



**The Corporation of the City of Temiskaming Shores  
Regular Meeting of Council  
Tuesday, February 7, 2023 – 6:00 p.m.  
City Hall – Council Chambers – 325 Farr Drive**

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**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 – January 17, 2023

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

**8. Question and Answer Period**

**9. Presentations / Delegations**

**10. Communications**

- a) Sheila Randall, Earleton-Timiskaming Airport

**Re:** Managers Report for November & December 2022

**Reference:** Received for Information – Jan. 20, 2023

- b) Sheila Randall, Earleton-Timiskaming Airport: 2023 01 20

**Re:** December 2022 Financials

**Reference:** Received for Information – Jan. 20, 2023

- c) Cecil Starr, Area Forestry Technician, Hydro One

**Re:** Vegetation Maintenance Program & Area Map - 2023

**Reference:** Received for Information – Jan. 31, 2023

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

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

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

- a) Minutes of the Temiskaming Shores Public Library Board meeting held on October 26, 2022; and
- b) Draft Minutes of Temiskaming Transit Committee meeting held on January 17, 2023

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

None

**13. Reports by Members of Council**

ROMA Report – Councillor Mark Wilson

ROMA Report – Mayor Jeff Laferriere

**14. Notice of Motions**

**15. New Business**

- a) **Memo No. 003-2023-CS – Amendment to By-Law 2022-185 - Community Representatives to various Committees and Boards**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to prepare the necessary by-law to amend By-Law 2022-185 to appoint Community Representatives as outlined in the memo to the BIA Board and Age Friendly Committee for consideration at the February 7, 2023 Regular Council meeting.

- b) **Administrative Report CS-004-2023 – Post Election Accessibility Report**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-004-2023 for information purposes.

- c) **Administrative Report CS-005-2023 – Disposition of Land – E. Lavallee**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

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

- a. Andrews Street on Plan M-67NB, legally identified as 61354-0365; and
- b. Unnamed Street on Plan M-67NB, legally identified as 61354-0553

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

That Council directs staff to prepare the necessary by-laws to Stop and Close the above-described road allowances, and to enter into an Offer of Purchase and Sale Agreement in the amount of \$2,500.00 plus all associated costs between the City of Temiskaming Shores as Vendor, and Edward Lavallee as Purchaser, for consideration at the February 7, 2023 Regular Council meeting.

d) **Memo No. 001-2023-PPP – 2022 Fire Department Annual Report**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2023-PPP – 2022 Fire Department Annual Report for information purposes.

e) **Administrative Report No. PPP-002-2023 – Appointment of Volunteer Firefighter**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council hereby appoints Alain Duguay as Volunteer Firefighter to the Temiskaming Shores Fire Department in accordance with the Recruitment and Retention Program

f) **Memo No. 002-2023-PW – Amendment to By-Law 2022-051 - Supply and Delivery of Liquid Calcium**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 002-2023-PW; and

That Council directs staff to prepare the necessary by-law to amend By-Law 2022-051 to extend the agreement with Pollard Distribution for the Supply and

Delivery of Liquid Calcium for 2023 at a price of \$ 0.363 per litre, plus applicable taxes for consideration at the February 7, 2023 Regular Council meeting.

g) **Memo No. 003-2023-PW – Amendment to By-Law 2022-072 – Sidewalk and Curb Repairs**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to prepare the necessary by-law to amend By-Law 2022-072 to extend the agreement with Pedersen Construction for Sidewalk and Curb Repairs for 2023 at a price of \$1.89/ sq. metre for sidewalks and \$189.00/metre for curbs and gutters plus applicable taxes for consideration at the February 7, 2023 Regular Council meeting.

h) **Memo No. 002-2023-RS – Haileybury Fire Station Update**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

i) **Memo No. 003-2023-RS – Appointment of Chair for Climate Change Committee**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council hereby appoints Councillor Ian Graydon as the Chair of the Climate Change Committee for the 2022-2026 Term of Council.

j) **Administrative Report No. RS-001-2023 – Facility Fee Waiver Policy**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

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

That Council directs staff to prepare the necessary by-law to adopt the Rental Fee Waiver Policy for consideration at the February 7, 2023 Regular Council meeting.

16. **By-laws**

Draft Resolution

Moved by: Councillor

Seconded by: Councillor

Be it resolved that:

- |                     |   |
|---------------------|---|
| By-law No. 2023-006 | Being a by-law to amend By-law No. 2022-185 to appoint community representatives to various Committees and Boards for the 2022-2026 Term of Council |
| By-law No. 2023-007 | Being a by-law to Stop up and Close a Roadway – Andrews Street, on Plan M-67 NB, legally identified as 61354-0365                                   |
| By-law No. 2023-008 | Being a by-law to Stop up and Close a Roadway – Unnamed Street on Plan M-67 NB, legally described as 61354-0553                                     |
| By-law No. 2023-009 | Being a by-law to authorize the Sale of Land - Andrews Street on Plan M-67NB, legally identified as 61354-0365 to Edward Lavallee                   |
| By-law No. 2023-010 | Being a by-law to authorize the Sale of Land - Unnamed street on Plan M-67NB, legally identified as 61354-0553 to Edward Lavallee                   |

- |                     |  |
|---------------------|--|
| By-law No. 2023-011 | Being a by-law to amend By-Law 2022-051 to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of Liquid Calcium Chloride                                |
| By-law No. 2023-012 | Being a by-law to amend By-Law 2022-072 to enter into an agreement Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services |
| By-law No. 2023-013 | Being a By-Law to adopt a Facility Fee Waiver Policy for the City of Temiskaming Shores  |
| By-law No. 2023-014 | Being a by-law to appoint a Chief Building Official-Melvin Burse   |

be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor  
Seconded by: Councillor

Be it resolved that:

- |                     |                          |
|---------------------|--------------------------|
| By-law No. 2023-006 | By-law No. 2023-010      |
| By-law No. 2023-007 | By-law No. 2023-011      |
| By-law No. 2023-008 | By-law No. 2023-012      |
| By-law No. 2023-009 | By-law No. 2023-013; and |
|                     | By-law No. 2023-014      |

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

**17. Schedule of Council Meetings**

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

**18. Question and Answer Period**

**19. Closed Session**

**20. Confirming By-law**

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. **2023-015** 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 **February 7, 2023** be hereby introduced and given first and second reading.

*Draft Resolution*

Moved by: Councillor

Seconded by: Councillor

Be it resolved that By-law No. **2023-015** 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, January 17, 2023 – 6:00 p.m.**  
**City Hall – Council Chambers – 325 Farr Drive**

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**Minutes**

**Land Acknowledgement**

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

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

**1. Call to Order**

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

**2. Roll Call**

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

Present: Amy Vickery, City Manager  
Kelly Conlin, Municipal Clerk  
Steve Burnett, Manager of Environmental Services  
Matt Bahm, Director of Recreation  
Stephanie Leveille, Treasurer  
Steve Langford, Fire Chief  
Brad Hearn, IT Administrator

Regrets: Councillor Danny Whalen

Media: 2

Members of the Public: 0

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

None

**4. Approval of Agenda**

*Resolution No. 2023-001*

Moved by: Councillor Graydon

Seconded by: Councillor Wilson

Be it resolved that Council for the City of Temiskaming Shores approves the agenda as printed.

**Carried**

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

None

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

*Resolution No. 2023-002*

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores approves the following minutes as printed:

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

**Carried**

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

None

## **8. Question and Answer Period**

The Council was presented with the following question that was sent in via the [questions@temiskaminghshores.ca](mailto:questions@temiskaminghshores.ca) email address from Peter Greyson:

*I think the Mayor and Council should be commended for listening to criticism and expanding the transit service to include a near full sized bus. It is still only available at peak times and every 2 hours. Can the Mayor and Council confirm that the intention is to return to the every hour service with our existing bus fleet as soon as possible and that the contract with Voyago is for that level of service for the duration of their contract?*

Mayor Laferriere deferred the question to Section 13 – Reports by Members of Council as it will be addressed in a general transit update.

## **9. Presentations / Delegations**

None

## **10. Communications**

- a) John Knifton, Managing Partner, JK Developments

**Re:** Application to acquire Municipals Lands, Dymond Cres.

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

- b) Sheila Randall, Earlton-Timiskaming Regional Airport

**Re:** November 2022 Financials

**Reference:** Received for Information

- c) Steven Clark, Minister of Municipal Affairs and Housing

**Re:** Legislative and Regulatory changes Update – Ontario Housing

**Reference:** Received for Information

- d) Steven Clark, Minister of Municipal Affairs and Housing

**Re:** More Homes Built Faster Act, 2022

**Reference:** Received for information

- e) Steve Cox, Housing Services Manager, District of Timiskaming Social Services Administration Board

**Re:** Request for lease of laneway – Zack’s Crib

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

- f) Haileybury Food Bank

**Re:** 2022 Annual Report

**Reference:** Received for information

Resolution No. 2023-003

Moved by: Councillor Graydon

Seconded by: Councillor Wilson

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

**Carried**

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

Resolution 2023-004

Moved by: Councillor Ducharme

Seconded by: Councillor Graydon

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

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

**Carried**

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

None

**13. Reports by Members of Council**

Temiskaming Transit Verbal Update

Councillor Wilson and Councillor Ducharme, members of the Temiskaming Transit Committee provided a verbal update in response to status of the transition to a new transit service provider.

The Transit Committee wanted to inform the public of its intent to return the full-size buses back on the road as soon as possible. Currently, the buses are undergoing maintenance and safety checks to ensure they are ready to be put into service as soon as possible. The Transit Committee acknowledges that this is a difficult time for transit users and wants to assure the riders and community that every effort is being taken to ensure some level of service continues.

The Committee will be reviewing the schedule and will be developing a schedule and service that is responsive to the public and the riders based on demand. Returning to the one-hour service particularity during peak times as soon as possible is a priority. This ensures transit remains affordable, responsive, and sustainable.

Councillor Wilson wanted to take the opportunity to thank Mr. Greyson for the question and to the staff for their efforts. Councillor Wilson also thanked DK Taxi for stepping up and providing a service to the community in this difficult time. This process has shown how important the transit service is for citizens, businesses and assisting the city meet its climate change goals. The entire transition has been a good lesson of how important the transit system is and how work must continue to ensure that system functions well.

Councillor Melanie Ducharme –One Light Timiskaming

Councilor Ducharme wanted to thank and welcome a new multi-cultural group to the community called One Light Timiskaming who is working to bring all people together. They hosted their first event on Christmas Day and held a second gathering this past week.

**14. Notice of Motions**

None

**15. New Business**

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

Resolution No. 2023-005

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Foley

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

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

**Carried**

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

Resolution No. 2023-006

Moved by: Councillor Wilson

Seconded by: Councillor Ducharme

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

**Carried**

c) **Council Attendance at Various Conferences**

***PDAC Conference***

Resolution No. 2023-007

Moved by: Councillor Foley

Seconded by: Councillor Pelletier-Lavigne

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

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

**Carried**

***Ontario Good Roads Association Conference (OGRA)***

**Resolution No. 2023-008**

Moved by: Councillor Foley  
Seconded by: Councillor Ducharme

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

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

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

**Carried**

***Federation of Northern Ontario Municipalities (FONOM) Conference***

**Resolution No. 2023-009**

Moved by: Councillor Pelletier-Lavigne  
Seconded by: Councillor Wilson

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

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

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

**Carried**

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

Resolution No. 2023-010

Moved by: Councillor Wilson

Seconded by: Councillor Foley

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

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

**Carried**

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

Resolution No. 2023-011

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

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

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

**Carried**

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

Resolution No. 2023-012

Moved by: Councillor Foley

Seconded by: Councillor Wilson

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

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

**Carried**

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

Resolution No. 2023-013

Moved by: Councillor Foley

Seconded by: Councillor Ducharme

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

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

**Carried**

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

Resolution No. 2023-014

Moved by: Councillor Pelletier-Lavigne

Seconded by: Councillor Wilson

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

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

**Carried**

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

Resolution No. 2023-015

Moved by: Councillor Foley

Seconded by: Councillor Graydon

Be it resolved that the Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 001-2023- RS for information purposes.

**Carried**

**16. By-laws**

Resolution No. 2023-016

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

Be it resolved that:

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

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

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

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

be hereby introduced and given first and second reading.

**Carried**

Resolution No. 2023-017

Moved by: Councillor Foley

Seconded by: Councillor Ducharme

Be it resolved that:

By-law No. 2023-001

By-law No. 2023-002

By-law No. 2023-003; and

By-law No. 2023-004

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

**Carried**

**17. Schedule of Council Meetings**

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

**18. Question and Answer Period**

**19. Closed Session**

None

**20. Confirming By-law**

*Resolution No. 2023-018*

Moved by: Councillor Wilson

Seconded by: Councillor Foley

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

**Carried**

*Resolution No. 2023-019*

Moved by: Councillor Graydon

Seconded by: Councillor Pelletier-Lavigne

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

**Carried**

**21. Adjournment**

*Resolution No. 2023-020*

Moved by: Councillor Graydon

Seconded by: Councillor Ducharme

Be it resolved that Council hereby adjourns its meeting at 6:50 p.m.

**Carried**

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Mayor

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Clerk

To: Chair of the Board, Earlton-Timiskaming Regional Airport Authority

From: James Smith, Manager, Earlton-Timiskaming Regional Airport, The Loomex Group

Date: December 12, 2022

Re: Managers Report, November 2022

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### **Project Updates for 2022: Garage door Height Increase for new blower**

Due to the late supply of the door panel and the contractor not being available it was agreed at the November board meeting that due to weather conditions and heating costs that the project would be deferred to spring of 2023.

The new blower delivery is anticipated early Summer of 2023 which would work well with timing for repair.

### **Staff / Training:**

Winter snow and ice control training began on November 6<sup>th</sup>. This included review and practical exercises on how to report Runway Surface Condition Reports (RSC) and Canadian Runway Friction Index (CRFI). Both are extremely important tools that to provide to pilots via a NOTAM through Nav Canada during the winter season.

There was a review of the Emergency Response Plan with all staff ahead of the large-scale exercise that was scheduled later in the month.

The SMS manual and reporting process was also reviewed in November.

The large-scale Emergency Exercise was conducted by The Loomex Group on the 17<sup>th</sup> of November and went very well from initial reports. It was well attended by all services and for the first time the health unit was on-site to observe in addition to a representative from Transport Canada. The TDSS provided about 20 students to play the role of victims and the airport is grateful for the support.

Enclosed is a copy of the Speaker article by Darlene on the highlights of the exercise.

The After-Action Report from the exercise will be shared once it has been received.

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**Infrastructure Issues:**

The main oil furnace in the shop was having problems firing, due to the high BTU volume and lack of service technicians available that are licenced to work on these units there are concerns about how to proceed. Max had made several attempts to reset the breakers and eventually got the unit working and it has been working properly since that reset. Merik from Kirkland Lake said they could come out, but that has been put on hold for the time being given the current functional status. Future consideration should be given to upgrading the furnace system in the garage.

**Equipment:**

New rear tires for Plow 81 were installed mid November.

**Miscellaneous Updates:**

Max and Don installed new flooring in the office entrance and washroom replacing the dated and worn carpeting. This is a large improvement, especially in the washroom where the carpet was missing around the new toilet.

The Transport Canada Inspector was on-site to finish the audit on the SMS program on the 17<sup>th</sup> of November and assess the live exercise. Overall, he seemed impressed with the scope and scale of the exercise. During the exit interview with the Accountable Executive, it was indicated by TC that there needed to be more input into the SMS program and that no findings were seen at this point. A letter was promised around the end of the year to identify any observations that were seen.

There was one charter flights in November by Georgia Pacific. Georgia charter took fuel, with 8 passengers travelling through the airport.

All t-hangars on site are now occupied.

**Winter Operations: 2021/2022 Summary**

For the month of November, snow operations/clearing was activated five times with one call out outside of normal operational hours.

Date	Accumulation	Equipment Issues/ other	Overtime	Winds
Nov 13 22	Call out for RSC Ornge	NA	4	NA
Nov 16 22	1.27 cm dry Snow	NA	NA	Light
Nov 20 22	2 cm dry Snow	NA	12	S 5-10
Nov 21 22	4 cm dry Snow	NA	NA	NW 15-20
Nov 23 22	1.27 cm wet snow	NA	NA	SE 15-20
Nov 30 22	7.6 cm dry snow	NA	NA	NW 15-25

Yours Truly,

*Jamie Smith*

**LOOMEX** GROUP  
 Ontario • Alberta

Jamie Smith  
 Airport Manager | [The Loomex Group](#)  
 925-550 Airport Rd, Peterborough, ON, K9J 0E7  
 M: 613-484-4120 | O: 705-775-5022  
 Your Aviation and Emergency Management Specialists

# Temagami Family Health Team

Submitted by Ellen Ibey

## November is Lung Cancer Awareness Month!

In Canada, lung cancer is the leading cause of cancer death in men and women.

### What increases your risk of getting lung cancer?

Although anyone can get lung cancer, many factors can raise your risk. If you have any of these risk factors, speak with your health care provider about lung cancer screening:

- **Using tobacco**, such as smoking cigarettes, cigars, or marijuana.
- **Being around smoke** from another person smoking cigarettes, cigars or marijuana – also called secondhand exposure
- Living or working in a building that contains **radon**
- Having a job where you are exposed to **cancer-causing chemicals**
- Having a **family history**, such as a parent, brother, sister, son or daughter
- Having a **history of lung disease** such as COPD, chronic bronchitis and emphysema, or pulmonary fibrosis with lung tissue scarring

### Did you know:

- Based on highlights from the Occupational Disease Surveillance System (ODSS) in Ontario, workers employed in construction, transport equipment operating (e.g., truck drivers) and mining occupations have a higher risk of lung cancer than workers in other occupations.
- Approximately 15% of lung cancers diagnosed in Canada each year are caused by exposure to known lung carcinogens in the workplace. Exposure to asbestos, crystalline silica, diesel engine exhaust, and metal fumes (i.e., chromium and nickel compounds in welding) are primarily responsible for occupational cases of lung cancer.

Efforts to reduce workplace exposures along with improved screening and prevention efforts in clinical settings can help reduce the burden of lung cancer for workers in hazardous industries.

Speak with your health care provider about your risk of lung cancer, what you can do to lower your risk and whether you should have lung cancer screening.

The Temagami Medical Centre and Family Health Team is committed to keeping you as healthy as possible!

Resource: Cancer Care Ontario; LUNGEVITY



**Temagami**

Family Health Team

17 O'Connor Drive, P.O. Box 98, Temagami, ON P0H 2H0  
Tel: 705.569.3244 Fax: 705.569.2610

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An "injured" loader operator is taken out of the cab by emergency responders at the Earlton airport November 17. It was all part of a mock disaster exercise featuring first responders and students from TDSS. (LJI photo by Darlene Wroe)

## Emergency response practiced at airport mock disaster

**Darlene Wroe**  
Local Journalism Initiative Reporter

**ARMSTRONG TOWNSHIP** - The Earlton airport was the scene of a mock emergency event November 17, with three stations set up where personnel from a number of different units practiced their emergency response skills.

