPONSE | | | |
|-------------------------|--|--|---|---|
| STORM SEVERITY | CLASS 2 | CLASS 3 | CLASS 4 | CLASS 5 |
| Less than 5 cm | <p>After storm has ended and after becoming aware that the snow accumulation is greater than 5 cm call-out plows and clear the snow within 6 hours.</p> <p>No call-out of sander unless roads become slippery</p> | <p>No requirement for clearing of snow.</p> <p>No call-out of sander unless roads become slippery</p> | <p>No requirement for clearing of snow.</p> <p>No call-out of sander unless roads become slippery</p> | <p>No requirement for clearing of snow.</p> <p>No call-out of sander unless roads become slippery</p> |
| More than 5 cm | <p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 5 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 5 cm clear the snow within 6 hours</p> <p>No call-out of sander unless roads become slippery</p> | <p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 8 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 8 cm clear the snow within 12 hours</p> <p>No call-out of sander unless roads become slippery.</p> | <p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 8 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 8 cm clear the snow within 16 hours</p> <p>No call-out of sander unless roads become slippery</p> | <p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 10 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 10 cm clear the snow within 24 hours</p> <p>No call-out of sander unless roads become slippery</p> |
| Sleet and freezing rain | Call-out sander if road conditions permit | Call-out sander if road conditions permit | Call-out sander if road conditions permit | Call-out sander if road conditions permit |

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

Call-out Chart “SIDEWALKS”

| FORECAST | CALL-OUT RESPONSE | |
|-------------------------|---|--|
| Storm Severity | Priority 1 – Downtown Areas | Priority 2 – Side Streets |
| Up to 10 cm | <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 10 cm call-out plows and clear the snow within 24 hours</p> <p>No call-out of sander unless sidewalks become slippery</p> | <p>No requirement for snow clearing operations.</p> <p>Priority 2 sidewalks will not be serviced until the completion of Priority 1 sidewalks have met their service level and may also be delayed by other winter control roads requirements.</p> <p>No call-out of sander unless sidewalks become slippery</p> |
| More than 10 cm | <p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 10 cm.</p> <p>After storm has ended, and after becoming aware that the snow accumulation is greater than 10 cm clear the snow within 24 hours</p> <p>No call-out of sander unless sidewalks become slippery</p> | <p>While storm continues, call-out plow operations as soon as practicable after becoming aware that the snow accumulation is greater than 15 cm.</p> <p>Priority 2 sidewalks will not be serviced until the completion of Priority 1 sidewalks have met their service level and may also be delayed by other winter control roads requirements.</p> <p>No call-out of sander unless sidewalks become slippery</p> |
| Sleet and freezing rain | Call-out sander if sidewalk conditions permit | Call-out sander if sidewalk conditions permit |

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

Call-out Chart “SNOW REMOVAL”

| FORECAST | CALL-OUT RESPONSE | |
|-------------------------------|---|---|
| Snow Accumulation | Priority 1 - Downtown areas | Priority 2 - Side streets |
| Up to 60 cm snow bank | No requirement for snow removal operations | No requirement for snow removal operations |
| Up to 120 cm snow bank | <p>After storm has ended and the city's plowing and sanding requirements have been satisfied, and after becoming aware that the snow bank accumulation is greater than 60 cm, removal operations shall begin.</p> <p>The winter control plan indicates a downtown street removal route numbered from 1 to 21 which suggests an importance level and will be used as a guide to operations.</p> <p>Due to traffic and pedestrian congestion, this work may be required to be completed during the night shift. Deviation from this will be approved by the Director or his designate.</p> <p>Snow removal in downtown areas will have priority over side streets.</p> <p>It is understood that conditions may occur which temporarily prevent achieving the level of service specified.</p> | <p>After storm has ended and the city's plowing and sanding requirements have been satisfied, and after becoming aware that the snow bank accumulation is greater than 120 cm, removal operations shall begin.</p> <p>Intersections will receive service when it is deemed by the road supervisor to pose a hazard to vehicular traffic.</p> |
| Sleet and freezing rain | Call-out sander if conditions permit | Call-out sander if conditions permit |

It is understood that conditions may occur which temporarily prevent achieving the level of service specified above.