Emergency Medical Service paramedics, Earlton Fire Department firefighters, Ontario Provincial Police officers, and medical staff from Blanche River Health responded to a mock disaster at the airport.

In the scenario, an airplane struck a loader on the airport field. The "airplane," which was a fuselage provided by The Loomex Group (which contracts to the airport), had 20 health care students from Timiskaming District Secondary School (TDSS) who played the roles of injured patients requiring rescue, transportation and care from the teams of responders. One student also had the role of the injured loader operator.

Airport manager James Smith said a full-scale exercise is required every four years by the airport to test its emergency re-

sponse plan and to meet Transport Canada regulations because it's a federally certified airport. A tabletop emergency exercise is also required every two years, he said.

"Loomex has been doing this for probably seven years now," he said, and has fuselages it provides to airports across Canada for their mock disaster exercises.

Smith commended the TDSS students for their creative enactments as crash victims.

**TWINS**  
"One of the passengers decided she was going to give birth," he said, and as it turned out twins were "delivered" during the scenario. The twist scenario had not been expected, he said.

TDSS science teacher Thomas McLean was present at the scene while his health care students carried out their roles.

He explained that part of the exercise was to triage the victims. A black tag indicated deceased; a red tag indicated needing to be transferred to hospital as quickly as possible with life-threatening problems; yellow was for those who probably could last a couple of hours before they needed to be transported to hospital; and green was for

those with minor injuries.

He said simulations also assist his students in practicing their skills.

Blanche River Health vice-president of clinical services and chief nursing officer Martha Cope was also present with manager of patient care services Mel Szluga and manager of in-patient services Sherry L'Heureux.

Cope said they were there observing what the steps are for emergency response. She said the exercise with large numbers of people provided an insight into handling a disaster with multiple casualties, people, families and potential decontamination policy procedures.

"It's important that we're part of exercises like this."

She said it also helps to create relationships across multiple organizations and mock scenarios help to maintain skills and processes and make sure that they're staying current.

"It's a benefit for all organizations in the region and the communities that people know that we're working together and we do run through scenarios to keep up and practice, and make sure we are as coordinated as we can be."

To: Chair of the Board, Earlton-Timiskaming Regional Airport Authority

From: James Smith, Manager, Earlton-Timiskaming Regional Airport, The Loomex Group

Date: January 10, 2023

Re: Managers Report, December 2022

---

**Project Updates for 2022: Garage door Height Increase for new blower**

Due to the late supply of the door panel and the contractor not being available it was agreed at the November board meeting that due to weather conditions and heating costs that the project would be deferred to spring of 2023.

The new blower delivery is anticipated early Summer of 2023 which would work well with timing for repair.

**Staff / Training:**

Monthly safety meeting was held with slip and falls as the topic, both inside the shop and outdoors. Staff were encouraged to apply absorb all and clean up any oil spills, as well as applying sand to high traffic areas outdoors.

**Infrastructure Issues:**

Nothing new to report.

**Equipment:**

All equipment in good working order.

**Miscellaneous Updates:**

There was a significant weather event over the holidays that resulted in just over 30 cm of snow. Airport operations were maintained throughout the event. Due to the weather in the month of December, there were only 44 movements recorded with 14 being medevac aircraft.

We were able to maintain operations throughout.

---

**Winter Operations: 2021/2022 Summary**

For the month of December, snow operations/clearing was activated ten times with zero call outs outside of normal operational hours. There was a combined 24 hours of overtime.

Date	Accumulation	Equipment Issues/ other	Overtime	Winds
Dec 05 22	2cm dry snow	N/A	N/A	Se 10-15
Dec 06 22	2 cm dry snow	N/A	N/A	NW 15-25
Dec 07 22	5 cm dry snow	N/A	N/A	NW 5-15
Dec 16 22	7cm dry snow	N/A	N/A	ESE10-15
Dec 17 22	3cm dry snow	N/A	N/A	NE5-10
Dec 23 22	17 cm wet snow	N/A	N/A	S 25-40
Dec 24 22	15 cm Dry Snow	N/A	N/A	NE 25-40
Dec 25 22	7 cm dry snow	N/A	24	NE 25-40
Dec 28 22	2.5 cm dry snow	N/A	N/A	W 5
Dec 29 22	2cm dry snow	N/A	N/A	S 15

Yours Truly,

*Jamie Smith*

**LOOMEX** GROUP

Ontario • Alberta

Jamie Smith

Airport Manager | [The Loomex Group](#)

925-550 Airport Rd, Peterborough, ON, K9J 0E7

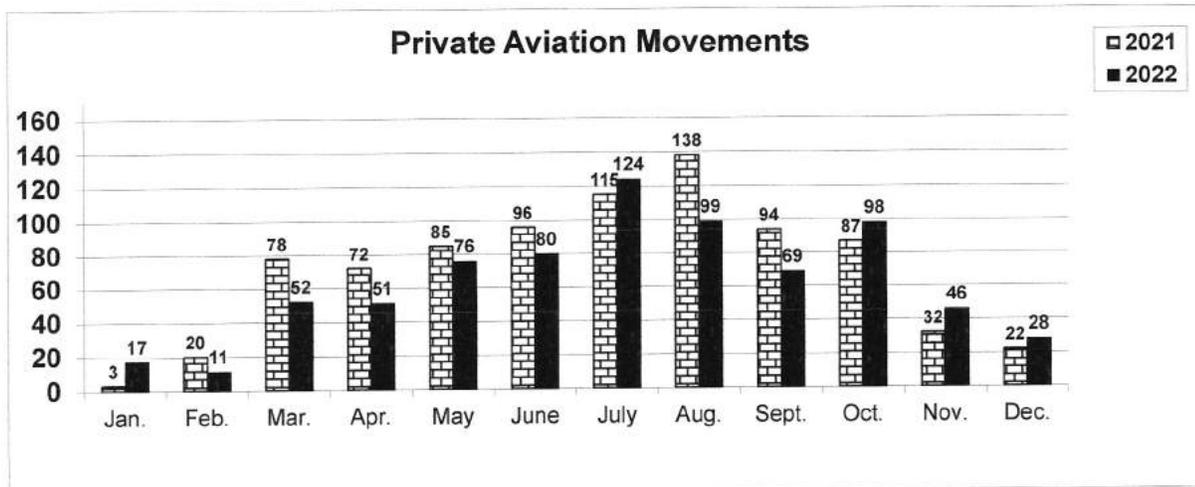
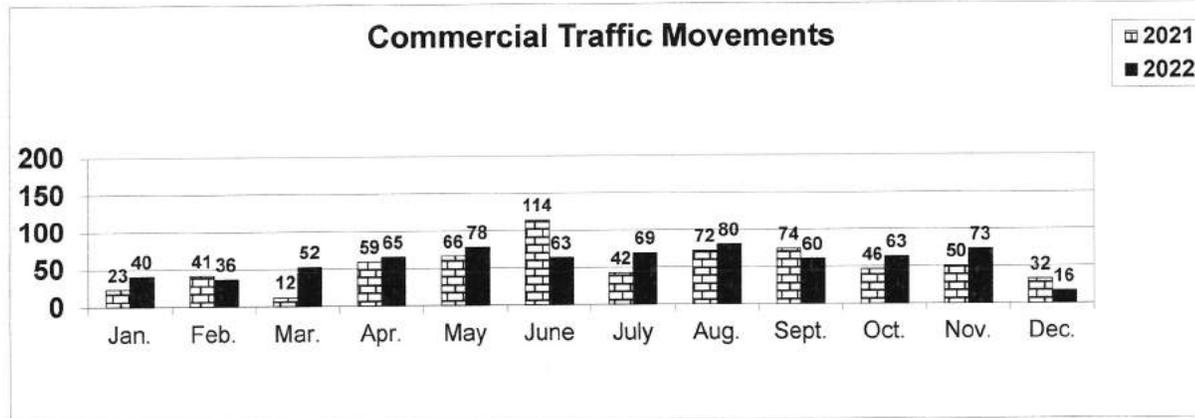
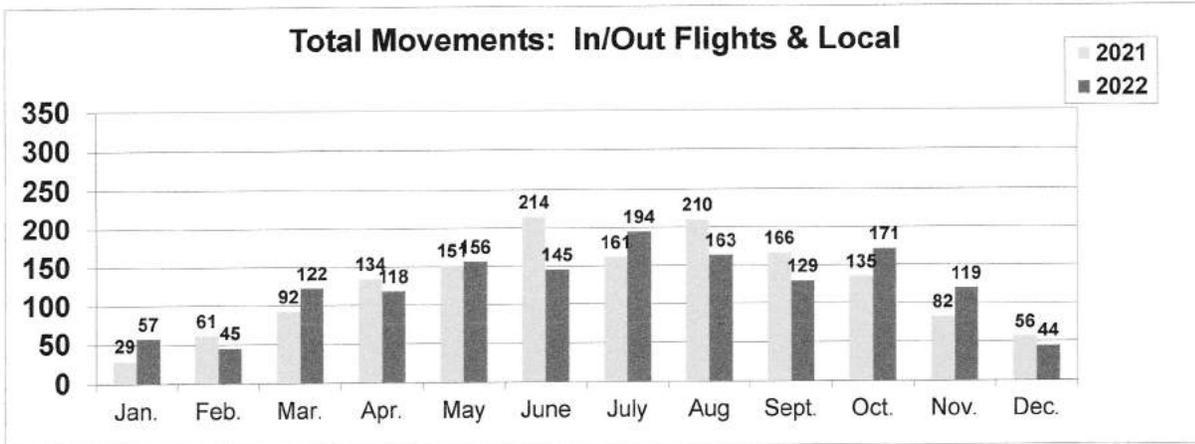
M: 613-484-4120 | O: 705-775-5022

*Your Aviation and Emergency Management Specialists*

# EARLTON-TIMISKAMING REGIONAL AIRPORT DECEMBER 2022

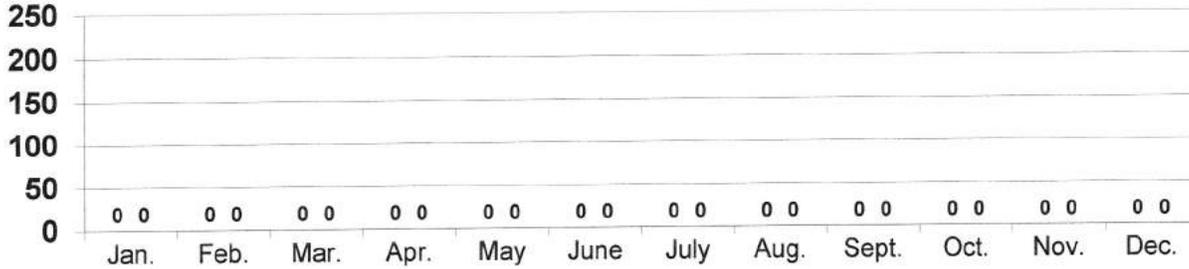
<b><u>REVENUE</u></b>	<b><u>ACTUAL</u></b>	<b><u>YTD</u></b>
Fuel	\$1,187	\$207,010
FedNor		\$912,500
Operations	\$12,226	\$308,070
	<hr/>	<hr/>
	\$13,413	\$1,427,580
 <b><u>EXPENSES</u></b>		
Fuel	\$0	\$190,599
Operations	\$33,513	\$295,448
	<hr/>	<hr/>
	\$33,513	\$486,047
 <b><u>NET PROFIT/LOSS</u></b>		
Fuel	\$1,187	\$16,411
Operations	-\$21,287	\$925,122
Capital Expenses		-\$195,000
	<hr/>	<hr/>
	-\$20,100	\$746,533
 <b><u>FUEL INVENTORY - JET A1</u></b>	\$	18,810
<b><u>FUEL INVENTORY - AVGAS</u></b>	\$	22,688
<b><u>FUEL INVENTORY - DIESEL</u></b>	\$	3,335

## ANNUAL AIRCRAFT MOVEMENTS



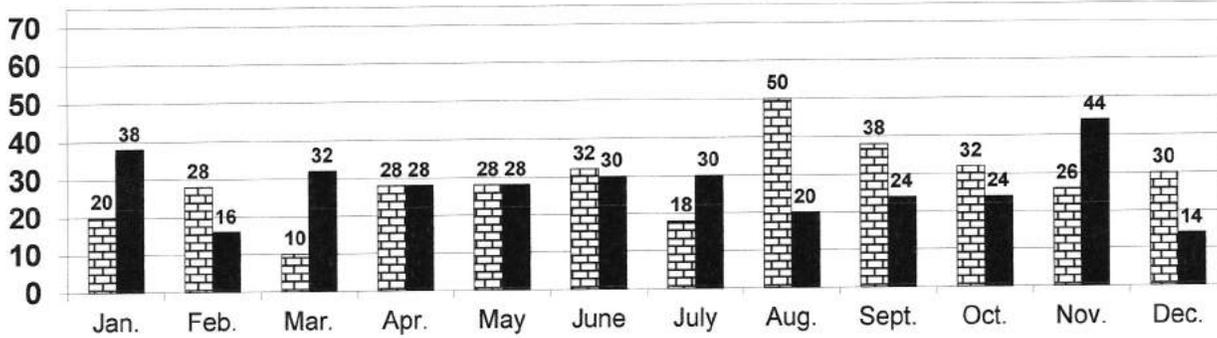
### Air Carriers Movements

▨ 2021  
■ 2022



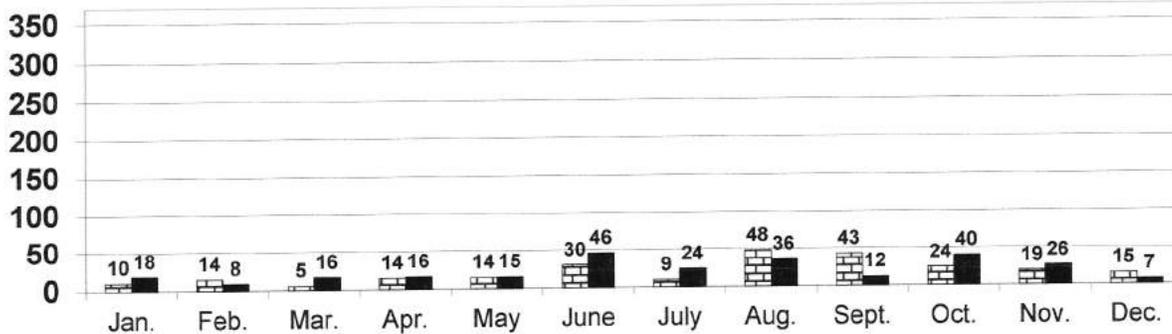
### Air Ambulance Movements

▨ 2021  
■ 2022



### # Pgrs. via Air Charter

▨ 2021  
■ 2022



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

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

**Donation**

Kerns	358	\$3,340	
<b>Total Contributions</b>		<b>\$156,203</b>	<b>\$152,863</b>

As of Jan. 5, 2023

**2022**

Dear Resident:

**Re: Vegetation Maintenance Program**

I am writing to inform you that Hydro One is scheduled to complete vegetation maintenance on the right-of-way in your community in 2023.

Hydro One performs routine maintenance to ensure the safety and reliability of our power lines. This work is essential to prevent unnecessary service interruptions, allow easy and safe access for our crews to perform emergency repairs on the power lines and to keep the right-of-way safe for public use.

The work on the right-of-way in your community will include the removal of incompatible vegetation, including brush (vegetation less than four inches in diameter) and dead, diseased or hazardous trees. Vegetation that requires removal will be marked with orange paint/tape and the vegetation that requires trimming will be marked with **YELLOW paint/tape**. If trees are removed from your property, all wood will be left on-site. In areas where there is a higher density of brush, mechanical equipment may be used.

A low-volume government-approved herbicide, Garlon (Registration #29334 or 28945) may be selectively applied by our licensed staff to certain cut stems or leaves, to prevent regrowth.

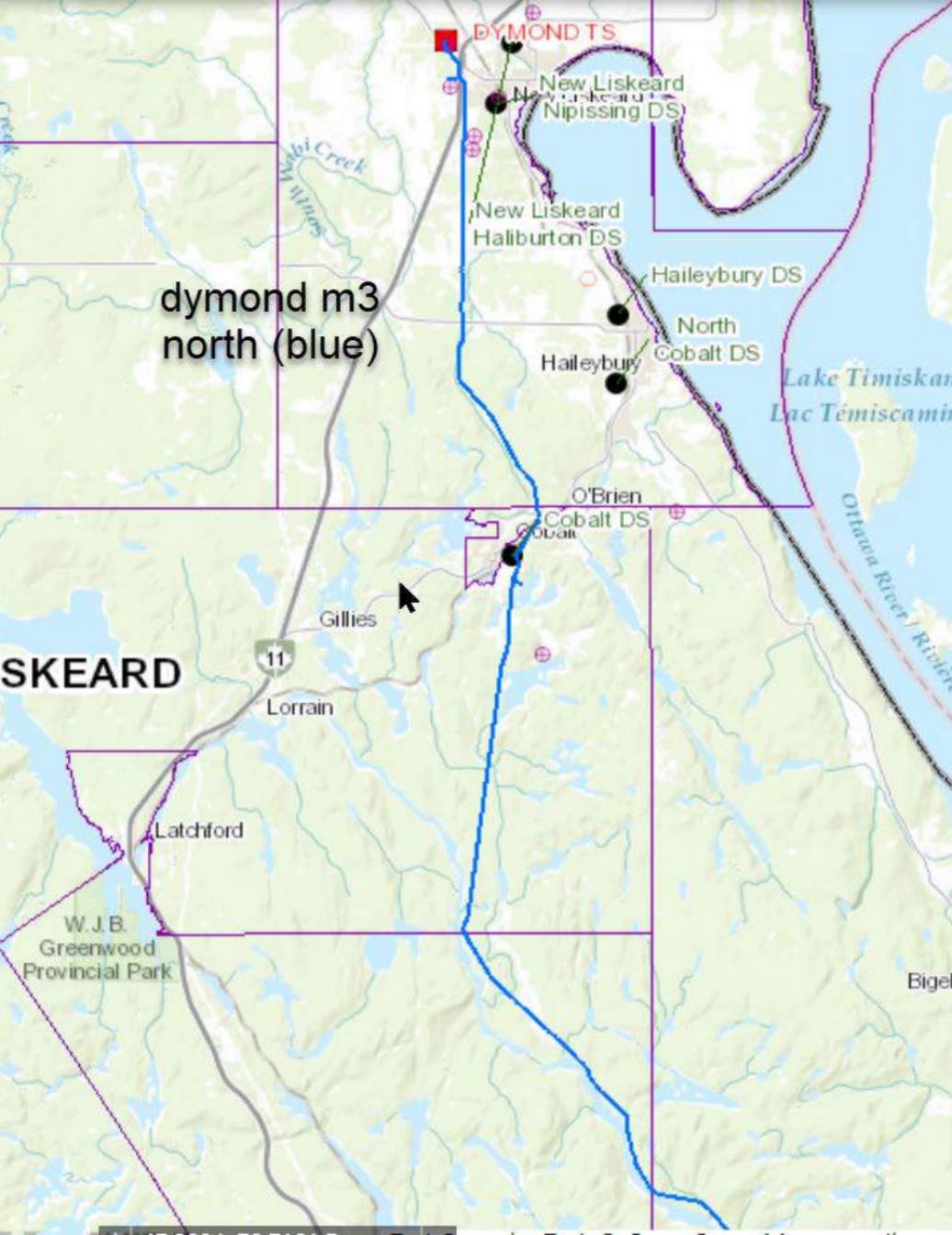
If you have any questions regarding the planned work, please contact CECIL STARR at 7056483402 or by email at [cecil.starr@hydroone.com](mailto:cecil.starr@hydroone.com). If you are a tenant, we ask that you forward this letter to the property owner.

Thank you for your co-operation as we complete this important work.

Sincerely,

CecilStarr

Hydro One  
Area Forestry Technician  
New Liskeard



dymond m3  
north (blue)

SKEARD

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, October 26, 2022

7:00 p.m. in person and via zoom

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

Meeting called to order by Chair Brigid Wilkinson at 7:00 p.m.

#### **2. Roll Call**

Present: Claire Hendrikx, Chair Brigid Wilkinson, Jeff Laferriere, Erica Burkett, Joyce Elson and Library CEO Rebecca Hunt in person. Danny Whalen and Emily Kotalowski via Zoom.

Regrets: Thomas McLean, Sarah Bahm.

Members of the Public: 0

#### **3. Adoption of the Agenda**

##### **Motion #2022-63**

**Moved by: Jeff Laferriere**

**Seconded by: Danny Whalen**

Be it resolved that the Temiskaming Shores Public Library Board accepts the October 26, 2022 agenda as amended.

**Carried.**

**Addition: Correspondence b.** From TDSS. Re: Thank you for May Ball Bursary and receipt.

**4. Declaration of conflict of interest: None**

**5. Adoption of the Minutes**

**Motion #2022-64**

**Moved by: Claire Hendrikx**

**Seconded by: Jeff Laferriere**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, September 28, 2022 as presented.

**Carried.**

**6. Business arising from Minutes:** The CEO mentioned that there was no update on the Community Fridge project.

**7. Correspondence:**

**a.** From Jayden Horman, Student, ESCSM. Re: thank you for May Ball Bursary. For information.

**b.** From Temiskaming District Secondary School. Re: thank you for May Ball Bursary and receipt.

**8. Secretary–Treasurer’s Report**

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

**Library CEO’s Report**

**October 18, 2022**

**Building:** I have continued to do the Fire Safety checks on a monthly basis and report that I have completed them to the Fire Prevention Officer for the City.

**CJTT Chats:** I am continuing to do monthly CJTT chats to promote library programs.

**Federation of Ontario Public Libraries board meetings:** The next meeting will be held on November 18 and I plan to attend, weather permitting. I will likely drive this time, as North Bay does not have a great flight schedule right now. FOPL will fund my travel and accommodations to attend. I also attended a strategic planning session for FOPL on October 18.

**Inter-Library Loans:** Because of staff shortages we have suspended Inter-Library Loans until November 18. If it is possible we will start up again before that time.

**Joint Automation Server Initiative Advisory Committee:** the committee met on September 21 to receive updates on the respectful indigenous subject heading project. Over 9000 records in our shared system have been updated with respectful subject headings at no cost to participating libraries.

**Ontario Public Library Week activities:** October 16-22 is Ontario Public Library Week. Library staff created a take away scavenger hunt in both languages for the week, and there is also a reading challenge in both languages for adults and children which we launched this week. The reading challenge finishes in December. As well, they created a stack of library items for patrons to guess the dollar value for a prize. The bookmarks we created for the grand opening were handed out, and colouring pages as well.

**Study and Programming Room use:** Study room bookings went up again in September, with 23 bookings for the month for an assortment of uses, from genealogy research to studying to small meetings and tutoring. The Programming Room was booked for paid meetings three times, and for one city committee meeting. The D&D groups continue to use the programming rooms to hold sessions, and the room was also used for library programs, gadget helper, tutoring and as a study space when the study room was booked.

**Typical Week:** Part of the annual survey process for the Ministry of Tourism, Culture and Sport is to collect data during a week between October 1-November 30 on statistics such as library visits, circulation data, reference transactions, technology help and other library transactions. We held our “typical week” during Ontario Public Library week, October 16-22. I file the data and then report it to the ministry on the annual survey in the spring.

**Volunteers:** We have had a few requests for high school students to volunteer at the library, and for the grade 7 & 8 confirmation students. Because of the training and supervision that is needed for the volunteers to have a good experience, I have told those inquiring that we have put our volunteer program on hold until we are fully staffed, and that it could be next year before we are able to consider reinstating that program. So far everyone has been understanding.

**Finances and Statistics**

The Board reviewed the financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

**Motion #2022-65**

**Moved by: Claire Hendrikx**

**Seconded by: Danny Whalen**

Be it resolved that the Temiskaming Shores Public Library Board accepts the October Secretary-Treasurer's report and Financial reports.

**Carried.**

**9. Committee Reports:**

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. STRATEGIC PLANNING: Nothing to report.
- d. LIBRARY SERVICES: Nothing to report.

**10. New Business:**

- a. Report LIB-06-2022 Library Holiday Hours. Motion.

**Motion #2022-66**

**Moved by: Claire Hendrikx**

**Seconded by: Danny Whalen**

Be it resolved that the Temiskaming Shores Public Library Board accepts the 2022 Holiday hours as outlined in Report LIB-06-2022.

**Carried.**

- b. Reapplication to the Library Board. Information on how to reapply.
- c. Library card order. Discussion, for information.

**11. Plan, Policy review and By-law review:**

- a. **Facilities-5 Art Displays and Exhibits policy.** Discussion. The Board asked the Policy Committee to review the policy and bring it back to a future meeting.
- b. **Facilities-6 Patron Code of Conduct.** Motion.

**Motion #2022-67**

**Moved by: Claire Hendrikx**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Patron Code of Conduct policy as reviewed and amended by the Board.

**Carried.**

**12. Closed session**

**Motion #2022-68**

**Moved by: Jeff Laferriere**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:29 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2022-69**

**Moved by: Erica Burkett**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 7:45 p.m. with report.

**Carried.**

**Motion #2022-70**

**Moved by: Jeff Laferriere**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of September 28, 2022.

**Carried.**

**13. Adjournment**

Adjournment by Brigid Wilkinson at 7:46 p.m.

\_\_\_\_\_  
Chair –

## 1.0 CALL TO ORDER

The meeting was called to order at 3:31 p.m.

## 2.0 ROLL CALL

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Councillor Melanie Ducharme, Temiskaming Shores  | <input checked="" type="checkbox"/> Amy Vickery, City Manager                         |
| <input checked="" type="checkbox"/> Councillor Mark Wilson, Temiskaming Shores       | <input checked="" type="checkbox"/> Mitch McCrank, Manager of Transportation          |
| <input checked="" type="checkbox"/> Mayor Mita Gibson, Cobalt (left meeting at 4:10) | <input checked="" type="checkbox"/> Airianna Leveille, Deputy Clerk                   |
| <input checked="" type="checkbox"/> Councillor Pat Anderson, Cobalt                  | <input checked="" type="checkbox"/> Stephanie Leveille, Treasurer                     |
| <input type="checkbox"/> Steve Dalley, Cobalt CAO                                    | <input checked="" type="checkbox"/> Mayor Jeff Laferriere, City of Temiskaming Shores |

## 3.0 DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

## 4.0 REVIEW OF REVISIONS OR DELETIONS TO AGENDA

Additon:

- f) P. Greyson e-mail Correspondence received re Transit Service– January 17, 2023
- g) DK Taxi's request to publish public notice of respecting taxi operators providing service for transit.

## 5.0 APPROVAL OF AGENDA

Recommendation TC-2023-001

Moved by: Councillor Melanie Ducharme

Be it resolved that:

The Temiskaming Transit Committee agenda for the January 17 meeting be approved as amended.

**CARRIED**

## **6.0 REVIEW AND ADOPTION OF PREVIOUS MINUTES**

Recommendation TC-2023-002

Moved by: Councillor Mark Wilson

Be it resolved that:

The Temiskaming Transit Committee minutes for the November 25, 2022 meeting be adopted as printed.

**CARRIED**

## **7.0 CORRESPONDENCE/INTERNAL**

None

## **8.0 UNFINISHED BUSINESS**

None

## **9.0 NEW BUSINESS**

### **a) 2022 draft Year End Financial Report – Treasurer**

The Municipal Treasurer presented the preliminary financial report highlighting that the numbers are trending with those of 2021.

Recommendation TC-2023-003

Moved by: Councillor Melanie Ducharme

Be it resolved that:

The Temiskaming Transit Committee hereby accepts the December 31, 2022 draft financial report as presented and hereby confirms the estimated budgeted transfer amount for 2022 to reserves and that any shortfall after the reserve transfer be funded by the Municipalities in accordance with the apportionment as in past years.

**CARRIED**

**b) Status of Contracts & Agreements**

The City Manager provided the Committee with an update regarding the agreements and service arrangements for the transition of Transit services under the new contractor, Voyago. The group is hopeful that Voyago will be up and running soon.

Mayor Laferriere made note that in order to expedite a number of recent public notices these were addressed from the office of the Mayor simply due to time restraints and that going forward it is the intent that all communications regarding Transit come from the Transit committee and or Voyago. A report of public notice publications, including dates was provided to the Committee for information.

The City Manager suggested that the Terms of Reference be up for discussion at a future meeting.

**c) Transit Update**

The Transit Committee, Staff and Voyago have been working diligently to get Transit Service back in place. The Manager of Transportation provided the group with a report on timelines, highlighting that Voyago needs to be comfortable with the bus inspections prior to adding them to their fleet, the busses will be undergoing a third-party inspection in the coming weeks.

Voyago has taken occupancy of the new facility and continues to hire drivers.

Considering the on-going challenges and negative comments circulating surrounding the transit service transition, Mayor Laferriere congratulated staff on a job “extremely well-done” Councillors Pat Anderson and Mark Wilson echoed the mayor’s remarks.

**d) Service & Hours of Operation**

The Transit contract with Voyago covers 178 hours per week. Discussions are on-going to determine optimal Transit service and hours of operation.

**e) Compensation for Reduced Level of Service**

The group discussed the need to consider compensation for the service disruption. Ideas presented included the possibly of providing transit pass holders with an incentive once Transit has returned to full service. Until service resumes it is difficult to determine the disruption period. The Committee concluded to leave it up to staff to review the disruption period and report back on compensation or incentive program.

**f) Transit Service Written Correspondence – January 17, 2023**

The Committee reviewed email correspondence sent to Temiskaming Shores Council requesting confirmation “that the intention is to return to every hour transit service with existing bus fleet as soon as possible”.

The Transit Committee concluded that it is the intent to return to a full transit service as soon as operationally possible. The committee will work with Voyago to look at efficiencies once regular transit is back up and running.

Council of the City of Temiskaming Shores is expected to address the correspondence at the regular council meeting on January 17<sup>th</sup>. The Town of Cobalt was encouraged to provide similar information.

**g) Response to DK Taxi’s Request**

Staff will draft a notice to address recent criticism directed to DK’s Taxi and address several concerns regarding the temporary service. Committee noted that although utilizing a Taxi to operate the transit service is not an ideal situation it is temporary and everyone is doing their best to ease the transition while continuing to provide a transit service.

The Committee applauded DK Taxi Service for stepping up to the plate and assisting transit during this transition period.

**10.0 MEETING SCHEDULE**

The Transit Committee agrees to meet every third Thursday of each month until decided otherwise.

Monthly transit committee meeting schedule shall be as follows:

- February 16 at 3 PM
- March 16 at 3 PM
- April 20 at 3 PM

**11.0 ADJOURNMENT**

Recommendation TC-2023-004

Moved by: Councillor Melanie Ducharme

Be it resolved that:

The Transit Committee meeting is adjourned at 4: 58 p.m.

**CARRIED**

DRAFT

# Rural Ontario Municipalities Conference 2023 Report

Mark Wilson – Councillor

The Rural Ontario Municipalities Association (ROMA) Conference was Held from January 22 to January 24 2023.

I attended with Mayor Laferriere, Councillor Melanie Ducharme and City manager Amy Vickery.

## Sunday January 22

I put my name forward for the Zone 9 director for ROMA. This zone includes an area from Parry Sound to Moosonee and from Hornpayne to Kirkland Lake. The role of a zone director is to represent communities on the ROMA board where important issues that affect rural communities are brought to the provincial government. I had an opportunity to present a short speech to delegates from zone 9 along with 4 other candidates. My speech is as follows.

Thank you for the introduction. And I would like to thank all the other Candidates for putting their names forward for the important position of Zone 9 Director

I am Mark Wilson, and I am a newly elected Councillor from the City of Temiskaming Shores. I am keenly interested in serving as a director for Zone 9 and I feel that I have the necessary skills to serve as an effective Zone 9 director. Je suis conseiller municipal dans la Cite de Temiskaming Shores. Je sens que j'ai les competence pour être un administrateur efficace au conseil de ROMA.

I have learned from my years of advocacy experience on road safety that things can change when governments are provided with policy options that are well researched, supported by data and respectfully presented. Rural and Northern Communities need a voice that can get through to our senior levels of government and I feel that I can play a role in those efforts as a ROMA director.

I have lived in Northern Ontario for 35 years and I have been in every community in Zone 9 and I have travelled and worked in all parts Northern Ontario.

I have knowledge from various industries including Agriculture, Municipal Occupational Safety, Road Safety, Emergency Services and Construction. I also bring experience as a leader of various Agricultural and philanthropic organizations. These roles provided me with the skills to listen, evaluate, discuss and decide on important issues that affected those organizations.

I am always interested in learning from the successes of other communities both here in Canada and around the world. I believe that we need to look at innovative ideas that work and bring some of those ideas to our rural communities.

Rural and Northern Ontario communities has some critical issues that need to be addressed including infrastructure issues, health care challenges, transportation and communication deficiencies housing and affordability issues. But we can address these issues more effectively as a unified voice and ROMA plays a huge role in ensuring that Rural issues are heard, and this is why I am passionate about ROMA.

I would be honoured to serve as a Director of ROMA in Zone 9 and I ask that if you choose to support me, I will always be informed, responsive and respectful in my work with your communities. I will also be persistent and tenacious when advocating for rural issues along with the rest of the ROMA board and members. You can find my name at the bottom of the ballot, and I would be honoured if you put your Mark beside Mark.

Thank you, Merci, Meegwetch

### **Session - Addressing Building Code issues in Your Community.**

This session briefly reviewed some history of the development of building codes and how they relate to the Ministry of Municipal Affairs and Housing (MMAH). Enforcement of the building code is assigned to municipalities and the Building Code Act (BCA) also allows for municipalities to set property standards. In April 2022 the province allowed building departments to maintain internship programs to allow for training of future building inspectors. The program requires that a written policy, and annual reporting is required. This may be useful to allow for continuity in building departments. An official from the Ontario Building Officials Association indicated that this program is supported by the OBOA. The OBOA has partnered with George Brown College to establish this program. The OBOA also spoke about the need for more training of Building officials as well as the need for more consistent cross Canada standards in building codes. The OBOA is also advocating for funding to train officials when new building code changes come in soon. There was some discussion about the need to recruit and retain building officials. The topic of retaining all staff in municipalities is covered further in a later session.

### **Opening Keynote Speaker – Jesse Wenté**

The conference was officially opened with an excellent keynote presentation from Jesse Wenté. Mr. Wenté is a First Nations arts journalist and chair of the Canadian Council for the Arts. He is the author of “Unreconciled: Healing, Truth, and Making Meaningful Change”. His mother’s family is from the Serpent River First Nation (As the government calls it) west of Sudbury. Jesse spoke about how his grandmother attended residential school in Spanish Ontario and how the government and church, who ran the school beat her language and culture out of her. Jesse discussed how we have only started to take baby steps in the “conciliation process” because we have not nearly completed the “truth” part of the “Truth and

Reconciliation process” First Nations have been telling their truths but those truths have not been recognized or accepted. He commented that these “schools” were designed to deny survivors of their culture and there has been denial at government levels of the atrocities that occurred at the “schools” Jesse makes the important point that “Truth and Reconciliation” is not for indigenous people but rather for the perpetrators of the residential schools. He feels that there needs to be a movement to return what was taken from Indigenous peoples with the same effort that was put into taking everything away.

Jesse commented that we need to get to a point where we have relationships that are Respectful, Relevant, Reciprocal and Responsible. He knows there is a long way to go on this journey until First Nations can establish sovereignty. It was a very important and educational presentation.

### **Welcome Reception**

A reception was held for all delegates in the Trade show area. This was an excellent opportunity to meet other delegates and tour the trade show.

## **January 23**

Morning Programing included a plenary session with the following speakers:

**Chief Stacey Laforme** , Mississaugas of the First Credit - welcomed delegates.

**Robin Jones, Chair of ROMA** - welcomed delegates

### **Hon. Doug Ford, Premier of Ontario**

Mr. Ford discussed various items including his recognition that small businesses are critical to Ontario. That Ontario wants to be a larger player in the electric vehicle industry. That Transit projects continue to be built. That Food production is vital to Ontario and that his government will support the agriculture industry. That more homes will be built with the support of his government. He also indicated the importance of broadband to rural communities and that his government will continue to support this. Mr. Ford also indicated that he is a big believer in better home care programs.

### **Hon. Sylvia Jones, Ontario Minister of Health**

Ms. Jones commented on her ministry’s support of Land ambulances particularly in Northern Ontario. She commented on efforts to bring more internationally trained nurses to Ontario and learn and stay programs for nurses. She discussed creating additional beds in hospitals and long term care facilities. She also highlighted investments in mental health and addiction care.

### **Hon. Gudie Hutchings, Federal Minister of Rural Economic Development**

She spoke about federal investments in rural Canada including rural transit solutions, improved high speed internet, business support to access internet in rural areas and the Green investment fund.

### **Hon Lisa Thompson, Ontario Minister of Agriculture and Food and Rural Affairs**

Ms. Thompson highlighted the importance of Agriculture to Ontario’s economy. She discussed the Rural Economic Development Fund and that applications are open now.

## **Session – Innovative Practices to Attract and Retain Talented Staff to Rural Municipalities**

This panel discussed various initiatives for attracting staff. Including:

- How quality of life is very important to employees
- Flexibility of work hours
- Competitive pay levels
- Support for advancing employee education including tuition support
- Understanding employees and their needs
- Childcare initiatives
- Providing a supportive atmosphere and respecting employees
- Maintaining a good reputation for the municipality
- Welcoming newcomers
- Unmasking unconscious bias
- Planning well ahead for future needs

This was a very interesting and useful session for future municipal planning.