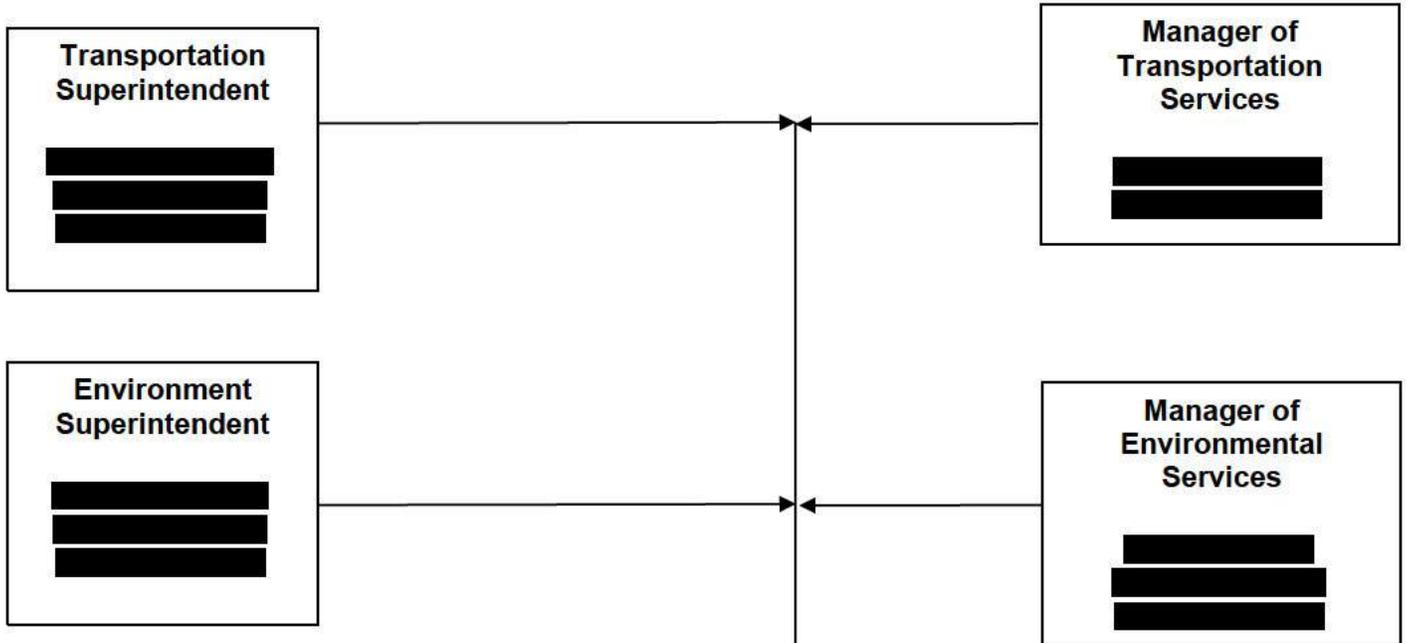
NOTE: One 8 hour night shift removes +/- 2,700 cubic meters of snow