### **Speaker – Marit Styles – Leader of Official Opposition NDP**

In her speech Ms. Styles discussed various issues including concern over profits of grocery chains, homelessness, and bill 23. She said she feels that the provincial government has lost the trust of the people of Ontario. She indicated that she and the NDP will fight for rural and northern communities on housing, healthcare and affordability.

### **Speaker – Robin Jones, Chair ROMA**

Ms. Jones provided an advocacy update to delegates. ROMA has been working hard on many issues that concern rural communities. Some of these issues include the following:

- Broadband and Connectivity
- Access to health and social services
- Growth management issues
- Rural Housing
- Healthy democracy project (AMO)
- Aggregates legislation
- Rural and Northern Education Fund
- Community Paramedicine

- School closures
- Indigenous housing
- Virtual Medical care cuts
- Community Safety and Well – being plans
- Property Assessment issues
- Emergency Room Closures

### **Election Results**

The ROMA zone election winners were announced. I was fortunate to be elected to represent Zone 9 on the ROMA board. A meeting of the new board was held in the evening.

## **January 24**

### **Delegation**

Mayor Laferriere, Councillor Ducharme, City Manger Amy Vickery and myself attended a ministry of Transportation Delegation with the Minister of Transportation, Hon. Caroline Mulroney and her staff. We discussed concerns with safety on highway 11 around Highway 11 and 65 in Temiskaming Shores. The delegation document is available. The delegation went well and we have been assured that there will be consultations with the City in subsequent planning of this corridor.

### **Trade Show**

I attended the Trade Show and had the opportunity to speak with various municipal groups and suppliers.

### **Speaker**

#### **Dr. Thomas Homer Dixon**

Mr. Dixon, an award winning author spoke about much of the unrest in the world now with such significant issues as climate change, war and the movement of people and how we arrived here. He finished on a hopeful note by indicating that we have the powers to address these issues but we need to work together to make the necessary change.

### **New Board announced to Delegates.**

### **Closing ceremonies**

## ROMA Conference 2023

January 22-24, 2023

### Report to Council

February 02, 2023

Attended by: Mayor Laferriere, Deputy Mayor Whalen, Councillor Ducharme, Councillor Wilson and City Manager Amy Vickery

#### Highlights

Congratulations to Councillor Wilson for being elected to the ROMA Board representing Zone 9

#### 3 Delegations

We had the pleasure of meeting with the Minister of Transportation - The Honourable Minister Caroline Mulroney where we discussed safety issues on Hwy 11. We requested a commitment from the Ministry for ongoing engagement and consultation and petitioned for improved safety and consideration for alternative safe system options.

Participated in a Joint delegation with the Town of Kirkland with the Minister of Municipal Affairs and Housing – The Honourable Minister Steven Clark. Our delegation shared our concerns about the developments happening in the unincorporated municipalities and the lack of oversight and government regulation. On behalf of our communities and alliances we requested a firm response from the Ministry on how they intend to enforce and hold accountable these developments.

Our third delegation was also joint with the town of Kirkland Lake with the Minister of the Solicitor General – The Honourable Minister Michael Kerzner. Our presentation was focused on our Community Safety and Well Being Plan and the cost and the complexity of implementing the plan. We asked the Minister to provide ongoing annual funding to support the implementation of this critically important plan.

#### Education Sessions

Throughout the conference there were a number of concurrent sessions going on the cover many different topics such as :

Addressing Building Code Challenges in Your Community, Asset Management for Better Outcomes, Short-Term Accommodations, Welcoming Newcomers to Rural Ontario, Blue Box Transition, Indigenous Relations, Supporting Seniors in Rural Communities and Attracting Housing Developments.

# Memo

**To:** Mayor and Council  
**From:** Kelly Conlin, Municipal Clerk  
**Date:** February 7, 2023  
**Subject:** Appointing Community Representatives  
**Attachments:** N/A

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Mayor and Council:

It has come to staff’s attention that the following individuals were not included in the Community Representatives Appointments By-Law that was passed at the December 20, 2022 Regular Council meeting.

The Age Friendly Committee is preparing to meet for the first time since the current term of council began. Two previous members of the committee, Lorna Desmarais and Jan Edwards, have expressed their desire to continue their roles on the committee through the current term of Council. They had been members of the committee since March 2018 and January 2016 respectively.

The BIA Board is seeking to appoint the previous members that were actively involved with the board for the 2022-2026 Term of Council.

Staff are recommending that By-law No. 2022-185 be amended to include:

<i>Lorna Desmarais</i>	<i>Age Friendly Committee</i>
<i>Jan Edwards</i>	<i>Age Friendly Committee</i>
<i>Gayle McNaughton</i>	<i>BIA</i>
<i>Kevin Leveille</i>	<i>BIA</i>
<i>Suzanne Othmer</i>	<i>BIA</i>

Prepared by:

Reviewed by:

Reviewed and submitted for  
Council’s consideration by:

“Original signed by”

“Original signed by”

“Original signed by”

Kelly Conlin  
Municipal Clerk

Shelly Zubycck  
Director of Corporate  
Services

Amy Vickery  
City Manager

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<b>Subject:</b> 2022 Municipal Elections: Accessibility Initiatives	<b>Report No.:</b> CS-004-2023
<b>Posted:</b> January 20, 2023	<b>Agenda Date:</b> February 7, 2023

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## **Attachments**

**Appendix 01:** 2022 Election Accessibility Plan

## **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-004-2023 regarding Accessibility Initiatives undertaken for the 2022 Municipal Election for information purposes.

## **Background**

Section 12.1 (1) and 12.1 (2) of the Municipal Elections Act reads as follows:

### **12.1 (1) Electors and candidates with disabilities**

A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

### **12.1 (2) Report**

Within 90 days after voting day in a regular election, the clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities

## **Analysis**

As part of the planning process for the 2022 Municipal Elections, the following actions were taken to identify barriers that affect electors and candidates with disabilities:

- Developed the 2022 Election Accessibility Plan as a guiding reference to ensuring accessibility targets were met throughout the Election process (Attached as Appendix 01)
- Created an accessibility checklist for election personnel to use when conducting site visits of each voting location.

- Provided on-line and telephone voting options for electors who wished the ability to vote from their homes.
- Assessed the risk of our past election administration practices, identifying the likelihood of our practice creating a risk to accessibility of candidates and electors and we then identified the impact of the risk and developed measures to mitigate or minimize the risk.

## **Removal and Prevention of Barriers**

The following actions were taken to remove and prevent barriers that have the potential to affect electors and candidates with disabilities:

### i. Communications and Information

- Ensured communication initiatives and information for candidates and electors were available in alternate formats, upon request.
- Attended Temiskaming Shores Accessibility Advisory Committee (TSAAC) meeting to advise of the introduction of on-line and telephone voting for the 2022 Election, and review the 2022 Municipal Election Accessibility Plan
- Posted information to municipality's website and social media platforms – for both electors and candidates
- Provided candidates and staff with information relating to accessible customer service.
- Advertised all key dates and information for voters on the City's website, Social Media Platforms, CJTT FM and the Temiskaming Speaker

### ii. Voting Locations

- Conducted site visits of all voting locations with a representative from TSAAC to ensure accessibility targets were met. Items were also noted for consideration, such as the repair of uneven/missing interlock at City Hall and the addition of automatic door openers on City Hall public washrooms. *(Fall of 2022, the interlocking brick at City Hall was replaced)*
- Provided appropriate signage at voting locations.
- Permitted service animals and support persons in all voting locations.
- Ensured designated or reserved parking for persons with disabilities at each voting location, and adequate outdoor lighting.

iii. Voting

- Three advance voting dates for paper ballots were held at Dymond Community Hall, Riverside Place and City Hall. Advance polls were held from 10:00 a.m. to 5:00 p.m., with the exception of Riverside Place being from 10:00 a.m. to 7:00 p.m.
- On-line and Telephone Voting was available 24/7 for a period of 10 days leading up to October 24<sup>th</sup>; with technical support provided by City Election staff made available by telephone or email. Customer Service was also available to assist electors with online or telephone voting at each polling location as well
- In accordance with the Municipal Elections Act, provided voting opportunities on the premises of:
  - a) institutions in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed – Timiskaming Lodge, Temiskaming Extendicare, and the Timiskaming Hospital
  - b) a retirement home in which 50 or more beds are occupied – Northdale Manor

iv. Staff Training

- Staff training incorporated provisions to meet accessible customer service and the integrated standards.
- Monitored elector's concerns and ensured that their needs were met, i.e., if an individual with a walker was in a long line, staff observed, and if felt that the elector was having difficulties, offered a chair and ensured that their place was saved in the voting line-up.
- Ensured that electors were aware that magnifiers were available.
- Directed election workers to observe electors during discussions with them, and if it appeared that the voter was having difficulty understanding, ensured that the voter was able to clearly understand the speaker.
- Encouraged election workers to approach an elector if it appeared that the elector required assistance to get around in the voting location.
- Election workers were trained to identify a service animal and followed the Municipality's Accessible Customer Service Policy.

- Election workers were encouraged to maintain a friendly and approachable demeanor. Many of the election workers were experienced; and City staff received several compliments and positive feedback regarding the electors voting experience.

**Financial / Staffing Implications**

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

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

**Alternatives**

**Submission**

Prepared by:

Reviewed by:

Reviewed and submitted  
 for Council's consideration  
 by:

*"Original signed by"*

*"Original signed by"*

*"Original signed by"*

Kelly Conlin  
 Municipal Clerk

Shelly Zubyck  
 Director of Corporate Services

Amy Vickery  
 City Manager



# **2022 Municipal and School Board Election**

Monday, October 24, 2022

## **2022 Election Accessibility Plan**

The policies, procedures and forms described in this document are subject to change at the discretion of the Clerk. Any amendments shall be underlined and state the date of the amendment.

Reviewed by the Temiskaming Shores Accessibility Advisory Committee – June 15, 2022

Revision No. 0

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# 1. Overview

## 1.1 Introduction

The 2022 Election Accessibility Plan supports fair, full and equal access to electoral services for persons with disabilities. The principal focus of this plan is to provide appropriate and accessible services to electors, candidates and staff during the 2022 Municipal Elections by:

- providing accessible electoral services to electors and candidates;
- identifying and eliminating barriers for persons with disabilities;
- providing services that respect the dignity and independence of electors with differing abilities;
- conducting the election in a manner that ensures that persons with differing abilities are able to vote independently and privately with access to voting assistance if required; and
- creating a positive voting experience.

The Clerk's Office will continue to learn, develop and adjust approaches to meet the needs of persons with disabilities.

This planning document was developed in advance of the election to identify measures to be taken and reported to Council following the election. This plan may be improved and updated as new opportunities are identified or become available.

## 1.2 Municipal Elections Act

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in the 2022 municipal election.

The Municipal Elections Act, 1996, as amended, states the following:

- 12.1(1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.
- 12 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.
- 12 (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

41 (3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1).

45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

### 1.3 Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act 2005, as amended, (“AODA”), includes the following definitions:

**Barrier** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)

**Disability** means,

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

### 1.4 Election Accessibility Plan (the “plan”)

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. The Plan was reviewed with members of the Temiskaming Shores Accessibility Advisory Committee, and will provide an overview of the following items:

- developing and providing accessibility training to all election officials;
- providing information to voters and candidates in an accessible method;
- ensuring all voting locations are accessible to electors with differing abilities;
- assisting candidates and electors with differing abilities; and

- continuing to consult with individuals and groups knowledgeable in providing services to persons with differing abilities to better understand their needs.

## **2. Training**

Designated election staff will be trained on accessible election equipment and assisting electors with a disability. All election staff will be trained on how to interact and communicate with persons with various types of disabilities and with persons who use an assistive device or require the assistance of a service animal or support person.

## **3. Election Information and Communications**

Information is available in an alternative format upon request.

This plan and other information regarding accessibility will be posted on the City's website, and made available to candidates and third party registrants.

Information on the 2022 Municipal Election is available in printed format from the Clerk's Office (325 Farr Drive in Haileybury), or electronically at by contacting: [clerk@temiskamingshores.ca](mailto:clerk@temiskamingshores.ca)

### **3.1 Candidate and Third Party Information**

Expenses which are incurred by a candidate with a disability that are directly related to the disability, and which would not have been incurred except for the purpose of running for an office in the election, to which the expenses relate, are excluded from the permitted spending limit for the candidate.

### **3.2 Notice of Temporary Service Disruption**

If a temporary disruption in the delivery of election information or services occurs, notice will be posted on the City's website, the City's social media platforms, and in the local media, if possible. The notice will include the reason for the disruption, the expected duration and alternative methods of delivering the information or service. Every effort will be made to provide alternative methods of delivering the information or service to persons with differing abilities.

## **4. Accessible Voting Locations**

To ensure that each voting location is accessible to electors with differing abilities, an accessible voting location inspection/ checklist (Appendix 01) will be completed for each in-person voting location before the start of the voting period. The accessibility checklist includes the assessment of the following:

- parking areas;
- exterior walkways and ramps;
- entrances and hallways;

- elevators/stairways (if applicable);
- fire exits;
- general layout and services;
- public washrooms; and
- facility signage and information systems.

Upon completion of the inspection/ checklist, a list of any barriers which have been identified will be reviewed to determine if they can be modified to accommodate electors with differing abilities or if an alternative location is required.

#### **4.1 Voting Assistance**

Election officials at in-person voting locations (during the advance voting period and on Election Day), will accommodate all electors requesting assistance, upon request. All election workers take an “Oath of Secrecy” for this purpose. An election official in the voting location can assist the voter in casting their vote (online or paper ballot), or an elector may request that a person of their choosing assist them in marking their ballot (online or paper ballot). That individual will be required to take an “Oath of Secrecy” prior to being permitted to assist. A magnifying glass will be made available to assist any individual with visual impairments.

#### **4.2 Accessible Voting Equipment**

If a voter is unable to physically enter a voting location, the Deputy Returning Officer may attend anywhere within the area designated as the Voting Place. All election workers take an “Oath of Secrecy” for this purpose.

### **5. Voting Methods**

The City will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters during the 2022 Municipal and School Board Election. This includes the convenience and independence of voting from anywhere via telephone, internet or in-person at a polling/ voting station during the October 14 – 24, 2022 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By offering voting from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person polling locations offered across the City of Temiskaming Shores throughout the voting period.

### **5.1 Telephone Voting**

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and the PIN number contained in their Voter Information Letter to access an audio ballot. Communications barriers can make it difficult for people to receive or convey information. Barriers may be identified as low volume, use of language that is not clear or plain, and confusing or unorganized menu options.

The Intelivote telephone voting application provides the following:

- Service on all types of touch tone phones and wireless devices.
- Clear, plain language.
- Menu options that are easy to follow, advising when to select options and provision of confirmation of the voter's selections.
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.

### **5.2 Internet Voting**

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

### **5.3 In-person Voting at Polling/Voting Station(s)**

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, several advance polling/ voting station(s) and Election Day polling/ voting station(s) will be open to provide in-person internet voting and/ or paper voting opportunities via a laptop, tablet, and/ or paper ballots.

Voters may attend one of the following polling/ voting station locations throughout the voting period. The City will be operating the following voting place location(s) during the Advance Voting Period:

**October 14, 2022: 10:00 a.m. to 7:00 p.m.**

Riverside Place  
55 Riverside Drive

**October 15, 2022: 10:00 a.m. to 5:00 p.m.**

Dymond Community Hall  
181 Drive-In Theatre Road

**October 17, 2022: 10:00 a.m. to 5:00 p.m.**

City Hall, City of Temiskaming Shores  
325 Farr Drive

The following polling/ voting location(s) will be open on Election Day, Monday October 24, 2022 from 10:00 a.m. to 8:00 p.m.

**Riverside Place**

55 Riverside Drive

**Dymond Community Hall**

181 Drive-In Theatre Road

**City Hall, City of Temiskaming Shores**

325 Farr Drive, Haileybury

## **5.4 Special Voting Provisions**

On Election Day, Election staff shall visit long-term care facilities and retirement homes within the City, to set-up on-site voting kiosks for residents of the facility or retirement home only.

## **6. Continued Improvement/ Feedback**

Clerk's Department staff members are available throughout the election to assist with any matters that may arise with respect to providing an accessible election.

### **6.1 Feedback Process**

Feedback provides an opportunity to take corrective measures to address training needs, enhance service delivery and provide alternative methods of providing election services. The City welcomes comments to identify areas where changes need to be considered and ways in which the City can improve the delivery of an accessible election. Feedback

on this Plan may be submitted through the following methods and will be summarized in the post-election accessibility report:

By telephone: 705-672-3363 Extension 4136

By email: [clerk@temiskamingshores.ca](mailto:clerk@temiskamingshores.ca)

In person or by mail:

**City of Temiskaming Shores**  
P.O. Box 2050, 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

## **6.2 Post-Election Accessibility Report**

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after voting day, the Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. The report will also identify gaps in service and/ or areas that can be improved on for future elections. The post-election report will be posted on the City's website in a format accessible to persons with disabilities, and distributed to other stakeholders on request.

## **7. Candidates**

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed to ensure that they are fully accessible.

<b>2022 Election Barrier-Free Accessibility Checklist</b>	
Location:	
Property Manager:	
Phone Number:	
Availability of Custodial Staff:	
<b>Parking</b>	
Adequate number of parking spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Accessible Parking Spaces:	
Vertical Signage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pavement Markings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location in respect to the entrance way/distance to walk:	
Is there adequate lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Walkways and Ramps</b>	
Surface:	<input type="checkbox"/> Paved or Concrete <input type="checkbox"/> Gravel
Accessible route from parking to entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Surface to voting location easy to travel and in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Curb cuts where required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Is there a ramp to replace steps	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Is the ramp well designed and safe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Handrails	Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Available <input type="checkbox"/> Not Available
Obstacles:	

<b>Drop-off and Loading Zones</b>			
Location:			
Lighting			
Surface:		<input type="checkbox"/> Paved or Concrete	<input type="checkbox"/> Gravel
Appropriate for Voter Drop-off/Handi-Van:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:			
Resolution:			
<b>Entrances and exterior Doors</b>			
Identify entrance to be used: <b>Election Signs will be posted (Voting location)</b>			
Is door hardware accessible:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is door wide enough for wheelchair or scooter:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power Assist		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of Button:			
Direction of Door Swing		<input type="checkbox"/> Inward	<input type="checkbox"/> Outward
<input type="checkbox"/> Other (sliding)			
Exterior lighting of entrance:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adequate turnaround space in vestibule for wheelchair:			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable			
<b>Lobby, Hallways &amp; Corridors</b>			
Path of travel from entrance			
Are corridors inside the voting facility spacious enough for a wheelchair or scooter to pass comfortably:			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there level access from the entrance of the voting facility to the voting area			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are any doormats level with the floor: (If not, remove)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is voting facility well-lit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Obstacles:		
<b>Interior Doors</b>		
Is door hardware accessible:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is door wide enough for a wheelchair or scooter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power Assist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of Button		
Direction of Door Swing	<input type="checkbox"/> Inward	<input type="checkbox"/> Outward
If no power assist, can door be propped open in a safe manner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vision Panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Fire Exits</b>		
Signage		
Location		
Are fire exits accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Washrooms</b>		
Available to the public	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is door handle accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does width of door meet accessible standards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power Assist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of Button:		

Direction of Door Swing	<input type="checkbox"/> Inward	<input type="checkbox"/> Outward
If no power assist, can door be propped open in a safe manner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an accessible washroom stall	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Voting Room</b>		
Is there enough space inside the voting area for a wheelchair or a scooter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of exits:		
Regulations for service animals in the voting place	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Comments:**

**Subject:** Disposition of land: Unopened road allowances: Andrews Street and Unnamed Street

**Report No.:** CS-005-2023

**Agenda Date:** February 7, 2023

### **Attachments**

**Appendix 01:** Area Map

**Appendix 02:** Draft By-law to Stop Up and Close a Roadway – Andrews Street, on Plan M-67 NB, legally identified as 61354-0365 (**Refer to By-law No. 2023-007**)

**Appendix 03:** Draft By-law to Stop Up and Close a Roadway – Unnamed Street on Plan M-67 NB, legally described as 61354-0553 (**Refer to By-law No. 2023-008**)

**Appendix 04:** Draft By-law Offer of Purchase and Sale Agreement – Andrews Street on Plan M-67NB, legally identified as 61354-0365 (**Refer to By-law No. 2023-009**)

**Appendix 05:** Draft By-law Offer of Purchase and Sale Agreement Unnamed Street on Plan M-67NB, legally identified as 61354- 0553 (**Refer to By-law No. 2023-010**)

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-005-2023;
2. That Council directs staff to complete the disposition of municipal road allowances, being:
  - a. Andrews Street on Plan M-67NB, legally identified as 61354-0365; and
  - b. Unnamed Street on Plan M-67NB, legally identified as 61354- 0553

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

3. That Council directs staff to prepare the necessary by-laws to Stop and Close the above-described road allowances, and to enter into an Offer of Purchase and Sale Agreement in the amount of \$2,500.00 plus all associated costs between the City of Temiskaming Shores as Vendor, and Edward Lavallee as Purchaser, for consideration at the February 7, 2023 Regular Council meeting.

## **Background**

The City received a request from Edward Lavallee to purchase two parcels of land that surround his home located at 29 King Street in North Cobalt for the purpose of contiguous ownership. A public meeting was held in March of 2022 where concerns were brought forward by members of the public relating to the number of “out buildings” and abandoned vehicles being stored on the properties in question. Following the public meeting, the request to purchase was forwarded to the Protection to Persons and Property Committee to address the concerns presented. At that time, the Committee directed staff to proceed with a site visit of the property prior to moving forward with the request.

Staff had the opportunity to review the concerns and attend the property for further investigation and were confident that Mr. Lavallee had satisfied the concerns that were brought forward. The application was then circulated to internal departments for comment, with no departments indicating any concern with the potential disposition of the lands. The application was also circulated to the Ontario Northland Railway (ONR) due to the proximity to the ONR railway tracks. After site visits and discussions with the ONR, it was determined that they would be proceeding with the registration of an easement on one of the properties being requested by Mr. Lavallee. The costs associated with such easement will be paid by the ONR.

A follow up report was presented at the November 1, 2022 Regular Council meeting, and the following Resolution was passed:

### **Resolution No. 2022-439**

*Moved by: Councillor Laferriere*

*Seconded by: Councillor Foley*

*That Council for the City of Temiskaming Shores acknowledges receipt of Memo No. 045-2022-CS; and*

*That Council directs staff to prepare to proceed with the disposition of a portion of Andrews Street to Edward Lavallee for \$2,500 plus all other associated costs relating to disposition.*

## **Analysis**

The roadways as described in the report are both unopened road allowances; therefore there is no impact on municipal road operations.

**Relevant Policy / Legislation / City By-Law**

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

**Consultation / Communication**

- Public Notices in accordance with By-law No. 2004-022 & By-law No. 2015-160
- Protection to Persons and Property and Corporate Services Committees (2022)

**Financial / Staffing Implications**

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

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

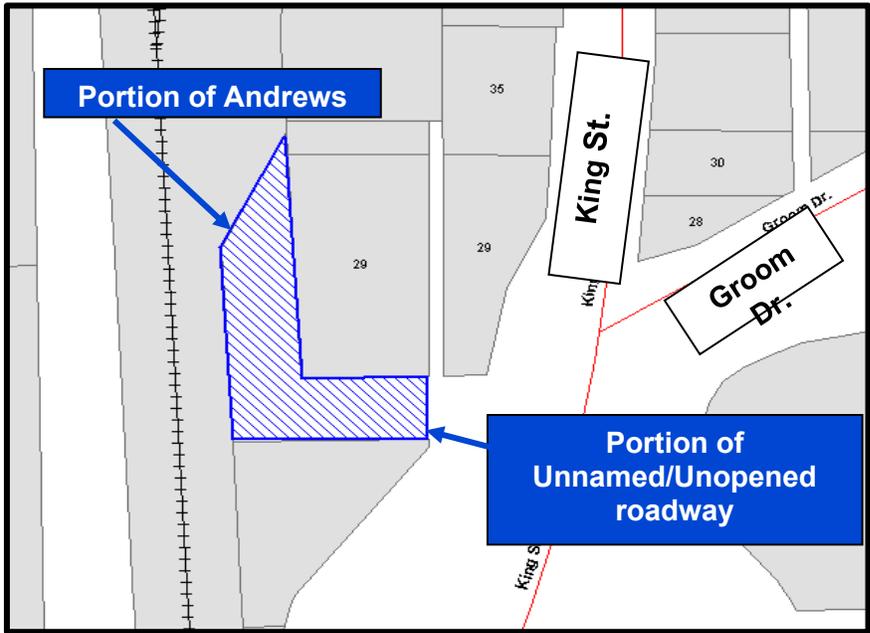
It is recommended to transfer each section of road allowance directly to Edward Lavallee at a price of \$2,500.00 plus all associated costs being paid by Mr. Lavallee. Staffing implications are limited to normal administrative functions of staff.

**Alternatives**

No alternatives are being proposed.

**Submission**

Prepared by:	Reviewed by:	Reviewed and submitted for Council’s consideration by:
<u>“Original signed by”</u>	<u>“Original signed by”</u>	<u>“Original signed by”</u>
Kelly Conlin Municipal Clerk	Shelly Zubyck Director of Corporate Services	Amy Vickery City Manager



# Memo

**To:** Mayor and Council  
**From:** Steve Langford, Fire Chief  
**Date:** February 7<sup>th</sup>, 2023  
**Subject:** 2022 Fire Department Annual Report  
**Attachments:** Appendix 1 – 2022 Annual Report

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Mayor and Council:

By-law No. 2005-001 as amended, being a by-law to establish, govern and regulate the Temiskaming Shores Fire Department requires the Fire Chief to prepare and present the Annual Report for the Fire Department to Council.

Please find attached for information purposes the 2022 Fire Department Annual Report.

The Annual Report is a summary of Fire Department activities for 2022 including emergency responses, fire safety inspection, public education session, and training sessions.

The Annual Report also serves as a reminder of the important role our Volunteer Firefighters play in the community.

Prepared by:

Reviewed and submitted for  
Council's consideration by:

*"Original signed by"*

---

*"Original signed by"*

---

Steve Langford  
Fire Chief

Amy Vickery  
City Manager

**TEMISKAMING SHORES FIRE DEPARTMENT  
2022 ANNUAL REPORT  
OFFICE OF THE FIRE CHIEF**



**EMERGENCY RESPONSE SUMMARY**

**Total responses for the period January 1, 2022 to December 31, 2022**

<b>Total Emergency Responses (All Stations)</b>	<b>Total Volunteer Hours</b>	<b>Estimated Dollar Loss</b>	<b>Estimated Dollar Saved</b>
110	1,855	Structure - \$2,995,400 Vehicle/Other - \$26,500 Total - \$3,021,900	\$ 7,482,000

**Call Locations**

Temiskaming Shores – 105  
Harris Township – 3 (Fire Protection Agreement)  
Kenabeek – 1 (Auto-Extrication)  
Temagami – Mutual Aid

**Station 1 - Incident Response Summary** (41 Calls)

- 2 – Fire
- 1 – Human Malicious intent, prank
- 4 – Open Air Burning unauthorized
- 1 – Authorized controlled burning – complaint
- 2 – No Loss Outdoor Fire
- 5 – Alarm System Equipment - Malfunction
- 1 – Alarm System Equipment – Accidental activation
- 1 – Human – Accidental
- 1 – Human – Perceived Emergency
- 3 – CO False Alarm – Equipment Malfunction
- 1 – CO Incident, CO Present
- 2 - Gas Leak – Natural Gas
- 1 – Gas Leak – Miscellaneous
- 2 – Pot on Stove (no fire)
- 1 – Overheat (no fire, e.g. engines, mechanical devices)
- 2 - Other False Fire Call
- 1 – Incident not found.
- 1 – Person Trapped in Elevator
- 2 – Vehicle Extrication
- 2 – Vehicle Collision
- 1– Assist to Other Agency
- 1 – Assisting Other FD – Mutual Aid – Temagami
- 1 – Public Hazard call false alarm
- 2 – Other Response

## 2022 ANNUAL REPORT

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### **Station 2 - Incident Response Summary** (45 Calls)

- 8 – Fire
- 1 – Overheat (no fire, e.g. engines, mechanical devices)
- 3 – Open Air Burning unauthorized
- 6 – Other Cooking/toasting/smoke/steam no fire
- 1 – Pot on Stove (no fire)
- 7 – Alarm System Equipment - Malfunction
- 5 – Alarm System Equipment – Accidental activation
- 3 – Human – Perceived Emergency
- 3 – CO False Alarm – Equipment Malfunction
- 2 – CO Incident, CO Present
- 2 – Gas Leak – Natural Gas
- 1 – Power Lines Down, Arcing
- 2 – Vehicle Collision
- 1 – Call cancelled on route

### **Station 3 - Incident Response Summary** (25 Calls)

- 4 – Fire
- 1 – No Loss Outdoor fire
- 1 – Open Air Burning unauthorized
- 3 – Alarm System Equipment - Malfunction
- 2 – Human – Accidental
- 1 – Other Cooking/toasting/smoke/steam no fire
- 1 – Other False Fire Call
- 2 – CO False Alarm – Equipment Malfunction
- 1 – Spill – Gasoline or Fuel
- 5 – Vehicle Extrication
- 1 – Vehicle Collision
- 2 – Gas Leak – Natural Gas
- 1 – Public Hazard call false alarm

## 2022 ANNUAL REPORT

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### FIRE PREVENTION

Fire safety inspections conducted for the period of January 1, 2022 – December 31, 2022

Request	Complaint	Routine	Licensing	Follow-up	Annual	Burning Permits	Total Inspections
83	37	131	1	10	40	168	470

**Note:** 4 inspections were conducted in Harris Twp.

Open Air Burning Permits issued for the period of January 1, 2022 – December 31, 2022

- 152 new permits were issued.
- 812 permits in total.

Public Education Sessions conducted for the period of January 1, 2022 – December 31, 2022

- 10 – CJTT morning chats.
- 23 – Presentations
- 9 – Public Events

Charges for the period of January 1, 2022 – December 31, 2022

- 2 - PT 1 Certificate of Offence issued – Conduct open air burning without a permit.
- 1 - PT 3 Summons – Conduct open air burning without a permit. Processed by Harris By-law Officer, ongoing.

### TRAINING AND EDUCATION

Total training sessions for the period January 1, 2022 to December 31, 2022

Total Training Sessions (All Stations)	Total Instructor Hours
58	149hrs

Total Training Sessions (All Stations)	Total Volunteer Hours
58	1728hrs

Total Station Meetings (All Stations)	Total Volunteer Hours
27	729hrs



**Relevant Policy / Legislation / City By-Law**

- By-Law No. 2016-040, Temiskaming Shores Fire Department Recruitment and Retention Program.
- By-Law No. 2005-001, Fire Department Establishing and Regulating By-law.

**Consultation / Communication**

- Consultation with Station #1 District Chief.

**Financial / Staffing Implications**

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

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

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

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill a vacant position within the fire department. Adequate staffing levels are established based on availability and the ability of fire department personnel to respond.

Current fire station staffing levels are as follows:

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

**Alternatives**

No alternatives were considered

**Submission**

Prepared by:

*Steve Langford*

Reviewed and submitted for Council's  
consideration by:

*"Original signed by"*

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Steve Langford  
Fire Chief

Amy Vickery  
City Manager

# Memo

**To:** Mayor and Council  
**From:** Mitch McCrank, Manager of Transportation Services  
**Date:** February 7, 2023  
**Subject:** Extension – Supply and Delivery of Liquid Calcium  
**Attachments:** Appendix 01: Draft By-law to Amend By-law No. 2022-051 (**Please refer to By-Law 2023-011**)

Mayor and Council:

In conjunction with and on behalf of several South Temiskaming municipalities, the City of Temiskaming Shores co-operatively procures the services of a qualified contractor for the supply and application of liquid dust suppressant at various locations within the City and member municipalities.

The work consists of supplying and applying liquid calcium chloride or approved alternative for the purpose of suppressing dust on granular roadway surfaces, as directed by the Superintendent of Transportation or designate of each municipality.

In the year 2022, Pollard Distribution was the successful bidder and awarded the contract at the price set out below. Pollard performed their duties well and no issues with performance were noted.

For the contract year of 2023, an extension request was provided to Pollard by the Manager of Transportation Services with the City of Temiskaming Shores, acting on behalf of the buying group. An ask for a small increase in price, comparable to the CPI index, was requested by Pollard noted in the table below.

Year	Unit Price	Tender Amount	HST	Total
2022	.3425	\$53,430.00	\$6,945.90	\$60,375.90
2023	.363	\$56,628.00	\$7,361.64	\$63,989.64

The current contract has an Extension provision reading, “*The term of the contract or purchase order may be extended for a specific period with all terms and conditions stated in these documents to apply to such extension provided that both the City and the Successful Bidder agrees to such extension. At the City’s sole discretion, the negotiating of terms may be applicable in the best interests of the City.*”

As such, an extension of the contract to include one more year is reasonable with the limited vendor options for this product. No objections were given by the South Temiskaming buying group and the 2023 increase remains lower than the other 2022 bid submission.



It is staff's recommendation to extend the agreement with Pollard Distribution for the Supply and Delivery of Liquid Calcium for an additional year. The cost associated with this product is budgeted for appropriately within the Transportation, Dust Control Maintenance Operating budget.

Prepared by:

Reviewed and submitted for Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

---

Mitch McCrank, CET  
Manager of Transportation Services

Amy Vickery, CMO  
City Manager

# Memo

**To:** Mayor and Council  
**From:** Mitch McCrank, Manager of Transportation Services  
**Date:** February 7, 2023  
**Subject:** Extension – Sidewalk and Curb Repairs  
**Attachments:** Appendix 01: Draft By-law to Amend By-law No. 2022-072 (**Refer to By-Law 2023-012**)

Mayor and Council:

Each year the City of Temiskaming Shores is required to repair a varying amount of concrete sidewalk and curb damaged during winter excavations for sewer and water repairs and general maintenance following inspections.

The work consists of the supply of all labour, equipment and built as per specifications, for the successful repair of concrete sidewalk and curb & gutter within the City boundaries as directed by the Superintendent of Transportation or designate. It is understood that the Contractor shall have sufficient knowledge and expertise in concrete placement and the repair process and shall have the ability to administrate the project as well as operate all equipment.

In the year 2022, Pedersen Construction was the successful bidder and awarded the contract at the price set out below.

Item	Unit Price	Tender Amount	HST	Total
Sidewalk	\$189.00 / m <sup>2</sup>	\$85,050.00	\$11,056.50	\$96,106.50
Curb & Gutter	\$189 / m	\$22,680.00	\$2,948.40	\$25,628.40

The current contract has an Extension provision reading, *“The term of the contract or purchase order may be extended for a specific period with all terms and conditions stated in these documents to apply to such extension provided that both the City and the Successful Bidder agrees to such extension. At the City’s sole discretion, the negotiating of terms may be applicable in the best interests of the City.”*

For the contract year of 2023, an extension request was provided to Pedersen by the Manager of Transportation Services with the City of Temiskaming Shores. Pedersen has agreed to the request and wishes to extend at the same rates.

It is staff’s recommendation to extend the agreement with Pedersen Construction for the repairs of Concrete Sidewalk and Curbs for an additional year. The cost associated with this repair is budgeted for appropriately within the Environmental Water and Sewer



break materials and the Transportation sidewalk and curb maintenance Operating budget.

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, CMO  
City Manager

## Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** February 7, 2023  
**Subject:** Haileybury Fire Hall Project Update  
**Attachments:** Contract Change Orders No. 6, 7, 8, 9, 10 & 12

---

Mayor and Council:

City staff continue to move the new Haileybury Fire Hall project towards completion in conjunction with our contractor CGV Builders. Construction is 95% completed and staff are expected to receive partial occupancy this month.

Since the last update provided to council at the August 8, 2023, Regular Council Meeting, City staff have approved 6 Change orders totalling \$22,605.57 plus non-recoverable HST.

CCO #6 was for \$2,210.67 and saw a 2" EMT conduit ran from the mechanical room to the radio room for increased telecommunication capabilities.

CCO #7 was for \$5,255.25 and provided for 3 additional parking spaces at the front of the building to allow for faster response times by station members.

CCO#8 was for \$3,291.75 which provided a sidewalk trench drain at the rear of the building and will decrease the risk of ice buildup on the sidewalk.

CCO #9 was for \$1,824.90 and included the installation of additional geotextile material and riprap around a culvert opening on the site. This change was made at the recommendation of the City's independent engineer.

CCO #10 was for \$7,969.50 and saw various changes to the electrical wiring within the building based upon consultations between the contracting electrician and City staff.

CCO #11 was provided to the City upon our request. After review, staff determined that the provided cost would not be within the remaining budget and it was declined.

CCO#12 was for \$2,053.50 and saw the installation of a temporary transfer switch which ensured that the building could be connected to the electrical grid and heated throughout the winter while delivery of the permanent transfer switch remains outstanding.



All contract change orders were less than 5% of the total contract cost and within the approval authority of staff.