Appendix K – PW Notice Charts

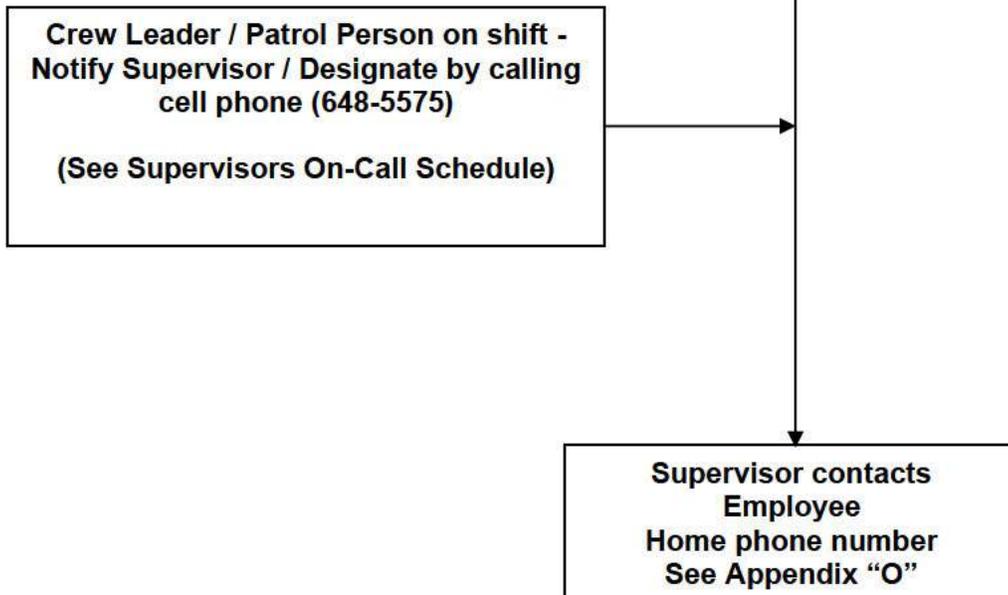
Public Works Department Operations Division

Winter Control Notification FLOW CHART

Monday - Friday



Afternoon Shifts, Evening Shifts, Saturday – Sunday – Statutory Holiday

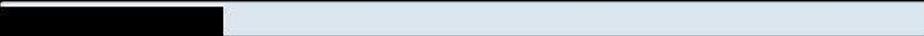
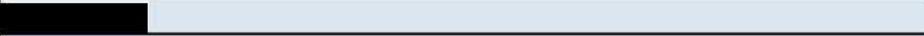
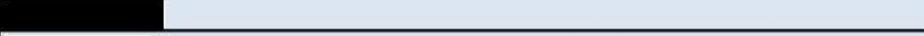
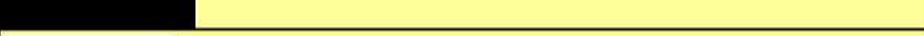
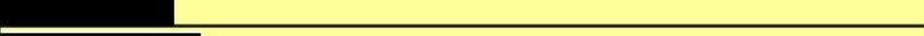
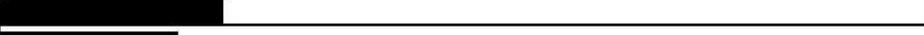


Appendix L – PW Org. Chart



Appendix M – Shift Partners

City of Temiskaming Shores

| 2022 - 23 Winter Operations Plan | |
|----------------------------------|--|
| Shift Partners | |
| Crew One |  |
| |  |
| |  |
| |  |
| Crew Two |  |
| |  |
| |  |
| |  |
| Crew Three |  |
| |  |
| |  |
| |  |
| Crew Four |  |
| |  |
| |  |
| |  |
| Dayshift |  |
| |  |
| |  |
| |  |
| |  |
| |  |

October 11th /22

Appendix N – Shift Schedule

November

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|---------|---------|---------|---------|---------|---|---|-------|-------|-------|-------|-------|----|----|--------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|---|
| | | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 22 00 - 6 30 | | | | | | | 2 | 2 | 2 | 2 | 2 | 2 | 1A | 1A | 3 | 3 | 3 | 3 | 3 | 3 | 2A | 2A | 4 | 4 | 4 | 4 | 4 | 3A | 3A | 1 | 1 | 1 | 1 |
| 6:30 - 15 00 | | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | | | 1,3,4 | 1,3,4 | 1,3,4 | 1,3,4 | 1,3,4 | 1B | 1B | 1A,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 2B | 2B | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 3B | 3B | 2,3,4 | 2,3,4 | 2,3,4 | |
| 15 00 - 23:30 | | | | | | | | | AP | AP | AP | AP | AP | 1C | 1C | AP | AP | AP | AP | AP | 2C | 2C | AP | AP | AP | AP | AP | 3C | 3C | AP | AP | AP | |