Prepared by:

Reviewed and submitted for Council's consideration by:

*"Original signed by"*  
\_\_\_\_\_

*"Original signed by"*  
\_\_\_\_\_

Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager







# CGV GROUP

BUILDERS • DEVELOPERS • CONSULTANTS

CGV Builders Inc.  
56 Connaught Avenue  
Cochrane, ON P0L 1C0  
T 705.272.5404  
F 705.272.3453  
E admin@cgvgroup.ca

## CONTEMPLATED CHANGE ORDER - CCO#8

**Date:** September 21, 2022      **Project Name:** Haileybury Fire Hall  
 25 Rorke Avenue, Haileybury, Ontario

**To:** The City of Temiskaming Shores      **CGV Project No.:** 202111

**Subject:** CCO#08 - Sidewalk Trench Drain  
**Item:** Division 02

**Attn:** Malt Bahm

Please find costs to supply & install one sidewalk trench drain as per the attached details and site plan for the City of Temiskaming Shores for the new Fire Hall located at 25 Rorke Avenue, Haileybury, Ontario.

Supply & Install New Sidewalk Trench Drain	\$	2,850.00
General Expenses 10%	\$	285.00
Overhead & Profit 5%	\$	156.75
<b>Total CO</b>	<b>\$</b>	<b>3,291.75</b>

**NOTE: Signature from owner representative is required prior to proceeding with change order.**

We reserve the right to assess the impact of the change at a later date and submit any costs related there to.

We reserve the right to correct errors or omissions.

It is anticipated that all work required by this change will be done on a straight-line basis. Overtime work, if required will be billed as an additional item.

Please review and respond at your earliest.

Yours truly,

CGV Builders Inc.

**JOE VEZEAU, PQS**

Project Manager/Estimator

**ACCEPTANCE OF CONTEMPLATED CHANGE ORDER - The above prices**

Signature: *Mathew Bahm*

Print Full Name and Title: Mathew Bahm, Director of Recreation

Date of Acceptance: Sept 22, 2022



# CGV GROUP

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E admin@cgvgroup.ca

## CONTEMPLATED CHANGE ORDER - CCO#9

**Date:** September 21, 2022      **Project Name:** Haileybury Fire Hall  
 25 Rorke Avenue, Haileybury, Ontario  
**To:** The City of Temiskaming Shores      **CGV Project No.:** 202111  
**Subject:** CCO#09 - Rip Rap for South Culvert  
**Item:** Division 02

**Attn:** Matt Bahm

Please find costs to supply & install 300mm of R10 Rip Rap with Geotextile at each end of the south culvert as requested by the City of Temiskaming Shores for the new Fire Hall located at 25 Rorke Avenue, Haileybury, Ontario.

Supply & Install Rip Rap with Geotextile at South Culvert	\$ 1,580.00
General Expenses 10%	\$ 158.00
Overhead & Profit 5%	\$ 86.90
<b>Total CO</b>	<b>\$ 1,824.90</b>

**NOTE: Signature from owner representative is required prior to proceeding with change order.**

We reserve the right to assess the impact of the change at a later date and submit any costs related there to.  
We reserve the right to correct errors or omissions.  
It is anticipated that all work required by this change will be done on a straight-line basis. Overtime work, if required will be billed as an additional item.

Please review and respond at your earliest.

Yours truly,  
CGV Builders Inc.

  
**JOE VEZEAU, PQS**  
 Project Manager/Estimator

**ACCEPTANCE OF CONTEMPLATED CHANGE ORDER - The above prices**

Signature: *Mathew Bahm*

Print Full Name and Title: Mathew Bahm, Director of Recreation

Date of Acceptance: Sept 26, 2022



# CGV GROUP

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E admin@cgvgroup.ca

## CONTEMPLATED CHANGE ORDER - CCO#10

**Date:** November 11, 2022      **Project Name:** Haileybury Fire Hall  
 25 Rorke Avenue, Haileybury, Ontario

**To:** The City of Temiskaming Shores      **CGV Project No.:** 202111

**Subject:** CCO#10 - Additional Electrical  
**Item:** Division 16 - Electrical

**Attn:** Matt Bahm

Please find costs to supply & install additional electrical requirements as shown in the attached quote from Licop Electric attached as requested by the City of Temiskaming Shores for the new Fire Hall located at 25 Rorke Avenue, Haileybury, Ontario.

Subtrade:	Licop Electric	\$ 6,900.00
General Expenses 10%		\$ 690.00
Overhead & Profit 5%		\$ 379.50
<b>Total CO</b>		<u>\$ 7,969.50</u>

**NOTE: Signature from owner representative is required prior to proceeding with change order.**

We reserve the right to assess the impact of the change at a later date and submit any costs related there to.

We reserve the right to correct errors or omissions.

It is anticipated that all work required by this change will be done on a straight-line basis. Overtime work, if required will be billed as an additional item.

Please review and respond at your earliest.

Yours truly,

CGV Builders Inc.

**JOE VEZEAU, PQS**

Project Manager/Estimator

<b>ACCEPTANCE OF CONTEMPLATED CHANGE ORDER - The above prices</b>	
Signature:	<i>Mathew Bahm</i>
Print Full Name and Title:	Mathew Bahm, Director of Recreation
Date of Acceptance:	November 23, 2022



# CGV GROUP

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E admin@cgvgroup.ca

## CONTEMPLATED CHANGE ORDER - CCO#12

**Date:** December 21, 2022      **Project Name:** Haileybury Fire Hall  
 25 Rorke Avenue, Haileybury, Ontario  
**To:** The City of Temiskaming Shores      **CGV Project No.:** 202111  
**Subject:** CCO#12 - Temporary Transfer Switch  
**Item:** Division 16

**Attn:** Matt Bahm

Please find costs to supply & install a temporary transfer switch for the new Fire Hall located at 25 Rorke Avenue, Haileybury, Ontario.

Subtrade:	Licop Electric	\$ 1,777.92
	General Expenses 10%	\$ 177.79
	Overhead & Profit 5%	\$ 97.79
	<b>Total CO</b>	<u>\$ 2,053.50</u>

**NOTE: Signature from owner representative is required prior to proceeding with change order.**

We reserve the right to assess the impact of the change at a later date and submit any costs related there to

We reserve the right to correct errors or omissions.

It is anticipated that all work required by this change will be done on a straight-line basis. Overtime work, if required will be billed as an additional item.

Please review and respond at your earliest.

Yours truly,

CGV Builders Inc.

JOE VEZEAU, PQS

Project Manager/Estimator

**ACCEPTANCE OF CONTEMPLATED CHANGE ORDER - The above prices**

Signature: MATT BAHM - Director of Recreation 1/26/2023  
 Print Full Name and Title:  
 Date of Acceptance:

# Memo

**To:** Mayor and Council  
**From:** Mathew Bahm, Director of Recreation  
**Date:** February 7, 2023  
**Subject:** Climate Change Committee Chair  
**Attachments:**

---

Mayor and Council:

The Climate Change Committee is a standing committee of council tasked with reviewing current City practices as it relates to climate change.

The terms of reference for the Climate Change Committee state:

*“The Chair and Vice-Chair shall be appointed by Council.”*

The committee met on January 24, 2023 for the first time since the current term of council began. At that meeting the committee passed the following recommendation:

*Recommendation CCC-2023-003  
Moved by: Councillor Jesse Foley*

Be it resolved that:

The Climate Change Committee hereby recommends Councillor Ian Graydon be appointed the Committee Chair for the term of Council.

**CARRIED**

Staff are thereby recommending that council appoint Ian Graydon as the Climate Change Committee Chair for the 2022-2026 term of Council.

Prepared by:

Reviewed and submitted for Council’s  
consideration by:

*“Original signed by”*

---

*“Original signed by”*

---

Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

---

**Subject: Facility Fee Waiver Policy**

**Report No.: RS-001-2023**

**Agenda Date: February 7, 2023**

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### **Attachments**

**Appendix 01: Draft – Facility Fee Waiver Policy (Please refer to By-Law 2023-013)**

### **Recommendations**

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report RS-001-2023; and
2. That Council directs staff to prepare the necessary by-law to adopt the Rental Fee Waiver Policy for consideration at the February 7, 2023, Regular Council meeting.

### **Background**

The City of Temiskaming Shores provides recreation facilities throughout the community for a wide range of groups, organizations, and individuals. Providing these facilities for use comes at a cost to the municipality in the form of staff time for administration, maintenance, utilities, and cleaning. As such, the municipality charges various fees for the use of these facilities as set out in by-law 2012-039 being a by-law to Adopt Schedules of Departmental User Fees and Service Charges for the City of Temiskaming Shores.

Through the City of Temiskaming Shores' Recreation Services Committee, a pathway was provided for local facility users to request fee waivers for special events. These fee requests were approved by the committee based upon the information provided by the applicant and generally followed the following principles:

1. Applicants were to be non-profit or charitable organizations;
2. Applicants would only receive one fee waiver per year;
3. Applicants would only receive fee waivers for fundraiser events.

The number of fee waiver requests averages approximately 10 per year with the total value of revenue forgiven being approximately \$2,000.

**Analysis**

As the City transitions to a committee of the whole structure without a standalone Recreation Services Committee, staff are proposing that council delegate authority to the Director of Recreation to approve or deny fee waiver requests as per the proposed policy (Appendix 01).

This new delegated authority and policy will provide a streamlined process for the City that improves efficiency while also providing a clear and consistent guideline for applicants.

**Relevant Policy / Legislation / City By-Law**

- By-Law No. 2012-039, Schedules of Departmental User Fees and Service Charges for the City of Temiskaming Shores

**Consultation / Communication**

- Consultation with City Manager

**Financial / Staffing Implications**

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

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

It is estimated that each year approximately \$2,000 in fees will be waived through this policy which is accounted for within the proposed 2023 operating budget.

**Climate Considerations**

The climate lens was used to consider the impacts of implementing this policy. Based upon the results of the climate lens, there are no anticipated adverse climate effects associated with this procurement.

**Alternatives**

- Council could direct staff to bring fee waiver requests to council at committee of the whole meetings to be considered on an individual basis.
- Council could direct staff to not permit fee waivers in any circumstances.

**Submission**

Prepared by:

Reviewed and submitted for Council's consideration by:

*"Original signed by"*

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*"Original signed by"*

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Mathew Bahm  
Director of Recreation

Amy Vickery  
City Manager

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

**By-law No. 2023-006**

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

**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 adopted By-law No. 2022-185 to appoint community representatives to various Committees and Boards for 2022-2026 Term of Council; and

**Whereas** Section 204 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, deals with Business Improvement Areas; and

**Whereas** under Section 204 (12) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, outlines if a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area; and

**Whereas** Council supports the Liskeard Business Improvement Area Board of Management Committee Recommendation to appoint Gayle McNaughton, Suzanne Othmer, and Kevin Leveille as community representatives on the New Liskeard Business Improvement Area Board of Management Committee; and

**Whereas** Council supports staff's recommendation to appoint Lorna Desmarais and Jan Edwards as community representatives on the Age Friendly Committee; and

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

1. That Schedule "A" to By-law No. 2022-185, be amended by adding **Gayle McNaughton, Suzanne Othmer, and Kevin Leveille** as community representatives to the New Liskeard Business Improvement Area (BIA) Board of Management Committee for the 2022-2026 Term of Council;

2. That Schedule "A" to By-law No. 2022-185, be amended by adding **Lorna Desmarais and Jan Edwards** as community representatives to the **Age Friendly Committee** for the 2022-2026 Term of Council; and
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor changes or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of February, 2023.

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Mayor

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Clerk

## **The Corporation of the City of Temiskaming Shores**

### **By-law No. 2023-007**

#### **Being a by-law to Stop up and Close a Roadway – Andrews Street, on Plan M-67 NB, legally identified as 61354-0365**

**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** the provisions of Section 34 (1) of The Municipal Act, 2001, S.O., c. 25 sets out procedures for the closing of Highways; and

**Whereas** Council considered Administrative Report No. CS-005-2023 at the February 7, 2023 Regular Council meeting, and directed staff to prepare the necessary by-law for the Stopping up and Closing of a Roadway – Andrews Street, on Plan M-67 NB, legally identified as 61354-0365, for consideration at the February 7, 2023 Regular Council meeting.

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

1. That Part of lane described as legally identified as 61354-0365 on Plan M-67 NB,; is hereby stopped up and closed.
2. The Mayor and Clerk are authorized to sign all necessary documents in connection to this by-law.
3. That a copy of this by-law be registered at the Land Registry Office in accordance with Section 34 of (1) of the Municipal Act 2001, S.O., c. 25.
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 7<sup>th</sup> day of February, 2023.

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Mayor

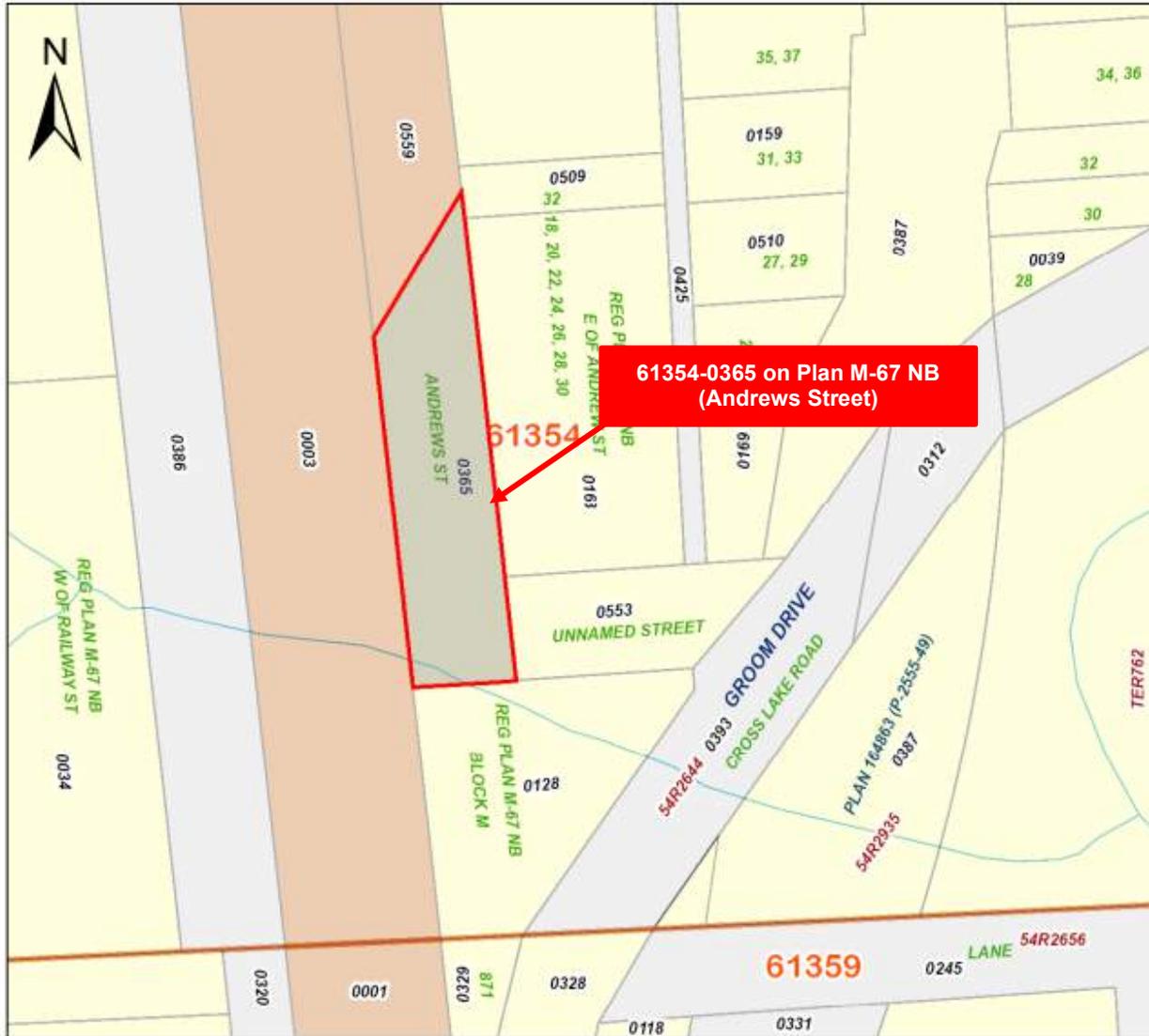
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Clerk

Schedule “A”

Andrews Street, legally identified as 61354-0365 on Plan M-67 NB

City of Temiskaming Shores



Excerpt of Plan M-67 NB

## **The Corporation of the City of Temiskaming Shores**

### **By-law No. 2023-008**

#### **Being a by-law to Stop up and Close a Roadway – Unnamed Street on Plan M-67 NB, legally described as 61354-0553**

**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** the provisions of Section 34 (1) of The Municipal Act, 2001, S.O., c. 25 sets out procedures for the closing of Highways; and

**Whereas** Council considered Administrative Report No. CS-005-2023 at the February 7, 2023 Regular Council meeting, and directed staff to prepare the necessary by-law for the Stopping up and Closing of a Roadway – Unnamed Street on Plan M-67 NB, legally described as 61354-0553, for consideration at the February 7, 2023 Regular Council meeting.

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

1. That Part of lane described as legally identified as 61354-0553 on Plan M-67 NB; is hereby stopped up and closed.
2. The Mayor and Clerk are authorized to sign all necessary documents in connection to this by-law.
3. That a copy of this by-law be registered at the Land Registry Office in accordance with Section 34 of (1) of the Municipal Act 2001, S.O., c. 25.
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 7<sup>th</sup> day of February, 2023.

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Mayor

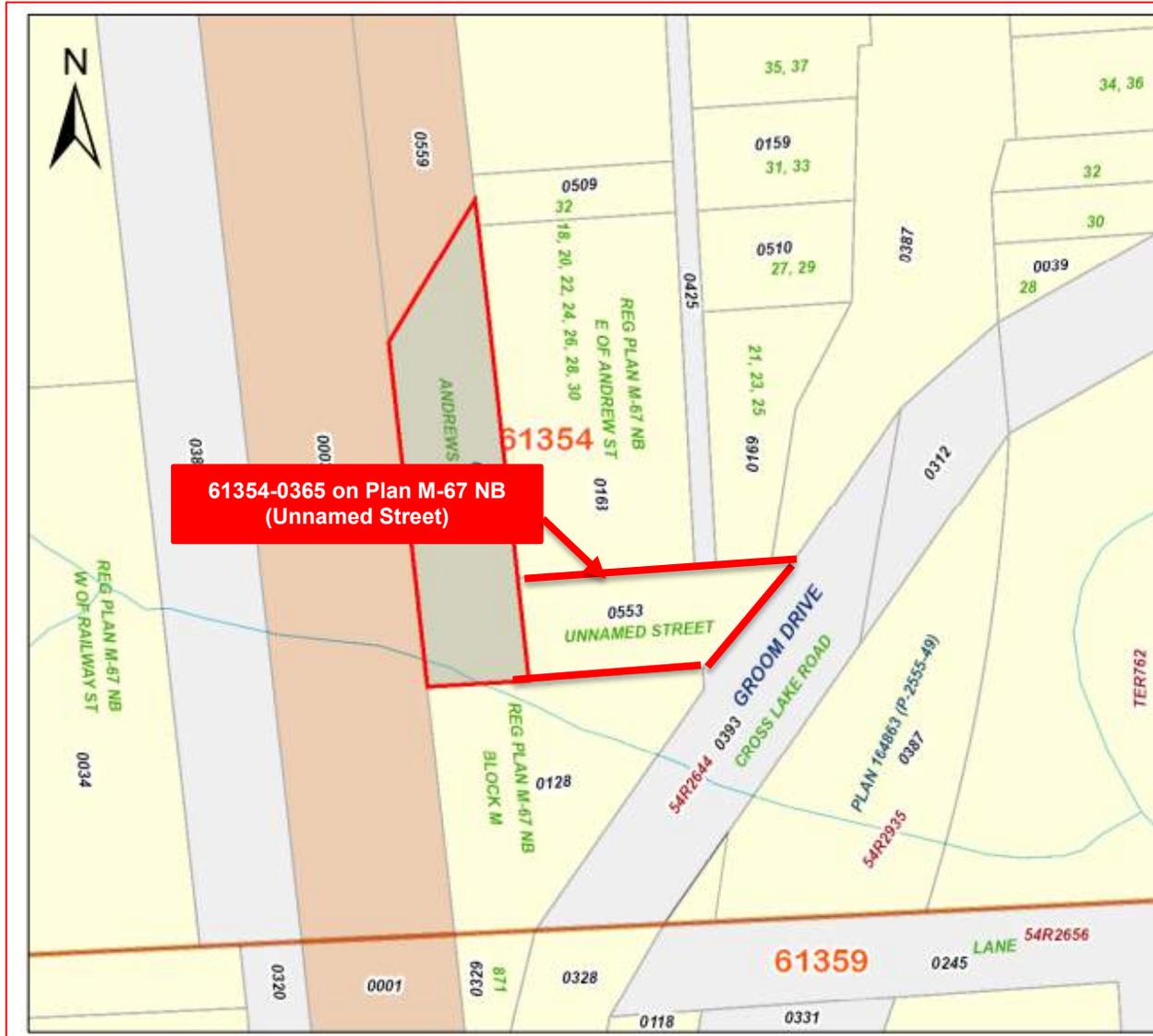
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Clerk

Schedule “A”

Unnamed Street, legally identified as 61354-0553 on Plan M-67 NB

City of Temiskaming Shores



Excerpt of Plan M-67 NB

## **The Corporation of the City of Temiskaming Shores**

### **By-law No. 2023-009**

#### **Being a by-law to authorize the Sale of Land: Andrews Street on Plan M-67NB, legally identified as 61354-0365 to Edward Lavallee**

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

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

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

**Whereas** By-law No. 2015-160 establishes procedures for the disposal of real property, including the giving of notice to the public, governing the sale of land; and

**Whereas** Council considered Administrative Report No. CS-005-2023 at the February 7, 2023 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an Agreement of Purchase and Sale with Edward Lavallee for municipal real property, for consideration at the February 7, 2023 Regular Council meeting.

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

1. That Council hereby confirms the procedures set forth in By-law No. 2015-160 have been followed by the municipality in order to allow for the sale of lands herein after referred to in this By-law.
2. That Council authorizes the entering into an Agreement of Purchase and Sale between Edward Lavallee as Purchaser and The Corporation of the City of Temiskaming Shores as Vendor, in the form annexed hereto as Schedule "A" and forming part of this by-law.
3. That Council agrees to sell the subject land in the amount of \$2,000.00 plus applicable taxes and other such considerations outlined in the said agreement, for the land described as:
  - Andrews Street on Plan M-67NB, legally identified as 61354-0365

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 7<sup>th</sup> day of February, 2023.

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Mayor

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Clerk

## Offer to Purchase

**Edward Lavallee**

(as "Purchaser"), having inspected the property, hereby agree to and with

**The Corporation of the City of Temiskaming Shores,**  
(as "Vendor") to purchase the property being:

**Andrews Street on Plan M-67NB, legally identified as 61354-0365**

(herein called the "Real Property") at the purchase price of five-hundred dollars (\$2,000.00) payable to the Vendor, subject to adjustments, on the closing date hereinafter set forth.

The Purchaser acknowledges that the land forming part of this transaction is being purchased in an "as is where is" condition without any representations or warranties whatsoever.

This offer to Purchase shall be conditional upon the Purchaser entering into an agreement with the Vendor on or before closing, failing which this Offer to Purchaser shall be null and void. Only the Vendor may waive this condition at its option.

### **Road Closing By-Law**

The Purchaser and the Vendor acknowledge and agree that a Stop Up and Road Closing By-Law is required as a condition of this transaction. The Vendor agrees that he shall be fully responsible for the legal costs relating to the registration of the said By-Law.

The Purchaser further agrees that he shall be fully responsible for the costs of obtaining the reference plan that shall be required as part of this said By-Law. The Purchaser and Vendor agree that this By-Law must be registered prior to closing and that the Closing Date may be extended as required to permit this.

### **Release of Information**

**Vendor authorizes the release of any information relating to the Real Property to the Purchaser and the Purchaser's solicitor by any governmental body or authority and appoints the Purchaser and the Purchaser's solicitor as its agent for the purpose. Without limiting the generality of the foregoing the Vendor consents to the disclosure to the Purchaser and the Purchaser's solicitor of any information relating to the Real Property or the use thereof pursuant to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990. C.F. 31 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. M. 56.**

### **Deficiency Notices and Work Orders**

The Vendor represents that as at the date of acceptance hereof the Vendor has not received from any municipal or other governmental authority any deficiency notice or work order affecting the Real Property pursuant to which any deficiencies are required to be remedied or any demolition, repairs or replacements are required to be carried out. If the Vendor receives any such deficiency notice or work order after the date of acceptance hereof, the Vendor shall forthwith produce same to the Purchaser for inspection. If by the date of closing the Vendor has not either (a) complied with such deficiency notice or work order, or (b) settled with the Purchaser any question of an abatement of the purchase price arising out of such deficiency notice or work order, the Purchaser may at his option either (a) accept the Real Property subject to such deficiency notice or work order or (b) terminate this Agreement. In the event of termination as aforesaid, all moneys paid hereunder shall be returned to the Purchaser without interest or deductions.

### **Adoption of LSUC – OBA Document Registration Agreement**

Provided the solicitors for each of the Vendor and the Purchaser are able to complete transactions using electronic registration, the parties agree to complete this transaction using electronic registration, to adopt the LSUC-OBA Document Registration Agreement in use on the Closing Date, and to abide by, and instruct their solicitors to abide by, the closing procedures set forth therein for electronic registration.

### **Acceptance**

This Offer shall be irrevocable by the Purchaser until **11:59 P.M. on the 15<sup>th</sup> day after the date of signing the offer**, after which time, if not accepted, this Offer shall be null and void.

### **Title**

Title to the Real Property shall be good and free from all encumbrances, except as set out in this Agreement, and except local rates, and except as to any registered restrictions or covenants that run with the land, and subdivision agreements with the municipality, provided the same have been complied with, and except for minor easements for hydro, gas, telephone or like services. Purchaser shall accept the Real Property subject to municipal and other governmental requirements, including building and zoning by-laws, regulations and orders, provided same have been complied with.

### **Requisitions**

Purchaser shall be allowed until closing to investigate the title at his own expense and to satisfy himself that there is no breach of municipal or other governmental requirements affecting the Real Property, that its present use may be lawfully continued and that the principal buildings may be insured against risk of fire. If within that time any valid objection to title or to any breach of municipal or other governmental requirements, or to the fact that the present use may not be lawfully continued, or that the principal buildings may not be insured against risk of fire, which the Vendor is unable or unwilling to remove, remedy

or satisfy, and which the Purchaser will not waive, this Agreement shall notwithstanding any intermediate acts or negotiations, be null and void and the deposit money returned to the Purchaser, without interest or deduction, and the Vendor shall not be liable for any costs or damages whatever. Save as to any valid objection so made within such time the Purchaser shall be conclusively deemed to have accepted the Vendor's title to the Real Property.

### **Surveys and Documents**

The Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title except such as are in the possession or control of the Vendor. The Vendor agrees that he will deliver any existing survey to the Purchaser as soon as possible and prior to the last day allowed for examining title. In the event that a discharge of any mortgage or charge held by a Chartered Bank, Trust Company, Credit Union or Insurance Company which is not to be assumed by the Purchaser on completion, is not available in registrable form on completion, the Purchaser agrees to accept the Vendor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registrable form and to register same on title within a reasonable period of time after completion, provided that on or before completion the Vendor shall provide to the Purchaser a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, together with a direction executed by the Vendor directing payment to the mortgagee, of the amount required to obtain the discharge out of the balance due on completion.

### **Easement**

The purchaser acknowledges the requirement for an easement, in favour of the Ontario Northland Railway, for drainage and access purposes. The easement agreement and any required surveys to establish the easement shall be the responsibility of the Ontario Northland Railway, subject to agreement by the purchaser. The easement shall be registered on title by the Ontario Northland Railway and all costs associated with the establishment of the easement shall be borne by the Ontario Northland Railway.

### **Closing**

**This Agreement shall be completed on or before March 9, 2023 on which date vacant possession of the Real Property shall be given to the Purchaser unless otherwise provided for herein.**

### **Inspection of Property**

The Purchaser acknowledges having inspected the Real Property prior to submitting this Offer and understands that upon the Vendor accepting this offer there shall be a binding Agreement of Purchase and Sale between the Purchaser and the Vendor. The Purchaser shall be entitled to inspect the Real Property immediately prior to the date for completion.

### **Adjustments**

Unearned fire insurance premiums, fuel, taxes, rentals and all local improvements and water rates and other charges for municipal improvements to be apportioned and allowed to the date of completion of sale (the day itself to be apportioned to the Purchaser). Provided Purchaser may elect not to accept assignment of fire insurance in which case no adjustment for insurance premiums.

### **Costs**

The deed or transfer, save for Land Transfer Tax Affidavit, to be prepared at the expense of the Vendor in a form acceptable to the Purchaser and if a mortgage or charge is to be given back, it shall be prepared at the expense of the Purchaser in a form acceptable to the Vendor.

### **Planning Act Compliance**

This Agreement shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended, are complied with, and the Vendor agrees, at his expense, to comply with such provisions and to proceed diligently with the application for such compliance, if necessary.

The Transfer/Deed of Land to be given to the Purchaser shall contain a statement of the Vendor and the Vendor's solicitor pursuant to section 50(22) of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended.

### **Spousal Consent**

The Vendor represents and warrants that no consent to this transaction is required pursuant to s.21(1) of the *Family Law Act*, R.S.O. 1990, C.F. 3 unless the Vendor's spouse has executed this agreement to consent thereto, and that the Transfer/Deed shall contain a statement by the Vendor as required by section 21(3) of the *Family Law Act*, R.S.O. 1990, C.F. 13 or the spouse of the Vendor shall execute the Transfer/Deed to consent thereto.

### **Residency of Vendor**

Vendor further agrees to produce evidence that he is not now and that on closing he will not be a non-resident of Canada within the meaning of s.116 of the *Income Tax Act* of Canada, or in the alternative, evidence that the provisions of s.116 regarding disposition of property by a non-resident person have been complied with at or before closing, failing which the Purchaser will be credited towards the purchase price with the amount, if any, which shall be necessary for the Purchaser to pay to the Minister of Revenue in order to satisfy the Purchaser's liability in respect of tax payable by the Vendor under S. 116 of the *Income Tax Act* of Canada by reason of the sale.

### **Facsimile**

Either party may execute this document by signing a facsimile thereof. The parties agree

that execution by any party of a facsimile shall be in all respects identical to execution of an original or photocopy. The parties agree to accept a facsimile of the signature of any party as evidence of the fact that the agreement has been executed by that party. In all respects a facsimile signature may be accepted as having the same effect as an original signature.

### **Counterpart**

This agreement may but need not be executed in counterpart.

### **Time of Essence**

This Offer, when accepted, shall constitute a binding contract of purchase and sale, and time in all respects shall be of the essence in this Agreement.

### **H.S.T.**

If this transaction is subject to Harmonized Sales Tax (HST) pursuant to the Excise Tax Act (Canada) as amended (the "Act") then such HST shall be in addition to and not included in the purchase price, and:

- (a) HST shall be collected and remitted by the Vendor in accordance with the applicable legislation; or
- (b) If applicable, the parties shall jointly execute an election pursuant to Act, such election to be filed by the Purchaser as required under the Act; or
- (c) If the Purchaser is registered under the Act, the Purchaser shall provide the Vendor and its solicitor with proof of his/her HST registration number in a form reasonably satisfactory to the Vendor and its solicitor.

If this transaction is not subject to HST pursuant to the Act, the Vendor agrees to provide on or before closing to the Purchase or Purchaser's solicitor a certificate in the form prescribed by the Act, if so prescribed, or otherwise in a form reasonably satisfactory to the Purchase and his/her solicitor certifying that the transaction is not subject to HST.

### **Representations and Warranties**

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement or the Real Property or supported hereby other than as expressed herein in writing.

### **Tender**

**Any tender of documents or money hereunder may be made upon the Vendor or Purchaser or upon the solicitor acting for the party on whom tender is desired, and it shall be sufficient that a cheque certified by a chartered bank or a trust company or the trust cheque of the law firm acting for the party desiring such tender be tendered instead of cash.**

**Costs of Registration**

The Purchaser shall pay all costs of registration and taxes for both parties documents.

**Legal Fees**

The Parties agree that the Purchaser will pay the Vendor's reasonable legal fees for the transaction.

**Gender**

This Offer and the resulting Agreement to be read with all changes of gender or number required by the context.

**Remainder of this page left blank intentionally**

**Signed, Sealed and Delivered** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

in the presence of:

Purchaser: **Edward Lavallee**

Per: \_\_\_\_\_  
Edward Lavallee

Purchaser's Address:  
**29 King St.,  
North Cobalt, ON P0J 1R0**

The Vendor hereby accepts the above offer.

Dated at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Vendor: **The Corporation of the City of Temiskaming Shores**

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Kelly Conlin

Vendor's Address:  
City of Temiskaming Shores  
P.O. Box 2050 / 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

Attn.: Kelly Conlin, Clerk

We have authority to bind the Corporation.

Purchaser's Solicitor:

**Kemp Pirie Crombeen**  
P.O. Box 1540  
22 Armstrong Street  
New Liskeard, ON P0J 1P0

Phone Number: (705) 647-7353

Vendor's Solicitor:

**Kemp Pirie Crombeen**  
P.O. Box 1540  
22 Armstrong Street  
New Liskeard, ON P0J 1P0

Phone Number: (705) 647-7353

**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2023-010**  
**Being a by-law to authorize the Sale of Land for an**  
**Unnamed street on Plan M-67NB, legally identified as**  
**61354-0553 to Edward Lavallee**

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

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

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

**Whereas** By-law No. 2015-160 establishes procedures for the disposal of real property, including the giving of notice to the public, governing the sale of land; and

**Whereas** Council considered Administrative Report No. CS-005-2023 at the February 7, 2023 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an Agreement of Purchase and Sale with Edward Lavallee for municipal real property, for consideration at the February 7, 2023 Regular Council meeting.

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

1. That Council hereby confirms the procedures set forth in By-law No. 2015-160 have been followed by the municipality in order to allow for the sale of lands herein after referred to in this By-law.
2. That Council authorizes the entering into an Agreement of Purchase and Sale between Edward Lavallee as Purchaser and The Corporation of the City of Temiskaming Shores as Vendor, in the form annexed hereto as Schedule "A" and forming part of this by-law.
3. That Council agrees to sell the subject land in the amount of \$500.00 plus applicable taxes and other such considerations outlined in the said agreement, for the land described as:
  - Unnamed street on Plan M-67NB, legally identified as 61354-0553

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 7<sup>th</sup> day of February, 2023.

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Mayor

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Clerk

## Offer to Purchase

### Edward Lavallee

(as "Purchaser"), having inspected the property, hereby agree to and with

### The Corporation of the City of Temiskaming Shores,

(as "Vendor") to purchase the property being:

### Unnamed street on Plan M-67NB, legally identified as 61354-0553

(herein called the "Real Property") at the purchase price of five-hundred dollars (\$500.00) payable to the Vendor, subject to adjustments, on the closing date hereinafter set forth.

The Purchaser acknowledges that the land forming part of this transaction is being purchased in an "as is where is" condition without any representations or warranties whatsoever.

This offer to Purchase shall be conditional upon the Purchaser entering into an agreement with the Vendor on or before closing, failing which this Offer to Purchaser shall be null and void. Only the Vendor may waive this condition at its option.

### Road Closing By-Law

The Purchaser and the Vendor acknowledge and agree that a Stop Up and Road Closing By-Law is required as a condition of this transaction. The Vendor agrees that he shall be fully responsible for the legal costs relating to the registration of the said By-Law.

The Purchaser further agrees that he shall be fully responsible for the costs of obtaining the reference plan that shall be required as part of this said By-Law. The Purchaser and Vendor agree that this By-Law must be registered prior to closing and that the Closing Date may be extended as required to permit this.

### Release of Information

**Vendor authorizes the release of any information relating to the Real Property to the Purchaser and the Purchaser's solicitor by any governmental body or authority and appoints the Purchaser and the Purchaser's solicitor as its agent for the purpose. Without limiting the generality of the foregoing the Vendor consents to the disclosure to the Purchaser and the Purchaser's solicitor of any information relating to the Real Property or the use thereof pursuant to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990. C.F. 31 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. M. 56.**

### **Deficiency Notices and Work Orders**

The Vendor represents that as at the date of acceptance hereof the Vendor has not received from any municipal or other governmental authority any deficiency notice or work order affecting the Real Property pursuant to which any deficiencies are required to be remedied or any demolition, repairs or replacements are required to be carried out. If the Vendor receives any such deficiency notice or work order after the date of acceptance hereof, the Vendor shall forthwith produce same to the Purchaser for inspection. If by the date of closing the Vendor has not either (a) complied with such deficiency notice or work order, or (b) settled with the Purchaser any question of an abatement of the purchase price arising out of such deficiency notice or work order, the Purchaser may at his option either (a) accept the Real Property subject to such deficiency notice or work order or (b) terminate this Agreement. In the event of termination as aforesaid, all moneys paid hereunder shall be returned to the Purchaser without interest or deductions.

### **Adoption of LSUC – OBA Document Registration Agreement**

Provided the solicitors for each of the Vendor and the Purchaser are able to complete transactions using electronic registration, the parties agree to complete this transaction using electronic registration, to adopt the LSUC-OBA Document Registration Agreement in use on the Closing Date, and to abide by, and instruct their solicitors to abide by, the closing procedures set forth therein for electronic registration.

### **Acceptance**

This Offer shall be irrevocable by the Purchaser until **11:59 P.M. on the 15<sup>th</sup> day after the date of signing the offer**, after which time, if not accepted, this Offer shall be null and void.