December

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|---------|-------|-------|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 22 00 - 6 30 | | 1 4A | 4A | 2 | 2 | 2 | 2 | 2 | 2 | 1D | 1D | 3 | 3 | 3 | 3 | 3 | 2D | 2D | 4 | 4 | 4 | 4 | 4 | 4 | 3D | | | 1 | 1 | 1 | 4D | |
| 6:30 - 15 00 | | 2,3,4 | 2,3,4 | 4B | 4B | 1,3,4 | 1,3,4 | 1,3,4 | 1,3,4 | 1,3,4 | 1C | 1C | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 2C | 2C | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 3C | | 2,4ABCE | 2,3,4 | 2,3,4 | 3 | 4C | |
| 15 00 - 23:30 | | AP | AP | 4C | 4C | AP | AP | AP | AP | AP | 1E | 1E | AP | AP | AP | AP | AP | 2E | 2E | AP | AP | AP | AP | AP | AP | 3E | AP | AP | AP | AP | AP | |

January

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|---|----|-------|-------|-------|-----|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 22 00 - 6 30 | | | 2 | 2 | 2 | 2 | 1B | 1B | 3 | 3 | 3 | 3 | 3 | 2B | 2B | 4 | 4 | 4 | 4 | 4 | 3B | 3B | 1 | 1 | 1 | 1 | 1 | 4B | 4B | 2 | 2 | 2 |
| 6:30 - 15 00 | | | 3 | 1,3,4 | 1,3,4 | 1,3,4 | 1,4 | 1E | 1E | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 2E | 2E | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 3E | 3E | 2,3,4 | 2,3,4 | 2,3,4 | 2,3,4 | 2,3,4 | 4E | 4E | 1,3,4 | 1,3,4 |
| 15 00 - 23:30 | | | 4E | AP | AP | AP | AP | 1D | 1D | AP | AP | AP | AP | AP | 2D | 2D | AP | AP | AP | AP | AP | 3D | 3D | AP | AP | AP | AP | 4D | 4D | AP | AP | AP |

February

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|----|----|-------|-------|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| 22 00 - 6 30 | | 2 | 2 | 1C | 1C | 3 | 3 | 3 | 3 | 3 | 3 | 2C | 2C | 4 | 4 | 4 | 4 | 4 | 4 | 3C | 3C | 1 | 1 | 1 | 1 | 4C | 4C | 2 | 2 | 2 | |
| 6:30 - 15 00 | | 1,3,4 | 1,3,4 | 1,3,4 | 1A | 1A | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 2A | 2A | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 3A | 3A | 2,3,4 | 2,3,4 | 2,3,4 | 2,3,4 | 4A | 4A | 1,3,4 | 1,3,4 | | |
| 15 00 - 23:30 | | AP | AP | AP | 1B | 1B | AP | AP | AP | AP | AP | 2B | 2B | AP | AP | AP | AP | AP | AP | 3B | 3B | AP | AP | AP | AP | 4B | 4B | AP | AP | AP | AP |

March

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|-------|-------|-------|----|----|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|-------|----|----|-------|-------|-------|-------|----|----|-------|-------|-------|-------|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 22 00 - 6 30 | | 2 | 2 | 1E | 1E | 3 | 3 | 3 | 3 | 3 | 3 | 2E | 2E | 4 | 4 | 4 | 4 | 4 | 4 | 3E | 3E | 1 | 1 | 1 | 1 | 1 | 4E | 4E | 2 | 2 | 2 | |
| 6:30 - 15 00 | | 1,3,4 | 1,3,4 | 1,3,4 | 1D | 1D | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 2D | 2D | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 3D | 3D | 2,3,4 | 2,3,4 | 2,3,4 | 2,3,4 | 4D | 4D | 1,3,4 | 1,3,4 | 1,3,4 | 1,3,4 | |
| 15 00 - 23:30 | | AP | AP | AP | 1A | 1A | AP | AP | AP | AP | AP | 2A | 2A | AP | AP | AP | AP | AP | AP | 3A | 3A | AP | AP | AP | AP | 4A | 4A | AP | AP | AP | AP | |