### **Title**

Title to the Real Property shall be good and free from all encumbrances, except as set out in this Agreement, and except local rates, and except as to any registered restrictions or covenants that run with the land, and subdivision agreements with the municipality, provided the same have been complied with, and except for minor easements for hydro, gas, telephone or like services. Purchaser shall accept the Real Property subject to municipal and other governmental requirements, including building and zoning by-laws, regulations and orders, provided same have been complied with.

### **Requisitions**

Purchaser shall be allowed until closing to investigate the title at his own expense and to satisfy himself that there is no breach of municipal or other governmental requirements affecting the Real Property, that its present use may be lawfully continued and that the principal buildings may be insured against risk of fire. If within that time any valid objection to title or to any breach of municipal or other governmental requirements, or to the fact that the present use may not be lawfully continued, or that the principal buildings may not be insured against risk of fire, which the Vendor is unable or unwilling to remove, remedy

or satisfy, and which the Purchaser will not waive, this Agreement shall notwithstanding any intermediate acts or negotiations, be null and void and the deposit money returned to the Purchaser, without interest or deduction, and the Vendor shall not be liable for any costs or damages whatever. Save as to any valid objection so made within such time the Purchaser shall be conclusively deemed to have accepted the Vendor's title to the Real Property.

### **Surveys and Documents**

The Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title except such as are in the possession or control of the Vendor. The Vendor agrees that he will deliver any existing survey to the Purchaser as soon as possible and prior to the last day allowed for examining title. In the event that a discharge of any mortgage or charge held by a Chartered Bank, Trust Company, Credit Union or Insurance Company which is not to be assumed by the Purchaser on completion, is not available in registrable form on completion, the Purchaser agrees to accept the Vendor's solicitor's personal undertaking to obtain, out of the closing funds, a discharge or cessation of charge in registrable form and to register same on title within a reasonable period of time after completion, provided that on or before completion the Vendor shall provide to the Purchaser a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, together with a direction executed by the Vendor directing payment to the mortgagee, of the amount required to obtain the discharge out of the balance due on completion.

### **Easement**

The purchaser acknowledges the requirement for an easement, in favour of the Ontario Northland Railway, for drainage and access purposes. The easement agreement and any required surveys to establish the easement shall be the responsibility of the Ontario Northland Railway, subject to agreement by the purchaser. The easement shall be registered on title by the Ontario Northland Railway and all costs associated with the establishment of the easement shall be borne by the Ontario Northland Railway.

### **Closing**

**This Agreement shall be completed on or before March 9, 2023 on which date vacant possession of the Real Property shall be given to the Purchaser unless otherwise provided for herein.**

### **Inspection of Property**

The Purchaser acknowledges having inspected the Real Property prior to submitting this Offer and understands that upon the Vendor accepting this offer there shall be a binding Agreement of Purchase and Sale between the Purchaser and the Vendor. The Purchaser shall be entitled to inspect the Real Property immediately prior to the date for completion.

### **Adjustments**

Unearned fire insurance premiums, fuel, taxes, rentals and all local improvements and water rates and other charges for municipal improvements to be apportioned and allowed to the date of completion of sale (the day itself to be apportioned to the Purchaser). Provided Purchaser may elect not to accept assignment of fire insurance in which case no adjustment for insurance premiums.

### **Costs**

The deed or transfer, save for Land Transfer Tax Affidavit, to be prepared at the expense of the Vendor in a form acceptable to the Purchaser and if a mortgage or charge is to be given back, it shall be prepared at the expense of the Purchaser in a form acceptable to the Vendor.

### **Planning Act Compliance**

This Agreement shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended, are complied with, and the Vendor agrees, at his expense, to comply with such provisions and to proceed diligently with the application for such compliance, if necessary.

The Transfer/Deed of Land to be given to the Purchaser shall contain a statement of the Vendor and the Vendor's solicitor pursuant to section 50(22) of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended.

### **Spousal Consent**

The Vendor represents and warrants that no consent to this transaction is required pursuant to s.21(1) of the *Family Law Act*, R.S.O. 1990, C.F. 3 unless the Vendor's spouse has executed this agreement to consent thereto, and that the Transfer/Deed shall contain a statement by the Vendor as required by section 21(3) of the *Family Law Act*, R.S.O. 1990, C.F. 13 or the spouse of the Vendor shall execute the Transfer/Deed to consent thereto.

### **Residency of Vendor**

Vendor further agrees to produce evidence that he is not now and that on closing he will not be a non-resident of Canada within the meaning of s.116 of the *Income Tax Act* of Canada, or in the alternative, evidence that the provisions of s.116 regarding disposition of property by a non-resident person have been complied with at or before closing, failing which the Purchaser will be credited towards the purchase price with the amount, if any, which shall be necessary for the Purchaser to pay to the Minister of Revenue in order to satisfy the Purchaser's liability in respect of tax payable by the Vendor under S. 116 of the *Income Tax Act* of Canada by reason of the sale.

### **Facsimile**

Either party may execute this document by signing a facsimile thereof. The parties agree

that execution by any party of a facsimile shall be in all respects identical to execution of an original or photocopy. The parties agree to accept a facsimile of the signature of any party as evidence of the fact that the agreement has been executed by that party. In all respects a facsimile signature may be accepted as having the same effect as an original signature.

### **Counterpart**

This agreement may but need not be executed in counterpart.

### **Time of Essence**

This Offer, when accepted, shall constitute a binding contract of purchase and sale, and time in all respects shall be of the essence in this Agreement.

### **H.S.T.**

If this transaction is subject to Harmonized Sales Tax (HST) pursuant to the Excise Tax Act (Canada) as amended (the "Act") then such HST shall be in addition to and not included in the purchase price, and:

- (a) HST shall be collected and remitted by the Vendor in accordance with the applicable legislation; or
- (b) If applicable, the parties shall jointly execute an election pursuant to Act, such election to be filed by the Purchaser as required under the Act; or
- (c) If the Purchaser is registered under the Act, the Purchaser shall provide the Vendor and its solicitor with proof of his/her HST registration number in a form reasonably satisfactory to the Vendor and its solicitor.

If this transaction is not subject to HST pursuant to the Act, the Vendor agrees to provide on or before closing to the Purchase or Purchaser's solicitor a certificate in the form prescribed by the Act, if so prescribed, or otherwise in a form reasonably satisfactory to the Purchase and his/her solicitor certifying that the transaction is not subject to HST.

### **Representations and Warranties**

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement or the Real Property or supported hereby other than as expressed herein in writing.

### **Tender**

**Any tender of documents or money hereunder may be made upon the Vendor or Purchaser or upon the solicitor acting for the party on whom tender is desired, and it shall be sufficient that a cheque certified by a chartered bank or a trust company or the trust cheque of the law firm acting for the party desiring such tender be tendered instead of cash.**

**Costs of Registration**

The Purchaser shall pay all costs of registration and taxes for both parties documents.

**Legal Fees**

The Parties agree that the Purchaser will pay the Vendor's reasonable legal fees for the transaction.

**Gender**

This Offer and the resulting Agreement to be read with all changes of gender or number required by the context.

**Remainder of this page left blank intentionally**

**Signed, Sealed and Delivered** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

in the presence of:

Purchaser: **Edward Lavallee**

Per: \_\_\_\_\_  
Edward Lavallee

Purchaser's Address:  
**29 King St.,  
North Cobalt, ON P0J 1R0**

The Vendor hereby accepts the above offer.

Dated at the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Vendor: **The Corporation of the City of Temiskaming Shores**

\_\_\_\_\_  
Mayor – Jeff Laferriere

\_\_\_\_\_  
Clerk – Kelly Conlin

Vendor's Address:  
City of Temiskaming Shores  
P.O. Box 2050 / 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

Attn.: Kelly Conlin, Clerk

We have authority to bind the Corporation.

Purchaser's Solicitor:

**Kemp Pirie Crombeen**  
P.O. Box 1540  
22 Armstrong Street  
New Liskeard, ON P0J 1P0

Phone Number: (705) 647-7353

Vendor's Solicitor:

**Kemp Pirie Crombeen**  
P.O. Box 1540  
22 Armstrong Street  
New Liskeard, ON P0J 1P0

Phone Number: (705) 647-7353

## **The Corporation of the City of Temiskaming Shores**

### **By-law No. 2023-011**

#### **Being a by-law to amend By-Law 2022-051 to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of Liquid Calcium Chloride**

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

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

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

**Whereas** Council considered Administrative Report No. PW-007-2022 at the March 15, 2022 Regular Council meeting, and directed staff to prepare the necessary by-law to enter into an agreement with Pollard Distribution Inc. for the supply and application of liquid calcium; and

**Whereas** Council considered Memo No. 002-2023-PW at the February 7, 2023 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-Law 2022-051 to extend the agreement with Pollard Distribution for the supply and application of liquid calcium in 2023 at a price of \$0.363 per litre, plus applicable taxes for consideration at the February 7, 2023 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 Schedule "A" to By-law No. 2022-051, be deleted in its entirety and replaced with Schedule "A", a copy attached hereto and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of February, 2023.

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Mayor

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Clerk



Schedule “A” to

## **By-law 2023-011**

Being a by-law to amend By-law No. 2022-051 to enter into an agreement with Pollard Distribution Inc. for the supply, delivery and application of Liquid Calcium Chloride

Agreement between

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

and

**Pollard Distribution Inc.**

for the Supply and Delivery of Liquid Calcium

**This agreement** made this 7<sup>th</sup> day of February, 2023.

Between:

**The Corporation of the City of Temiskaming Shores**  
(hereinafter called “the Owner”)

And:

**Pollard Distribution Inc.**  
(hereinafter called “the Contractor”)

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

**Article I:**

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**The Corporation of the City of Temiskaming Shores  
Liquid Calcium Chloride  
Tender No. PWO-RFT-001-2022**

- b) Do and fulfill everything indicated by this Agreement and in the Form of Agreement, attached hereto as Appendix 01; and
- c) Complete, as certified by the Manager of Transportation Services, all the work within the earliest possible time frame in 2023, weather permitting.

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **\$0.363 per litre, plus applicable taxes**, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

**Pollard Distribution Inc.**  
P.O. Box 280  
Harrow, Ontario  
N0R 1G0

The Owner:

**City of Temiskaming Shores**  
P.O. Box 2050, 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

The Manager of Transportation Services:

**Manager of Transportation Services**  
**City of Temiskaming Shores**  
P.O. Box 2050, 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

**Remainder of page left blank intentionally**



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

**By-law No. 2023-012**

**Being a by-law to amend By-Law 2022-072 to enter into an agreement Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services at various locations within the City of Temiskaming Shores**

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

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

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

**Whereas** Council considered Administrative Report No. PW-013-2022 at the April 19, 2022 Regular meeting of Council, and directed staff to prepare the necessary by-law to enter into an agreement with Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services for consideration at the April 19, 2022 Regular meeting of Council; and

**Whereas** Council considered Memo No. 003-2023-PW at the February 7, 2023 Regular Council meeting and directed staff to prepare the necessary by-law to amend By-Law 2022-051 to extend the agreement with Pedersen Construction (2013) Inc. for 2023 at a price of \$1.89/square metre for Sidewalk and \$189/metre for curb repairs plus applicable taxes for consideration at the February 7, 2023 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 Schedule "A" to By-law No. 2022-051, be deleted in its entirety and replaced with Schedule "A", a copy attached hereto and forming part of this by-law; and
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of February, 2023.

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Mayor

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Clerk



Schedule “A” to

## **By-law 2023-012**

Being a by-law to amend By-Law 2022-072 to enter into an agreement Pedersen Construction (2013) Inc. for the supply of labour, equipment and material for Concrete Sidewalk and Curb Repair Services at various locations within the City of Temiskaming Shores

**This agreement** made this 7<sup>th</sup> day of February, 2023.

Between:

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

And:

**Pedersen Construction (2013) Inc.**  
(hereinafter called "the Contractor")

Witnesseth:

That the Owner and the Contractor shall undertake and agree as follows:

**Article I:**

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**The Corporation of the City of Temiskaming Shores  
Concrete Sidewalks & Curb Repairs  
PWO-RFT-005-2022**

- a) Complete, as certified by the Manager of Transportation Services, all the work by **October 31<sup>st</sup>, 2023.**

**Article II:**

The Owner will:

- a) Pay the Contractor in lawful money of Canada for the material and services aforesaid **at unit cost of \$189.00 per square metre of concrete sidewalk and \$189.00 per metre of concrete curb and gutter plus applicable taxes**, subject to additions and deductions as provided in the Contract Documents, if applicable.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

**Article III:**

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by hand, Canada Post, courier, facsimile or by another electronic communication where, during or after the transmission of the communication, no indication or notice of a failure or suspension of transmission has been communicated to the sender. For deliveries by courier or by hand, delivery shall be deemed to have been received on the date of delivery; by Canada Post, 5 days after the date on which it was mailed. A communication sent by facsimile or by electronic communication with no indication of failure or suspension of delivery, shall be deemed to have been received at the opening of business on the next day, unless the next day is not a working day for the recipient, in which case it shall be deemed to have been received on the next working day of the recipient at the opening of business.

The Contractor:

**Pedersen Construction (2013) Inc.**  
177246 Bedard Road  
New Liskeard, Ontario P0J 1P0

The Owner:

**City of Temiskaming Shores**  
P.O. Box 2050, 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

The Manager of Transportation Services:

**Manager of Transportation Services**  
**City of Temiskaming Shores**  
P.O. Box 2050, 325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

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**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2023-013**

**Being a By-Law to adopt a Facility Fee Waiver Policy 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 RS-001-2023 at the February 7, 2023 Regular Council meeting and directed staff to adopt a Facility Fee Waiver Policy for the City of Temiskaming Shores for consideration at the February 7, 2023 Regular Council Meeting

**Now therefore** the Council of the Corporation of the City of Temiskaming Shores enacts as follows:

1. That Council for the City of Temiskaming Shores hereby adopts a Facility Fee Waiver Policy, a copy of which is attached hereto as Schedule "A" forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

**Read a first, second and third time** and finally passed this 7<sup>th</sup> day of February, 2023

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Mayor

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Clerk



Schedule “A” to

## **By-law 2023-013**

### **Facility Fee Waiver Policy**

## **City of Temiskaming Shores Facility Fee Waiver Policy**

### **PURPOSE**

The City of Temiskaming Shores recognizes the importance of assisting community organizations and groups with affordable facilities during special events. The Facility Fee Waiver Policy will assist in determining if fees for a facility rental may be waived for an organization requesting consideration when booking space at municipal facilities. The intent of this Policy is to outline The Facility Fee Waiver process and provide a consistent approach in the information that is provided for consideration. For further clarity, a set of eligible and non-eligible criteria is established in this policy for the approval of a fee waiver.

### **SCOPE**

The Facility Fee Waiver policy will provide a clear understanding of the roles and responsibilities of the municipality and user groups while ensuring consistency through its application.

### **ROLES AND RESPONSIBILITIES**

The Director of Recreation or their designate has the authority to approve or deny a proposed Fee Waiver Request for a facility at a location(s) within or on the grounds of the municipal property under their jurisdiction.

The administration of this Policy is assigned to the Director of Recreation or their written designate, who will generally perform all the administrative functions under this Policy, and without limitation may:

- a) receive and process all applications for waiving or reducing fees;
- b) issue approvals for waiving or reducing fees in accordance with the provisions of this Policy and applicable By-laws;
- c) impose terms and conditions on approvals in accordance with this Policy; and
- d) refuse to issue an approval, or revoke or suspend an approval, in accordance with this policy; and
- e) provide an annual report to Council of the Fee Waiver Request, summarizing the applications received, processed and approved/denied.

The power and authority to refuse to issue an approval to waive fees, to cancel, revoke or suspend an approval, to impose terms and conditions, including special conditions, on an approval, or to exempt any person from all or part of this Policy are delegated to the Director of Recreation. Notwithstanding any other provision of this Policy, the Director may impose terms and conditions on any approval any time during the term of the approval, as are necessary to give effect to this Policy. The Municipality reserves the right to refuse to enter into a Facility Rental Agreement with respect to any application for a waiver for an event on municipal property.

## PROCEDURE

To qualify for a Fee Waiver, the following criteria must be met:

- The applicant must qualify as a Not for Profit/Charitable organization, Minor Sport Group or Service Club;
- Must be based in the City of Temiskaming Shores or primarily serve residents of Temiskaming Shores;
- Be for the purpose of a fundraiser where funds raised go towards a project that benefits residents of the City of Temiskaming Shores; or be an event or activity that meets a recreation or community development priority of the City of Temiskaming Shores such as promotion of physical activity, healthy eating, literacy, poverty reduction, community engagement or capacity building, and activities for under-served groups;
- Groups must submit a completed application form to the Director of Recreation requesting The Facility Fee Waiver and have it signed by an executive member of the requesting organization; and

Applicants will receive a decision on their application in writing within 10 business days of submission.

The following conditions apply to a Fee Waiver Request:

- Applies to new bookings only;
- Applicants must complete and submit the application form at the time of booking;
- Permit Holder cannot sublet to other persons or groups;
- Be subject to all municipal policies and procedures for facility rentals including, but not limited to, the Municipal Alcohol Policy, Recreation Facility User Liability Insurance Policy and Recreation Cancellation and Refund Policy;
- Groups must provide proof of Insurance naming the City of Temiskaming Shores as a co-insured; and
- The rental planned shall not impact access to the facility by the public and must be deemed by the Director of Recreation not to compromise potential revenue from other organizations and it is not expected to result in additional costs for the Municipality.



Appendix 01 to  
Schedule "A" to

**By-law No. 2023-013**





**The Corporation of the City of Temiskaming Shores**  
**By-law No. 2023-014**  
**Being a by-law to appoint a Chief Building Official-**  
**Melvin Bursey**

**Whereas** Section 3 (2) of the Building Code Act, S.O. 1992, Chapter 23, requires that the Council of each municipality appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act, its associated Regulations and any by-laws passed there under; and

**Whereas** Council passed By-law No. 2022-165 on November 12, 2022 to appoint an Francis Rivard as the Interim Chief Building Official for The Corporation of the City of Temiskaming Shores following the resignation of the Full Time Chief Building Official; and

**Whereas** Council desires to enact a Permanent Appointment of Melvin Bursey as Chief Building Official for The Corporation of the City of Temiskaming Shores.

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

1. That **Melvin Bursey** is hereby appointed as Chief Building Official for The Corporation of the City of Temiskaming Shores.
2. That this By-law shall come into force and take effect on February 7, 2023.

**Read a first second and third time and finally passed** this 7<sup>th</sup> day of February, 2023.

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Mayor

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Clerk

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

**By-law No. 2023-015**

**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 February 7, 2023**

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

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

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

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

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

1. That the actions of the Council at its Regular meeting held on **February 7, 2023** with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

**Read a first, second and third time and finally passed** this 7<sup>th</sup> day of February, 2023

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Mayor

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Clerk