April

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|---|-------|-------|-------|-------|-------|---|---|---|---------|---------|---------|---------|---------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 22 00 - 6 30 | | | 3 | 3 | 3 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6:30 - 15 00 | | | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | 1,2,4 | | | | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | 1,2,3,4 | | | | | | | | | | | | | | | | |
| 15 00 - 23:30 | | | AP | AP | AP | AP | AP | | | | | | | | | | | | | | | | | | | | | | | | |

Crew One

1A
1B
1C
1D
1E

Crew Two

2A
2B
2C
2D
2E

Crew Three

3A
3B
3C
3D
3E

Crew Four

4A
4B
4C
4E

AP

Christmas

3C works day shift Dec. 24. 3pm he gives phone to AP
 AP carries phone and patrols, as required, 24 afternoon, 25, and 26
 AP gives phone to Crew 2/4 coming on day shift on the 27

New Year's

4C works day shift New years eve. @3pm he gives the phone to AP
 AP carries phone and patrols, as required, 31 afternoon and Jan 1 day
 AP gives phone to Crew 3 coming in on day shift on the 2nd

Family Day

3B works Afternoon Sunday Feb 19th. 11 pm he gives phone to AP
 Ap carries phone and patrols as required 19 afternoon and 20th day
 Gives phone to Crew 1 coming in on nights

Appendix O – Staff Contact
Information (Private & Confidential
Information to be available through
Clerks office)

Appendix P – Telephone System

City of Temiskaming Shores

| Telephone System - Winter Operations 2022 - 2023 | | | | | | |
|--|--|---------------------|--------------|--------------|--|----------------------------|
| Item | Day | Time | Action | | Comments | |
| | | | Roads | W/S | | |
| 1 | First point of Contact is 705-647-6220 if busy or after hours will prompt to Press "3" or transfer automatically to 705-648-5575 | | | | | |
| 2 | Sunday 11:01 p.m. to Friday 3:00 p.m. | 6:31 am to 3:00 pm | 705-648-3998 | 705-648-3240 | When main line is busy General voice mail Leave a message or press #3 should direct to 648-5575 | 647-6220 with a message |
| | | 3:01 pm to 11:30 pm | 705-648-5575 | | General message system Landfill hours, roads, water to On call "person" Phone voice mails Leave a message or press #3 should direct to 648-5575 | message in phone |
| | | 11:01 pm to 7:30 am | 705-648-5575 | | General message system to On Duty "Night" phone Phone voice mail Leave a message or press #3 should direct to 648-5575 | message in phone |
| 3 | Friday 3:01 p.m. to Sunday 11:00 p.m. | 3:01 pm to 11:30 pm | 705-648-5575 | | General message system to On Duty "Day" phone Phone voice mail Leave a message or press #3 should direct to 648-5575 | message in phone |
| | | 11:00 pm to 7:30 am | 705-648-5575 | | General message system to On Duty "Night" phone Phone voice mail Leave a message or press #3 should direct to 648-5575 | message in phone |
| | | 7:00 am to 3:30 pm | 705-648-5575 | | General message system to On Duty "Day" phone Phone voice mail Leave a message or press #3 should direct to 648-5575 | message in phone |
| 4 | Secondary Contact | 24 Hours per day | 7 [REDACTED] | | Manager of Environmental Services Manager of Transportation Services Leave a message or text if no response | |

The Corporation of the City of Temiskaming Shores

By-law No. 2022-159

Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on October 18, 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 **October 18, 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 18th day of October, 2022.

Mayor

Clerk